



**Marcola Elementary  
2018-2019 Student/Parent Handbook**

## **INTRODUCTION**

This new edition applies to all students K-5 and is based upon the latest revisions to Oregon Revised Statutes, federal laws, case law, and our local board policies. Please contact the office with questions or comments. In accordance with policy, parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their student should notify the office within (10) days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.

## **NON DISCRIMINATION STATEMENT**

The Marcola School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act and the American with Disabilities Act Amendments Act of 2008.

Tamara White, Director of Special Education has been designated to coordinate compliance with these legal requirements. Ms. White may be contacted at Marcola Elementary School (933-2411 or email [twhite@marcola.k12.or.us](mailto:twhite@marcola.k12.or.us)) for additional information and/or compliance issues.

## **PREFACE \*\***

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

## **Vision Statement:**

Students, Staff and Community Dedicated to Excellence

## **Mission Statement:**

The Marcola School District promotes academic excellence, ethical and responsible citizenship for all its students in a safe, supportive and enriched learning environment

## Marcola School District

### BOARD OF DIRECTORS

The Board has regular meetings at 6:00 p.m. on the second Monday of each month in STEM room or Media Center. Meeting notices are published in the Eugene Register-Guard and are posted in each school office, the Post Office,

<b>Lori Smart</b>	<b>Board Chair</b>	<b>lsmart@marcola.k12.or.us</b>
<b>Lon Laughlin</b>	<b>Vice Chair</b>	<b>llaughlin@marcola.k12.or.us</b>
<b>Bob Leeper</b>		<b>bleeper@marcola.k12.or.us</b>
<b>Jim Smith</b>		<b>jsmith@marcola.k12.or.us</b>
<b>Roxanne Ericson</b>		<b>rerickson@marcola.k12.or.us</b>

### Marcola School District ADMINISTRATION

<b>Bill Watkins</b>	<b>Superintendent</b>	<b>bwatkins@marcola.k12.or.us</b>	<b>1120</b>
<b>Adrienne D'Addabbo</b>	<b>Business Manager/Executive Assistant</b>	<b>adaddabbo@marcola.k12.or.us</b>	
<b>Tami White</b>	<b>Elementary Principal/Sped Director</b>	<b>twhite@marcola.k12.or.us</b>	<b>1114</b>
<b>Travis Tubbs</b>	<b>Assistant Principal</b>	<b>ttubbs@marcola.k12.or.us</b>	<b>1101</b>
<b>Phil Johnson</b>	<b>TNW Director</b>	<b>pjohnson@marcola.k12.or.us</b>	
<b>Jeff Litle</b>	<b>Facilities and Trans.</b>	<b>jlitle@marcola.k12.or.us</b>	<b>1104</b>
<b>Pete LeMay</b>	<b>Athletic Director/Community Schools Coordinator</b>	<b>plemay@marcola.k12.or.us</b>	

## ELEMENTARY SCHOOL STAFF AND CONTACT INFORMATION

**School Phone: 541-933-2411**

Name	Position	email	extension
Tami White	Elementary Principal/Special Services Director	twhite@marcola.k12.or.us	1114
Tammy Wells	Office Manager	twells@marcola.k12.or.us	1200
Kelsey Smith	Kindergarten	ksmith@marcola.k12.or.us	1217
Merry Burton	1st Grade	mburton@marcola.k12.or.us	1202
Jaime Morneau	2nd Grade	jmorneau@marcola.k12.or.us	1212
Ronda Novak	3rd Grade	rnovak@marcola.k12.or.us	1211
Bobbie Green	4th Grade	bgreen@marcola.k12.or.us	1205
John Etheredge	5th Grade	jetheredge@marcola.k12.or.us	1218
Carrie Jordan	Title Teacher	cjordan@marcola.k12.or.us	1209
Val Rylands	Special Education Teacher	<a href="mailto:vrylands@marcola.k12.or.us">vrylands@marcola.k12.or.us</a>	1210
Shana Hockema	Family Resource Center	shockema@marcola.k12.or.us	1216
Amanda Diaz	Speech Language Pathologist	<a href="mailto:adiaz@lesd.k12.or.us">adiaz@lesd.k12.or.us</a>	1125
Kim Condon	Behavior Specialist/Autism Consultant	kcondon@marcola.k12.or.us	1219
Cheri Barrowcliff	Educational Assistant	<a href="mailto:cbarrowcliff@marcola.k12.or.us">cbarrowcliff@marcola.k12.or.us</a>	
Ann Ogg	Educational Assistant	aogg@marcola.k12.or.us	
Laura Watson	Educational Assistant	lwatson@marcola.k12.or.us	
Carrie Robinson	Kitchen Manager/Head Cook	crobinson@marcola.k12.or.us	1214

