

Warrenton Grade School  
Student & Parent Handbook  
2018-2019



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[www.warrentonschools.com](http://www.warrentonschools.com)

## **WHSD SCHOOL BOARD MEMBERS**

The State of Oregon Legislation delegates to the school board the responsibility for the conduct and governance of district schools. Board members, elected by residents of this district, are as follows:

|                         |                |
|-------------------------|----------------|
| Debbie Morrow,<br>Chair | Len Mossman    |
| Greg Morrill            | Darlene Warren |
| Dalan Moss              | Dan Jackson    |
|                         |                |

Regular Board meetings are usually held on the second Wednesday of each month at Warrenton High School. Meetings begin at 7:00 p.m. with regular and special meetings of the Board open to the public unless as otherwise provided by law. All meeting notices including special meetings and times are posted in the window at the front office of the grade school.

### **WHSD and WGS ADMINISTRATION**

WHSD Superintendent: Mark Jeffery  
WHSD Special Education Director: Suzanne Harris

WGS Principal: Tom Rogozinski  
WGS Assistant Principal: Robbie Porter  
WGS Assistant Principal: Sean O'Malley

### **MISSION STATEMENT**

The mission of Warrenton Grade School is to provide students with a quality education enabling all learners to become successful, productive, responsible and respected members of their community, their country and their world.

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## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the Warrenton Grade School office and online at [www.warrentonschools.com](http://www.warrentonschools.com).

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

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

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

Procedure for filing a complaint can be found on the district's home page at [www.warrentonschools.com](http://www.warrentonschools.com).

Parents and students must acknowledge receipt of the Student-Parent Handbook, the Student Code of Conduct contained within and the consequences to students who violate district disciplinary policies. An acknowledgement page to be signed and returned to the school is included at the end of this handbook and is also available online at [www.warrentonschools.com](http://www.warrentonschools.com).

## **ACADEMIC INTEGRITY**

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

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

## **ADMISSION**

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

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

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

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

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

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

## **ALTERNATIVE EDUCATION PROGRAMS**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular

programs. The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws. Parent/guardians may request additional in district alternative education programs by submitting written requests to the principal.

## **ANIMAL DISSECTION**

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

## **ANIMALS IN THE SCHOOL**

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

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

## **ARRIVAL AND DISMISSAL**

### Supervision of Students Begins at 7:50 AM

Please plan student arrival time when supervision is provided. For safety purposes, students are not to be at school ahead of this supervised time unless they are attending Rise and Shine Club.

### Rise and Shine Club

Two WGS staff members will supervise in the gym and the cafeteria from 7:20 a.m. to 7:50 a.m. each morning before school. This is a free program open to all WGS students.

### After School Plans

A set routine for your student is preferred for after school planning. If a child has a change in his or her after school routine, a note signed by a parent/guardian must be provided to the child's teacher. Bus changes will only be accommodated as per the policy immediately below.

### Bus Changes/Notes

Prior to the first day of school parents of bus riders must designate a single pick up and a single drop off location. While the morning pickup and afternoon drop off location may be different these locations must be consistent throughout the week. Changes to the originally selected locations will only be allowed if a student moves or changes their afterschool care provider. To make a change in either location a parent or guardian must notify the Warrenton Grade School Office at least 48 hours in advance. Emergency situations will be addressed on an individual basis.

For your child's safety, we will not be able to accept bus changes over the telephone. For safety reasons, kindergarten and 1<sup>st</sup> grade students must be met at the bus stop by an adult.

### Riding Bike/Walking to School

Students in 3<sup>rd</sup> grade or younger will either ride the bus or be picked up by a parent/guardian. Students in 4<sup>th</sup> grade must have a parent/guardian note on file giving them permission to ride their bike or walk to and from school. Only students with signed notes on file will be allowed to bike or walk to school.

### During the Day Student Check Out/Check In

Parents/guardians need to sign their child out of the school when a student is picked up during the school day. Parents/guardians must also accompany their child to check in when they arrive after the start of the school day or send a written note.



## End of Day Student Pick Up

All students in grades K - 4 will be signed out by an authorized adult. We cannot release your child to another adult without a signed parent/guardian note. Staff members supervising sign-outs will ask for identification verification of any adult, including the parent/guardian, picking up a student.

