



Ontario Elementary Schools

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Student Handbook

2018-2019

District Mission Statement

All students will be equipped with the skills for lifelong learning and graduate as responsible adults equipped for college or career.

Superintendent Nicole Albisu (541) 889-5374

Title IX Title VII Civil Rights Discrimination Issues

Director of Special Education Melissa Williams (541) 889-5374

Title VI Americans With Disabilities Act Section 504

Director of Federal Programs Anabel Ortiz-Chavolla (541) 889 5374

Title III Title IC

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WELCOME

Dear Students and Parents:

Welcome to Ontario School District (OSD)! We are looking forward to an exciting and successful year with you. This handbook has been prepared to help you become familiar with our elementary school expectations and procedures. It contains information about our curriculum, services, policies and rules. We believe knowing what is expected will help your child do their best. We encourage parents and students to read this handbook together. The next elementary years are very important years of a child's life. Our goal is for your child to learn, grow and achieve as much as possible in their time at OSD. We will do everything we can to help your child succeed. We welcome family participation in our schools and know that when families and educational staff work together our students achieve at high levels.

-Ontario Elementary Schools Staff

Daily Schedule

Please see Appendix C for your schools daily schedule. **Parents please note that we will start**

each Wednesday morning one hour late. This provides teachers more opportunities to review student data and to learn about, and discuss effective teaching strategies.

Notifications

Parents are notified about school events in a number of ways. Each school has an individual website and facebook page. Links to both can be found on the OSD website at www.ontario.k12.or.us Please check your child's backpack regularly as it will often contain parent information. We will also notify you via phone or text using automated systems that will relay current news and information. This handbook is also a critical way for you to be informed about school information.

To ensure you receive important information, and also to ensure we are able to contact you in the event of an emergency, **please make sure the school always has a current, working phone number you can be reached at.**

Ontario School District 2018-2019 Calendar

Staff Dev/Teacher Work Days	August 13-16
First Day for Students (1-5).....	August 17
First Day for Kindergarten.....	August 22
Labor Day (No school).....	September 3
Parent/Teacher Conf. (After school).....	October 10
Parent/Teacher Conf. (All day).....	October 11
No School-Non-contract day.....	October 12
Veteran's Day (No school)	November 12
End of First Trimester.....	November 16
Teacher Work Day (No school).....	November 19
Thanksgiving Break (No school) ...	November 20-23
Winter Break	December 24-January 4
Teacher Work Day (No school).....	January 7
School Reconvenes.....	January 8
Martin Luther King Day (No school).....	January 21
President's Day (No school).....	February 19
End of Second Trimester.....	February 28
Teacher Work Day (No school).....	March 1
Spring Break (No school)	March 25-29
Staff Development Day (No school).....	April 5
Parent/Teacher Conf. (After school).....	April 17
Parent/Teacher Conf. (All day).....	April 18
No School-Non-contract day.....	April 19
Last Day for Seniors.....	May 23
Memorial Day (No school).....	May 27
Graduation.....	May 29
End of Third Trimester	May 30
Last Day of school (Half day).....	May 31
Teacher Work Day	June 1

Academics

Academic growth and development are primary goals for the students in OSD. We strive to provide a climate that will foster and enrich each child's needs and desire for learning. Every student in Ontario School District will be given equal opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, marital status, linguistic background, culture, capability or geographic location. The superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues (*Reference Board Policies IA and JB*).

Grading

Report cards will be given out at the end of each quarter. The academic grade is one indicator of student's progress in gaining information, acquiring knowledge and improving skills and abilities.

Academic grades as reported on the report card are based on the state's standards and will be reported as follows:

- EXC= EXCEEDS
- PRO= PROFICIENT
- DEV=DEVELOPING
- EME=EMERGING
- IP=INSUFFICIENT PROGRESS

A **No Grade** is given when there is not enough information for a grade.

Grade Level Work Sample Requirements

3rd, 4th, 5th, and 6th grade students need to pass writing, math problem solving, science inquiry, and speaking work samples. These samples are to be placed in a student portfolio to demonstrate the student's achievement towards academic standards.

Assessments

All OSD students will participate in assessments designed to measure their academic growth.

Third through sixth grade students take the Oregon Statewide Assessments in reading and mathematics. Science is tested at the fifth grade level.

Electronic Communications Policy

OSD students will have access to the Internet

through district networked computers. **Parents may specifically request that their child(ren) not be provided such access by notifying OSD in writing.**

The district may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. The superintendent may restrict student and staff accessibility to only information deemed to be most applicable to the curricular needs of the district (*Reference Board Policy IIBGA*).

Student Records

Parents have the right to inspect their student's education records. Education records are those records related to a student maintained by the school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with all state and federal laws. Education records are maintained in a secure place in the office. Personnel having access to student records shall not violate the confidentiality of those records. 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. Personally identifiable information shall not be disclosed without parent authorization or as otherwise provided by board policy and law. (*Reference Board Policies JO, JOA and JOB*).

Withdrawal from School

Parents must notify the office if a student is leaving to attend another school or to be home schooled. Students should return all books and pay any outstanding fines before they leave. Exit grades will be forwarded to the next school the student attends. OSD will transfer originals of all requested student education records, including any special education records, relating to a particular student to the new school when a request to transfer such records is made by the school. The transfer will be made no later than 10 days after receipt of the request (*Reference Board Policy JECE*).

