

# **ARLINGTON SCHOOL DISTRICT NO. 3 GRADE SCHOOL STUDENT & PARENT HANDBOOK**

## **PREFACE**

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The material covered within this student/parent handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Materials contained herein may therefore be superseded by such Board policy, administrative regulations or negotiated agreement.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.

Parents/Guardians objecting to the release of directory information on their student should notify the district office within fifteen (15) days of the receipt of the Student & Parent Handbook.

Parents/Guardians must also give their signed and dated written permission for the district to release personally identifiable information. A written permission form is provided with registration materials.

## **EQUAL EDUCATION OPPORTUNITY**

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The Arlington School District does not discriminate on the basis of race, religion, color, national origin, disability or marital status 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.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

Complaints alleging violation of this policy should be filed using the procedures in Board policy KL, Public Complaints.

## **ARLINGTON ELEMENTARY SCHOOL CREED**

We believe in clean living and the development of ourselves mentally, physically, socially and spiritually.

We believe in a spirit of good sportsmanship; a spirit which recognizes the ability of our opponents.

We believe in a spirit of fair play, whether in the classroom, on the athletic field or in any outside activity.

We believe in an attitude of courtesy, kindness and consideration for those about us, and a respect for the rights of others.

**We believe that this, our school, offers to each of us training for the highest type of citizenship and life usefulness in the community.**

## **VISION STATEMENT**

Our community, uniting toward common goals –

- \* facing changes
- \* becoming involved
- \* effectively communicating
- \* facilitating life-long learning

--to secure the future of our families, school and society.

## **ARLINGTON SCHOOL/COMMUNITY YOUTH GOAL**

**To create an innovative education system that graduates students with the academic background, social skills, moral character, self-esteem, and confidence necessary to become positive productive members of society.**

## **PHILOSOPHY**

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It is the purpose of the Arlington School District (ASD) to provide opportunities for continuous mental, physical, and moral growth of its students.

## **NOTIFICATION OF RIGHTS UNDER PPRA**

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The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”**

If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student’s family;
- Sexual behaviors or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student’s family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student’s parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called “protected information survey.”

2. **Opt out of certain surveys and exams.** Parents/Guardians and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Any protected information survey, regardless of funding; and
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents/Guardians and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);

- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.
4. **Receive notification of district policy.** The School District has developed a policy, in consultation with parents/guardians, regarding these rights and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians and eligible students, such as through U.S. Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.
5. **Report violations.** Parents/Guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202-4605

## **PLACEMENT IN PRIVATE SCHOOL**

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While parents/guardians are free to choose private schooling or additional services (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. If the parent/guardian wants the District to consider making a placement for the child in a private school or with private services, parents/guardians must give the District notice and opportunity to propose other public school options.

Therefore, whether the child is identified as disabled (under IDEA or Section 504) or not, the parents/guardians must provide notice as follows: If parents decide to withdraw their student to enroll the student in a private school, parents must give notice either at the last IEP meeting attended or to the school administrator in writing at least ten (10) business days before withdrawing their student. If parents/guardians fail to do this, and instead make a private placement themselves, a court or hearing officer may reduce or deny reimbursement if it is requested by the parent/guardian.

## **ADMISSION**

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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 by law, Board policy, and administrative regulations. Students and their parents/guardians should contact the office for admission requirements.

A parent or legal guardian when registering should accompany students who are new to our school. At this time a transfer slip from the school last attended should be presented.

Oregon State Law requires the following immunizations for all students:

<u>Vaccine</u>	<u>Number of Doses</u>
DPT	5 (4 if 4 <sup>th</sup> one given after 4 yrs. of age)
Polio	4 (3 if 3 <sup>rd</sup> one given after 4 yrs. of age)
MMR	2 (1 if given after 15 months of age)
Hepatitis A	Series of 2
Hepatitis B	Series of 3
Varicella	1 Dose unless already had Chicken Pox (then you need the month & year)

**FOR KINDERGARTNERS 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. Additionally, a physical examination by a physician is required before registering for school.

### **ALTERNATIVE PROGRAMS**

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Students are informed of alternative programs available if they meet one of the following conditions:

1. Being or has been expelled.
2. Having repeated severe discipline problems.
3. Attending so erratically that he/she is not benefiting from the educational program.
4. The Alternative Learning Specialist at the Oregon Department of Education is the contact person for appeals regarding expulsions and alternative school placement. He/She may be contacted at 503-378-3600 ext. 2285.

### **ARRIVAL AND DEPARTURE**

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Students who walk to school or come by private transportation are requested to arrive no earlier 7:45 a.m. At that time breakfast will be served until 8:00 a.m. in the cafeteria to all students.

Students must leave the school grounds immediately upon dismissal. Students need to be reminded often of the need for caution and safety when walking home. Dismissal times are as follows:

Grades K-8 3:45 p.m

## **ASBESTOS**

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

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

The Superintendent serves as the district's asbestos program manager and may be reached for further information.

## **ASSEMBLIES**

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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 attentive, quiet, and polite upon entering the assembly area. All students are required to attend assemblies unless permission to be absent is obtained from the office prior to the assembly.

## **ATTENDANCE**

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The Oregon Revised Statutes (339.020) state: Except as provided in ORS 339.030 every person having control of any child between the ages of 7 and 18 years who has not completed the 12<sup>th</sup> grade, is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. Violation of the compulsory attendance law is a Class C infraction and is punishable by a citation up to \$150. In addition, a parent/guardian who is not supervising his/her student by requiring school attendance may also be in violation of ORS 163.577 (1)(c). Failing to supervise a child is a Class A violation and punishable by a fine up to \$600.

At ASD, all students are expected to attend school regularly and to be on time for classes. There is a direct relationship between poor attendance and academic progress. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school. However, students can fail on the basis of performance, despite good attendance.

Exemptions from Compulsory Attendance are provided by law (ORS 339.030).

## EXPECTATIONS

ORS 339.065 states that an absence may be excused by the administration if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, by an emergency or, if satisfactory arrangements have been made in advance of the absence.

Arlington School District students maintain good attendance in the following ways:

1. Attend all classes regularly.
2. Report to all classes on time.
3. Check in at the office before going to class if you arrive late to school.
4. Check out at the office before leaving campus even if your parents pick you up.
5. *Get appointments or trips pre-arranged.* Bring a note to the office explaining the date, time, and reason for the absence prior to the absence.
6. Get all schoolwork to be missed ahead of time whenever possible.
  - a) **Absence Without Prior Arrangement:** Upon return to school, a student should report to the Office with a note from the parent/guardian. The note should include the date, student's name, date(s) and/or time of student absence, reason for absence, and parent/guardian signature.
  - b) **Pre-arranged Absences:** Pre-arranged excused absences may be approved providing a request from the parent/guardian is presented to the office at least one day in advance of the absence. The note should include the date, student's name, date(s) and/or time the student will be absent, reason for the absence, and parent/guardian signature. The student will take a pre-arranged absence form to each teacher allowing them to be aware of the absence, and the student to get their assignments in advance. Students cannot be failing classes and all assignments are due upon return to school.
8. As per state law (ORS 339.065) excused absences will only be given for:
  - a) Family emergency – determined by the administrator
  - b) Illness
  - c) Pre-arranged absence – determined by the administrator
  - c) School sponsored activities – participants will not be counted absent from class.
9. Make up all work on time required by the teacher.
  - a) **Excused Absence:** Student will have one day per day absent to complete and turn in work for full credit.
  - b) **Unexcused Absence:** Student will have one day after their return to complete and turn in work

## **LEAVING SCHOOL DURING SCHOOL HOURS**

If it should become necessary to leave school during the school day, *the student must check out of school by seeing the office secretary and gaining clearance from the administration.* Failure to do so will constitute an unexcused absence, regardless of whether or not your parents/guardians are “aware”. Discipline will be administered as stated within the behavior management procedure. If parents/guardians wish to have a student excused during the school day, arrangements must be made with the administrator or his/her designee. The administrator will determine whether the reason is of sufficient cause to release the student, and to determine whether the absence will be excused.