Parents/guardians/designees picking up students in:

- Kindergarten and 1<sup>st</sup> grades will sign them out directly outside of the classrooms.
- 2<sup>nd</sup> grade will sign them out from the multi-purpose room.
- 3<sup>rd</sup> and 4<sup>th</sup> grades will sign them out from the waiting area in the cafeteria.

Students in grades 5<sup>th</sup> through 8<sup>th</sup> are released at their designated dismissal time

## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The [superintendent] serves as the district's asbestos program manager and may be reached for additional information.

## **ASSEMBLIES**

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

## **ASSESSMENT PROGRAM**

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

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

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal by August 10th of the upcoming school year, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the principal. Final decisions are the responsibility of the principal or designee.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law.

While a parent/guardian has the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not

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

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

## **ATTENDANCE**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the principal or designee will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12<sup>th</sup> grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

### Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

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

have been made in advance of the absence.

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

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

A student who must leave school during the day, must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the health room. The school nurse or designee will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

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

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

#### Suspension of Driving Privileges

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. A student shall be considered to have withdrawn from school if the student has:

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

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

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

#### Truancy

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

## **CLOSED CAMPUS**

Warrenton Grade School is a closed campus. Students are not permitted to leave the campus during the school day unless they have been signed out at the office by a parent/guardian or designee.

## **CLUBS, SPORTS, AND ORGANIZATIONS**

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

Students and parents of students participating in extracurricular activities are required to provide signed acknowledgement of the WGS Guidelines for Participation in Athletics, Clubs and Activities.

## **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the [school nurse/principal] so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school setting.

The following the restriction may be removed by a school nurse: chicken pox, cholera, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu.

Parents with questions should contact the school office.

## **COMPUTER USE**

Students will be provided access to district-sponsored internet and Google Apps for Education to be used in accordance with the **Student and Parent Agreement for the Use of District Technology**.

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

The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;

3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using email, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called “hacking” and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students’ access to materials harmful to students have been installed.

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

By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

Students will be provided access to district-sponsored internet and Google Apps for Education to be used in accordance with the Student and Parent Agreement for the Use of District Technology

## **CONDUCT**

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

### Student Code of Conduct

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

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF and accompanying administrative regulation;
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon , as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief or Theft and JFCB - Care of District Property by Students, including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment, as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs or other controlled substances, including drug paraphernalia as prohibited by Board policies: JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems; JFCG/KGC/GBK – Prohibited Use, Possession, Sale or Distribution of Tobacco Products and Inhalant Delivery Systems ; JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

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

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed,

concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

In regard to tobacco, alcohol or drugs, and in accordance with Oregon law, any person under age 21 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.785. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 21 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

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

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

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

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

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

### Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;

5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

## **CONFERENCES**

Regular conferences are schedule twice for this school year:

October 10<sup>th</sup> and 11<sup>th</sup>, 2018

March 20<sup>th</sup> and 21<sup>st</sup>, 2019

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

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

## **COUNSELING**

### Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

## **CREDIT (Toward High School Diploma)**

8<sup>th</sup> grade students have the opportunity to earn high school credit for classes taken at Warrenton High School (Algebra I and Spanish I) and by earning a grade of 70% or higher in 8<sup>th</sup> grade mathematics class offered at Warrenton Grade School.

## **DAMAGE TO DISTRICT PROPERTY**

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

## **DANCES/SOCIAL EVENTS**

The rules of good conduct and grooming shall be observed for school dances and social events. Students who do not attend Warrenton Grade School are not permitted at school dances.

## **DISCIPLINE/DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.



Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

### Discipline Referrals

*Minor Referrals:* To address inappropriate behavior as efficiently as possible teachers may assign consequences ranging from a warning or a conference with the student and/or parent up to and including lunch-recess detention for minor violations of the Student Code of Conduct. The teacher will notify parents/guardians of the misbehavior, the consequence and to collaborate on a plan for the student to meet behavioral expectations.