Textbooks/Library Books

Textbooks are provided for all students. If an item receives more than normal usage, a fine will be assessed. If an item is lost, the student will pay for its replacement. If the lost item is found, students should notify the office and a refund will be issued. All unpaid fees transfer to Ontario Middle School when students leave Ontario Elementary Schools.

Statement of Nondiscrimination

It is the policy of the Ontario School District Board of Directors and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any education programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at the Ontario School District Office, (541) 889-5374.

All Career and Technical Education (CTE) programs in this school district are open to all students. The District will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE Programs.

Notice for Directory Information

The Family Educational Rights and Privacy Act, a federal law, requires that Ontario School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Ontario School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual/yearbook
- Honor roll or other recognition lists
- School district Web sites
- Graduation programs
- Sports activity sheets (such as for wrestling, showing weight and height of team members).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless

parents have advised the LEA against disclosing their student's information without their prior written consent.

If you do not want Ontario School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days of registration.

Ontario School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams;
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

Parent Rights Regarding Student Records

This is to inform you that you have significant rights regarding your student's school records. For example, you have the right to inspect all the records regarding your student and to request copies of the records.

You also have the right to ask for assistance in interpreting the records (*A complete definition of these rights can be found in Appendix A*).

Notification of Rights for Elementary and Secondary Schools

The Federal Educational Rights and Privacy Act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records (*A complete list of these rights can be found in Appendix A*).

Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events.

Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their child photographed should indicate this on the registration form.

Absences

All students are expected to attend school regularly. Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence where the school has not received notification from the parent. Those absences will not be considered excused. Excused absences as defined by law are for illness, school functions, death in the family and family emergencies (*Reference Board Policy JED*). **Please check your child's daily schedule and make every effort to minimize the loss of critical instruction when making appointments.**

Truancy

A student who is absent from school or from any class without permission will be considered truant. Appropriate consequences for truancy may include detention, suspension and/or expulsion (*Reference Board Policy JEDA*).

Excessive Absences

ORS **339.065(1)** defines excessive absence and irregular attendance as eight half-day absences in any four-week period. Therefore, any student having four unexcused absences during any one four-week period will be subject to disciplinary action.

Any parent who fails to send a student to school the next day after notification by the district that their student is not complying with the compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C infraction of the law and is punishable by a court imposed fine of up to \$100. The district will notify the parent in writing, in accordance with the law.

The written notice (in the native language of the parent) will include the following: The superintendent or the designees has the authority to enforce the provision of the compulsory attendance laws

- Failure to send a student to school is a class C infraction
- A citation may be issued by the district in the amount of a \$100 fine
- A conference with the parent and student is required.

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 failed to attend school as

required. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$1,000 (*Reference Board Policy JEA-AR*).

Tardies

All students are expected to be on time, in their classes and prepared to work when the tardy bell rings. Administration may determine consequences for excessive tardies.

Make-up Work

Students are expected to complete work missed as a result of absences or participation in extra-curricular activities. The student will make arrangements with each teacher to complete make-up work as soon as possible. Students who have been absent for two or more days may request for make-up assignments to be collected.

Please contact the office before 10 a.m. to pick up assignments by 3 p.m. the same day.

Homework

Homework may be assigned to provide students an opportunity to practice 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 complimentary to the classroom process. If your child is experiencing difficulty with homework or homework does not seem to meet the above criteria please contact your child's teacher or the building principal.

Communicable Diseases

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

These diseases include, but are not limited to, chicken pox, diphtheria, measles, meningitis, mumps, lice infestation, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis.

A student with certain communicable diseases is not allowed to come to school while the disease is contagious.

Questions may be directed to school administration (*Reference Board Policy JHCC*).

Head Lice

Students suspected of having head lice will have their hair checked by designated staff in an environment free of observation from fellow students. Consideration for the dignity of each

student will be maintained at all times.

A student found with live lice or nits (lice eggs) will be excluded from school attendance. The district recognizes that the Oregon Health Authority, Public Health Division, no longer requires exclusion of a student for the presence of nits and allows the discretion of the district. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to periodic checks (*Reference Board Policy JHCCF*).

Immunizations

A student must be fully immunized against certain diseases or must present a certificate of statement that, for medical or religious reasons, the student should not be immunized.

Proof of immunization may be personal records from a licensed physician or public health clinic (*Reference Board Policies JEC and JHCB*).

Student Medication

Students may be permitted to take prescription or nonprescription medication at school or at school sponsored activities on a temporary or regular basis when necessary.

The school is not permitted to dispense medication without written permission of the parent or guardian. (This includes aspirin, cold medication, etc.) Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the name of the student, name of the medication, dosage, method of administration (i.e. pills, liquids or syringes), frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions from the parent which include the information above are required for all requests to administer nonprescription medication. All medication to be administered by the school is to be brought to school by the parent in its original container.

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

When directed by a physician or other licensed health care professional, students grades K-12 will be allowed to self-administer medication. A medical protocol regarding each student who self-administers medication will be developed, signed by

a physician or other licensed health care professional and kept on file. Permission for self-administered medication may be revoked at any time if the student violates policy or medical protocol. (*Reference Board Policy JHCD*).