## **ACTIVITY TRANSPORTATION RULES**

Students who travel to and from extra-curricular activities must do so only in approved district transportation. Students will only be released by coaches/advisers to their parents or approved guardian. At the end of the event, Parents may fill out a release form, signed note, or phone call to coach/adviser if the student needs alternate transportation.

## **ADMISSION \*\***

The district has an open enrollment policy. 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.

## **FOR KINDERGARTENERS AND FIRST GRADERS**

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

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 may 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 law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

## **ALTERNATIVE EDUCATION PROGRAMS**

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

## **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 and the superintendent serves as the district's asbestos program manager and may be reached for traditional information at 933-2411.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. See student code of conduct. A student who does not abide by the district's Student Code of Conduct during an assembly. Students are expected to be respectful and attentive during assemblies.

## **ASSESSMENT PROGRAM**

The districts 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, 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 assessments as provided by state law. The district shall provide the required notice and necessary forms.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

Marcola has an open Enrollment Policy. Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuitions or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, he/she must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

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

## **ATTENDANCE \*\***

Attending school regularly helps children feel better about school—and themselves. Start building this habit in Kindergarten so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

Help Your Child Succeed in School: Build the Habit of Good Attendance Early School success goes hand in hand with good attendance!  
WHAT YOU CAN DO • Set a regular bedtime and morning routine. • Lay out clothes and pack backpacks the night before.. • Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home. • If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning. • Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent. • Avoid medical appointments and extended trips when school is in session

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three (3) 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 339.925.

The district will notify the parent in writing that, in accordance with law, the superintendent 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 if the student should have an individualized education program (IEP), 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 above, if requested by the parent, has been completed.

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

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

#### **Absences**

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 should bring a note from his/her parent or we'll have to call to confirm. A student who becomes ill during the school day may, with the teacher's permission, report to the office. The Principal or office manager 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. 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.

The school shall notify parent/guardians by the end of the school day if their child has an unplanned absence. The notification will be by telephone, in person or by another method identified in writing by the parent/guardian.

### **Excused Absences**

When returning to school after an absence, a student should bring a note signed by the parent that explains the absence. A note isn't required if a parent has spoken with office personnel or the teacher. 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.

### **Excessive Absences**

Irregular attendance is considered to be four (4) unexcused absences in any four-week period (ORS 339.065). Students are expected to be present a minimum of 85 percent of the time in each of their classes during any grading period. b. If absences are interfering with a student's education, letters will be periodically mailed home informing parents of the school's concern. Since we are a four-day week school we have between 35-40 instructional days per quarter, which means missing around seven (7) to eight (8) days is around the attendance cutoff.

### **Tardies**

Students who have been tardy will obtain an admission slip from the office. **Note to Parents:** You do not need to send notes excusing tardies. All students will be excused for being late to school up to three times per quarter. Emergencies are of course the exception. Excessive tardies may result in disciplinary actions.

### **CLUBS AND ORGANIZATIONS**

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

### **COMMUNICABLE DISEASES \*\***

Parents of a student with a communicable or contagious disease are asked to telephone the Building Secretary 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\*, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\* and tuberculosis. Parents with questions should contact the school office.

### **COMPUTER USE (see computer use agreement)**

Students may be permitted to use the district's electronic communications only to conduct business related to the management or

instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including E-mail access is strictly prohibited.

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

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites;
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students are 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 is the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

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

Students who violate Board policy, administrative regulation, 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.

### **Internet Use**

See Marcola School District Acceptable Use and Internet Safety Policy. By signing the Permission Form (pg. 2 of Student Handbook) Parents agree to supervise their child's use of District resources and accounts at home. Parents shall also instruct child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Marcola School District Acceptable Use and Internet Safety Policy. Parents agree to emphasize the importance of following the rules for personal safety.

### **CONFERENCES \*\***

A formal conference with parents is scheduled twice annually. The purpose of the conference is to provide parents and the student

information on the student's goals and 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, 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 calls the parent to arrange a mutually convenient time.

