

Proud to be a Bulldog 2021-2022



Welcome to Hilda Lahti School

Hilda Lahti strives to provide an educational environment that is safe and inviting for all students. We have a school-wide positive behavior plan for students in all grades. There are three basic expectations:

***BE SAFE**

***BE RESPONSIBLE**

***BE RESPECTFUL**

Students will have the opportunity to learn these expectations and practice them in all areas of the school.

Staff will help students with these three expectations at the beginning of school and at every grading period. Just like any skill, the more that students practice these expectations, the better they will become at safe, responsible and respectful ways of conducting themselves in the school, on the playground and on the bus.

This handbook is to inform and guide students, parents and staff as to the expectations and regulations which are necessary for the safe and efficient operation of Hilda Lahti School. Students will be responsible

for appropriate behavior at all times. Parents should review the handbook and contact the administration, a counselor or our secretaries should there be any questions.

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WE'RE PROUD TO BE BULLDOGS!!

Welcome to Hilda Lahti Elementary/Middle School. We strive to provide an educational environment that is safe and inviting for all students. We have a school-wide positive behavior plan for students in all grades. There are three basic expectations:

Be Safe, Be Responsible and Be Respectful

Students are taught what these rules mean in all areas of the school. Staff teaches the expectations at the beginning of school and at every grading period. Just like any skill, we believe that we need to specifically teach—and often re-teach—the safe, responsible, and respectful ways to conduct ourselves in the school, on the playground, and on the bus.

There are many positive rewards for students who observe the rules. Students receive Gotchas from staff members when they are “caught” being safe, responsible, or respectful. Students understand that they won’t get a Gotcha every time, so they need to be doing the right thing all the time to increase their chances! Students have many options of what to do with their Gotchas, including:

Weekly Drawing. We do a random drawing of student names from the classroom Gotcha buckets. These students receive a treat from the prize cart. They may also receive other special privileges in class.

Student of the Month. Each classroom teacher selects a student of the month recipient. There are also acknowledgements given to classrooms for exceptional cafeteria, recess, library, clean classroom and hallway behaviors. These students/classrooms are acknowledged in our monthly Student of the Month Assemblies.

In addition to the positive rewards, there is a system designed to help students become *safe*, *responsible*, and *respectful* students. We teach a problem-solving model that encourages students to think about their behavior and come up with a plan to make better choices in the future. Initially staff will re-teach if a student is having difficulty following a rule. If the problem persists, the student will be given a reflection sheet and time to think about changing their behavior. The student takes the reflection sheet home for the parents to review and sign. These are designed not as a punishment but as a way to re-teach the behavior in a positive way. The signed sheet is to be returned on the next school day. These are opportunities for your child to learn from their choices and our attempt to communicate with you that your child needs support in this area. Serious behavioral issues (such as fighting, vandalism, or severe disruption) will result in an office referral. Consequences for these types of problems will depend on the incident, frequency, and circumstances surrounding the problem, and include in- and out-of-school suspension, after-school detention, loss of privileges, and others. Parents are notified of these consequences as soon as possible.

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Knappa School District does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended;

the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Knappa School District office for additional information and/or compliance issues: April Fresh/William Fritz

The material covered within this student handbook is intended as a method of communicating to students and

parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the district office and the district website. <http://www.knappa.k12.or.us/> Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

ACCIDENTS

Any accident or injury which occurs at the bus stop, on the bus or on school property must be reported immediately to a district employee, staff member, administrator or supervisor on duty. First aid which is deemed necessary and within the capability of school personnel to administer will be given. We will attempt to contact parents if an injury needs professional medical attention. Each incident will be followed up with an accident report which students may be asked to provide information.

ACTIVITIES

Students are encouraged to attend after-school activities and games if they have been in school the day of the activity and they have not been restricted from attending for prior misbehavior. **All students must be accompanied by their parent or a responsible adult for any activity or game at either HLE or KHS.** Students

are expected to stay with the adult during the activity or game and positively support our teams. Students will be asked to leave and not attend further events if they “roam” in and out of the area.