Counseling Services

If a student needs assistance in this area, an appointment may be made with the school counselor. Any personal emergency that may arise will be handled immediately.

SCHOOL RULES/ STUDENT CODE OF CONDUCT

Our elementary schools have adopted the Positive Behavioral Interventions and Supports (PBIS) system for encouraging proper student behavior. PBIS encourages positive behavior by recognizing students when they are demonstrating safe, responsible and respectful behavior.

The basic rules governing student behavior at all times within OSD elementary schools are:

1. **Be Safe**
2. **Be Responsible**
3. **Be Respectful**

On Campus During Non-school Hours

Students are subject to school rules any time they are on campus. Students are also expected to comply with school rules while they are waiting at a school bus stop. During non-school hours students will be asked to leave campus for inappropriate conduct. Students need to be with a supervising staff member after school hours. Students are subject to trespassing citations for failure to follow these rules.

School Buses

- Arrive at the bus stop 5 minutes prior to the designated loading time.
- Follow school rules while waiting at the bus stop.
- Walk to the bus area in an orderly fashion.
- Line up and board the bus quietly.
- Follow directions of the bus driver.
- Follow all bus rules as posted on the bus.
- No gum, liquid or food on bus.
- Students must ride their assigned bus.
- Changes to bus riding routines must be approved by the transportation department. Transportation personnel may be reached at 541-889-6199.

Misbehavior on the bus will result in disciplinary

action, including possible loss of privileges for a specified period of time. See appendix B for further information.

Gum

All OSD schools are gum-free schools. Students who chew gum will be asked to remove their gum and a warning given. Further gum use will result in a gum referral.

STUDENT RIGHTS AND 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. In keeping with the goals of Ontario School District, it is our aim to teach students to be responsible members of our democratic society. This instruction includes informing students of their rights as members of the school community, as well as teaching them the responsibilities that accompany their rights.

The following rights and responsibilities apply to all OSD students during the school day and at any school sponsored activity.

Assembly of Students

Students have the right to gather both formally and informally on school property. Formal gatherings shall be cleared in advance in the school office and shall follow procedures outlined for student meetings. Informal student gatherings shall not disrupt normal class activities, incite hazard to persons or property or infringe upon the rights of others to pursue their activities (*Reference Board Policies IB and JFI*).

Fair Treatment

All students shall be protected from arbitrary and unreasonable decisions. Students shall be apprised of the school rules and procedures by which schools are governed and the process by which discipline may be involved. Decisions affecting students shall be based on careful and reasoned investigation of the facts and the consistent application of rules and regulations (*Authority: OAR 581-21-060 and OAR 581-21-075*).

Freedom of Expression

Students are entitled to express their personal opinions through written, spoken and symbolic expression under reasonable circumstances. Symbolic and actual freedom of expression shall not

interfere with the freedom of others to express themselves. The use of profane or obscene language or materials and threats of harm to persons or property are prohibited. Vulgar or suggestive slogans, pictures or emblems are not acceptable. Clothing which is immodest, bizarre or disruptive to the educational climate is considered inappropriate. Clothing which promotes tobacco, alcohol or other drugs is not permitted.

Search and Seizure & Questioning

Students may be assured that the rights of the individual shall always be balanced with the needs of the school. District officials may search the student, his/her personal property and property assigned by the school for the student's use at any time while 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 to believe evidence of a violation of a law, board policy, administrative regulations or the Student Code of Conduct is present in a particular place. Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

District 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. 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 or the Student Code of Conduct may be seized.

Students may be questioned by Law Enforcement under the control of district staff. Effort will be made to inform the parent or guardian of the questioning except in instances when the parent or guardian, are the subject of investigation. When possible, an administrator will be present during questioning. Interviews shall take place in a private manner which causes the least possible disruption to the learning environment (*Reference Board Policy JFG*).

Complaint Procedure

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is

not satisfactory, the student or parent may file a written, signed complaint with the superintendent.

If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the board. Board decisions are final. Ontario School District maintains complaint procedures for discrimination, instructional materials and sexual harassment.

Copies of these complaint procedures may be obtained from the office (*Reference Board Policy JBA, KL*).

BEHAVIOR RESULTING IN DISCIPLINARY ACTION

Conduct Subject to Discipline

Students shall comply with the rule for government of schools, pursue the prescribed course of study and shall submit to the lawful authority of all staff members (*Reference Board Policy JFC and OAR 581-21-055*). Oregon law says it is the student's duty to comply with rules, discipline, suspension, expulsion, removal and counseling.

(4)(a) Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee, open defiance of a teacher's authority or use or display of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.

The following types of conduct shall make the student liable for discipline, suspension or expulsion and possible citation from law enforcement officials:

- Theft
- Disruption of school
- Damage or destruction of school property
- Damage or destruction of private property on school premises or during a school activity
- Assault or threats of harm
- Unauthorized use of weapons or dangerous instruments
- Unlawful use of drugs, narcotics or alcoholic beverages
- Use or possession of tobacco on or near school grounds or at a school-sponsored function
- Persistent failure to comply with the rules and lawful directions of teachers or school officials
- Failure to comply with the compulsory laws or attendance laws for the State of Oregon.

A copy of the Oregon Administrative Rules and Statutes governing student rights and responsibilities is available in the office.

