

**Student-Parent Handbook**  
**Grades K- 6**  
**2016-2017**



**North Lake School**  
57566 Fort Rock Road  
Silver Lake, OR 97638  
Phone: (541) 576-2121 Fax (541) 576-2705  
[www.nlake.k12.or.us](http://www.nlake.k12.or.us)

## **Mission Statement**

*The district is dedicated to an educational foundation providing the tools, motivation and discipline to encourage the development of students, staff and community and to provide a personal, consistent and caring education that will prepare all students to become well-rounded and to realize their maximum potential.*

## ***School Rules:***

***Be Safe!***

***Be Respectful!***

***Be Responsible!***

North Lake School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

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

David Kerr, Superintendent

September 2016

Dear Students and Families:

Welcome to North Lake Elementary School for the 2016-17 school year!

The purpose of this handbook is to provide an easy reference of the various policies, procedures and information that will make your experience at North Lake Elementary a positive one. Included are the Positive Behavior Intervention and Support (PBIS) behavior matrix expectations for all areas of the building. There is also information about Response To Intervention (RTI) which supports academic success by using achievement data to identify areas of need in both groups and individuals. Both of these systems help us help your students to reach their potential and succeed.

This year we will again be meeting weekly in Professional Learning Communities. These meetings will be for teachers to work together with a focus on student learning. This intense focus on student achievement data will allow us to design instruction to help all students succeed and meet the benchmarks at each grade level.

**As your elementary principal, I would ask that you help us help your student by making sure they are in school each and every day. Making sure your child has regular attendance is one of the most important things you can do to ensure your student's success in school and in life. If you have questions about attendance, please give me a call.**

We are excited for the upcoming year and look forward to seeing all of you. If you have any questions, comments or concerns please do not hesitate to contact your student's teacher or me at the number listed below. We are here to help!

Welcome to all, and have a great year!

*Gail Buermann*

Gail Buermann  
Elementary Principal  
Phone # 541-576-2121 Ext. 223

# *Table of Contents*

Mission Statement/School Rules .....	ii
Letter from the Principal.....	iii
North Lake School Staff .....	1
School Calendar.....	2
Bell Schedule/Lunch Schedule .....	3
Preface .....	4
Admission.....	4
Alternative Education Programs.....	4
Asbestos.....	5
Assemblies.....	5
Attendance.....	5
Communication Devices and Personal Electronic Devices .....	6
Closed Campus.....	6
Communicable Diseases.....	6
Computer Use.....	6
Conduct.....	7
Conferences .....	8
Counseling.....	8
Cyberbullying .....	8
Damage to District Property .....	8
Discipline/Due Process.....	8
Dress and Grooming.....	10
Drills – Fire, Earthquake, and Emergency Drills.....	10
Drug, Alcohol, and Tobacco Prevention Program.....	10
Emergency Medical Treatment.....	11
Emergency School Closing Information.....	11
Fees, Fines, and Charges .....	11
Field Trips .....	12
Fund Raising.....	12
Homeless Students.....	12
Homework.....	12
Immunizations .....	12
Infection Control/HIV, HBV and AIDS.....	13
Insurance.....	13
Law Enforcement .....	13
Lost and Found.....	13
Lunch/Breakfast Program.....	13
Media Access to Students.....	13
Medicine at School.....	13
Parental Involvement.....	14
Parental Rights.....	14
Posters .....	14
Program Exemptions .....	14
Promotion, Retention and Grade Level Placement of Students.....	15
Release of Students from School.....	15
Reports to Students and Parents .....	15
Searches.....	15
Special Programs .....	16
Sportsmanship .....	16
Student/Parent Complaints .....	16
Student Education Records.....	18
Student Restraint and Seclusion.....	20
Supervision of Students .....	20

Talented and Gifted Program.....	21
Threats .....	21
Tobacco-Free Environment .....	21
Toys and Equipment .....	21
Transportation of Students.....	22
Visitors .....	23
North Lake PBIS .....	24
North Lake RTI .....	25

