

BANKS SCHOOL DISTRICT

STUDENT

HANDBOOK

2019-2020

Banks School District Board of Directors

Norie Dimeo-Ediger, Chairman
Ron Frame, Vice-Chair
Will Moore, Board Member
Raymond Mott, Board Member
Dan Streblow, Board Member

Jeff Leo, Superintendent

Our Mission: To engage, challenge and prepare every student to realize their potential in learning and life.

Banks Elementary School

Kim Arrowood	kima@banks.k12.or.us	Playground Supervisor
Pamela Bailey	pamelab@banks.k12.or.us	4 th Grade
Teri Braun	terib@banks.k12.or.us	ELL
Pam Brown	pamb@banks.k12.or.us	Kindergarten
Karin Bueffel	karinb@banks.k12.or.us	Special Education
Melanie Clinton	melaniec@banks.k12.or.us	Instructional Assistant
Wendy Coffey	wendyc@banks.k12.or.us	Media Aide
Bethany Exline	bethanye@banks.k12.or.us	5 th Grade
Becca Freeman	beccaf@banks.k12.or.us	Kindergarten
Leann Gallien	leanng@banks.k12.or.us	Asst. Principal K-8
Lynda Goovaerts	lyndag@banks.k12.or.us	Title I
Bobbie Gregg	bobbieg@banks.k12.or.us	Reading Specialist
Danny Harris	dannyh@banks.k12.or.us	5 th Grade
Sue Harsin	sueha@banks.k12.or.us	3 rd Grade
Emmy Kennedy	emmyk@banks.k12.or.us	Playground Supervisor
Christy Losli	christyl@banks.k12.or.us	3 rd Grade
Lori Hinkey	lorih@banks.k12.or.us	Secretary
Jason Tufts	jasont@banks.k12.or.us	PE
Wanda Lazott	wandal@banks.k12.or.us	Instructional Assistant
Linda Markham	lindam@banks.k12.or.us	Instructional Assistant
Lara McCabe	laram@banks.k12.or.us	4 th Grade
Chris McOmie	chrism@banks.k12.or.us	2 nd Grade
Rachel Oshitelu	rachelo@banks.k12.or.us	5 th Grade
Jonathan Pearson	jonathanp@banks.k12.or.us	4 th Grade
MacKenzie Peters	mackenziep@banks.k12.or.us	Kindergarten
Marissa Reichard	kristenj@banks.k12.or.us	Special Education
Marjorie Salter	marjories@banks.k12.or.us	Principal
Jo Schilling	jos@banks.k12.or.us	1 st Grade
Cindy Simonsen	cindys@banks.k12.or.us	1 st Grade
Janine Smith	janines@banks.k12.or.us	Music
Michelle Soper	michelles@banks.k12.or.us	Secretary
Liz Stark	lizes@banks.k12.or.us	3 rd Grade
Judy Stone	judys@banks.k12.or.us	Instructional Assistant
Lisa Storms	lisas@banks.k12.or.us	Title 1
Regina Stradling	reginas@banks.k12.or.us	Instructional Assistant
Bobby Tabb	bobbyt@banks.k12.or.us	2 nd Grade
Carla Updike	carlau@banks.k12.or.us	Instructional Assistant
Nicki Vanderzanden	nickiv@banks.k12.or.us	Instructional Assistant
Vicky VanDomelen	vickyv@banks.k12.or.us	1 st /2 nd Blend
Cheryl White	cherylw@banks.k12.or.us	Instructional Assistant
TBD		Instructional Assistant
TBD		SLP

Banks Middle School

Jenelle Callender
 Kim Carson
 Karla Clark
 Cathy Davis
 Shannon Dotson
 Leann Gallien
 Madalyn Hatcher
 Heather Hardman
 Sharon Hecht
 Kim Javorsky
 Megan King
 Laura Kolodziejczak
 Donna Kopka
 Ron LaGrone
 Heather Poetter
 Nick Rizzo
 Aubrey Rue
 Sheri Rue
 Tony Richeson
 Shawn Speer
 Ashley Thomas
 Darla Waite-Larkin
 Marlee Zakrevsky
 TBD

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sharonh@banks.k12.or.us
kimj@banks.k12.or.us
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laurak@banks.k12.or.us
donnak@banks.k12.or.us
ronlg@banks.k12.or.us
heatherp@banks.k12.or.us
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aubreyr@banks.k12.or.us
sherir@banks.k12.or.us
tonyr@banks.k12.or.us
shawns@banks.k12.or.us
ashleyt@banks.k12.or.us
darlawl@banks.k12.or.us
marleez@banks.k12.or.us

Instructional Assistant
 6th Grade Teacher
 Mathematics
 Special Education
 6th Grade Teacher
 Assistant Principal K-8
 Reading/Language Arts/Electives
 Media/Locker Room/Instructional Asst.
 Instructional Assistant
 Secretary
 Health//Technology
 Language Arts/8th
 Learning Specialist
 Music
 Instructional Asst.
 Physical Education
 Instructional Assistant
 Instructional Assistant
 Science
 Social Studies/8th grade
 6th Grade Teacher
 Principal
 Physical Education
 Instructional Asst.