Gang-Related Behavior/ Secret Society Activity

Membership in gangs and/or secret societies or other clubs not sponsored by the district are strictly prohibited.

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 hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which indicates or implies membership or affiliation with such a group.

Students are not to make signs, wear items of clothing or accessories, or display materials, etc., relating to gangs. Examples include: hats, bandanas, personal items with markings, symbols or writing; flying "colors," or dressing in a single color or style, including "sagging" pants or not fastening both suspenders. Numbers and symbols associated with gangs are not permitted on clothing. Students may be asked to call parents to bring appropriate clothing or be loaned something to be worn for the day. Students who fail to comply will be subject to disciplinary action. Items will be subject to confiscation.

Students in violation of the district's Secret Societies/Gang Activity policy will be subject to discipline in accordance with the discipline policy (*Reference Board Policies JFCE, JFCEA*).

Hazing, Harassment, Menacing - Zero Tolerance

All students are expected to treat one another with dignity and respect. We take a zero tolerance approach to: hazing, harassment, menacing, intimidation or any act that injures, degrades or disgraces a student or staff member.

Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion or referral to law enforcement officials (*Reference Board Policy JFCF*).

Physical Altercations - Zero Tolerance

The safety of our students and staff is of utmost importance at OSD. While occasional conflict is a normal part of living and working with people, we

must find ways to resolve conflict without resorting to physical means.

For the safety and well-being of all, we take a firm position of ZERO TOLERANCE for physical altercations. Students who willingly participate in physical altercations may be subject to immediate arrest and/or suspension from school (*Ontario Board Policy JGD*).

Threats of Violence

Student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

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

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

Tobacco, Alcohol and Other Drugs

To ensure the highest possible standards of learning, safety, health and well-being, Ontario School District endorses a substance abuse policy that includes prevention, intervention, discipline and aftercare.

OSD believes students have the right to attend school in an environment free of tobacco, alcohol and other drugs. Consequently, students are not to possess, sell or use tobacco, alcohol, unauthorized medication, drugs, or drug-related paraphernalia, on or near school property or at any school sponsored activity. They shall not be under the influence of alcohol or other drugs, or in possession of tobacco, on school premises or at any school sponsored activity, or while being transported on district-provided transportation.

Students who are in possession of tobacco* will be referred to law enforcement for violation of the state tobacco law and will be subject to discipline.

(**Reference Board Policy JFCG for what is included in the term "tobacco", for example this includes all e-cigarettes and vapors.*)

District administrators acting on reasonable suspicion may request that students participate in a Breathalyzer screening for alcohol at school, or prior to or during, a school sponsored event. If a student refuses, he/she may be subject to school discipline and or referral to law enforcement officials. Students who violate the policy regarding alcohol and other drugs will be referred to law enforcement for violation of state and federal law, and will be suspended from school for seven calendar days, with a recommendation for expulsion pending. If an assessment is completed by an approved third party at the parent/guardian's expense, and the results made available to the principal within seven days, the student may be readmitted after the period of suspension. However, the student and parent/guardian must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the principal. If the student or parent/guardian refuses to agree to the evaluation and/or treatment, if advised, a recommendation for expulsion shall be carried out. A complete copy of this policy is available in the office. Parents are encouraged to contact the counseling office for information of district and community resources.

***In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. 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 is subject to a fine of not less than \$100 and up to \$500. The definition of an unlawful drug is any drug not prescribed by a licensed medical practitioner for the person in possession. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine, or both** (Reference Board Policies JFCG, JFCI and JFCH).

Weapons - Zero Tolerance

Weapons and replicas of weapons are forbidden on school property. "Dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious personal injury.

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

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will result in immediate suspension and be reported to the student's parents and to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Students bringing weapons to school will be expelled for a period of not less than one year.

The superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may request suspension of driving privileges from a student expelled for bringing a weapon to school. Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Students are reminded that pocket knives are not allowed. Discipline will be handled through the district weapons policy (*Reference Board Policy JFCJ*).

Disciplinary Action

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decision of staff and administrators. Teaching and learning are the primary responsibilities at OSD. It is important that the students' right to learn and the teachers' right to teach are respected. Appropriate steps will be taken to correct any behavior that interferes with these rights.

A list of appropriate behavior is included in the Student Code of Conduct (found on page 7 of the handbook). Classroom and/or team rules are posted in each classroom. All students are expected to demonstrate responsible behavior on the school grounds and at all school activities.

At various times, teachers, administrators, instructional assistants, secretaries, custodians and cooks may supervise or direct various activities. Students are expected to follow instructions and directions given by all staff members.

Failure to comply with staff instructions will result in disciplinary actions. Just as teachers exercise discretion in administering classroom discipline to balance individual and group needs, administrators exercise prerogatives involving disciplinary measures to maintain a school climate conducive

to learning and assuring safety of life and property.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. Consequences for breaking classroom and/or school rules will include, but are not limited to: detention, school service, in-school suspension, out-of-school suspension, restitution and expulsion.

Counseling and/or mediation are used to resolve conflict whenever possible. A discipline ladder will be maintained for every student to assist with managing discipline on an individual level.

Fighting, threats, assaults, possession and/or use of weapons or violation of district policy regarding substance abuse will result in suspension, expulsion and/or police involvement. Where violations of the law are involved, law enforcement agencies will be notified. A Student Resource Officer is on duty at OES.