## *North Lake School Staff 2016-17*

Gary Addington .....	Facilities Manager
Carrie Brown .....	Fourth Grade
Shirley Brown.....	School Secretary
Gail Buermann.....	Elementary Principal/Special Education
Cheyenne Church .....	Educational Assistant
Tami Dark.....	Special Education
Megan Davidson .....	First Grade
Deb Diment.....	Reading Specialist
Tracey Fivecoat .....	Athletic Director/Library/Media Specialist
Josiah Fritz.....	Fifth Grade
Pat Henkel .....	Educational Assistant
Laura House.....	Kindergarten
Melissa Haworth.....	Third Grade
Toni Collins .....	Second Grade
Sue Ingalsbe.....	Math/Art
Terri Jones .....	Custodian
David Kerr .....	Superintendent/Principal
Darrel Krabill.....	Custodian
Shayla Milner .....	Educational Assistant
Suzanne Morehouse.....	Educational Assistant
Denise Oster .....	Food Service Director
Beverley Phillips.....	Food Service
Andrew Shawcroft .....	Social Studies
Clark Simons .....	Dean of Students
Shelly Spurgeon.....	Science
Stephanie Strickland .....	Sixth Grade
Jo Tuttle .....	Bus Transportation
Holly Vore .....	Speech Language Pathologist Asst./Educational Assistant
Chad Waldron.....	Agriculture/Vocational Education
Janet Waldron.....	Office Manager
Dan Ward .....	Physical Education/Health
Mollie Wiseman .....	English/Language Arts

### *North Lake School District Board of Directors*

Clayton Sharp .....	School Board Chair
Buck Church.....	School Board Vice Chair
Mark Herinckx.....	School Board Member
Shane Forman .....	School Board Member
Dwight Roth .....	School Board Member



***Bell Schedule***

	Regular	Late Start Mon.	Early Release Thursday
Period 1	7:45 – 8:45	8:45 – 9:37	7:45—8:40
Period 2	8:50 – 9:50	9:41 – 10:33	8:45—9:40
Morning Break	9:50 – 9:58	No Break	No Break
Period 3	10:01 – 11:00	10:37 – 11:29	9:45—10:40
Period 4	11:05 – 12:05	11:33 – 12:25	10:45—11:35
MS/HS Lunch	12:05 – 12:35	12:25 – 12:55	11:35—12:00
Period 5	12:35 – 1:35	12:59 – 1:51	12:05 Load Bus
Period 6	1:40 – 2:40	1:55 – 2:48	
Period 7	2:45 – 3:45	2:52 – 3:45	

\*\*\*\*\*

***Lunch Schedule***

	Regular	Late Start Mon.	Early Release Thursday
K-3	11:00 – 11:20	11:20-11:40	10:45 – 11:00 Bus 12:00
4-6	11:20 – 11:40	11:50-12:10	11:10 – 11:25 Bus 12:00
7-12	12:05 – 12:35	12:25-12:55	11:30—12:00 Bus 12:00



## 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.

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

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

**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 regulations. 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.

A parent or legal guardian should accompany students who are registering for the first time. At this time a transition form from the school last attended should be presented.

**FOR KINDERGARTENERS AND FIRST GRADERS:** Children entering kindergarten are required to be five (5) years old on or before September 1 for the year in which they are enrolling. Children entering first grade for the first time, who have not attended kindergarten, are required to be six (6) years old on or before September 1 for the year in which they are enrolling. Pre-registration takes place in the spring. At the time of enrollment, parents/guardians should bring birth records, social security cards, and immunization records in order to complete the enrollment.

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

The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

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

1. Online instruction;
2. Tutorial instruction;
3. Instructional activities provided by other accredited institutions;
4. Independent study;
5. Expanded Options Program;
6. Others as approved by the district.

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

**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. Students are expected to be respectful and attentive during assemblies.

**ATTENDANCE** –.

All students between the ages of 7 and 18 who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor attendance. When a student is absent a phone call will be made to the home. Chronic absenteeism, missing more than 18 days of a school year, is an early indicator of disengagement. High absence rates have negative consequences not only for individual students, but also for classroom instruction and school climate. The school must report violations of the state compulsory attendance law. Any parent who fails to send a student to school may be issued a citation by the district for the student’s failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the superintendent and truancy officer will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. 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, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

**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.

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 leaves 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 school office. Office personnel 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 unless that absence has been pre-arranged or approved by the office.