ADMISSION

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

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

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

Registration

Registration forms will be sent home via mail or on orientation day. These **MUST** be completed and returned

to the homeroom teacher before the end of the first week of school. Items of importance include:

Student Registration Form: Please provide one or two telephone numbers in the Knappa/Svensen area of people who would be authorized to care for your child if we are not able to reach you. **We only release your child to whoever is marked in the section “Student lives with” without your written permission.**

It is important to notify the school of any changes in telephone numbers, address, employment changes, or emergency numbers as they may occur during the school year. The office should also be made aware of any special information regarding your child -- custody questions, name change, allergies, medical concerns, etc.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVING AT SCHOOL

Students will arrive at school at their designated time for their grade level. They will go immediately to the cafeteria for breakfast or to their grade level specific space. Once they enter the classroom, the student will wash their hands upon arrival, then go to their assigned spot for morning work.

DAILY DISMISSAL

Students will be dismissed from school at their designated time for their grade level. They will go to the bus or to a designated spot near the roundabout. Parents will follow the traffic pattern. Stop and students will get into the car quickly. If you need to get out of your car for any reason, please park and come to the roundabout.

If your child needs to go to a different location after school, and you want the child to ride the bus, a note must be sent specifying your wishes and signed by the parent or guardian. **PLEASE include the address on the note.** No walking to or from school as there aren't any sidewalks to make this safe. If a child wishes to stay after school for a non-school sponsored practice, a note must be sent specifying your wishes and signed by you, the parent or guardian. The coach or a designated adult must be present immediately after school to supervise these children.

In no case will students be allowed to stay after school without adult supervision (i.e. to skate, play on the playground, wait for a practice, etc.).

If your child is being picked up by someone other than the parent/guardian the student lives with, you must send a note with that person or we will not release the student. This means that a non-custodial parent (even with joint custody) may not pick up your child without your written permission.

Bus notes need to be to the office in the mornings. We will NOT take phone calls requesting transportation changes.

EARLY DISMISSALS

If a student is going to leave school early during the day, the custodial parent must come to the office and sign the student out of school. **If the student is to leave with someone other than a custodial parent/guardian, a note must be sent IN ADVANCE with the student indicating that this will be done.** The other person must come to the office to sign the student out of school and may be required to present identification. We do not allow students to leave with others under 18 unless that person is a brother or sister.

ASBESTOS

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

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

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

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. Virtual Assemblies will have the same rules as in a Google Meet for the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSESSMENT PROGRAM

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

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

ASSIGNMENT OF STUDENTS TO CLASSROOMS

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Students will receive their teacher assignment in early August. Parent requests for individual teachers are not accepted.

ATHLETICS

Athletics is a privilege. Students must be in attendance regularly and stay academically eligible. Students will have grade checks every other Friday. They are not allowed to have an F.

We offer cross country, volleyball, football, basketball, and track for our 6th -8th grade students. 6th grade participation is dependent on numbers in certain

There will be a small fee to participate in athletics. This fee will be minimal.

ATTENDANCE

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

Any person who fails to send a student to school within three days of notification by the district that their student

is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.

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

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. The parent has the right to request:
 - a. An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
 - b. A review of the student's current IEP.
5. A conference with the parent and student is required. The conference may not be scheduled until after an

evaluation or review as described in item 4. above, if requested by the parent, has been completed.

The written notification will be in the native language of the parent.

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. The note should include the student's name, date(s) of absence and reason for absence. Absence from school or class will be excused under the following circumstances:

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

Parents may prearrange absences for their children in cases of unusual family situations. To do so, parents must

contact the school, in advance, for assignments. These assignments are due upon return of the student.

Each school shall notify parents/guardians by 9:00 AM of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

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

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

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent

several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

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

Tardies

Students must make an effort to be on time to school each morning and to get to each class on time during the day. If a student arrives late, parents are requested to send a note explaining the tardy. The note should be taken to the office where the student will get an admit slip. The note does not automatically excuse the tardy.