Students Rights in Disciplinary Actions

- All pupils will be given a copy of the Student Code of conduct and Student Rights and Responsibilities.
- Staff complaints: students should hear directly from the staff member the specific complaints or descriptions of unacceptable behavior, when the student so desires.
- Student complaints: in recognition of the special jeopardy in which student witnesses may be placed, a complaining student may not be required to face the accused, nor have his/her identity revealed.

This decision will be left to the building administrator. The building administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts/testimony.

Suspension

- An opportunity for the student to present his/her view of the alleged misconduct will be given.
- Each suspension will include a specification of the reason(s) for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.
- No suspensions shall exceed 10 school days, except as defined under OAR 581-021-0065.
- The district may require a student to attend school during non-school hours as an alternative to suspension.

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. (*Reference Board Policies JGD, JGEA*).

Expulsion

- A student may be expelled for severe or repeated violations of the Student Code of Conduct.
- No student may be expelled without a hearing unless the student's parent 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.
- While under expulsion, 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.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law (*Reference Board Policies JGE, JGEA*).

Discipline of Students on Individualized Education Programs

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including 10 consecutive school days for violations of the Student's Code of Conduct.

When a student on an Individualized Education Plan (IEP) is suspended more than 10 consecutive school days or for more than 10 cumulative school days during a school year or is being expelled, the student's parents will be notified within 24 hours of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability (*Reference Board Policy JGDA/JGEA*).

Backpacks

Backpacks/book bags must be left in classrooms during school hours.

Bicycles/Skateboards/Rollerblades/Scooters

Students riding bicycles to school are to park their bikes in the designated area. Although the school will make every effort to safeguard students' property, the school will not assume financial responsibility for stolen or damaged equipment. Students are advised to lock their equipment when parked at school. It is recommended that bicycles be registered with the police department in case of theft. These items may be confiscated, if they are causing a disruption to the school process.

Breakfast and Lunch

Breakfast and lunch are served at all buildings. (see school schedule in Appendix B for times)

Students enrolled at Aiken, Alameda Elementary, Cairo Elementary, May Roberts Elementary, Pioneer Elementary and Ontario Middle School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household, each day of the 2018-2019 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

2018-2019 adult meal prices are as follows:

Lunch Price	Breakfast Price	Milk
\$3.65	\$2.45	\$0.35

Personal Communication Devices and Social Media: Cell Phones/Pagers/Beepers

Students may be allowed to use and possess personal communication devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school or classroom rules and subject to the following:

1. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates school rules. Unless as authorized in advance by the principal for health or safety reasons, devices shall be turned on and operated only before and after the regular school day.

2. Personal communication devices may be used at the discretion of OSD staff member.
3. At no time will any personal communication device which allows for a wireless, unfiltered connection to the Internet be allowed to be used for such purposes while on district property or while the student is engaged in school-sponsored activities.
4. **Cellular telephones which have the capability to take "photographs" or "moving pictures" shall not be used for such purposes while on district property or at school-sponsored events.**
5. The district shall not be responsible for loss, theft or damage to personal communication devices.
6. **Personal communication devices must not be displayed in plain view during prohibited times of use.**
7. Personal communication devices may be used as electronic study aids during the school day **if provided as a part of a student's individualized education plan (IEP), or if permission is received from the student's teacher.**
8. The use of personal communication devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited.
9. The use of personal communication devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited.
10. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal communication devices.
11. Personal communication devices used in violation of school rules will be confiscated.
12. Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.
(Reference Board Policy JFCEB-AR).

Closed Campus Policy

Students are to remain on the school grounds from the time they arrive until their regular dismissal time at the end of the school day. Students who need to leave the campus during the school day **must be checked out through the office.** In the interest of

safety and security, **students will be released only to parent(s) or a legal guardian or those listed by the parent at registration.** When arriving on campus after school begins, students must check in through the office before going to class (*Reference Board Policies JEDB and JHFA*).

Deliveries, Messages and Gifts

To insure that students' instructional time is free of interruption, we discourage parents from sending messages, gifts and other items to be delivered to students at school. If a student must have a delivery, items must be clearly labeled with the student's full name. Students will be notified near the end of the day of the delivery.

Fund-raising

The principal may give permission to students to raise funds when the money received goes toward student activities and when the funds will be expended to benefit students. Fund-raising will not be allowed for individual benefit (*Reference Board Policy JL*). *Fund-raising may not create disruptions to the school process or interfere with instructional time.*

Insurance

OSD makes group accident insurance available to all students. Students and parents are urged to read the conditions of the insurance before purchasing a policy. Students participating in athletics are required to have accident insurance, through a private policy or school insurance.

Ipods, MP3 Players, and Other Personal Music Players

Ipods, MP3 Players, and all other personal music players are not allowed to be used at any time during the school day. The school district is not responsible for the loss or damage to any such device.

Lost and Found

A designated Lost and Found area is located within each elementary building. Unclaimed articles from the Lost and Found will be donated to charitable organizations at the end of the year.

Off-campus Behavior

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

Posters and Announcements

Posters and announcements may be posted in various places on campus. They must have office

approval before they are displayed and they must be removed after the event.

Public Displays of Affection

Public displays of affection are inappropriate during school hours. Such displays detract from a positive academic atmosphere. Kissing and other physical displays are not appropriate at school.