**STUDENTS WHO TURN UP MISSING DURING THE SCHOOL DAY AND WHO HAVE NOT FOLLOWED THE ABOVE POLICY FOR LEAVING SCHOOL DURING SCHOOL HOURS WILL RECEIVE AN UNEXCUSED ABSENCE**

### **UNEXCUSED ABSENCES INCLUDE**

1. Leaving campus without properly checking out through the Attendance Office.
2. Skipping class – Leaving class without permission.
3. Oversleeping.
4. Missing the bus.
5. Personal errands.
6. Family vacations that have not been pre-arranged.
7. Employment, job shadowing or apprenticeships during the instructional day that have not received prior approval from the administration.
8. SNEAK DAY – Absences from school for “sneak days” will be treated as truancy.
9. 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 and ineligibility to participate in athletics or other activities.

## **BEHAVIOR**

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**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.**

ASD has one general rule of behavior; that its members conduct themselves as good citizens. The characteristics of good school citizenship are:

1. Regard for the rights and privileges of others.
2. Punctuality and prepared for class.



3. Care for the condition and appearance of the grounds, buildings, and fixtures of the school.
4. Respect for those in authority.

A complete record of the conduct of each student is maintained at the school. Unacceptable behavior is clearly defined by each elementary classroom teacher.

Disrespectful, disruptive, irregular attendance and illegal activities are discouraged through the assignment of consequences, which include loss of privileges, parent/guardian conferences, detention and suspension. Details of disciplinary actions can be found (but are not limited to) in the discipline guidelines and matrix.

### **GENERAL CONDUCT EXPECTATIONS**

The following rules of general conduct are expected of all students:

- A. General Conduct:
  1. Teachers are to be given the proper respect and be addressed as Miss, Mr., Mrs., or Ms. and their last name.
  2. ***The Student Management Policy is in effect whenever you are under the auspices of ASD, including lunch (even off campus) and any school activity.***
  3. A student must attend school the day of an after school function in order to participate in the function unless he/she has prearranged his/her absence with the administrator or his/her designee.
- B. In the halls:
  1. Pass quickly, quietly and safely, but do not run.
  2. Refrain from showing inappropriate action to others.
- C. In the classroom:
  1. Be in your seat by the bell.
  2. Be orderly even if the teacher is temporarily out of the room.
  3. Be prepared to begin the lesson at once without borrowing pencils, books, paper, etc.
  4. Do not leave the room without the teacher's permission.
  5. Wait until the teacher dismisses you.
  6. Food and drink are not allowed in class and cannot be purchased during class time without the teacher's permission.
  7. Personal property which disrupts class, such as a CD Player, cell phones, pagers, laser light, etc. may be taken by the teacher and turned over to the office for parent/guardian notification.
- D. In assemblies:
  1. Be attentive, quiet, and polite as soon as you enter the assembly.

2. All students are required to attend assemblies unless permission to be absent is obtained from the office prior to the assembly.

## **ARLINGTON STUDENT MANAGEMENT POLICY**

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### **BE SAFE – BE RESPECTFUL – BE RESPONSIBLE**

The teachers and staff at Arlington Schools believe that students have the right to a safe, pleasant environment in which to learn. It is important that students be encouraged to conduct themselves in a manner that will maintain such a climate that everyone is given the greatest opportunity to achieve and succeed. When every person in a school is doing their best, the school becomes an exciting and warm place where every person is learning new things every single day.

In the classrooms, hallways, lunchroom, or on the court or field, students make behavioral choices every day. At ASD the teachers and staff believe that people move toward personal maturity as they make good behavioral choices and take responsibility for their actions. Behavioral choices that are mature and responsible deserve acknowledgement. Recognition of appropriate student behavior is important and may include:

- Nominations/Selection as Student of the Month
- Positive recognition: including assemblies, releases, breaks, assemblies, etc.
- Verbal praise
- Eligibility for special prizes, outings, or field trips
- Positive notes/phone calls, acknowledgment to parents/guardians

**Students make good behavioral choices using three simple guidelines. Everyone in the school is encouraged to remember the phrase, “Strive for excellence and help others to achieve this goal” as they actively work on the following goals:**

### **CODE OF CONDUCT**

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#### **BE SUCCESSFUL**

Always try – Do your best – Manage yourself.

Students determined to be successful come to class on time prepared to work and learn skills to help them achieve their goals.

#### **BE THOUGHTFUL OF OTHERS**

Cooperate with other people and treat them with respect. Respect the property and rights of others. Everyone at Arlington Schools has the right to expect mutual courtesy, respect, and a sense of self-worth.

## **BE LOYAL TO YOUR SCHOOL**

Having pride in and respecting yourself and others is a part of making Arlington Schools a positive, good place to be.

Behavioral Expectations at ASD are aimed at the goal of creating a school environment, which protects every student's rights to learn as well as every teacher's rights to teach. Expectations should be clear and fair and consistently enforced. Aside from general school rules and these simple guidelines, teachers and classroom instructors will state and post their classroom expectations. Parents/guardians are welcome to be part of the annual review process of the **Student Management Policy**.

Most students are able to act in a responsible, mature manner that does not interfere with the educational rights of others. For this reason, **ASD Student Management Policy** is reviewed at the beginning of each school year and with students as they enroll during the school year, so that students are fully aware of the expectations and can make good choices. However, when inappropriate choices have been made, parents/guardians are notified. Students who choose to continue violating school rules face consequences for their behavior.

## **DRUGS/ALCOHOL/TOBACCO**

Oregon State Law ORS 474 and 475 prohibits the possession, use or sale of alcohol, narcotics, and habit-forming drugs. This obligates the school district to enforce a policy prohibiting the possession, use, sale or source of supply of alcohol, narcotics and habit-forming drugs (or look alikes) on or near the school grounds, or at any time students are going to or from school or while being transported to and from any school sponsored activity. Use of a drug authorized by medical prescription from a registered physician, and within the guidelines of the policy on medication, shall not be considered a violation of this rule.

## **GANG ACTIVITY/HATE GROUPS**

Gang/Hate group activity will not be allowed. Prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors or insignia and the use of language, code or gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension and/or expulsion.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. See District Policy GBNA/JFCF. Students found to be in violation of district policy will be subject to discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

### **INAPPROPRIATE OR OBSCENE LANGUAGE AND DISRESPECT**

Inappropriate and/or obscene language is not to be allowed or tolerated. The use of profanity, and sound-a-like words or phrases, which show disrespect or willful defiance will not be allowed or tolerated. Students found to be in violation of district policy will be subject to discipline.