BICYCLES/SKATEBOARDS/SCOOTERS/SHOES WITH WHEELS

Students in grades K-6 are **not** allowed to ride their bicycles to school because of the narrow roads and obvious safety hazards. Skateboards, scooters, and shoes with wheels are also not allowed in the school.

BIRTH CERTIFICATES/IMMUNIZATION RECORDS

All students upon entering the Knappa School District must provide proof of birth and proof of immunization.

These documents must be on file with the main office of the school in which the child will attend. A student may not attend class if these documents are not on file.

Students must be 6 years of age on or before September 1 of the current year to enter first grade, and be 5 on or before September 1 for Kindergarten.

BOOKS AND SUPPLIES

The school provides books for each student free of charge.

The student is responsible for the care of the books.

When books are given to the students, their condition is recorded. During the course of the year, if a book is written in, or damaged beyond normal wear or lost, the student will be assessed a fine. If a student loses a book, the student must pay a replacement fee. This expectation applies even when items are “stolen”. For K-6 students, we charge an annual \$20 fee for supplies for grades K-6. There are no supply lists for students to purchase from.

CELL PHONES/ PERSONAL ELECTRONIC DEVICES

All electronic devices are *not allowed in class or at recess during the school day for students* K-6. 7th and 8th grade students will have limited privileges once they receive digital citizenship training. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data. **Cell phones are to be turned off during the school day. Their use is**

prohibited from arrival to departure. However, at the discretion of the school bus driver, all students may be able to use electronic devices on the bus if they do not cause a disruption or distraction.

The district will not be liable for personal electronic devices brought to district property. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using public school equipment. Your child brings these to school at his/her own risk and the school is not responsible for loss or damage to these items. Additionally, these items may be confiscated if students are using them without permission during the school day.

1st offense – Student pick-up

2nd offense – Parent pick-up

3rd offense – conference w/ parent

Student may receive consequences for electronic device use at school.

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

CHILD FIND

The Knappa School District is responsible to locate any student from birth through 21 years of age that may have a disability and require special education. If you suspect your child may have a disability please contact the special education director. The Knappa School District does not discriminate on the basis of age, sex, race, religion or national origin in its employment practice and in the operation of its educational program or activities.

CLOSURES AND LATE OPENINGS

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

Parents will be notified via the automated calling system in cases of school closure or late start due to inclement weather or other emergencies. The system will call the three phone numbers you provided on the Student Registration Form. If any of these phone numbers change throughout the year, please provide the school office with the updated information. Please note that some bus routes do run on “snow routes” when there is snow or freezing weather.

Local radio stations and Portland TV stations will also announce Knappa School District closure information.

Emergency Closure Information: Fill out and return only if your child should not go home as regularly scheduled in the event of an early emergency closure (i.e., weather, power, etc.). Please make sure this form is updated if your plans change.

COMMUNICABLE DISEASES

Students who have a fever are asked to stay home until they are fever free for 72 hours. Your student will be given a visual check when they arrive at school. If they exhibit COVID like symptoms, they will be put into isolation until someone is able to pick them up.

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent

provides a signed statement that a recognized treatment has been initiated.

These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu. Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to do teacher assigned instructional work/projects. Personal use of district computers, including e-mail access, is strictly prohibited.

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

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

interacting with other individuals on social networking sites and in chat rooms;

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

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all

information and data contained on district computers and district-owned e-mail systems.

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

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

CONDUCT

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

Student Code of Conduct:

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

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon;
7. Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment ;
9. Use of tobacco, alcohol or drugs, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

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

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

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

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is

prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Students Rights and Responsibilities:

Among these student rights and responsibilities are the following:

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

COUNSELING

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

DAMAGE TO DISTRICT PROPERTY

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

DIPLOMA OPTIONS FOR KNAPPA SCHOOL DISTRICT STUDENTS

The Knappa School District offers four graduation diplomas:

Standard Diploma: Awarded to students who meet all attendance, competence, and credit requirements.

Modified Diploma: Awarded to students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations but who fulfill all other state and district graduation requirements, team decision required.