## Truancy

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

### **COMMUNICATION DEVICES and PERSONAL ELECTRONIC devices**

Electronic Devices (including but not limited to cell phones, iPads, MP3 players, and iPods) are encouraged for use as academic tools North Lake School. They may be used in any classroom when, and only when, the teacher has given permission. Electronic Devices should not be visible, or heard during any class time when a teacher has not given approval. Electronic Devices may be used before school, between classes, during lunch period, and after school. Violation of these rules will lead to the following:

1st Offense – device is confiscated and kept in the office. The student can pick it up after school. Continuum of consequences will be reviewed.

2nd Offense – device is confiscated and kept in the office until the parent/guardian can pick it up. Continuum of consequences will be reviewed.

3rd Offense – device is confiscated and turned into the office and will be given to the parent/guardian. *The student will be required to attend Friday Academy or other detention option.* Parent will be contacted.

**CLOSED CAMPUS** – North Lake School maintains a closed campus, with students required to remain on school grounds from the time they arrive at school until school is dismissed at the end of the day, with the following exceptions:

1. Supervised school activities or projects.
2. Special or emergency situations approved by the principal.
3. Educational programs providing for early release as approved by the principal.

**COMMUNICABLE DISEASES** – Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with a communicable or contagious disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by school office personnel. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\* and tuberculosis. Parents with questions should contact the school office.

**COMPUTER USE** – 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.

The district’s electronic communications system meets the following federal Children’s Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line 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 electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called “hacking” and other unlawful activities by students on-line 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 properties 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.

**CONDUCT** – Students will follow the school rules of BE SAFE, BE RESPECTUFL, BE RESPONSIBLE. Each area of the school will have a matrix that outlines expected behavior.

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.

### **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.

### **Student Code of Conduct**

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

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 or menacing;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*\*\*;
7. Vandalism/Malicious Mischief/Theft, including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment;
9. Use of tobacco\*\*, alcohol\*\* or drugs\*\*, including drug paraphernalia;
10. Use or display of profane or obscene language;

11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

**CONFERENCES** – Regular conferences are scheduled annually in the fall to review student progress and set goals. 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** – A counselor is available to assist students with a wide range of personal concerns, including such areas as behavioral, social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

**CYBERBULLYING** – The district prohibits any form of harassment including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

**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 the student's grade reports, diploma and records may be withheld. See Fees, Fines and Charges.

#### **DISCIPLINE/DUE PROCESS** –

Elementary: Students will be taught school expectations and be provided with school wide positive behavior interventions and supports. If a student receives a referral, it will be logged in the district SWIS (School-wide Information System) and be used to help the school identify areas to teach and reteach as well as provide interventions and supports. ( See North Lake PBIS)

MS/HS: 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.

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors, and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards, and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will 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.

#### **Lunch Detention**

A student may be required to attend a lunch detention if he/she violates the Student Code of Conduct. Failure to attend assigned lunch detentions may result in additional lunch detentions, assignment of Friday School, or suspension.

### **Friday School**

A student may be required to attend a four-hour Friday School if the student violates the Student Code of Conduct. The Friday School shall not begin, however, until the student's parents have been notified of the reason for the disciplinary action and can make arrangements for the student's transportation on the day(s) of the Friday School. Parents will have the right to reschedule a Friday School one time if arrangements are made in advance. A student's failure to serve a Friday School will result in a one-day out-of-school suspension. Students are expected to work or read quietly during the Friday School.

### **Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours (Friday School) as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the 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. It is the student's responsibility to gather the missing work from the teacher and complete it in a timely fashion.

Whenever possible In-School Suspension will be utilized.

### **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 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. See alternative education programs and alternative education notice in this handbook.

### **Discipline of Students with Disabilities**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

**DRESS AND GROOMING** (see Board Policy JFCA):

The District's dress code is established to promote appropriate grooming and hygiene, to prevent disruption and to avoid safety hazards. Be sure to dress appropriately for the weather. Flip flops have been known to cause injury.