### **TARDINESS/UNPREPARED FOR CLASS**

Student tardiness and unpreparedness is an extreme disruption to the daily operation of classes. Students are advised that repeated tardiness/unpreparedness may face discipline.

### **VANDALISM**

No person shall willfully write, make marks or draw obscene pictures on the walls or any other part of any schoolhouse or outbuildings, or furniture thereof, or deface or damage any school building. The district school board shall prosecute any person who violates this section.

### **WEAPONS**

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e. Oregon Schools Activities Association).

Weapons may include, but are not limited to, dangerous weapons (any weapon, devise, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury), firearm, destructive device (any device with an explosive incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or form which a destructive device may be readily assembled), knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocketknives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior administrative approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocketknives are subject to seizure and/or forfeiture.

Students found to have violated the district's zero-tolerance weapons policy (Board Policy JFCJ) shall be expelled for a period of not less than one year. Administrators shall promptly notify the appropriate law enforcement agency any time there is reasonable cause to believe violations have occurred or when a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or

destructive device. Parents/Guardians will be notified of all conduct by their student that violates the weapons policy.

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

**Please refer to the following discipline matrix for detailed list of inappropriate behavior and the disciplinary action that will be taken for such violations.**

## **BUS REGULATIONS**

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ASD provides bus transportation or payments in lieu of transportation to all students in the Arlington School District living more than one mile from school. The local administrator or the bus supervisor establishes bus routes. Any request for a route change must be made to the bus supervisor, as the driver does not have the authority to alter the bus route. The state regulations governing students while riding school buses are posted on each school bus. Any violation of these rules may cause loss of bus privileges.

Bus students must have a note from parents/guardians and clearance from administration if they will not be riding the bus or are to be taken some place other than home.

Please remember to send a note, as children become confused about whether or not they are to wait for parents/guardians, etc. Students will not be permitted to ride a different bus or to wait at school without a note from home.

## **LOST CHILD**

If your child does not come home from school at the expected time and you become alarmed, please call the school office. The school office will contact school personnel (bus drivers, teachers, etc.). If the child is not located soon, the school will contact the parent/guardian and suggest that the parent/guardian contact the appropriate authorities. Please call the school office back if you locate the child, as the school will continue to look for the child and are concerned for the child’s welfare.

## **CELL PHONES, PAGERS, COMMUNICATION DEVICES**

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Students are allowed to use cell phones or other technological devices for the use of educational purposes. School hours are from 8:00 a.m. until 3:45 p.m.

## **CONFERENCES**

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Regular conferences are scheduled to review student progress. Conferences are held at the end of the first and third nine-week grading period. Second nine-week grading period conferences will be held by parent/guardian and/or teacher request. Other conferences

may be scheduled throughout the school year. Grades or marks earned are dependent on the grade level of the student.

Students and parents may also expect to request a conference if the student is not maintaining passing grades or achieving the expected level of performance; if the student is not maintaining behavior expectations; and/or in any case the teacher considers necessary.

The district encourages a student or parent/guardian in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or administrator. A parent/guardian who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, e-mail the teacher (e-mail addresses are the teacher's first name initial and the first seven letters of the last name @arlington.k12.or.us – for example **kwethere@arlington.k12.or.us**), or request that the teacher call the parent/guardian to arrange a mutually convenient time for a conference. Email addresses can be found on our school website at honkernet.net.

## **COUNSELING**

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Arlington School District provides a variety of counseling supports for students. This may include in-classroom guidance lessons, presentations, one-on-one and group counseling for social/emotional issues, career counseling, etc. These services may be provided by school counselors employed by ASD, and/or by school-based mental health counselors contracted by ASD. If you do not wish your student to receive these services, please inform the school, in writing, of your wishes.

### **ACADEMIC COUNSELING**

Students are encouraged to talk with a district counselor, teachers and administrators in order to learn about the curriculum, course offerings and testing requirements.

## **DANCES/SOCIAL EVENTS**

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All school events – banquets, parties, positive recognition activities, and dances are under the supervision of the administrator and other assigned school personnel. Dances are only allowed with the approval of the administration. The sponsoring organizations are responsible for all arrangements including finances, entertainment, refreshments, decorations, chaperons and clean-up. The administration will set a dress code for such dances (i.e., “formal,” “semi-formal,” etc.). The rules of good conduct and grooming shall be observed for school dances and social events. The following rules govern school dances and parties:

1. Dances are held on Thursday or Friday nights.
2. The faculty class advisor and parents/guardians (minimum 2) must chaperon each event.
3. Students leaving the building will not be allowed to re-enter during the event.

4. All school sponsored dances and social events are closed to all individuals except Arlington Middle School (for middle school dances/events) students. Under no circumstances will Middle/Junior High School students be allowed to attend High School dances or social events nor will high school students be allowed to attend Middle/Junior High School dances or social events.
5. Organizations must have administrative approval at least **two weeks** prior to the event.
6. *Except on special occasions, all social events and dances will be held between 6:00 – 8:00 p.m. Special occasions will be determined by the administration.*

## **DISCIPLINE/DUE PROCESS**

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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 administration.

The district's disciplinary options include using one or more discipline management technique including counseling by teachers, counselors, and administrators, detention, suspension, expulsion, loss of driving privileges, and loss of right to apply for driving privileges 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 drug, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials.

### **DETENTION**

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

### **FRIDAY SCHOOL**

A student may be assigned to Friday School for up to four hours (8:00 a.m. to 12:00 p.m.) if the student violates the Student Code of Conduct. The Friday School detention shall begin after parents/guardians have been notified of the reason for the detention and can make arrangements for the student's transportation to and from the Friday School. Students needing extra time to catch up on missed work may also voluntarily attend 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 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 reason(s) 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/guardians 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.

Schoolwork missed by a student while on suspension is due within one day after the student returns to school.

## **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 parents/guardians waive 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/guardian rights, and alternative education provisions as required by law. See alternative education programs in this handbook.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

When a student with disabilities is suspended more than ten consecutive school days or for more than ten cumulative school days during a school year or is being expelled, the student's parents/guardians 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 recommend alternative placement for the student. The district may not expel a student with disabilities or terminate educational services for any behavior, which is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent/guardian refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. At the end of the ten-day period the student shall be allowed to stay put in his/her current school placement unless the district has obtained a hearings officer or court order to change the student's placement.

## **DISTRIBUTION OF MATERIAL**

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All aspects of school-sponsored publications, including newspaper, video, yearbook, etc. are completely under the supervision of the teacher and administration. Students may be required to submit such publications to the administration for approval.

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

Materials not under the editorial control of the district must be submitted to the administration for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials including advertising that are in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the school district will not be distributed.

If the material is not approved within three (3) days from the time it was submitted to the administration will be considered disapproved. The disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **DRESS AND GROOMING**

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The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, provide for a workplace environment, and avoid safety hazards. In addition to the district policy on dress and grooming, dress issues often constitute conflicts with district policy on sexual harassment and gangs. Such dress can, at times, for some students, create a hostile school environment. The following dress code seeks to create a more logical and useful set of guidelines for students and parents/guardians.