## **COUNSELING \*\***

### **Personal Counseling**

Assistance from social agencies is available to students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency. Inquiries should be directed to the building principal or your classroom teacher.

### **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 the property. If the cost is \$50 or more, the district will notify the student and parent. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See Fees, Fines and Charges.

### **DANCES/SOCIAL EVENTS**

The rules of good conduct and grooming shall be observed for school social events. Guests must be approved by administration. Guests will be expected to observe the same rules as students attending the events. A student attending a dance or social event may be asked to have a parent sign them out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

### **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.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, restorative practices, loss of privileges, suspension, expulsion, removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any disciplinary action, suspension or expulsion.

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

### **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 district property.

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

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

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

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

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

### **Expulsion**

Student may be expelled for any of the following circumstances:

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

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

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

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

An expulsion shall not extend beyond one calendar year. Expulsions are recommended by the Principal, approved by the Superintendent and reviewed by the School Board.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

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

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

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

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

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

### **DISTRIBUTION OF MATERIAL**

All aspects of 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 non student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials 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 or approval of the district. If the 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 material to the superintendent. Material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **DRESS AND GROOMING**

The elementary dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. While dress and grooming are responsibilities of the students and parents, if a student's appearance disrupts the learning process or doesn't conform to the standards established, then school personnel may take action. If in the judgment of the administration, a student's appearance is pervasively improper for the age and maturity of the student body, then we will respectfully inform students and parents that the First Amendment right must be denied. Examples of inappropriate attire are: pajamas, short skirts or short shorts, tank tops with spaghetti straps, bare midriffs, halter tops and exposed undergarments. Flip flops are highly discouraged for safety reasons. While this list is not exhaustive it should serve as examples of improper school attire. Elementary school students are active throughout the day and are required to wear shoes that are safe for physical activity. Please make sure your student wears closed-toed shoes and shoes without heels.

Articles of clothing that promote drugs, alcohol and/or tobacco are not allowed.

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.

## **DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY**

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill which includes routes and methods of exiting the school building will be conducted each month for students in grades K-12. At least two drills on earthquakes, and 2 drills for safety threats for students in grade K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, 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.

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

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

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment. An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use. The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the office

for information on district and community resources available to assist students in need.

### **EMERGENCY DRILLS**

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

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

At least 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. Lock down drills will also be conducted at least once per semester.

### **EMERGENCY MEDICAL TREATMENT \*\***

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

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

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

### **EMERGENCY SCHOOL CLOSING INFORMATION**

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

Snow routes mean:

1. Howard Hill Route: The bus will pull over at the bottom of Howard Hill, and turn around at the bottom of County Line.
2. Wendling Route: The bus will not travel Paul's Road.
3. Parsons Creek Route: The bus will turn around at Jones Acre, does not travel up Regal.

Parents who live in areas not serviced during a snow run may either drive their children to school or bring them to the last stop. Delayed start means buses run two hours late, but school will be dismissed at the regular time in the afternoon. Once students arrive at school, we will usually not release students or run the buses early.

**School closures or delays are announced on local radio and television stations, usually by 6:00 a.m. Here's where to tune to get the latest information.** (If no closure announcement is made for Marcola, classes and buses are running on their normal schedule.)

**Radio:** Eugene— KUGN-AM 590, KPNW-AM 1120, KRVM-AM 1280, KEED-AM 1600, KKNX-AM 840, KKXO-AM 1450, KLCC-FM 89.7 (and translators throughout the region), KRVM-FM 91.9, KEHK-FM 102.3, KZEL-FM 96.1, KNRQ-FM 97.9, KUJZ-FM 95.3, KODZ-FM 99.1, KDUK-FM 104.7, KFLY-FM 101.5, KMGE-FM 94.5, KKNU-FM 93.1, and others.

**Television:** KVAL, KEZI, KMTR

**Internet:** [www.newsbridge.net](http://www.newsbridge.net), [www.valleyinfo.net](http://www.valleyinfo.net), or [FlashAlert.net](http://FlashAlert.net). FlashAlert.net is a companion website where parents, employees, community members can register their email and/or cell phone text message address(es) and receive our messages at the same time the media get them. There is no cost for you to use the services, simply log on to FlashAlert.net and follow the instructions.