Failure to follow these guidelines may result in disciplinary action.

Student Use of School Phones

The school phones are for business and emergency use only. Students may ask to use school phones to make contact with parents/guardians.

Dress Code

Students are expected to dress in a manner that is suitable for school and **does not distract from the learning process.** Guidelines for maintaining suitable school attire include:

- Any clothing that has words, terms, or pictures that may be offensive to other students or staff is unacceptable. Offensive words, terms, or pictures include but are not limited to the following:
 - The promotion of alcohol, tobacco, drug use
 - The promotion of gang membership
 - Sexually suggestive
- Any clothing that reveals chest, back, stomach, legs or underwear is unacceptable.
 - Shorts and skirts must come to the tip of a child's fingers when standing.
 - Thin strapped tank tops. Straps must be at least 2 inches wide.
- Wearing hats of any kind is not allowed indoors on school property unless it is part of a school activity.
- Wearing pajamas or slippers is not allowed on school property unless it is part of a school activity.

No dress code can cover all contingencies; therefore, the final decision as to what is appropriate for a school environment will be determined by the administration at each building.

Visitors

All visitors must have office approval. Parents or other visitors must **check in at the office** to receive a visitor's pass when they arrive, and check out before they leave. Student visitors are not allowed.

Volunteers

All Ontario schools highly encourage individuals or groups to become involved. Volunteers may be parents, family members, and community members. All volunteers that work with or around students will be required to fill out a volunteer application (available at all schools) and have approval **before assisting in classrooms or participating in field trips.**

Field Trips/Class Chaperones

Parents are notified in advance of such activities. Permission for activities is granted or denied by parents when completing registration forms annually. Students who do not have parent permission to leave campus, or who in the judgment of OSD staff, do not meet the behavioral expectations of the activity will remain on campus. Students who remain on campus will be assigned appropriate work for the day. Students who do not participate in field trips are expected to attend school with alternate placement and work activities.

Adults requesting to Chaperone field trips or class activities must be an approved volunteer (see above). In addition, all chaperones must request to attend the event prior to the event taking place. Space may be limited therefore the number of chaperones may be limited. All chaperones are required to adhere to rules as presented by teacher, school or facility being visited.

Appendix A

Notification of Rights for Elementary and Secondary Schools

The Federal Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or a school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting

another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Parent Rights Regarding Student Records

This is to inform you that you have significant rights regarding your student's school records. For example, you have the right to inspect all the records regarding your student and to request copies of the records. You also have the right to ask for assistance in interpreting the records. In fact, Oregon law requires that certain student records be released to anyone only in the presence of someone who is qualified to interpret the records. Your request to review your student's records must be granted within 45 days. In practice, school personnel will attempt to comply with your request promptly. Access to your student's records will always be granted prior to any Individualized Educational Plan meeting or hearing relating to identification, evaluation or placement of your child. If your child has a disability, you also have the right to have a representative inspect and review the records. Parents of disabled students may also request a list of the types and location of educational records collected, maintained or used by the district.

If, after inspecting the records, you believe there is reasonable cause to believe the records are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you may request that an amendment be made in the student's education records. If the district declines the request to amend the records, you have the right to request a hearing before an impartial hearings' officer. If the decision of the hearings' officer supports the district's position that the records are not inaccurate, misleading or otherwise in violation of the privacy rights of the student, then you have the right to place a statement in the records regarding this information or setting forth reasons for disagreeing with the decision of the district. Any such explanation is maintained as part of the record as long as the record or contested portion is maintained. If your student has a disability, you have additional rights. For example, you have the right to refuse consent for the disclosure of personally identifiable

information to anyone other than school officials or individuals acting in an official capacity for the district. Further, you have the right to refuse consent for the use of personally identifiable information for any purpose other than identification, pre-placement or an annual evaluation, IEP, education placement or the provision of a free appropriate public education. Finally, you have the right to request the destruction of personally identifiable information related to the disabilities when it is determined that such information is no longer needed to provide educational services to the student. The main portion of the permanent record must, of course, be retained indefinitely.

These rights are shared with you, first, because you have a right to know. Second, the education of your child is of critical importance and we invite you to join us in working for his or her benefit.

Student Responsibilities

ORS 339.250 defines student responsibilities as the duty of student to comply with rules; discipline, suspension, expulsion, removal and counseling; written information on alternative programs required.

(1) Public school students shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority.

(2) Pursuant to the written policies of a district school board, an individual who is a teacher, administrator, school employee or school volunteer may use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property. The district school board shall adopt written policies to implement this subsection and shall inform such individuals of the existence and content of these policies.

(3) The district school board may authorize the discipline, suspension or expulsion of any refractory student and may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the past pattern of behavior of a student shall be considered prior to a suspension or expulsion of a student. As used in this subsection "menace" means by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury.

(4)(a) Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee, open defiance of a teacher's authority or use or display of profane or obscene language is sufficient cause for

discipline, suspension or expulsion from school.

(b) District school boards shall develop policies on managing students who threaten violence or harm in public schools. The policies adopted by a school district shall include staff reporting methods and shall require an administrator to consider:

(A) Immediately removing from the classroom any student who has threatened to injure another person or to severely damage school property.