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards, which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

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

It is essential that the administration of the school have the authority to interpret and enforce the dress and grooming code. However, it shall be the responsibility of all staff members to send any violators of the dress and grooming code to the office. Students who willfully repeat violations of the dress code will be disciplined.

### **DRESS AND GROOMING CODE**

In general, students should dress in neat, clean appropriate clothing that does not disrupt the educational process and protects the rights of others.

Students found to be in violation of these guidelines will be asked to conform immediately. Students will change or be sent home to change immediately. Students failing to comply will be subject to disciplinary action according to the student management policy.

The dress and grooming code listed here is to encourage students to dress in a clean, safe and attractive manner so that all students can function in a normal classroom atmosphere and be proud of their fellow students and their school. The code is a guideline established to exclude certain modes of dress and grooming in the belief that to permit this conduct would lead to a substantial disruption of the educational process within the school. It is the hope of the administration that students and parents/guardians will cooperate by complying with the school guidelines.

## **DRILLS AND OTHER EMERGENCY SIMULATIONS**

Fire drills and/or earthquake drills will be held monthly. In case of a fire or earthquake drill, all students are to leave the building immediately according to the evacuation procedure established for each room in the school. WALK, DO NOT RUN.

Unauthorized use of the fire extinguisher or fire alarm system is dangerous and illegal. Students tampering with fire equipment or creating false alarms may be fined, suspended or expelled from school.

Other emergency drills or simulations (i.e., bus evacuation, armed intruder, tsunami, chemical spill, etc.) may be held periodically.

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

Oregon State Law ORS 474 and 475 prohibits the possession, use or sale of alcohol, narcotics, and habit-forming drugs. This obligates the school district to enforce a policy prohibiting the possession, use, sale or source of supply of alcohol, narcotics and habit-forming drugs (or look alikes) on or near the school grounds, or at any time students are going to or from school or while being transported to and from any school sponsored activity. Use of a drug authorized by medical prescription from a registered physician, and within the guidelines of the policy on medication, shall not be considered a violation of this rule.

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes drug possession, drug paraphernalia, selling and/or use at school 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 drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate.

Students have the right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal, harmful, and interferes with both effective learning and the healthy development of students and adolescents, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

### **DRUG PREVENTION PROGRAM**

The district's drug, alcohol and tobacco curriculum will be age-appropriate, reviewed annually and updated as necessary to reflect current research.

Drug, alcohol and tobacco prevention instruction will be integrated in the district's health education courses. Instruction shall minimally meet the requirements set forth in Oregon Administrative Rules.

Intervention is defined as the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of prohibited drug, alcohol and tobacco use.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, on a school bus or while participating in any district sponsored activity, whether on district property or at sites off district property, will escort the student to the office or designated area and will report the information to the school administrator or his/her designee.

The school administrator will:

1. Call the police if deemed appropriate;
2. Call the parents/guardians for a meeting;
3. Discuss the incident with the student, parents if available and police if contacted;
4. Impose the penalty for violating using due process procedures;
5. Provide information to parents/guardians about resources that offer treatment or assistance for young people suffering from drug, alcohol or tobacco related problems.

Students possessing, using and/or selling unlawful drugs, alcohol, other intoxicants and tobacco on district property, in district vehicles, at district sponsored activities on or off district grounds shall be subject to discipline up to and including expulsion. Students may also be referred to law enforcement officials.

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.

Parents/Guardians are encouraged to contact the school counselor for information on district and community resources available to assist students in need.

## **EMERGENCY MEDICAL TREATMENT**

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In cases of sudden illness or injury to a student or staff member, school staff will give first aid. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency. School staff are charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first aid treatment to an immediate supervisor.

In each school, procedures for handling health emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled. Names of the designated employees will be posted. All coaches involved with district athletics at every level must obtain a valid first aid card and NFHS coach's certification.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

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Whenever it is necessary to delay the opening of school because of weather conditions or other conditions, everyone will be notified by telephone. However, it will be automatically understood that this means LATE OPENING. Late opening means that school will begin exactly two (2) hours later than normal. Buses will run exactly TWO (2) hours behind schedule in order that you will be able to judge your timing. There will be no rumors and no confusion.

In the event of bad weather or other conditions that would require the school to be closed staff and parents/guardians will be notified by 8:00 a.m. Remember that school will be held unless you receive the second notification. Only bus drivers or school secretaries will be making these calls. If students or unidentified people call it is an unofficial notification.

Examples of procedure:

1. The original call to staff and parents/guardians by 8:00 a.m. automatically means LATE OPENING;
2. There will be no second call for Late Opening. All students know that they will be on their bus exactly two hours behind their normal time;
3. In case that school must be cancelled – a second call will be made prior to 10:00 a.m. to inform teachers and parents/guardians that school is closed for the day.

### **EXTRA-CURRICULAR ACTIVITIES**

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Eligible students, regardless of their ability levels are encouraged to take part in extra-curricular activities and the many worthwhile learning experiences that involvement in student athletics and activities has to offer.

## **ATHLETIC CODE**

This code shall apply to all 5-8 grade students participating in the interscholastic athletic programs sponsored by the Arlington School District. Any athlete not conforming to the letter of this code shall be subject to disciplinary action as prescribed.

### **PARTICIPATION**

1. Any athlete dismissed from a team for disciplinary reasons shall not participate in another sport during that original sport season.
2. An athlete who quits during any sport will not be allowed to participate in another sport.
3. Athletes will attend all scheduled classes the day of and the day immediately following an athletic contest, unless prearranged with the administrator or designee. Students are responsible for any work they miss due to an athletic trip. Arrangements should be made with teachers of those classes to be missed prior to leaving on the trip.
4. A student who is participating in an extra-curricular activity, of whom there is reasonable suspicion of a violation of the athletic policy, may be tested for drugs/alcohol at the first available opportunity after the school becomes aware of the situation.
5. Any absence from a regularly scheduled practice session without the coach's authorization, either by prearrangement, conference with the coach, or absence from school shall receive consequences at the discretion of the coach in charge.
6. Students are expected to maintain good citizenship by developing leadership and setting positive examples for other students in the school; by demonstrating good sportsmanship both on and off the field; by respecting the rights, abilities and efforts of others, and being loyal to school, team and friends.
7. All paperwork, including physical, medical information form, proof of insurance and drug and alcohol policy signed by the student and his/her parent/guardian must be turned in to the coach or office before the first practice and the ASB fees must be paid in full before the first contest.

### **TRAINING RULES AND REGULATIONS**

It is the overwhelming opinion of educators and coaches that athletes and students perform best when they follow intelligent training rules that include restrictions on tobacco, alcohol and drugs. Medical research clearly substantiates the fact that use of tobacco, alcohol and any type of modifying substances produce harmful effects on the human organism. Specifically, students have to decide if they want to be athletes. If you do wish to be an athlete, you must be willing to follow the training rules. District Policy IGDJA states, in part, "Participation is a privilege, not a right, and students are expected to meet and maintain district eligibility standards in order to participate." This includes academic eligibility, attendance eligibility, and behavior eligibility.