Extended Diploma : Awarded to special education students who 1) demonstrate the inability to meet the full set of academic content standards with reasonable modifications and accommodations, 2) have a documented history of being unable to do so or a medical condition that creates a barrier to achievement, and 3) participate in alternative assessment beginning no later than grade 6. Team decision required.

Certificate of Attainment: For students who cannot meet Standard, Modified or Extended Diploma requirements. Team decision required.

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate, which meet or exceed state requirements.

Essential Skills

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either four years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the

Superintendent of Public Instruction the number of such consents.

Beginning in grade five or after a documented history to qualify for an extended diploma has been established, the district will annually provide to the parents or guardians of the student, information of the availability of a modified diploma, an extended diploma and an alternative certificate.

A student who receives a modified diploma, extended diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the individualized education program (IEP) team.

The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is

issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

DISCIPLINE/DUE PROCESS

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

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

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

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

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

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

Detention:

A student may be detained outside of school hours for not more than one hour 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 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.

Expulsion:

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

Suspension:

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

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.

DISTRIBUTION OF MATERIALS

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are

completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval

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

Materials not under the editorial control of the district may be subject to administrative review, restricted or prohibited, 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, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

The district may designate the time, place and manner for distribution. If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material

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

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

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

It is the responsibility of each student to come to school neat, clean and appropriately dressed. **Clothing that would disrupt the educational process is not allowed. If a student's grooming or dress is determined to be disruptive or inappropriate, the student will be required to change clothes.** This may include but not limited to: Students are not to wear clothing with references to drugs, alcohol, tobacco, and gangs or of a sexual nature. Any visible undergarment is not appropriate. Please show respect for yourself by dressing appropriately. We encourage students not to wear flip-flops to school because of safety reasons. No

costumes are to be worn at/to school unless they are a part of a classroom presentation.

DRUGS, ALCOHOL AND TOBACCO PREVENTION PROGRAM

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

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

EMERGENCY MEDICAL TREATMENT

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

by parents to the school. Parents are encouraged to update this information as often as necessary.

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

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

FAMILIES IN NEED

With the current economy, it is not uncommon for families to have difficulties in meeting all the needs of their children. Some parents may not be aware that our school district and our supporters can frequently help students who are in need. We can help connect families with agencies who provide glasses, clothing, and other student and family needs. Please feel free to contact the principal for more information about these agencies.

FEES, FINES AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to pay certain other fees or deposits, including:

1. School Supply fee;
2. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
3. Voluntary purchases of pictures, publications;
4. Student accident insurance and insurance on school-owned instruments;
5. Fees for damaged library books and school-owned equipment;
6. Field trips considered optional to the district's regular school program;
7. Admission fees for certain extracurricular activities;
8. Participation fees or "pay to play" for involvement in activities.

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

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

FIELD TRIPS

For the current school year, field trips will be limited. As field trips are more permissible, the following will apply.

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. Students must have a field trip permission slip if they are going to participate. Parents will receive notices of field trips well in advance of the scheduled trip date. Parents are encouraged to attend field trip outings with their children. Please make other arrangements for childcare for your child's siblings. We appreciate having great parent chaperones. The completion of a background check is mandatory before doing any volunteering.

FIRE/EARTHQUAKE AND SAFETY DRILLS

Instruction on fire, earthquake, and safety drills for students shall be conducted for at least 30 minutes each school month.

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

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown,

lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

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

Lockdown Drills

The lockdown drill is to make sure that students are secure in a classroom. There are a number of reasons why we might lock the building down. They range from severe weather and wild animals to a threat in the community or on campus. This procedure will make sure that students are secure in the building.

If an emergency occurs, please do not call the school. We will need to keep our phone lines clear for emergency communication. Any information about the situation will be released through the Superintendent. Depending on the nature of the crisis, we would not release any students until it is over. At that time, we will need to sign students out only to authorized adults, unless it is at the end of the day and we have a normal dismissal. This will allow us to focus on your children's safety.