The Register-Guard's site, [www.registerguard.com](http://www.registerguard.com), also includes a link to school closures— look in the left-hand column under "Weather."

## **EXTRACURRICULAR ACTIVITIES**

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

## **FEES \*\***

At Marcola Elementary we ask for fees to cover: Classroom Supplies (\$25) and Technology (\$25). Other materials, such as, curriculum, art materials, science items, etc. are provided without charge to a student. There may be certain other fees or deposits, including:

1. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
2. Personal physical education and athletic equipment and apparel;
3. Voluntary purchases of pictures, publications, etc.
4. Student accident insurance and insurance on school-owned instruments;
5. Instrument rental
6. Fees for damaged library books and school-owned equipment;
7. Field trips considered optional to the district's regular school program;
8. Participation fees or "pay to play" for involvement in activities. (After School Program, band, )

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.

## **FIELD TRIPS**

Students have the opportunity to go on one or more school sponsored trips during the course of the school year. These may include, but are not limited to, swimming, zoo and OMSI. Information about each trip will be sent home with students several days before the scheduled event.

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

## **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting The Pledge of Allegiance. Individual students who do not participate in the salute must maintain a respectful silence during 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 receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The Superintendent is responsible for administering student activity funds.

## **HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING**

“Harassment, intimidation, or bullying, menacing or cyberbullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, 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 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 wellbeing 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, family status, source of income or disability.

Harassment, intimidation or bullying, menacing or 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.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Staff will be reported to Teacher Standards and Practices Commission.

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.

“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.

Staff whose behavior is found to be in violation of this policy shall be subject to discipline and appropriate sanctions as determined and imposed by the superintendent or Board. 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 or the appropriate authorities. Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

The principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation, bullying, menacing or acts of cyber-bullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal. Any student who has knowledge of conduct in violation of this policy or feels that he/she has been harassed, intimidated, bullied or cyber-bullied in violation of this policy is encouraged to immediately report his/her concern. This may be done anonymously. A student may report concerns to a teacher or staff member who will be responsible for notifying the appropriate district official.

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

Step 1. Any harassment, intimidation, bullying menacing or acts of cyber-bullying shall be presented to the principal. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2. The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within 5 working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

Step 3. If the complainant is not satisfied with the decision, the complainant may submit a written appeal to the superintendent. Such appeal must be filed within 10 working days after receipt of the decision. The superintendent will arrange such meetings with both parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the complainants appeal with 10 working days.

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

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

Documentation related to the incident may be maintained as a part of the student’s education records. Additionally, a copy of all harassment,

intimidation or bullying, menacing or acts of cyberbullying complaints and documentation may be maintained as a confidential file in the district office.

**HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition of 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 Tami White, the district liaison for McKinney-Vento services for students.

**HOMEWORK**

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

**IMMUNIZATION, VISION SCREENING AND DENTAL SCREENING \*\***

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or nonmedical reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

Vaccine	Grades K-4	Grades 5-6	Grades 7-11
DTap	5	5	5
Polio	4	4	4
Varicella	1	1	1
Measles	2	2	2
Mumps	1	1	1
Rubella	1	1	1
Hepatitis B	3	3	3
Hepatitis A	2	2	2
Tdap			1

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

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.

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.

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

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

### **HIV, HBV, AIDS - Students**

As a general rule, a student six years of age or older a student infected with HIV<sup>1</sup>, 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.

“Special risk” student means those students infected with HBV, HIV or AIDS whose health care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student’s ongoing history of biting others. If the district is informed, law also prohibits the district 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.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student’s health care provider as well as parents of any student with AIDS, are required to notify the superintendent of the student’s infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

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.

**\*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV – Hepatitis C Virus**

### **Human Sexuality, AIDS/HIV Infection/Disease Instruction**

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

### **INSURANCE \*\***

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office.

The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance or (3) signed a form rejecting the insurance offer.

### **LOCAL WELLNESS**

Students are encouraged or required to participate in physical activity, or receive instruction on nutrition or maintaining healthy lifestyles.

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

### **LUNCH/BREAKFAST PROGRAM**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office. Breakfast \$1.00, Lunch \$2.50

### **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.

### **MEDICINE 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. All medication (prescription or nonprescription) 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 (5) 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)

### **District Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing. (form available at the office) Written instructions from the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement 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 nonprescription medication.