(B) Placing the student in a setting where the behavior will receive immediate attention, including but not limited to, the office of the school principal, vice principal, assistant principal or counselor or a school psychologist licensed by the Teacher Standards and Practices Commission or the office of any licensed mental health professional.

(C) Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting.

(c) The administrator shall notify the parent or legal guardian of the student's behavior and the school's response.

(d) District school boards may enter into contracts with licensed mental health professionals to perform the evaluations required under paragraph (b) of this subsection.

(e) District school boards shall allocate any funds necessary for school districts to implement the policies adopted under paragraph (b) of this subsection.

(5) Expulsion of a student shall not extend beyond one calendar year and suspension shall not extend beyond 10 school days.

(6)(a) Notwithstanding subsection (5) of this section, a school district shall have a policy that requires the expulsion from school for a period of not less than one year of any student who is determined to have:

(A) Brought a weapon to a school, to school property under the jurisdiction of the district or to an activity under the jurisdiction of the school district;

(B) Possessed, concealed or used a weapon in a school or on school property or at an activity under the jurisdiction of the district; or

(C) Brought to or possessed, concealed or used a weapon at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430.

(b) The policy shall allow an exception for courses, programs and activities approved by the school district that are conducted on school property, including but not limited to hunter safety

courses, Reserve Officer Training Corps programs, weapons-related sports or weapons-related vocational courses. In addition, the State Board of Education may adopt by rule additional exceptions to be included in school district policies.

(c) The policy shall allow a superintendent to modify the expulsion requirement for a student on a case-by-case basis.

(d) The policy shall require a referral to the appropriate law enforcement agency of any student who is expelled under this subsection.

(e) For purposes of this subsection, "weapon" includes:

(A) "Firearm" as defined in 18 U.S.C. 921;

(B) "Dangerous weapon" as defined in ORS 161.015; or

(C) "Deadly weapon" as defined in ORS 161.015.

(7) The Department of Education shall collect data on any expulsions required pursuant to subsection (6) of this section including:

(a) The name of each school;

(b) The number of students expelled from each school; and

(c) The types of weapons involved.

(8) Notwithstanding ORS 336.010, a school district may require a student to attend school during non-school hours as an alternative to suspension.

(9) Unless a student is under expulsion for an offense that constitutes a violation of a school district policy adopted pursuant to subsection (6) of this section, a school district board shall consider and propose to the student prior to expulsion or leaving school, and document to the parent, legal guardian or person in parental relationship, alternative programs of instruction or instruction combined with counseling for the student that are appropriate and accessible to the student in the following circumstances:

(a) When a student is expelled pursuant to subsection (4) of this section;

(b) Following a second or subsequent occurrence within any three-year period of a severe disciplinary problem with a student;

(c) When it has been determined that a student's attendance pattern is so erratic that the student is not benefiting from the educational program; or

(d) When a parent or legal guardian applies for a

student's exemption from compulsory attendance on a semiannual basis as provided in ORS 339.030 (2).

(10) A school district board may consider and propose to a student who is under expulsion or to a student prior to expulsion for an offense that constitutes a violation of a school district policy adopted pursuant to subsection (6) of this section, and document to the parent, legal guardian or person in parental relationship, alternative programs of instruction or instruction combined with counseling for the student that are appropriate and accessible to the student.

(11) Information on alternative programs provided under subsections (9) and (10) of this section shall be in writing. The information need not be given to the student and the parent, guardian or person in parental relationship more often than once every six months unless the information has changed because of the availability of new programs.

(12)(a) The authority to discipline a student does not authorize the infliction of corporal punishment. Every resolution, bylaw, rule, ordinance or other act of a district school board, a public charter school or the Department of Education that permits or authorizes the infliction of corporal punishment upon a student is void and unenforceable.

(b) As used in this subsection, "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a student.

(c) As used in this subsection, "corporal punishment" does not mean:

(A) The use of physical force authorized by ORS 161.205 for the reasons specified therein; or

(B) Physical pain or discomfort resulting from or caused by participation in athletic competition or other such recreational activity, voluntarily engaged in by a student [1965 c. 100 §289; 1971 c. 561 §1; 1975 c. 665 §1; 1979 c. 739 §1a; 1979 c. 836 §2; 1981 c. 246 §2; 1989 c. 619 §2; 1989 c. 889 §1; 1995 c. 656 §2; 1996 c. 16 §2; 1999 c. 59 §86; 1999 c. 576 §1; 1999 c. 717 §4; 2001 c. 810 §7].

APPENDIX B

OREGON STATE BOARD OF EDUCATION REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

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

**(RULES GOVERNING PUPILS RIDING SCHOOL BUSES MUST BE KEPT POSTED IN A
CONSPICUOUS PLACE IN ALL SCHOOL BUSES)**



Student Agreement for use of Electronic Communications Program (Computer & Internet) 2018-2019

Your child may participate in the district's electronic communications program and needs your permission to do so. With this educational responsibility also comes responsibility. It is important that you and your child read the attached policy IIBGA-AR. Please review the attached information; complete and return this top page to school.

Student Section

Student Name _____ Grade _____

School _____

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

Student Signature Date _____ Date _____

Sponsoring Parent

I have read the district's Electronic Communications System policy and administrative regulation. In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

- I do give my permission for my student to participate in the district's communications system.
- I do not give my permission for my student to participate in the district's communications system.