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*. Individual students who do not

participate in the salute must maintain a respectful silence during the salute.

FUND RAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be received, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The business manager serves as the student government representative in administration of student activity funds.

GANGS

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

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

HAZING

Hazing, harassment, intimidation or bullying, menacing, cyberbullying, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any

drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

3. Creating a hostile educational environment including interfering with the psychological well being of the student.

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

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

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

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

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

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

harassment, intimidation or bullying, menacing and acts of cyberbullying or retaliation.

HOMELESS STUDENTS

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

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

HOMEWORK

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

IMMUNIZATIONS, VISION SCREENINGS AND DENTAL SCREEINGS

A student must be immunized against certain diseases or parents can provide a medical exemption or non-med exemption. These options are documents on a “Certificate of Immunization” form.

The parents of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that:

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

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

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

The parent of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student

has, within the previous 12 months received a dental screening.

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

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

INFECTION CONTROL

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

HIV/HBV

A student infected with HIV¹, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all

rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

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

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

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

INSURANCE

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

LIBRARY

Check Out:

All students are eligible for checkout unless they have lost or damaged materials, or their parents or guardian has requested borrowing privileges be withheld. Checkout is normally handled during classroom library time. However, students are encouraged to borrow and return at any time their teachers permit them to visit the library. Some library materials such as reference books, video tapes, DVD's, and computer software do not circulate to students. (Requests to view videos or preview cassettes and CD's may be fulfilled within the media center before or after school by appointment.) Some items may be limited for checkout due to limited quantities or high demand. Only one magazine may be checked out at a time per student in the primary grades. Books normally circulate 1-2 weeks depending on the library rotation for the year. Due date is the day of the student's library class time. Kindergarten and 1st grade students are allowed to check out one book at a time, while 2nd through 5th students are allowed two and 6th grade is allowed three. Special privileges can be earned in class to check out additional books. For other special requests or situations, consult the school media specialist, and we can allow additional checkouts. Circulation for all students begins after the first week of school. Before withdrawing from Knappa School District, students must return all borrowed materials. Failure to do so will result in the new school

librarian being notified. A book may be renewed for an additional two week period unless it is high demand item or a magazine. Students must bring the book to the library to renew it.

Overdue Materials:

Overdue reports are emailed each week to the students' homeroom teachers for him or her to conference with students about late materials. After one month, the student will receive a written overdue notice from the library.

After two months, parents of students will receive parental notices. No fines will be issued for overdue materials.

Students will be allowed only the maximum amount of checkouts until the overdue material is returned. Upon notification by other school libraries, Knappa School District will send out overdue notices from that other school. Knappa School District is happy to return any school library materials for free if that school is within Clatsop County. Twice a year, students with chronic overdue materials may be referred to the principal for additional action.

Fines:

Students are responsible for paying the average replacement cost of each book lost or significantly damaged. Normal wear and tear is expected and will not need to be paid for. Damaged books should be brought to the librarian for assessment and repair. These items should not be repaired at home. Any student with financial

constraints should see the librarian about other means of paying off the debt. We have many options available to assist.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester. PLEASE LABEL YOUR CHILD'S BELONGINGS.

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

LUNCH PROGRAM

Normally, payments for lunches can be done through the office with cash or checks. You can also pay online through the school's website. Hot lunch is served each day school is in session. The MealTime program is used to track student deposits and purchases. Students "deposit" money to their lunch account and their purchases (either full lunch or ala carte) are deducted from their account daily. Funds can be deposited in the "parent" tab. Students may deposit any amount to their lunch account.

Breakfast and Lunch will be provided free of charge for the 2021-22 school year.

MEDICATIONS

If your child has a need to take any prescription or OTC (over the counter) medication at school, please bring the medication to the office and fill out the proper forms. All medications must be in their original containers. Contact the nurse if you have questions about medication administration at school.

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities.

District Administered Medication

Requests for the district to administer medication shall be made by the parent using the “Authorization for Medication Administration at School” form.