#### *Major Referrals:*

A major referral will be issued for major or repeated minor violations of the Code of Conduct. A referral form will be completed by staff, and parent/guardians will be contacted. The student will visit with an administrator. Depending on the severity of behavior the administrator or designee may choose one of the following:

1. Parent/guardian conference
2. Class suspension: Removal from a class for up to 10 school days. The student will report to the in-school suspension room and is to work on the assignments missed while suspended.
3. Lunch-recess or after school detention
4. In- or out-of-school suspension
5. Other action, as needed (i.e. referred to superintendent for consideration of expulsion).

If the student continues to have difficulty meeting expectations, he or she will be referred to an intervention team. This team may include the teacher, a counselor, specialist teachers, assistant principal, parent/guardians or others. The team will develop a behavior plan to further support the student in meeting behavioral expectations.

### Detentions

*Lunch-Recess Detention:* A student may be required to serve detention for disciplinary reasons during lunch and recess time. These detentions may be assigned by teachers or administrators.

*After-school Detention:* A student may be assigned after school detention by an administrator for

disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

### Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons:

- a) willful violation of Board policies, administrative regulations or school rules;
- b) willful conduct which materially and substantially disrupts the rights of others to an education;
- c) willful conduct which endangers the student, other students or staff members; or
- d) willful conduct which damages or injures district property.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

- a) non-accidental conduct causing serious physical harm to a student or employee;
- b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
- c) when the suspension or expulsion is required by law.

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

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

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

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

The district may require a student to attend school during non-school hours as an alternative to suspension.

### Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law as part of the expulsion process.

#### Discipline of a Student Served by an Individualized Education Program

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

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

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

#### **DISTRIBUTION OF MATERIAL**

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the district may be subject to administrative review, restriction or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

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

## **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Students and their parent/guardian are responsible for the student's cleanliness, clothing, and neat appearance at school and at school-sponsored events. Students should wear clothing that is clean and appropriate for the weather.

- Clothing must not:
  - interfere with the learning process,
  - be too revealing or sexually suggestive
  - be related to alcohol, tobacco, or other drugs
  - be vulgar or insulting
  - be demeaning to a particular person or group
  - indicate gang membership or activity
- Tops must cover midriff and/or torso and not expose bra straps
- Trousers and shorts are to be worn at the natural waistline without sagging or bagging, or revealing skin
- The following are not permitted:
  - Pajamas, boxer shorts and/or slippers
  - Hats, hoods, and sunglasses (in the building).
  - Bare or stocking feet (Footwear must be worn.)
  - Blankets

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

Students in violation of the dress code will be asked to change. Refusal to comply may result in disciplinary action.

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

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

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

### **EMERGENCY DRILLS**

Instruction on fire, earthquake, safety threats and tsunami dangers and drills shall be conducted for at least 30 minutes each school month in accordance with the requirements of law. Oregon Fire Code requires at least one fire drill to be conducted within the first 10 days of the school year.

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

At least three drills on earthquakes that include tsunamis drills will be conducted each year. Drills and instruction on tsunami hazard emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning. At least two drills on safety threats will be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

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

### **EMERGENCY MEDICAL TREATMENT**

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

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

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

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and

transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

### **EXTRACURRICULAR ACTIVITIES**

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

Students and parents of students participating in extracurricular activities are required to provide signed acknowledgement of the WGS Guidelines for Participation in Athletics, Clubs and Activities.

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

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

1. Participation fees for sports, clubs and activities;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Fees for damaged library books and school-owned equipment;
9. Field trips considered optional to the district's regular school program;
10. Admission fees for certain extracurricular activities;

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

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

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

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

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

## **FIELD TRIPS**

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

## **FLAG SALUTE**

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

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

## **FUND RAISING**

The majority of fundraising for WGS is conducted by P.A.T.H.S., our parent-teacher support group, and our middle school student council. Requests by other groups to fundraise for student organizations, clubs or classes, athletic teams, or outside organizations should be submitted to the principal.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school’s education or extracurricular activities program. The student council staff facilitator is responsible for administering student activity funds.

## **GANGS**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student’s ability to meet curriculum and attendance requirements.

A “gang” is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

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

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other

violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **GRADE REDUCTION**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

## **HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, MENACING, TEEN DATING VIOLENCE, DOMESTIC VIOLENCE**

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who 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 Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to discipline, up to and including expulsion.