Simply stated, the use of tobacco, alcoholic beverages, and/or drug use is not tolerated under the training rule regulations. Arlington athletes and students involved in extra-curricular activities are asked not to attend parties or activities where alcohol, tobacco and/or drugs are being consumed illegally. Students are expected to leave any parties or situations where they find this happening. In other words, if you are there it could be assumed that you are there with the intent to participate, and you could, therefore, be looked upon by the community and the school as a student who is breaking training. Violation of training rules are addressed in the Athletic/Activities Handbook.

### **PHYSICAL EXAMINATIONS**

Students must have a physical examination performed by a physician, licensed by the Oregon State Board of Medical Examiners in grades 5, 7, 9 and 11 and first time participants prior to practice and competition in athletics. The examination should be performed no earlier than May 1 of the preceding school year. The physical examination is the responsibility of the parents/guardians or student and is to be paid for by the parents/guardians or student.

Record of the examination shall be kept on file at the school and shall be reviewed by the coach prior to the start of any sport season. Students shall not participate without a record of passing the examination.

### **ATHLETIC AWARDS**

An athlete must be a member in good standing at the close of a sports season to be eligible for any award that may be given. Coaches will establish guidelines on how students earn an award for their sport. The established guidelines will be written and provided to and reviewed with each athlete at the start of the sport season. A copy will be on file with the administration.

**WARNING:** Violation of training or citizenship rules at anytime during a sport season may jeopardize a student's opportunity to receive any award, i.e., recognition for all-conference.

### **GROOMING**

What an athlete wears on the day of a scheduled contest during any sport will be left up to the discretion of the coach as long as it meets or exceeds the district dress and grooming policy.

### **ATHLETIC POLICY**

Students in Interscholastic Activities are expected to conform to the District Student Conduct Code and Athletic Activities Handbook for the Elementary. An athlete is expected to be loyal to his/her team, his/her school and his/her community. An athlete is expected to follow all of the school rules to maintain a certain level of educational excellence in order to be eligible to participate in Interscholastic Activities.

## **SPORTSMANSHIP**

Sportsmanship usually refers to the conduct of the athletes and student rooters while participating in various interscholastic activities. The following code is a good summary of a true sportsman. A sportsman will:

1. Consider all athletic opponents as guests and treat them with the courtesy due guests.
2. Accept the decisions of officials without question, allow coaches to express concerns in the manner prescribed for each sport.
3. Never hiss or boo a player or an official.
4. Seek to win by fair means, according to the rules of the game.
5. Seek to win every contest, but win or lose, always do your best.

## **ELIGIBILITY REQUIREMENTS**

The Arlington School District believes that the athletic programs provided in the schools are an important part of the educational process and that these activities encourage and support the academic programs. It is with this in mind that the following eligibility requirements have been developed.

The following eligibility requirements apply to students who participate in district sanctioned athletic activities. Participating students are required to demonstrate desirable behavior, satisfactory attendance and academic progress as determined by the following district criteria.

Arlington Middle School students must be making satisfactory progress as deemed by the teachers and administration. Inadequate progress will be communicated to parents by the teacher.

All athletes must have a minimum of nine full on-field, or on-court practices before participating in their first game or contest. If a student transfers to the district after the official starting date of the season, the student may transfer in up to four practices if the student participated at his/her former school. Five practices or more must occur as a participant on the Arlington team.

To be eligible to participate in activities a student must:

1. Be passing all classes. The eligibility will run from Monday to Sunday. There will be no mid-week changes.

**Activities are defined as those under the sponsorship or direction of the school for which participation is voluntary)**

2. Students who are ineligible for participation will not be able to travel with the team if school will be missed. Traveling with the team for contests where school will not be missed will be at the discretion of the coach.



3. Exceptions to participation requirements may be made for IEP students when the disabling condition, as identified in a student's IEP, prevents the student from achieving the required academic progress, behavior standard or attendance requirement.
4. Flexibility will be provided for Alternative Program Students as it relates to transferring into and out of an alternative program. The academic, behavior and attendance requirements appropriate to the student's placement shall all apply once a student begins participation.
5. Home-Schooled Students will be considered eligible for participation if they meet the following criteria:
  - a) The student is in compliance with all the rules governing home schooling and can provide acceptable documentation of compliance to the district.
  - b) The student can meet the district's eligibility requirements with the exception of attendance.
  - c) The student need not meet class requirements of the voluntary association administering the activity.
  - d) The student can achieve the minimum achievement test score required of home-schooled students. Students may participate while awaiting test results.
  - e) The student must fulfill the same responsibilities, standards of behavior and performance, including related class or practice requirements, as other students participating in the activity. The student must also comply with all public school requirements during the time of participation.

### **PRACTICE REQUIREMENTS**

If a student is absent more than one period in a school day he/she may not practice or play that day unless prearranged or excused. If a student has any absences during a school day unexcused, he/she is ineligible for that day, no practice and no play. The school secretary will contact the coach to notify him/her of the player's ineligibility.

### **FEES**

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No student will be denied an education because of his/her inability to pay supplementary fees.

No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in student/parent handbook, or in some written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

In accordance with the law and with district policy, certain education records may be withheld if fees and fines are not paid.

**The following optional fees apply to Arlington Elementary School Students:**

Student Body Fee:	Grades 5-8	\$10.00
	Grades 9-12	\$15.00

**FIELD TRIPS**

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The Board recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences that fall outside the normal school program/day.

The district provides school bus transportation to approved and sponsored activities and athletic contests. Students who participate in these activities will be expected to ride the school bus to and from the activity. A student may be excused to his/her parent/guardian on the return trip. Parents/Guardians should check the student out with the coach or activity coordinator. Release to any other person or relative will be allowed only in extraordinary circumstances that have been approved of in advance following a written request by a parent/guardian.

Exceptions to this rule may be made by the administration for extenuating circumstances. Parents/Guardians should make arrangements at least 24 hours in advance of a trip.

Written parental permission must be obtained for each trip. The signed form showing parental/guardian approval and acknowledgement of student conduct guidelines will be maintained on file for a period of one year.

The administration will develop procedures and guidelines to insure both students and adult's supervision are acquired with the standards of conduct while representing the district.

All out-of-state and over night travel must have prior Board approval. Such approval is predicated on the acceptable plan for travel arrangements, parental involvement, orientation of students and supervisor and support of the administration.

**FUND RAISING**

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Any solicitations and/or activities that generate moneys by students and staff (car washes, bake sales, magazine sales, etc.) must have prior approval of the administration.

## **GANGS**

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

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

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

No student on or about district property or any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. (See Dress and Grooming Policy)

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline up to and including expulsion.

## **GRADE REDUCTION/CREDIT DENIAL**

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

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

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

## **GYM**

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Students are not to be involved in any type of activity in the gymnasium unless there is staff supervision. Students using the gym must remove their shoes or change into gym shoes. Students caught on the floor with inappropriate footwear may forfeit their gym privileges.

## **HOMEWORK**

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Homework is an extension of instructional time and is intended to provide students meaningful feedback as they practice, reinforce, and apply specific learning outcomes. The amount assigned will vary depending upon the course taken and the grade level of the student. Homework assignments promote self-directed learning and a sense of personal responsibility.

### **STUDENT HOMEWORK RESPONSIBILITY**

Students are expected to carefully complete all homework assignments according to expectations, giving serious attention to the quality and timeliness of their work. Students will make homework a priority.