A prescription from the prescribing physician is required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions, with permission of the parent, which include the information above are required for all requests to administer non-prescription medication.

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

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

Pre-measured Doses of Epinephrine

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

Self-medication:

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written

request and permission of the parent and principal permission, subject to age-appropriate guidelines. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician.

Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

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

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

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

Contact the school office for additional information and forms.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

PARENT CLUB

Parents/guardians are encouraged to attend HLE Parent Club meetings. Their schedule is posted during the first month of the year! We appreciate all they do to support the students of our school. Please let the office know if you would like to be involved.

PARENTAL INVOLVEMENT

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter Orientation Day, Literacy/Math Nights, and parent club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the classroom teacher or principal.

PARENT RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students.

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

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

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

PARENT-TEACHER CONFERENCES

Regular conferences are scheduled annually in the fall and spring to review student progress.

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

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

PARTIES

Teachers or parents in charge of the party are encouraged to promote healthy foods and beverages and to restrict the amount of sugar at any one party. Only store bought food items may be served. Invitations to out of school parties are not to be passed out at school, unless all students in the class are invited.

If you plan to bring any birthday treats for your student you must contact the teacher ahead of time. The treats will only be distributed during the student's lunchtime not during classroom time. **There are also students who have food allergies and medical conditions, please inquire about these when making the arrangements with the classroom teacher.**

PERSONAL ITEMS

Aerosol items (such as deodorant or perfumes) should not be brought to school, due to health concerns with the use of aerosols (solid deodorants are appropriate). Trading cards, games, toys, and playground balls are to remain at home.

1st offense – Student pick-up

2nd offense – Parent pick-up

3rd offense – conference w/ parent

PETS

Pets are not to be brought to school. If a child is bit at school, the owner is liable. A student **MUST** receive permission from their teacher and principal to bring a pet

to show the class. A parent must be in attendance with the pet at school and the pet must be up to date with appropriate immunizations. The teacher will check with the school nurse about possible allergies before granting permission. The parent must take the pet home after being shown.

See Knappa School District Policy ING.

PHYSICAL EDUCATION

All students are expected to participate in PE unless a physical condition does not permit. If such a condition does exist, the student is to bring a note from the doctor explaining the difficulty. Without a note, students will be expected to participate in the day's activities. Students not participating in PE will also not participate in recess activities.

PROGRAM EXEMPTIONS

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

An alternative program or learning activity for credit [may] [may not] be provided.

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

PROMOTION/RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

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

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

A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final.

RELEASE OF STUDENTS FROM SCHOOL

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

RELEASE OF INFORMATION/SCHOOL DIRECTORY

The Knappa School District has identified and may release the following information about a student to a

news organization: student's name, parents names, student's address & listed telephone number, grade level, participation in sports & activities, height and weight of athletic team members, awards received, student's photograph, dates of attendance, most recent previous school or program attended.

A parent may, by written notice to the school, prevent the school from releasing any or all directory information relating to his/her child. See the school registration form for specific information.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued at the end of each quarter for all grade levels. When no Parent-Teacher Conferences are scheduled, the cards will be sent home with Kindergarten through 6th grades.

SCHOOL PICTURES

All students will have their picture taken at school. Information concerning school pictures will be sent home with students prior to picture day. School pictures are an optional purchase. Pictures are to be paid for at the time they are taken. Pictures will be scheduled in the fall and some years also in spring.

STUDENT SEARCHES

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

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

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

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at

any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

Questioning of Students

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

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

SPECIAL PROGRAMS

English Language Learners

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

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
 - a. Detailing the right to have their student immediately removed from such program upon their request;
 - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the

student's language of origin for those students who by the end of their 11th grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

Response to Intervention

All students are assessed three times a year using the DIBELS (Dynamic Indicator of Basic Early Literacy Skills), a one-minute reading fluency test. From these assessments, students falling in the lowest 20% will receive additional reading interventions each day. Students receiving interventions will be monitored weekly and their placement and interventions are re-evaluated every six weeks.

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director.