The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion.

Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.



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

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

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

“Teen dating violence” means:

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

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

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

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

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

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

The principal or designee will take reports and conduct a prompt investigation of any report of an act of hazing harassment, intimidation or bullying, menacing, teen dating violence 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 who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied , menaced, 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 [employee position title] who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

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

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

**Step 1** Any hazing, harassment, intimidation or bullying, menacing, 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. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

**Step 2** The 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, 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, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

**Step 4** If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 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 Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of

cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

## **HOMELESS STUDENTS**

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

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Mary Suever, the school's liaison for homeless students.

## **HOMEWORK**

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

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

### Immunization

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

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

### Vision Screening

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

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

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

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

### Dental Screening

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

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

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

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

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

#### HIV, HBV, AIDS – Students

A student infected with HIV, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (or parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (or parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

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

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

### **INSURANCE**

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

## **LOCKERS**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

## **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each quarter and at the end of the school year.

Loss or suspected theft of personal or district property should be reported to the school office.

The district will not be responsible for the loss of, of damage to, personal property.

## **MEAL PROGRAMS**

The district participates in the National School Lunch, School Breakfast, Special Milk, and Commodity Programs and offers free meals based on a student's financial need. Information about and applications for free and reduced-priced meals are mailed home prior to each school year. Applications are also available at the school office and may be submitted at any time during the school year.

Daily breakfast is provided free of charge for each student. Students may bring lunches from home or purchase lunches. Lunches may be purchased at the school office (checks payable to Warrenton Grade School) or online at [www.mealitime.com](http://www.mealitime.com). Additional information can be obtained in the office.

### **Meal Fees**

#### Breakfast:

Free for all students

\$2.50 for adults

#### Lunch:

K-6: \$2.35

7-8: \$2.50

Adult: \$3.75

Milk is \$0.35

## **MEDIA ACCESS TO STUDENTS**

School administrators are authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not

be unduly disruptive and shall comply with Board policies and district goals.

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

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

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

## **MEDICATIONS**

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

### School-Administered Medication

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

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information:

1. name of the student,
2. name of the medication,
3. dosage,
4. method of administration,
5. frequency of administration,
6. any other special instructions and
7. the signature of the prescriber.

A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included.

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication.

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

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

A process shall be established by which, upon parent written request, a backup prescribed

autoinjectable epinephrine be kept at a reasonable, secured location in the student's classroom.

### Premeasured Doses of Epinephrine

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

### Self-Medication

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

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

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

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

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

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

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

Contact the school office for additional information and forms.

## **ONLINE LEARNING**

With the approval of the principal or designee, the school may offer online courses through district-approved institutions as an alternative education program.

## **PARENTAL INVOLVEMENT**

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

1. Encourage their students to put a high priority on their education and to commit themselves to

- making the most of the educational opportunities the district provides;
2. Keep informed on school activities. The school website, Facebook page, Back to School events and parent club (PATHS: Parents and Teachers Helping Students) and Title I meetings provide opportunities for learning more about the school;
  3. Become a district volunteer. For further information contact the office
  4. Participate in PATHS by attending the monthly meetings and volunteering at PTHS-sponsored events. More information is available at the office.

## **PARENTAL RIGHTS**

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

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

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

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

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

## **PEDICULOSIS/HEAD LICE**

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel. School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. The student will be allowed to remain in school.

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

During school hours from 7:50 a.m. to 3:00 p.m. students are required to keep cell phones and other personal electronic devices silenced and out of sight. (A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.) If a cell phone or personal electronic device is seen or heard



during school hours it will be confiscated and a parent may be required to come to school to pick-up the phone or device. Repeated violations will result in the student's cell phone or personal electronic device being stored in the school office each day.

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

Personal electronic devices brought to school may be used for appropriate, teacher-approved classroom or instructional related activities only with the express approval of the principal.

Devices which have the capability to take photographs or record video or audio shall not be used on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the principal

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

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

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies[, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

## **PHYSICAL EXAMINATIONS FOR ATHLETICS**

Students in grades 6 through 8 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

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

## **POSTERS**

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

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

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

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

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

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

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

### Promotion of 8<sup>th</sup> Grade Students to 9<sup>th</sup> Grade

8<sup>th</sup> grade students with failing grades may be retained or required to participate in alternative summer school programs to be promoted to 9<sup>th</sup> grade.