### **PARENTS/GUARDIANS HOMEWORK RESPONSIBILITY**

Parents/Guardians should provide an environment that is conducive to study and learning, reinforce good study habits, prioritize homework, and communicate with teachers when questions concerning homework or academic achievement arise.

### **TEACHER HOMEWORK RESPONSIBILITY**

Teachers will base learning assignments on specific learning outcomes as well as student needs. They will clarify the purpose of homework assignments and give careful consideration to the demands on student time, yet expecting schoolwork to be a priority. Homework will be evaluated in a timely fashion using announced expectations, and in a manner that provides accurate assessment of student skills, abilities and knowledge. Teachers will also attempt to keep parents/guardians informed of the amount and kinds of homework required.

## **IMMUNIZATION**

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Proof of immunization must be presented prior to the time of initial enrollment in school or within ten (10) days of transfer to the district. Proof consists of a signed "Certificate of Immunization Status" for documenting whether evidence of immunization or a religious and/or medical exemption.

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

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Although HIV, HBV, HCV and AIDS 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 such 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, HBV, HCV AIDS and/or other infectious diseases.

If the district is informed that a student is HIV, HBV, HCV or AIDS infected, the district is prohibited by law from releasing information unless the infected student or parent/guardian gives permission for such release.

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

Parents/Guardians of students with a medical diagnosis of HIV deemed special risk by the student's health care provider as well as parents/guardians of any student with AIDS are required to notify the Superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent/guardian may voluntarily withdraw the student from school. In either case, students and parents/guardians will be notified of alternative education programs.

### **INFECTION/DISEASE INSTRUCTION**

An age-appropriate plan of instruction about infections/diseases including HIV, HBV, HCV and AIDS has been included as an integral part of the district's health curriculum. Any parent/guardian may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the administration for additional information and procedures. Students of parents/guardians with questions about the district HIV, HBV, HCV and AIDS health education program should contact the administration.

## **INSURANCE**

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At the beginning of the school year, the district will make available to students and parents/guardians a low cost student accident insurance program. Parents/Guardians 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.**

Before participating in school sponsored athletics/cheerleading, students and parents/guardians must have purchased the student accident insurance or show proof of insurance.

## **LOST AND FOUND**

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Any articles found in the school or on district grounds should be turned into the school office. Unclaimed articles will be disposed of at the end of the school year. The district is not responsible for lost items.

## **BREAKFAST/LUNCH PROGRAM**

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	<b>Breakfast</b>	<b>Lunch</b>	<b>Reduced</b>
<b>Adult</b>	\$1.60	\$3.90	
<b>K-8 Students</b>	\$1.25	\$2.80	\$0.40
<b>9-12 Students</b>	\$1.50	\$2.90	\$0.40
<b>Extra Milk</b>	\$0.50	\$0.50	

A nutritious breakfast and Class “A” hot lunch with milk are served daily in the elementary school. Students who wish to bring their own lunch may purchase milk separately or they may bring their own beverage. All students who eat breakfast at school or a lunch of any kind are required to eat in the cafeteria or designated area.

The district participates in the National School Lunch, School Breakfast Commodity and Special Milk Programs and offers free and reduced-price meals based on a student’s financial need. Additional information may be obtained in the school office.

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## **MEDIA ACCESS TO STUDENTS**

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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/guardian approval prior to publication.

Parents/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 information and personally identifiable information.

## **MEDICINE AT SCHOOL**

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### **DISTRICT ADMINISTERED MEDICATION**

Parent/guardian need to complete an Authorization for Medication Administration by School Personnel form if they wish the district to administer medication.

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 instruction. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent/guardian, 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/guardian in its original container. The district will dispose of medication not picked up by the parent/guardian at the end of the school year.

### **SELF-MEDICATION**

Students in grade 7 and 8 are permitted to self-medicate prescription and nonprescription medication upon written request by the parent/guardian.

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

Students may have in their possession only the amount of medication needed for that school day. 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 and subject to disciplinary action.

Contact the school office for additional information and forms.

## **PLAYGROUND RULES**

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1. Safety first on equipment:
  - \* No jumping from swings, swing front to back, sit in appropriate manner.
  - \* Go up ladder and down slide, sit down on seat, no sitting on tip of bars.
  - \* No playing with rocks.
  - \* Use teeter-totter appropriately.
  - \* No climbing on top of the horizontal ladder.
2. The asphalt area is for the following activities:
  - \* Basketball
  - \* Four square
  - \* Hopscotch
  - \* Tetherball
  - \* Jumping rope
  - \* Wall ball

**Note:** Any activity may need to be regulated for age and fairness.

## **PLAYGROUND USE AFTER SCHOOL**

All children are to go home after school. Parents/Guardians should understand that children are not supervised by school personnel at this time. No one is allowed on school grounds after dark, unless participating in a school sponsored activity.

## **POSTERS/SIGNS/BANNERS**

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The administration must first approve signs, banners, or posters that a student wishes to display. Signs, banners, and/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**

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Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the administration by the parent/guardian in writing and include the reason for the request.

## **APPROPRIATE PLACEMENT OF STUDENTS**

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Documented exception may be made in special situations (e.g., special education students) with approval of the administration.

1. Students will be placed in their appropriate ability level and parents will be notified of the student's ongoing progress.
2. The teacher is to inform administrators and parents of ongoing progress of students at least quarterly
3. If a student is to be placed outside their traditional age based level, parents will be notified by the teacher.

## **RECORDS – DIRECTORY INFORMATION**

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All student records at Arlington Elementary School will be handled in the manner prescribed by the Arlington School District Record Policy. The district policy is in compliance with previously established federal and state guidelines and is available in the school office upon request.

The following types of information shall be known as directory information and will be released unless a specific request that it not be released is made by a parent/guardian or student of consenting age (18); the student's name, address, telephone listing, date and place of birth, major field of study, height, weight and grade of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency and institution attended by the student. Student pictures will be allowed in school publications (i.e., school newspaper, yearbook, newsletters) unless specific request that it not be allowed is made by a parent/guardian or student of consenting age.

## **RECESS**

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Recess is a privilege; students who fail to make good choices at recess can lose their privilege to go to recess.

## **RELEASE OF STUDENTS FROM SCHOOL**

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A student shall not be released from school at times other than regular dismissal hours except with the administration'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/guardian or as otherwise provided by law.

## **REPORTS AND REPORT CARDS**

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Arlington Elementary School progress reports are done on a quarter reporting basis. Report cards are issued on a quarterly basis at the elementary school. Parent/Teacher

conferences are held at the end of the first and third nine-week periods. Second nine-week grading period may have a conference if requested by the parent/guardian and/or the teacher. Progress reports shall be sent to parents/guardians on a regular basis.

Parents/Guardians will be contacted as soon as possible when a student's performance and/or attitude become unsatisfactory or shows marked or sudden deterioration.

Progress and/or portfolio content assessment will be based upon academic performance.

At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;

The student is evaluated in terms of progress, the school staff will provide a realistic appraisal of the student's standing in relation standards and assessments given.

The staff will be able to explain the meaning of rubrics and assessments used to reflect student performance upon request.

## **SEARCH AND SEIZURES**

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The Board seeks to assure a climate in the schools, which is appropriate for institutions of learning and which assure the safety and welfare of personnel and students. School officials may, under appropriate conditions, search the person and the personal property, including the facility or property provided by the school. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reasonable suspicion to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

A search of a student's person may be conducted when there is reasonable suspicion to believe the particular student is concealing evidence of an illegal act or school violation.