Talented and Gifted Program

Identification of Talented and Gifted Students

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

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Smarter Balanced or other state adopted assessments.

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

Title I Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

STUDENT AND PARENT COMPLAINTS

Public Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, the complainant may appeal to the Board in care of the superintendent following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board. The Board may hold a hearing to review the findings and conclusion of the

superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. (Refer to Knappa School District policy KL and KL-AR).

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

Discrimination Complaints

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

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Students with Disabilities Complaint

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

Students with Sexual Harassment Complaints

Knappa schools are committed to the elimination of sexual harassment in schools and at school related activities. Sexual harassment of students and staff include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.

Examples of sexual harassment may include, but are not limited to:

- physical touching or graffiti of a sexual nature
- displaying or distributing sexually explicit drawings, pictures and written materials
- sexual gestures or obscene jokes
- touching oneself sexually
- talking about one's sexuality in front of others
- spreading rumors or making statements about or rating other students or others as to appearance, sexual activity, or performance

RESPONSIBILITIES

Every employee and student in the district must be informed of this policy. If a teacher, administrator, or

other staff person knows that sexual harassment is or may be occurring, he or she must take immediate steps to see that the matter is addressed, even if the problem is not within their area of oversight.

COMPLAINT PROCEDURE

Any student who believes that she or he has been sexually harassed is encouraged to use the following complaint procedures. A sexual harassment complaint should be filed in writing as soon as possible after the incident(s).

Complaints will be investigated promptly. Every effort will be made by the District to preserve the confidentiality and protect the student's privacy to the extent the investigative process allows.

The school will in no way retaliate against a person who complains of sexual harassment or tolerate faculty, staff, or other students retaliating against a complainant. If illegal sexual harassment is not found, the school may still determine that the conduct was inappropriate and require that such conduct be stopped.

Please see Knappa School District Board Policy JBA/GBN and JBA/GBN-AR for further details.

STUDENT RECORDS

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

location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

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

Permanent records are maintained in a minimum one-hour fire-safe place in the school office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;

9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Access/Release of Educational Records

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

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

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

Requests for Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center

in which the student was formerly enrolled and shall request the student's education record.

Transfer of 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 10 days after receipt of the request.

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

TELEPHONE

Each teacher has a telephone in his/her classroom. Students will be able to use the telephone at the discretion of the teacher. Parents may leave a voicemail message for teachers at any time during the day. If a parent needs to contact a student, the school office will relay the message to the student. Unless there is an emergency, students will not be called from class for phone calls.

THREATS

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off

school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

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

TRANSPORTATION OF STUDENTS

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

Transportation Rules:

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

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;

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

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - Warning*: The driver verbally restates behavior expectations and issues a warning citation*.
2. Second Citation*: The bus supervisor may assign detention and/or suspension from bus. The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation* of the year: The student receives a 3- to 10-day suspension. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

VIDEOS/DVDs

There will be occasions when the classroom teacher will utilize videotapes/DVDs as it pertains to the curriculum. According to board policy, parental permission is needed for students to view PG-13 rated videos. It is the teacher's

responsibility to coordinate the showing of the video with the principal.

VOLUNTEERING

If you plan to volunteer in your child's classroom you will need to have completed a background check with the district. The background checks are done with no cost to the individual requesting to volunteer. They are done every two years and must be cleared prior to volunteering or chaperoning.

While you are volunteering it is requested that you turn your cell phones off so as to not disturb the learning in the classroom. Please leave younger siblings at home. All pictures from school events must be cleared through the office due to several parent requests that student pictures not be released to the media or social media. *We appreciate your cooperation with these matters.*

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must make prior arrangements and report to the office upon entering school property. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior

approval of the principal and then they would only be allowed to visit during lunch/recess times.

WITHDRAWAL OF STUDENTS FROM SCHOOL

If a student is withdrawn from this school during the school year, parents are requested to come to the school office to complete a withdrawal procedure. Books and other school owned materials must be returned and any fines paid. By state law, students who miss ten consecutive days of school are dropped from the enrollment. These students need to be re-registered upon return.