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

In situations when a licensed healthcare professional is not immediately available, designated trained staff may administer to student, 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.

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

### **PARENTAL INVOLVEMENT\*\***

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the districts 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 newsletter published , “Back to School” nights in the fall and spring and Site Council provide opportunities for learning more about the school and district;
3. Become a district volunteer. For further information contact the teacher or principal;

Participate in Marcola Elementary Parent Teacher Organization (PTO). They meet monthly. The activities are varied, ranging from fund-raising and social activities to the building’s site council, with its emphasis on instructional improvement.

### **PARENTAL RIGHTS**

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

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

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

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

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

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

Students may possess personal electronic devices, in district facilities during the school day only as authorized by the administration. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

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.

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. 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.

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

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

A "personal communication device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Students are encouraged not to have personal Electronic Devices (including but not limited to cell phones, iPads, MP3 players, and iPods) during the school day. If student is allowed by parent to have a cell phone at school, it should not be visible, or heard any time during the school day.

**1st & 2nd Violation** of the year will result in personal communication device confiscation. The personal communication device may be retrieved by the student after school dismisses for the day.

**3rd Violation** of the year will result in personal communication device confiscation and the device then may only be picked up by parent/guardian. (A phone call by the parent/guardian will not release the device.)

**Additional violations** will result in a parent conference and possible loss of personal communication device privileges.

If at any time the student refuses to relinquish the device, parents will be notified immediately to pick up the student for the remainder of the day.

The district will not be liable for personal electronic devices brought to district property or sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities. The building principal will determine use and possession of such devices at school-sponsored activities or at other times during the school day

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

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

### **PHYSICAL EXAMINATIONS \*\***

### **Physical Examination**

Students in grades 6 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season. Students shall not participate without a completed school sports pre-participation examination form on file with the district.

### **Dental Examination**

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 receives 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.

### **Vision Examination**

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.

### **POSITIVE BEHAVIOR SUPPORT MARCOLA ELEMENTARY SCHOOL**

The Marcola staff and administration respond to inappropriate student behavior with a continuum of interventions to support students. We believe that parents are an essential component to a successful behavior support program.

Marcola Elementary implements the PAX Good Behavior Game to promote peace, productivity and health for all our students. The PAX GBG is a set of evidence based strategies and a classroom game intended to increase self-regulation and cooperation and decrease unwanted behaviors called “spleems”. It has been proven to positively impact the lives of students. It is designed to reduce off-task behavior; increase attentiveness and decrease disruptive behavior. This also aims to improve academic success, as well as mental health outcomes later in life.

([www.nrepp.samhas.gov/viewintervention.aspx?id=351](http://www.nrepp.samhas.gov/viewintervention.aspx?id=351))

## Trauma Informed Practices

Students are impacted profoundly by traumatic experiences, which affect their attendance and likelihood to graduate. A trauma-informed approach to education is designed to be a community response to support these students and their families. This includes policies and practices that create safe school environments and professional learning regarding the signs and symptoms of trauma, promote resiliency and wellness among students, their families, and staff, and reduce re-traumatization.

Indicators of trauma: • Difficulty focusing on schoolwork, projects or conversations • Academic failure • Peer rejection, social isolation • Regression • Behavioral concerns, including: temper, aggression, anger, attention seeking, anxiety, fearful, startles easily, social withdrawal • Chronic health problems (headaches, stomachaches, depression and anxiety) Trauma-informed schools understand the impacts of trauma on students, family and staff and become safe, supportive environments where all members of the school community have positive connections and can focus on skills necessary to improve learning. Schools can: • Create physically and psychologically safe environments for all staff and students • Realize both the widespread impact of trauma and the role of schools in promoting resiliency • Recognize the signs and symptoms of trauma in students, family, and staff • Integrate knowledge about trauma into policies, procedures, and practices • Resist re-traumatization of students and staff and foster resiliency

Marcola Elementary students are expected to be safe, responsible, and respectful. Students who are may earn PAXIT tickets allowing them to earn special privileges. Students who do not follow these guidelines will be given a verbal warning, if the behavior continues they may be tracked through a social emotional behavior form.

### Minors

Warning and discussion with teacher and or principal

### Minors multiple:

Discussion with the principal, call home, possible office referral

**Additional Minors** as well as office referrals and major infractions will be dealt with on a case-by-case basis. Parent contact will be made in this case.