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.

Illegal items or other possessions reasonably determined by school officials to be a threat to the safety or security of others may be seized by school officials. Items found which are evidence of a violation of law, policy, regulation, school rule or the Student Code of Conduct may be seized and students may be disciplined.

Other items, which are being used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession by school officials.

General search of school properties including, but not limited to lockers and desks may occur at any time.

At the time school equipment is assigned to students for their use, students will be informed of the conditions for the use of such equipment and of the intent of school personnel to conduct routine searches.

### **QUESTIONING**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the administration or designee will make an effort to notify the parent/guardian of the situation.

Parents/Guardians are advised that in suspected child abuse cases, child agencies and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit the district from contacting parents/guardians.

### **SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT**

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The district is required by law to inform parents/guardians/students about the district use of the student Social Security Numbers. The following is provided for parent/guardian/student information:

Providing student Social Security Number (SS#) is voluntary. If it is provided to the school district, the district will use the SS# for record keeping, research, and reporting purposes only. The school district will not use the SS# to make any decision directly affecting the student or any other person. The SS# is not to be given to the general public. No student will be denied any rights as a student for not providing the SS#. Providing the SS# means that the parent/guardian/student consents to the use of the SS# in the manner described.

The school district and the Oregon Department of Education may also match the SS# with records from other agencies as follows:

1. Oregon State System Colleges, private colleges, community colleges, and/or vocational schools which require SS# for financial aid;
2. Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends.

The SS# will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

### **STATE AND DISTRICT TESTING**

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Students in grades 3 - 10 are required to take the state standards tests and district tests unless they are exempted in writing by parents/guardians. Students on IEPs will have their district and state testing requirements identified within their IEPs as required by law.

Some students may qualify to take “Challenge” state standards tests. The school will communicate with parents/guardians about what state and district tests their students will be taking prior to the testing period.

### **STUDENT/PARENT/GUARDIAN COMPLAINTS**

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A student or parent/guardian who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, the student or parent/guardian may file a written, signed complaint with the Superintendent/Principal within 15 calendar days following the conference with the teacher. The Superintendent/Principal will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the Superintendent/Principal, he/she may appeal to the Board in care of the Superintendent within ten (10) calendar days following the receipt of the Superintendent’s/Principal’s decision in writing. The matter can be brought to the next Board meeting. The Superintendent/Principal will inform the Board of the situation before the meeting and make sure that the person the complaint is against knows it will be discussed at the Board meeting. Board decisions are final.

### **DISCRIMINATION COMPLAINTS**

A student and/or parent/guardian with a complaint regarding possible discrimination of a student should contact the school administration. Discrimination must be based on race, religion, color, national origin, disability or marital status providing education or access to benefits of education services, activities and programs in accordance with federal law. (See Equal Educational Opportunity above) All discrimination complaints will be investigated in a timely fashion. The administration will report the outcome of the investigation to the student and parents/guardians. If student and/or parents/guardians are not satisfied with the outcome of the investigation, they may file a discrimination complaint in writing with the Superintendent/Principal. The written complaint must describe the discrimination, explain how the results of the investigation did not resolve the discrimination, and provide a recommendation to resolve the discrimination. The Superintendent will within ten school days respond to the written complaint. If the complainant is not satisfied with the Superintendent’s response, the complainant may request the complaint to be heard at the next Board meeting in writing through the Superintendent. The matter can be brought to the next Board meeting. The Superintendent will inform the Board of the situation before the meeting and make sure that any persons involved in the discrimination complaint know it will be discussed at the Board meeting.

### **EDUCATION STANDARDS COMPLAINTS**

Any resident of the district or parent of a student attending the ASD 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. Persons who feel that there is a violation of educational standards should follow the following procedures:

1. Inform the Superintendent in writing of the complaint. The Superintendent shall respond in writing within five (5) working days;
2. If the complainant is dissatisfied with the decision of the Superintendent, he/she may appeal to the Board in care of the Superintendent within ten (10) calendar days following the receipt of the Superintendent's decision in writing. The matter can be brought to the next Board meeting. The Superintendent will inform the Board of the situation before the meeting.
3. 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 student or parents/guardians about instructional materials should first seek to resolve the complaint through discussions with the teacher. If the informal complaint is not resolved, complaints by student or parents/guardians about instructional materials should be directed to the Superintendent in writing. All instructional materials complaints must state the reason(s) for the complaint, how the complainant would like to see the matter resolved, and is signed.

A reconsideration committee will be appointed by the Superintendent and 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.

If the complainant is dissatisfied with the decision of the Superintendent, he/she may appeal to the Board in care of the Superintendent within ten (10) calendar days following the receipt of the Superintendent's decision in writing. The matter can be brought to the next Board meeting. The Superintendent will inform the Board of the situation before the meeting and make sure that any staff involved with the instructional materials knows it will be discussed at the Board meeting. Board decisions are final.

### **SEXUAL HARASSMENT COMPLAINTS**

Sexual harassment by staff and/or students 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 means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature that creates a hostile environment.

The administration has the responsibility for investigations concerning sexual harassment. All complaints shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

- STEP 1 Any sexual harassment complaint shall be presented in writing to the Superintendent/Principal. It should include the specific nature of the sexual harassment and corresponding dates.
- STEP 2 The Superintendent/Principal or his/her designee shall promptly investigate the complaint with all concerned parties within five (5) working days after the receipt of the complaint. The district official conducting the investigation shall notify the student and the student's parents/guardians in writing when the investigation is concluded.
- STEP 3 If the complainant is dissatisfied with the decision of the Superintendent/Principal or his/her designee, he/she may appeal to the Board in care of the Superintendent/Principal within ten (10) working days following the receipt of the Superintendent's decision in writing. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) working days following the completion of the hearing.
- STEP 4 If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, US Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA. 98174-1099. Direct appeal may be filed with an enforcement agency at the time.

If the complaint is against the Superintendent/Principal, the complaint will begin with Step 3.

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 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 administration.

### **TAG PROGRAM AND SERVICE COMPLAINTS**

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should file a written complaint with the Superintendent. The Superintendent will arrange for a review committee to meet within two (2) school days of receiving the written complaint to review all pertinent information. The written complaint should state the reason(s) for the complaint and recommendations to resolve the complaint.

The review committee shall make a recommendation to the Superintendent within ten (10) school days of reviewing the original complaint. The Superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or if 45 or more days have elapsed since the original filing of the written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided to the complainant upon request from the administration.

### **ALL OTHER COMPLAINTS**

Students or parents/guardians with complaints not covered by this student/parent handbook should contact the administration.

### **STUDENT EDUCATIONAL RECORDS**

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The information contained below shall serve as the district's annual notice to parents/guardians 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/guardians 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, as student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent/legal guardian and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent/legal guardian 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 by the office by the administration.

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. Courses of study and marks received
8. Credits earned
9. Attendance
10. Date of withdrawal from school
11. Other information, including, but not limited to testing, discipline records, behavior records, social security number, and IEP's

### **TRANSFER OF EDUCATIONAL 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 ten (10) calendar 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 laws.