Specific guidelines:

1. Dress and grooming shall not disrupt or cause material interference to the educational environment.
2. Any attire or item that is profane, suggestive, vulgar, contains sexual innuendo, or advocates/advertises the use of tobacco, alcohol, drugs, or that is in conflict with our programs and curriculum is not allowed.
3. Clothing that promotes discrimination, racism, or prejudice would be inappropriate for school.
4. Clothing that does not cover sufficiently is not allowed (bra straps, underwear or undergarments may not be exposed). This includes:
  - a. Backless, strapless, tube, off-the-shoulder, or halter tops, muscle shirts, spaghetti straps, or shirts/tops with straps too narrow to cover undergarments or transparent clothing.
  - b. Tops or shirts that show bare midriffs or that have low necklines revealing cleavage.
  - c. Pants are to be worn at the waist level. It is expected that pants be worn in a manner that does not expose underwear, midriff, or buttocks.
  - d. Holes in clothing that exposes undergarments.
5. Skin tight pants or shorts (Spandex, lycra, etc.) may be worn if covered by an outer garment.
6. Items that present a safety hazard are not allowed. These include spiked accessories and chains (i.e. wallet, key, security, dog chains, etc.).
7. Wearing, possessing, displaying any item that is gang-related is prohibited.
8. Caps, hats or other head coverings (hoods) are at classroom teacher discretion
9. Other articles that prevent identification (i.e. masks, etc.) are also prohibited.
10. Other accessories (blankets, toys, etc.) not essential to the educational process are to be left at home or placed in the office for needed use.
11. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the advisor and principal and may be denied the opportunity to participate if those standards are not met.

**DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS** – Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

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

**DRUG, ALCOHOL, AND TOBACCO PREVENTION PROGRAM** – The possession, selling and/or use of illegal and harmful drugs, alcohol, and tobacco is 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 drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol, and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

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

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

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

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.

Notifications of school closures or delays will be through a telephonic parent notification system, the district's website ([www.nlake.k12.or.us](http://www.nlake.k12.or.us)) and the district's Facebook page or twitter @NorthLakeSchool.

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

1. Club dues;
2. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
3. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
4. Student accident insurance;
5. Fees for damaged library books and school-owned equipment;
6. Field trips considered optional to the district's regular school program;
7. Admission fees for certain extracurricular activities;

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

The district will withhold the grade reports, diploma, and records of any student who owes a debt of \$50 or more for unpaid school fees, fines and charges. The district may withhold grade reports, diploma and records of students owing less than \$50. All such materials shall be released upon payment of moneys owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

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

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in the student's grade reports, diploma and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

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



**FUND RAISING** – Student organizations, clubs or classes, athletic teams, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least seven (7) days before the event. Food items not prepared in a certified kitchen are prohibited at school.

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 extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

**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 student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student’s school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district’s liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Monica Harmon, the district’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.

Usually the students who are “overburdened” with homework are those who do not wisely use their classroom time. Generally, enough time is allotted for students to complete most of their work in school. Whenever a problem concerning homework is encountered, a parent-teacher conference is desirable to discuss the situation.

Students who are pre-arranging an absence should ask teachers for their homework before leaving on their absence. Students with excused absences of more than one day may submit a homework request through the school office to be completed within a reasonable time upon their return to school. Students with unexcused absences will not be allowed to make up their daily work.

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request. Oregon state law requires the following immunizations for all students

<b>For 2014-2015 School Year</b>	<b>Grades K-4</b>	<b>Grades 5-6</b>	<b>Grades 7-11</b>
<b>Vaccine</b>			
<b>DTap</b>	5	5	5
<b>Polio</b>	4	4	4
<b>Varicella</b>	1	1	1
<b>Measles</b>	2	2	2
<b>Mumps</b>	1	1	1
<b>Rubella</b>	1	1	1
<b>Hepatitis B</b>	3	3	3
<b>Hepatitis A</b>	2	-	-
<b>Tdap</b>	-	-	1

**INFECTIOIN 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.

**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.

**LAW ENFORCEMENT** – The Lake County sheriff’s office will be contacted whenever a student is in violation of a law at school or school events. Among other infractions, this includes fighting or students in possession of alcohol, tobacco, or other drugs.