### Possible Minor Behavior Issues:

- minor defiance/disrespect
- dress code
- disruption
- inappropriate language
- minor physical contact/aggression
- property misuse
- teasing/name calling

### Possible Major Behavior Issues:

Chronic minor behavior issues-must be preceded by parent/guardian contact

- inappropriate language/profanity
- defiance/disrespect/insubordination
- harassment/bullying
- truancy/skipping class
- possession of tobacco, alcohol or other controlled substances
- theft/vandalism/property damage
- possession of weapons
- threatening behavior
- fighting

## **Major Behavior Situation – Referral Written**

- Action taken by Principal
- Parent Contact Mandatory
- Logical and Natural Consequences
- Individualized
- Restorative Practices
- Record of Situation in writing

**Suspension and Expulsion are discipline options that may be used when deemed necessary or required by law**

### **POSTERS**

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

### **PROGRAM EXEMPTIONS \*\***

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

### **PROHIBITED ITEMS**

Students are not to bring the following items:

- Permanent Markers
- Chewing Gum
- Rubber bands
- Laser Pens

Other items deemed to be a distraction to the learning environment.

Electronics such as video game devices or cell phones are not to be seen or heard during the school day. If they are brought onto campus they need to be kept in backpacks or stored in the office during the day. The school is not responsible for such items and recommends that they be kept at home.

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

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

## **RELEASE OF STUDENTS FROM SCHOOL \*\***

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

## **REPORTS TO STUDENTS AND PARENTS \*\***

Written reports of student progress and absences shall be issued to parents at least four times a year. Parents will be notified of student benchmark. Here at Marcola Elementary we use standards based grading.

This year, as in previous years, you will see an elementary report card that will reflect your child's performance and growth in relation to end of year expectations. We score performance on a 1-4 scale, where a 3 is proficient and demonstrates that the student has mastered end of year expectations. In the Fall, we do not expect students to earn scores of 3 or 4 because their fall performance is measured against end of year expectations. However, a student who is scoring at a level 2 on any of the standards is on an excellent trajectory towards earning a level 4 (beyond proficiency) by the end of the year. A student who is scoring at a level 1 on any of the standards in the Fall is still on a trajectory to earn a level 3 (proficiency) and possibly a level 4 (beyond proficiency) by the end of the year. Students who are scoring 3's and 4's at the beginning of the year will most likely need to be challenged with content that may be above their current grade level. Students who are at a 0, may be on track towards proficiency with extra time and support.

You will see parts of the report card with X's or shaded areas in cells, this means the standard has not yet been taught. New standards will be introduced later in the year and because students will have prior knowledge of previous standards early in the year, their rate of proficiency will be increased and the time it takes to reach proficiency on the new standards will be decreased.

The chart below provides staff, students and parents with a trajectory or normal academic growth progression from the beginning of the year to the end of the year.

September	Quarter 1	Quarter 2	Quarter 3	Quarter 4
All students are measured against end of year expectations. We expect to see growth throughout the year. Students who are at a level, 2, 3 or 4 at the beginning of the year will need to be challenged with content beyond their	Students are not expected to perform beyond a level 1 on end of year expectations. But must be at a level 1 at the end of the 1st to be on a trajectory for proficient or beyond by the end of the year.	Students should have progressed by at least one level since Quarter one to be on the trajectory for proficient or beyond (Level 1 or 2)	Students should have progressed by at least one level from Quarter 2 to be on the trajectory for proficient or beyond (Level 2 or 3)	Students should have progressed by at least one level from quarter 3 to be on the trajectory for proficient or beyond (Level 3 or 4)

grade level.				
4				4
3			3	3
2		2	2	2
1	1	1		1
0	0			0

At the end of the first four weeks of a reporting period, the district will report the student’s progress to the student and parent when the student’s performance is below average or below the expected level. If a student receives a nine-week report of less than average in any class or subject, the parent may request or may be requested to schedule a conference with the teacher of that class.