### Participation in 8<sup>th</sup> Grade Promotion Ceremony

Participation in the 8<sup>th</sup> grade promotion ceremony is a privilege. To participate, students must demonstrate adequate citizenship and academic achievement for the entirety of the school year. Failing grades and/or severe or chronic violations of the Student Code of Conduct may result in the student not being permitted to participate in the 8<sup>th</sup> Grade Promotion Ceremony.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

## **REPORTS TO STUDENT AND PARENTS**

Written reports of student grades and/or progress reports shall be issued to parents at the conclusion of each quarter (November, January, April, and June) informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Percent-based letter grades will be used in grades 3 – 8. Standards-based report cards are issued in grades. Grades/progress reports will be based on many factors including assignments, both oral and written; quizzes and tests; class participation; special assignments; research activities and other identified criteria.

No later than the end of the first four weeks of a reporting period, the school will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

## **RESTRAINT AND SECLUSION**

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

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

## **STUDENT SEARCHES**

### Searches

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

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

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

School officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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

Items found which are evidence of a violation of law, policy, regulation, the Student Code of Conduct or the Student/Parent Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### Questioning of Students

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

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

## **SPECIAL PROGRAMS**

### Bilingual Students [English Language Learners]

The school provides special programs for bilingual English language learning students. A student or parent with questions about these programs should contact the principal

### Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director, Suzanne Harris, at Warrenton Grade School.

### Title IA Services

Warrenton Grade School receives federal Title IA funds to support disadvantaged students in developing their reading and mathematics skills. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact the principal.

## **STUDENT/PARENT COMPLAINTS**

### Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact WHSD Superintendent, Mark Jeffery.

### Division 22 Education Standards Complaints

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

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

After exhausting local procedures or if the district has not resolved the complaint with 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant

may make a direct appeal to the State Superintendent of Public Instruction.

### Instructional Materials Complaints

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

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

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

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

### Placement/Enrollment of Homeless Students Complaints

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

### Public Complaints

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within five working days.

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

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

If the complainant is dissatisfied with the superintendent’s or designee’s findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent’s decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board

chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

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

If any complaint alleges a violation of state law regarding restraint and seclusion (Oregon Administrative Rule Chapter 581, Division 22 , Oregon Revised Statute 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570) or retaliation (Oregon Revised Statute 659.852) and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule 581-002-0040.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

#### Staff Sexual Conduct with Students

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

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report.

The person designated to receive sexual conduct reports at Warrenton Grade School is Tom Rogozinski, Principal. In the event the designated person is the suspected perpetrator, the superintendent shall receive the report. When the superintendent (Or Board Chair) takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

#### Students with Disabilities Complaints

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

be directed to the special education director.

### Students with Sexual Harassment Complaints

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

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

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

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step 2 The school official receiving the information or complaint shall promptly initiate an investigation. The district official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10

working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

#### Talented and Gifted (TAG) Programs and Services Complaints

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

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

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

#### **STUDENT EDUCATION RECORDS**

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

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

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

Permanent records shall include:



1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records for suspensions and expulsions, IEP's, etc.

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

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

#### Access/Release of Education Records

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

Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular district hours.

#### Provision for Hearing to Challenge Content of Education Records

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

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent(s); and
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and

counsel shall not be admitted.

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

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

A copy of the district's education records Board policy and administrative regulation may be obtained by contacting the office.

#### Requests for Education Records

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

#### Transfer of Education Records

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

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

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

#### **SUMMER SCHOOL**

8<sup>th</sup> grade students with failing grades may be required to attend summer programs as a condition to be promoted to the 9<sup>th</sup> grade.

#### **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours of 7:50 a.m. to 3:00 p.m, while traveling on district-provided vehicles to and from school and while engaged in district-

sponsored activities. Students attending Rise and Shine Club will be supervised from 7:20 a.m. to 7:50 a.m.