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

**LUNCH/BREAKFAST PROGRAM** – The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student’s financial need. Additional information can be obtained in the office.

Free and reduced-priced meal application forms will be sent to the family of each child enrolled in the district’s school at the beginning of the school year. Extra forms will be kept in the office and will be available to anyone upon request. Schools strive to maintain confidentiality of all free/reduced students.

	Breakfast	Lunch	Free and Reduced
Adults	\$2.30	\$3.80	
7-12	\$2.30	\$2.80	Free
K-6	\$2.30	\$2.55	Free
Extra Milk	\$0.35	\$0.35	

**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 and guardians who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

**MEDICINE AT SCHOOL** – 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.

**District-Administered Medication**

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

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

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

### Self-Medication

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

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 medication 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.

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter published monthly, "Back to School" nights in the fall, parent/teacher conferences, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

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

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 (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 non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

### **PHOTOS/VIDEOS STUDENT INFORMATION OPT-OUT**

The District adheres to the Family Educational Rights and Privacy Act (FERPA) guidelines and allows for student privacy, **when requested**, with the Student Information Opt Out Form. Completion and submission of this form by parents/legal guardians will exclude/block your student from appearing in pictures, various media/communication channels, showcasing of student work and potentially many other things as well. If you decide to have your student excluded/blocked from these various forms of communication, it is strongly recommended that you discuss the decision so the student can fully understand the reasoning behind it. The form needs to be completed and returned at the beginning of each school year or if the situation changes.

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

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

**PROMOTION, RETENTION AND 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 in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

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

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

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

**REPORTS TO STUDENT AND PARENTS** – Written reports of student grades and absences shall be issued to parents at least four times a year. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities, and other identified criteria.

At the end of the first four weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

**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 to believe evidence of a violation of a law, Board policy, administrative regulation, or school rule 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. Strip searches are prohibited by the district.

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.

Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **Questioning**

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 child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Under certain circumstances, a school administrator may choose to record a conversation with parents. The administrator will inform the parent that the conversation is being recorded.

## **SPECIAL PROGRAMS**

### **Bilingual Students**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

### **Students with Disabilities**

The school provides programs and services for students with disabilities. It is the intent of North Lake School District to provide support for school personnel, parents, and students to enable all students to succeed in school. The District emphasizes collaboration between parents and regular and special education personnel to ensure school success. The staff will explore alternative approaches for meeting the individual needs of students who do not qualify as disabled under Individuals with Disabilities Education Act (IDEA) or Section 504 of the federal Rehabilitation Act, but who need additional assistance for a successful school experience. Special Education Teams, which include parents, provide evaluation of students when necessary and review the data to make recommendations and develop Individualized Education Plans (IEPs).

The District is committed to providing a continuum of services and programs to ensure that placement is based on individual needs. All placement decisions shall give consideration to providing an appropriate education in the least restrictive environment. North Lake School District emphasizes ongoing instructional improvement in special education and is committed to identification, implementation, and evaluation of the best practices on a continuing basis. A student or parent with questions should contact the special education director.

### **Title I Services**

North Lake School strives to meet the needs of all students. Our school offers a federally funded program called Title I. The school provides help for students needing additional support in the academic areas of reading and math. We implement a multi-tier service delivery model. It is based on the concept of providing research based instruction matched to the individual student needs. This model systematically gathers information to make informed decisions about the student's progress. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

**SPORTSMANSHIP** – Every North Lake athlete, coach, and fan will be expected to exhibit good sportsmanship at athletic contests. Those who are unruly or exhibit poor sportsmanship toward opposing teams, officials, or fans may be evicted from that and/or subsequent athletic events.

## **STUDENT/PARENT COMPLAINTS**

### **District Personnel Complaints**

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 complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### **Discrimination on the Basis of Sex Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the superintendent.

### **Education Standards Complaints**

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

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing 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 Reevaluation 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.

### **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.

### **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 with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

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

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

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

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

involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, 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 I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building 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 II The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing 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 III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II 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 IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III 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.