### **SEARCHES**

District officials may search the student, his/her personal property and property assigned by the district for the student’s use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations or school rules are present in a particular place. Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the Principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human

Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## **SPECIAL PROGRAMS**

### **Bilingual Students**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact Tami White, Coordinator of Special Education. 541-933-2411

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

- a) The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- b) The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- c) The methods of instructions 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;
- d) How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;
- e) 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 or such programs;
- f) In the case of a student with a disability; how such program meets the objectives of the individualized education program (IEP) of the student;
- g) Parental rights that include written guidance:
  - i. detailing the right to have their student immediately removed from such program upon their request;
  - ii. 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;
  - iii. assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

### **Students with Disabilities**

The school provides special programs and services for students with disabilities. A student or parent with questions should contact Tami White, Special Education Director. 541-933-2411

### **Title I Services:**

Marcola Elementary has a Schoolwide Title program. This program supports all students. The school provides special services

for disadvantaged learners. Parents of 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 the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or Title 1 teacher.

### **STUDENT CODE OF 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.

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

#### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend 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.

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

1. Assault
2. Hazing, harassment\*, intimidation\*, bullying or menacing\* as prohibited by Board policy JFCF/GBNA – Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulations;
3. Coercion\*;
4. Violent behavior or threats of violence or harm\* as prohibited by Board policy JFCM – Threats of Violence;
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*\*\* as prohibited by Board policy JFCJ – Weapons in the Schools;

7. Vandalism/Malicious Mischief/Theft as prohibited by Board Policies ECAB – Vandalism/Malicious Mischief/Theft and JFCB – Care of District property by Students including willful damage or injury to district property\*;or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco\*\*, alcohol or drugs\*\*, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI – Use of Tobacco, Alcohol or Drugs JFCG – Tobacco Use by Students, JFCH – Alcohol and JFCI – Substance/Drug Abuse
10. Use or display of profane or obscene language;
11. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulations, school or classroom rules.

\*\* In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, ORS 475.904.

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

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

**“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 in 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.

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

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

## **STUDENT/PARENT COMPLAINTS \*\***

### **District Personnel Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 10 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days 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 within (5) working days of receiving the superintendent’s decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board’s decision within (20) working days from the hearing of the appeal by the Board. The Board’s decision is final. Complainants against the principal may be file 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 member should be made to the Board chair on behalf of the Board.

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

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact Tami White, Coordinator for Special Education, 933-2411.

### **Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint-alleging violation of the district’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures. After exhausting local procedures or 45

or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Instructional Materials Complaints**

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

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

### **Students with Disabilities Complaints**

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

### **Placement/Enrollment of Homeless Students Complaints**

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

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

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

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment.

Relevant factors to be considered will include, but not be limited to,

- a. did the individual view the environment as hostile;
- b. was it reasonable to view the environment as hostile;
- c. the nature of the conduct;
- d. how often the conduct occurred and how long it continued;
- e. age and sex of the complainant;
- f. whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment;
- g. number of individuals involved;
- h. age of the alleged harasser;
- i. where the harassment occurred; and
- j. other incidents of sexual harassment at the school involving the same or other students or staff.

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

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

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

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

superintendent.

Step III If a complainant is not satisfied with the decision at Step II; he/she may submit a written appeal to the superintendent or designee. Such appeals must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

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

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

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

### **STUDENT EDUCATION RECORDS \*\***

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the 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 Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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

### **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

### **Transfer of Education Records**

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

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

### **Requests for Education Records**

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

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the

district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

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

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

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the parent;
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

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

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

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

### **STUDENT RESTRAINT AND SECLUSION**

The use of physical restraint and /or seclusion is permitted only as a part of behavior support plan when other less restrictive

interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others. Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

### **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. After regular hours, students are not to be in district buildings without the presence of a teacher, advisor, or approved chaperone.

### **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) students from such special populations as ethnic minorities, the economically disadvantaged, culturally different, the underachieving gifted and students with disabilities.

Our district has adopted the following criteria for identifying TAG students. A student does not have to meet all of the guidelines but should receive a check to at least three of the following:

- Scores in the 95<sup>th</sup> percentile or above on a nationally standardized test of mental ability.
- Scores in the 95<sup>th</sup> percentile or above on a nationally standardized test of academic achievement. (Broad math score or broad reading score).
- Scores in the 95<sup>th</sup> percentile or above on Oregon State Assessment of Off-Year Test.
- Exhibits potential to score in the 97<sup>th</sup> percentile (95-96 percentile) on standardized test of academic achievement. (Broad math score or broad reading score).
- Exhibits 8 or more traits on the TAG Nomination Form.
- Usually scores in the 95<sup>th</sup> percentile on classroom exams.
- Consistently performs above the average from year-to-year or has received repeated teacher referrals (different grade levels).
- Total G.P.A. of 3.5.