## **TALENTED AND GIFTED PROGRAM**

### Identification of Talented and Gifted Students

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

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

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

### Appeals

A parent may appeal the identification process and/or placement of his/her student in the district's TAG program as follows:

### Informal Process

1. The parent will contact the school TAG coordinator to request reconsideration;
2. The coordinator will confer with the parent and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared;
3. If an agreement cannot be reached, the parent may initiate the Formal Process.

### Formal Process

1. The parent shall submit a written request for reconsideration of the identification/placement to the principal;
2. The principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator;
3. The principal and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. The parent may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent shall be notified of the decision in writing and the decision shall be

- forwarded to the superintendent;
7. The decision may be appealed to the Board;
  8. If the parent is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

## **THREATS**

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

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

Student possession, use, sale or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student violating these prohibitions, or being under the influence of alcohol/illegal drugs on or near district property or grounds, including parking lots, or while participating in school-sponsored activities will be subject to discipline.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

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

## **TRANSPORTATION OF STUDENTS**

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

### Transportation Rules

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

1. Students being transported are under the authority of the bus driver;

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

#### Disciplinary Procedures for Violations of Transportation Rules

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

1. First Citation - Warning: The driver or school administrator verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student receives a 2-day suspension from the bus.
3. Third Citation: The student up to a 10-day suspension and will not be able to ride the bus until a conference has been held with the student, the parent and a school administrator. Repeated violations will result in the loss of transportation privileges for the remainder of the school year.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student from the bus for a minimum of 10 days and may result in up to a 1-year expulsion from the bus. Additional disciplinary consequences may also be assigned.
5. In all instances, the appeal process may be used if the student and/or parent desires.

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

#### **VEHICLES: BICYCLES AND SKATEBOARDS ON CAMPUS**

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. Repeated failure of a student to comply with the mandatory helmet law will result in the student losing the privilege to ride his or her bike to school.

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters or similar devices on district grounds is prohibited.

Skateboards/Rollerblades/Scooters or similar devices are prohibited on district property during school hours unless special permission is given by the administrator for a specific activity.

Skateboards, rollerblades, scooters or similar devices will be confiscated by school authorities and placed in the office for parents to retrieve.

Use of skateboards, rollerblades, scooters or similar devices on district property during non-school hours is at the user's risk.

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

### **VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. The Warrenton Grade School commons areas (hallways, cafeteria, gymnasium, play shed, entry ways, etc.) and outside campus areas are under regular video surveillance.

### **VISITORS**

Parents and other visitors are encouraged to visit during lunch, recess and assemblies. Requests to visit a classroom can be initiated with the teacher or the principal. The principal will approve requests to visit, as appropriate.

To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility.

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

## **Warrenton Grade School Compact with Parents and Students**

A School-Parent-Student Compact is an agreement among parents, students, teachers and administrators of how parents, students, teachers and the school will work together to make sure each of our students makes significant academic growth this school year.

### **School Responsibilities:**

- Create a welcoming and positive learning environment for students and parents.
- Provide students with the high quality curriculum and instruction which enables them to meet the state's academic achievement standards
- Involve parents in the planning, review, and improvement of the school's parental involvement policy, Title I Plan, and schoolwide improvement plan.
- Hold an annual meeting to inform parents of the school's participation in Title I-A criteria, program, and parent involvement and other parent involvement/training activities. These meetings will be held at convenient times, based on input from parents, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I-A programs (participating students), and will encourage them to attend.
- Frequently assess students and provide ongoing feedback to parents, in formats easy to understand and at reasonable intervals, on how the student is progressing academically.
- Provide opportunities for parents to participate in decisions about the education of their child.
- Classroom teacher will give each parent an individual student report in written form about the performance of their child on the state assessment in at least math, writing, and reading.
- Ensure that all certified and classified Title I staff are highly qualified.

### **Parent and Family Responsibilities:**

- Make sure that my child is on time and strives for 100 percent attendance, and contact the school if my child is absent.
- Establish a time and place for homework and work with my child to get it handed in the next day.
- Monitor the amount of screen time my child accesses and ensure that my child gets enough sleep each night.
- Attend conferences and Title I family nights, look at school work, and call the school as needed to monitor my child's progress.
- Check with my child daily for information sent home from school, read it and respond, if necessary.
- Check school website for monthly newsletter and current events.
- Participate, as appropriate, in decisions relating to my child's education. If possible, be an active member of our parent-teacher group, PATHS, or the District's policy advisory groups.
- Read at least 15 minutes, a minimum of four times a week with my child, outside of school time.