Student report cards and records of diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

### **REQUEST FOR EDUCATIONAL RECORDS**

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

### **ACCESS/RELEASE OF EDUCATIONAL RECORDS**

By Oregon 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/Guardians of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours. If parents/guardians or eligible students want copies of the education records, the district may charge a copy fee.

### **PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS**

Parents/Legal Guardians of a minor, or eligible student (if 18 or older), may 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. Complainant shall make a request for a hearing in which the objections are specified in writing to the Superintendent.
2. The Superintendent shall establish a date and location for the hearing agreeable to both parties.
3. The hearing panel shall consist of the following:
  - a. The Superintendent or his/her designee
  - b. A member chosen by the parent/guardian or eligible student
  - c. A disinterested, qualified third party, appointed by the Superintendent
4. The hearing shall be private. Persons other than the parent/guardian or eligible student, witnesses and counsel shall not be permitted.



The Superintendent or his/her designee shall preside over the panel. The panel may hear evidence from witnesses and the parents/guardians or eligible student to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education records. Such actions are to be made in writing to the parents/guardians or eligible student.

If, after such hearing is held as described above, the parents/guardians or eligible students are not satisfied with the recommended action, the parents/guardians may appeal to the Board where the action of the hearings panel will be reviewed.

Procedures for appeal beyond the Board follows the prescribed actions as set forth in federal regulations. The parent/guardian or eligible student may file a complaint with the Federal Family Compliance Office, U.S. Department of Education, Washington D.C., 20202, regarding an alleged violation of the Family Education Rights and Privacy Act.

### **TELEPHONE/CELL PHONE USE AT SCHOOL**

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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, asking for forgotten homework, should be arranged ahead of time with the parent/guardian. Cell phone use for personal issues will only be allowed during lunch time.

### **TALENTED AND GIFTED PROGRAM**

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The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted (TAG) students are those who have been identified as academically talented and/or intellectually gifted. Students and parents/guardians interested in the TAG program should contact the district TAG Coordinator or the office. (See District Policy IGBB)

### **TOYS AND EQUIPMENT**

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Students are discouraged from bringing toys and equipment from home to school. Sometime teachers have special programs when students are allowed to bring personal items to share. These items should remain in the classroom. At all times the school will not assume responsibility for loss or damage.

If special circumstances make it necessary for a student to bring cash or other important possessions to school, these items can be safeguarded by registering them in the school office.

**Absolutely no toy guns, knives or any other object that looks like a weapon are allowed at school at anytime.**

## **TRANSPORTATION OF STUDENTS**

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A student being transported on district provided transportation is required to comply with the district policies, rules and regulations, as well as, the conduct policies of the bus company. Any student who fails to comply with the district policies, rules, and regulations, as well as, the conduct policies of the bus company may be denied transportation services and shall be subject to disciplinary action.

### **TRANSPORTATION RULES**

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

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material 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 bus driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver. Fellow students and passers-by.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride 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. 1<sup>st</sup> Citation – Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. 2<sup>nd</sup> Citation – The student is suspended from the bus until a conference, arranged by the bus driver has been held with the student, the parent/guardian, the bus driver and the administrator or his/her designee.
3. 3<sup>rd</sup> Citation – The student receives a five (5) to ten (10) day suspension and will not be able to ride the bus until a conference, arranged by the bus driver,

has been held with the student, the parent/guardian, the bus driver and the school administrator or his/her designee. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

4. Severe Violation: Any severe violation will result in the immediate suspension of the student for a minimum of ten (10) school days and up to a one year expulsion from the bus. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the parent/guardian, the bus driver, the transportation supervisor, and the school administrator or his/her designee.
5. In all instances, the appeal process may be used if the student and/or parent/guardian 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.

### **ACTIVITY/ATHLETIC TRANSPORTATION RULES**

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The following represent the procedural expectations of those involved in transporting and riding activity/athletic buses representing Gilliam County School Districts.

Safety Measures – Because safety, comfort and operating efficiency are so directly affected by rider conduct, the following are expected:

All student riders...

1. Shall refrain from fighting, wrestling or boisterous activity.
2. Shall use the emergency door only in the case of an emergency.
3. Shall remain seated while the bus is in motion.
4. Shall keep the bus clean and must refrain from damaging it. (The use of soft drinks will be limited).
5. Shall be courteous to the driver, to fellow students and passerby.
6. Shall store large items (or hard items) on the floor or in provided storage areas.
7. Shall not interfere with any of the school bus operating controls except as instructed by the driver.
8. Shall not walk on seats or swing on luggage racks, etc.
9. Shall not bring on aerosol spray cans, glass containers, or beverage bottles.
10. Shall not sit in the back seat if sufficient seating is available.
11. Shall refrain from blocking the aisle, as the bus is moving.
12. Shall refrain from shoes with cleats on the bus.
13. Shall refrain from the use of portable radios/CD players unless headphones are used.

14. Shall refrain from attempting to bring items that are too large to transport under the seats or in the provided storage compartments.
15. Neither Mid Columbia Bus Company nor the School District is responsible for any articles that are not directly connected to the type of activity trip.

Communication Channels: So as to facilitate the orderly completion of the activity trip or athletic event, the primary responsibility for all arrangements necessary lie with the school activity/athletic director or appropriate administrator in consultation with the management of Mid Columbia Bus Company. Concerns and complaints from students and coaches are to be directed through the athletic director or building principal.

Unauthorized passengers (children/students not currently enrolled in the school district and adults not employed by the school district) must have prior approval by the School District before the trip departure.

### **VALUABLES AT SCHOOL**

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Items belonging to a student, which are unlawful, or are in violation of school policy may be seized.

Students may not post personal signs or decorations on school property unless approved by the administration. Students may post campaign signs during student body election week.

Money and other valuables should not be kept at school or in dressing rooms. If the item cannot be kept on your person or left at home, consult the office. Some valuables are not allowed in class. At all times the school will not assume responsibility for loss or damage of valuables.

### **VEHICLES**

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For safety reasons student use of motorized vehicles at school is not allowed. Bicycles, inline skates and skateboards are not to be ridden on school grounds during school hours or while activities are going on at the school. Before and after school students should walk their bikes while on school property. No bicycles or motorized vehicles are allowed on the track at any time.

At all times the school will not assume responsibility for loss or damage to vehicles brought to school by students.

### **BICYCLE INFORMATION**

Students may ride bikes to school; however, bikes must be parked in designated areas only. Students should provide their own locks for security.

Bicycles are not to be ridden on the school grounds during school hours. Students are to observe all bicycle safety rules when traveling to and from school. Students who ride bikes to school must wear a bicycle safety helmet. Failure to wear a helmet will result in a call to parents/guardians and may result in the student loss of the privilege to ride his/her bicycle to school.

### **STUDENT SKATEBOARD/ROLLERBLADE/SCOOTER USE**

Students may ride skateboards/rollerblades/scooters or similar devices to school; however, they must be parked in designated areas only. Students should provide their own locks for security. Skateboards/Rollerblades/Scooters or similar devices are not to be ridden on school grounds during school hours or while activities are going on at the school, unless special permission is given by the administration for a specific activity.

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

### **VISITORS**

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Parents/Guardians and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork 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. The administrator or his/her designee will approve all requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the school administrator. No individual may loiter on or near school premises.