Identified student shall score at or above the 95<sup>th</sup> 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.

#### **Nominations for the Talented and Gifted Program**

A student may be nominated for the TAG program by his/her teacher, parent, or peer. If a parent believes that his/her student may qualify for TAG services, the parent should contact the District TAG Coordinator, John Etheredge at Marcola Elementary

School (933-2512) and request a nomination form.

### **Appeals**

Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

#### **Informal Process:**

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

#### **Formal Process:**

1. Parents (shall submit a written request for reconsideration of the identification/placement to the TAG Coordinator;
2. The TAG Coordinator shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the Principal;
3. The TAG coordinator/teacher and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### **Programs and Services**

The district's TAG program and service options will be developed and based on the individual needs of the student.

#### **Process for Reassessing Tag Students**

1. TAG students will be reassessed in the fall following the fifth grade and eighth grade.
2. Students are assessed on the basis of the 5<sup>th</sup> or 8<sup>th</sup> grade End-of-Year Summary, the Fifth or Eighth Grade Reassessment Form, the Oregon State Assessments, and the TAG Checklist.
3. Students who scored below the 95<sup>th</sup> percentile on the Oregon State Assessment the previous two consecutive years (4-5 or 7-8) are considered inactive.
4. The TAG Notification Letter is sent to parents, stating the test results and the TAG Team's decision.
5. If data does not support continued TAG identification, a member of the TAG Team will meet with the parents and

complete a Record of Inactive Status.

### **Programs and Services Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within five school days of receiving the written complaint to review all pertinent information. The committee will submit a recommendation to the superintendent within ten school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

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

### **TRANSFER OF STUDENTS**

Parents may request a transfer of their student to another school in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

### **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 authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;

10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver,
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

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

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

- **First Citation:** The driver verbally restates behavior expectations and issues a warning citation.
- **Second Citation:** The student is suspended from the bus until a conference, arranged by the superintendent has been held with the student, the parent, the bus driver, and the principal.
- **Third Citation:** The student is suspended five to ten-days, and will not be able to ride the bus until a conference, arranged by Dan Todd, the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
- **Severe Violations:** Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a one 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. In all instances, the appeal process may be used if the student and/or parent desires.

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

**VISITORS \*\***

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

### **VOLUNTEERS**

Volunteers are highly encouraged and appreciated at Marcola Elementary. All volunteers need to fill out a Volunteer Form available from the office staff. Forms must be approved by the principal and the Superintendent. Volunteers also must go through the fingerprinting procedures before they can work independently with students.

I have received and read the Marcola Elementary Student Parent Handbook and shared information with my child

\_\_\_\_\_  
Student

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

Date \_\_\_\_\_

Turn this in or bring it by Open House and we will be include it in for a drawing for some prizes during our Open House.

If you have any questions feel free to contact Tami White, Elementary Principal/Special Education Director at 541-933-2411

**Marcola Elementary Student Information Opt-Out Form**

The District adheres to the Family Educational Rights and Privacy Act (FERPA) guidelines and allows for student privacy, when requested, with the Student Information Opt-Out Form. **Please check mark all that apply:**

- I do NOT want my student in** News Media
- I do NOT want my student in the** School Yearbook
- I do NOT want my student on the** School Web Page
- I do NOT want my student on the** School Facebook Page

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

**Print**

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

**Print**

**Signature**

**Permission Form**

My student, \_\_\_\_\_ has permission to participate or do the following:

Student name

**Please check mark all that apply:**

- Permission to ride the school bus to and from school (PLEASE read school bus rules)
- Permission to walk from the bus drop off to home
- Permission to go on Field Trips (Notices will be sent home prior to any Field Trip, of Student Handbook )
- Permission to use the rock wall (I understand that this activity involves some risk of injury and I will stress the importance of following the class rules when we discuss this activity at home.)

**I have received, read and understand the Marcola School District’s policy on the following:**

**Please check mark all that apply:**

- Personal communication devices
- Use of school computers and internet (student computer use agreement, google apps policy, chromebook)
- Dental and Vision Examinations (students 6 or younger)

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

**Print**

**Signature**

**Return the completed form to the main office no later than 10 days from the first day of school.**