### **Student Responsibilities:**

- Come to school each day ready to learn and do my best.
- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.

- Give my parents (or the adult who is responsible for me) all papers and information sent home with me from the school.
- Complete my class work/homework and ask for help when I don't understand

## **STUDENT CODE OF CONDUCT**

### **Student Rights & Responsibilities**

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

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others.
2. The rights to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights.
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.
5. The right to assemble informally, the responsibility to not disrupt the orderly operations of the educational process, nor infringe upon the rights of others.
6. The right to privacy, which includes privacy in respect to the student's education records.
7. The right to know the behavior standards expected the responsibility to know the consequences of misbehavior.

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

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

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials. See chart on last page.

Board policies are available on district website at:

<http://www.warrentonschools.com/>



In accordance with Oregon law, 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 fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor with 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

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

# **The Warrior Way: Positive Behavior Interventions & Support Systems (PBIS)**

## **School Wide Expectations**

**Be Safe** - acting in a safe manner to self and others.

**Be Respectful** - in your words and actions, show consideration to others.

**Be Responsible** - accept accountability for your actions and words.

## **Character Cash**

Many of our students follow all the rules every day, all the time. Character Cash and Self-Manager Cards are a way to recognize those efforts. Once a student receives the recognition and Character Cash, they may collect them to purchase items at a student store or place them in a drawing for a prize.

## **Major Office Referral**

A major office referral will be issued for major disruptive behavior. An office referral will be completed by staff, and parent/guardians will be contacted. The student will visit with a principal or designee. Depending on the severity of behavior the principal or designee may choose one of the following:

1. Parent/guardian conference or phone contact
2. Removed from an activity or class
3. Detention
4. In or out of school suspension
5. Other action, as needed, i.e., referred to superintendent for consideration of expulsion.

If the student continues to have difficulty meeting expectations, they will be referred to an intervention team. This team may include the teacher, a counselor, specialist teachers, assistant principal, parent/guardians or others. They will work to develop a behavior plan.

Behavior Expectations apply to students whenever they are:

- present in any school or on property of the school district
- at any school-sponsored activity, regardless of its location
- traveling to and from school, including at designated bus stop and on the bus
- Participants in district athletic programs

Examples of misbehaviors:

- disrupting or interrupting the learning environment
- using profane or abusive language
- using or having tobacco, alcohol, or other drugs
- fighting of any kind
- bringing weapons or anything that looks like a weapon to school
- stealing or damaging property
- threatening, harassing, or bullying students or staff
- wearing inappropriate clothing for school
- refusing to follow adult directions and being defiant toward adults

**ACKNOWLEDGEMENT OF RECEIPT OF STUDENT-PARENT HANDBOOK  
AND SCHOOL-PARENT-STUDENT COMPACT**



After reviewing the **2018-2019 WGS Student and Parent Handbook** and the **WGS School-Parent-Student Compact** please read, sign and return this form to your child's homeroom teacher (Grades K – 5<sup>th</sup>) or Language Arts teacher (Grades 6<sup>th</sup> – 8<sup>th</sup>).

I understand and consent to the responsibilities outlined in the **2018-2019 WGS Student and Parent Handbook**. I also understand and agree that my student shall be held accountable for the behavior expectations outlined in the **Student Code of Conduct** during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand, should my student violate the **Student Code of Conduct** he or she will be subject to disciplinary action as per Warrenton Grade School and Warrenton-Hammond School District policies.

My signature indicates I have reviewed the above information and been provided a copy of the student handbook online at [www.warrentonschools.org](http://www.warrentonschools.org) or by requesting a printed copy from the school office.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student Signature (Grades 3<sup>rd</sup> – 8<sup>th</sup>): \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

- Sign and return a copy of this form to your child's homeroom teacher (Grades K – 5) or Language Arts teacher (Grades 6 – 8).
- A signed copy of this form is required for each child enrolled at Warrenton Grade School