Signature of Parent _____

Home address _____

Date _____ Home Phone Number _____

Electronic Communications System

Definitions

1. "Technology protection measure," as defined by the Children's Internet Protection Act (CIPA) means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
 - b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
 - c. Harmful to minors.
2. "Harmful to minors" as defined by CIPA means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. "Sexual act; sexual contact" as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. "Minor" as defined by CIPA means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. "Inappropriate matter" as defined by the district means material that is inconsistent with general public education purposes, the district's mission and goals.¹

General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, e-mail and Internet access;

¹As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.

2. Provide staff training in the appropriate use of the district's system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's system;
4. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction, and distribution of copyrighted works and with applicable provisions of use or license agreements;
5. Provide technology protection measures that protect against Internet access by both adults and minors to visual media that are considered inappropriate matter. A supervisor or other individual authorized by the principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
6. Requests for intent override from staff shall be submitted for approval on a district designated approval form;
7. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
8. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, chat rooms, and other forms of direct electronic communication;
9. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
10. Determine which users and sites accessible as part of the district's system are most applicable to the curricular needs of the district and may restrict user access, accordingly;
11. Determine which users will be provided access to the district's e-mail system;
12. Notify appropriate system users that:
 - a. 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, the school administrators may routinely review user files and communications;
 - b. 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;
- c. The district may establish a retention schedule for the removal of e-mail;
 - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e. Information and data entered or stored on the district's computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;
 - g. Transmission of any materials regarding political campaigns is prohibited.
13. Ensure all student, staff, and nonschool system users complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the school office.
 14. Notify users of known copyright infringing activities and deny access to or remove the material.

System Access

1. Access to the district's system is authorized to:

Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials;
2. Students, staff and Board members may be permitted to use the district's system to conduct business related to the management or instructional needs of the district or to conduct research related to education. Personal use of district computers including Internet and e-mail access by students and Board members is strictly prohibited. Personal use of district computers including Internet access and e-mail by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.

General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff, and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical, and efficient utilization of the district's system.

1. Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:
 - (1) Unauthorized solicitation of funds;
 - (2) Distribution of chain letters;
 - (3) Unauthorized sale or purchase of merchandise and services;
 - (4) Collection of signatures;
 - (5) Membership drives;
 - (6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
- e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
 - (1) Harmful to minors;
 - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 - (3) A product or service not permitted to minors by law;
 - (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
 - (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or administrator and consistent with applicable Board policy pertaining to

student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;

- h. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
- i. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;
- j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access;
- k. Attempts to store, transfer, or reproduce student or staff information and data offsite of district property without prior district authorization;
- l. Attempts to use portable mass storage devices to store student or staff related data without prior district authorization. All devices must conform to district security guidelines and controls.

2. Guidelines/Etiquette

System users will:

- a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references, and sources;
- f. Adhere to guidelines for managing and composing effective e-mail messages:
 - (1) One subject per message - avoid covering various issues in a single e-mail message;
 - (2) Use a descriptive heading;
 - (3) Be concise - keep message short and to the point;
 - (4) Write short sentences;
 - (5) Use bulleted lists to break up complicated text;
 - (6) Conclude message with actions required and target dates;
 - (7) Remove e-mail in accordance with established guidelines;
 - (8) Remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
 - (9) Always sign messages;
 - (10) Always acknowledge receipt of a document or file.

- g. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another is not permitted. No system user may use a password on the district's computers, e-mail system or Internet access which is unknown to the district;
- h. Communicate only with such users and/or sites as may be authorized by the district;
- i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
- j. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

Complaints

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL and accompanying administrative regulation.

Violations/Consequences

1. Students
 - a. Students who violate 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.
 - b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c. Disciplinary action may be appealed by parents, students, and/or a representative in accordance with established district procedures.
2. Staff
 - a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements, and applicable provisions of law.
 - b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
 - d. Violations of ORS 244.040 will be reported to GSPC.
3. Others
 - a. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.

- b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone/Membership/Other Charges

1. The district assumes no responsibility or liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage of the district's system.
2. Any disputes or problems regarding phone services for home users of the district's system are strictly between the system user and his/her local phone company and/or long distance service provider.

Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised that use of the district's system may provide access to materials that may be considered objectionable and inconsistent with the district's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

SIGN OFF SHEET

Please return this form to the school office within five days of registering your student for school.

My signature below indicated that I have read this handbook and have discussed its contents with my child.

Name of Student

Signature of Parent or Guardian

Date

APPENDIX C

Ontario Elementary Schools

The following items are included in the registration packet.

- Daily Schedules
- Pick-Up and Drop-Off Information
- Other Building Specific Information



Escuelas Primarias de Ontario (OES)

Manual del Estudiante

2018-2019

Misión del Distrito

Todos los estudiantes estarán equipados con las habilidades para el aprendizaje permanente y graduarse como responsables equipados para la universidad o carrera.

Superintendente Nicole Albisu (541) 889-5374

Título IX Título VII Derechos Civiles Cuestiones de Discriminación

Directora de Educación Especial Melissa Williams (541) 889-5374

Título VI Ley para Americanos con Discapacidades Sección 504

Directora de Programas Federales Anabel Ortiz-Chavolla (541) 889-5374

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