Step V If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

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

Students or parents with complaints not covered by this student handbook should contact the principal.

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

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as

otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the district office by the principal. 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. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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.

#### **Social Security Number**

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.

#### **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.

#### **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.

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

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

Parents of a minor, or an eligible student (if 18 or older), 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 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 parent;
  - 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 policy and administrative regulation may be obtained by contacting the office.

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

Except in the case of an emergency, only staff current in the required training in accordance with 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 or volunteer as necessary to prevent a student from harming his/herself, students, staff or others or from causing damage to district property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, others or district property.

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

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

**SUPERVISION OF STUDENTS** – Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school, and while engaged in district-sponsored activities.

## **TALENTED AND GIFTED PROGRAM**

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

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) 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. Behavioral, learning and/or performance information and;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test 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.

For additional information contact the principal or counselor.

### **TELEPHONE USE AT SCHOOL**

Students are allowed to use the telephone for **EMERGENCIES WITH TEACHER PERMISSION ONLY**. They should not expect to use the telephone for social arrangements. Going to someone's house, attending a birthday party, or asking for forgotten homework should be arranged ahead of time with the parent/guardian.

**THREATS** – Student conduct that tends to threaten or intimidate and disrupt the educational environment will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

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

**TOBACCO-FREE ENVIRONMENT** – Student possession, use, or sale including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

### **TOYS AND EQUIPMENT**

Students are discouraged from bringing toys and equipment from home to school. Sometimes teachers have special programs when students are allowed to bring personal items to share. These items should remain in the classroom. The school will not assume responsibility for loss or damage of toys and equipment brought from home to school. **Absolutely no toy guns, knives, or any other object that looks like a weapon are allowed at school at any time.**

**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 passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

### **Disciplinary Procedures for Violations of Transportation Rules**

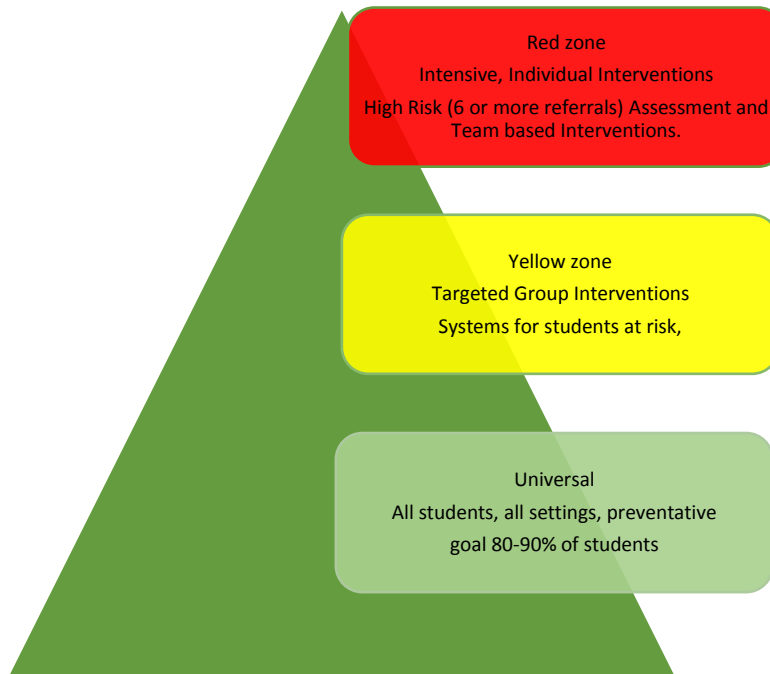
The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First - Warning: The driver verbally restates behavior expectations.
2. Second -Referral: The driver verbally restates behavior expectations and issues a referral and may receive disciplinary action at school.
3. Third –multiple Referrals: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1 year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
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 disabled students.

**VISITORS** – Parents and other patrons are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. To avoid creating disruption to the learning environment, those who wish to visit classrooms while class is in session are asked to contact the teacher or principal at least one day in advance of the visit. In order to maintain student safety and to protect the learning environment, students will not be permitted to bring visitors to school.

# North Lake



## Positive Behavioral Interventions and Supports

**(PBIS)** is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

- **Green Zone/ Tier 1**

School wide systems of Support for all students. PAX Good Behavior Game. Cowboy Cash for expected behaviors, PBIS Assemblies and recognition, PBIS Rules Round Up, Rules Matrix identified and taught for all areas at school, Second Steps social skills curriculum, anti-bullying curriculum, staff trained in Crisis Prevention Intervention

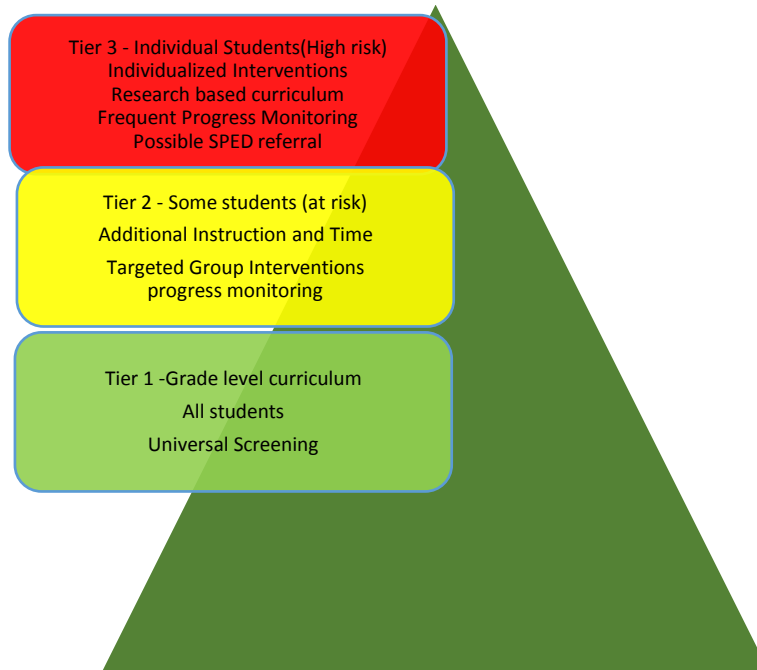
- **Yellow Zone/ Tier 2 (2 to 5 referrals)**

Classroom or small group strategies to teach or reteach expected behavior. Includes Social skills or friendship group with the counselor, daily check in check out with an adult, classroom behavior interventions, rules school, school mentor, buddy classroom

- **Red Zone/Tier 3 (6 or more referrals)**

Individual interventions of support. Includes Functional Behavior Assessment and Behavior Support plan. Possible Special Education Referral. Community Resource support

# North Lake



## Response to Intervention

(RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning.

- **Green Zone/ Tier 1**

Grade Level Classroom core curriculum instruction, Universal screening, formative classroom assessment daily, benchmark assessment three times per year,

- **Yellow Zone/ Tier 2**

In addition to classroom instruction the student receives extra time and targeted instruction, progress monitoring, research based curriculum in small group

- **Red Zone/ Tier 3**

Additional intensive instruction with frequent progress monitoring, Research based interventions, small group or one on one instruction, possible Special Education referral

## Student Information Opt-Out Form

The District adheres to the Family Educational Rights and Privacy Act (FERPA) guidelines and allows for student privacy, when requested, with the Student Information Opt-Out Form. Completion and submission of this form by parents/legal guardians will exclude/block your student from appearing in many things, including but not limited to: team pictures, activity pictures, yearbook, website, showcasing of student work, school videos, etc. If you decide to have your student excluded/blocked from these various forms of communication, it is strongly recommended that you discuss the decision so your student can fully understand the reasoning behind it.

By "Opting-Out" you understand that your student will be:

Excluded from Team pictures, activity pictures, yearbook, television and website.

Excluded from showing off student work.

Excluded from special interest stories and articles.

Excluded from school videos.

Excluded from appearing alongside classmates on school/district website.

Excluded from any medium or outlet that could make its way off school grounds.

Name of School: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail: \_\_\_\_\_

Optional – Reasons for Opt-Out \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Return the completed form to the main office no later than 15 days from the first day of school.