BELL SCHEDULE 2019-2020

Regular Bell Schedule

Students are allowed to enter the building at 8:00 am

	<u>1st Lunch</u>		<u>2nd Lunch</u>
Periods 1/3	8:23 - 9:53		1/3 8:25 - 9:53
2/6	9:58 - 11:26		2/6 9:58 - 11:26
Lunch	11:26 - 11:56		3/7(a) 11:30 - 11:56
3/7	12:01 - 1:29		Lunch 11:56 - 12:26
4/8	1:33 - 3:01		3/7(b) 12:29 - 1:29
			4/8) 1:33 - 3:01

Wednesday Late Start Bell Schedule (Professional Development 8:00-8:45)

Students are allowed to enter the building at 8:50 am

	<u>1st Lunch</u>		<u>2nd Lunch</u>
Periods 1/3	9:10 - 10:25		1/3 9:10 - 10:25
2/6	10:30 - 11:45		2/6 10:30 - 11:45
Lunch	11:45 - 12:15		3/7(a) 11:50 - 12:15
3/7	12:20 - 1:35		Lunch 12:15 - 12:45
4/8	1:40 - 3:01		3/7(b) 12:48 - 1:35
			4/8 1:40 - 3:01

2 Hour Late for Inclement Weather (No Late Start inservice on Wed. if inclement)

Periods 1/5	10:25 - 11:26
Lunch	11:26 - 11:56
2/6	12:01 - 12:58
3/7	1:03 - 2:00
4/8)	2:05 - 3:01

Banks High School

Karl Bledsoe	karlb@banks.k12.or.us	Math
Ben Buchanan	benb@banks.k12.or.us	Assistant Principal/AD
Auschere Caufield	auscherec@banks.k12.or.us	Social Studies
Trisha Dixon	trishad@banks.k12.or.us	Instructional Assistant
Jennifer Dugre	jenniferd@banks.k12.or.us	Instructional Assistant
Tim Eggleston	time@banks.k12.or.us	CTE - Agriculture
Jim Gerlinger	jimg@banks.k12.or.us	Health & PE
Susan Helm	susanh@banks.k12.or.us	Secretary
Tammy Hilger	tammyh@banks.k12.or.us	AD Secretary
Laura Kolodziejczak	laurac@banks.k12.or.us	English
Lindsay LaJoie	lindsayl@banks.k12.or.us	English
Ron LaGrone	ronlg@banks.k12.or.us	Music
Shelley Luetke	shelleyl@banks.k12.or.us	Instructional Assistant
Cole Linehan	colel@banks.k12.or.us	Health & PE
Deanna Lowe	deannal@banks.k12.or.us	Secretary
Pat Marlia	patm@banks.k12.or.us	Spanish
Keith Mayo	keithm@banks.k12.or.us	Math
Kristina Passadore	kristinap@banks.k12.or.us	CTE - Applied Arts
Carol Pallett	carolp@banks.k12.or.us	Science
Jacob Pence	jacobp@banks.k12.or.us	Principal
Robby Plowman	robertp@banks.k12.or.us	English
Randy Rice	randyr@banks.k12.or.us	Counselor
Matthew Shepherd	matthews@banks.k12.or.us	Special Education
Devon Shryock	devons@banks.k12.or.us	Social Studies
Wymon Smith	wymons@banks.k12.or.us	Math
Stacey Stoudenmeyer	staceys@banks.k12.or.us	Art
Lee Tintary	leet@banks.k12.or.us	English
Julie Turner	juliet@banks.k12.or.us	Instructional Assistant
Trish Vandecoevering	trishv@banks.k12.or.us	Instructional Assistant/School to Work
Kurt Victor	kurtv@banks.k12.or.us	Science
Amber Wickstrom	amberw@banks.k12.or.us	Special Education
Loni Wren	loniw@banks.k12.or.us	Instructional Assistant

BELL SCHEDULE 2019-20

Regular Bell Schedule

Periods 1/5	8:25 – 9:53	88 minutes
2/6	9:58 – 11:26	88 minutes
Lunch	11:26 – 11:56	30 minutes
3/7	12:01 – 1:29	88 minutes
4/8	1:33 – 3:01	88 minutes

Wednesday Bell Schedule

Periods 1/5	9:10 – 10:25	75 minutes
2/6	10:30 – 11:45	75 minutes
Lunch	11:45 – 12:15	30 minutes
3/7	12:20 – 1:35	75 minutes
4/8	1:40 – 3:01	81 minutes

2-Hour Late Start Schedule (No Late Start inservice on Wed. if inclement)

Periods 1/5	10:25 – 11:26	61 minutes
Lunch	11:26 – 11:56	30 minutes
2/6	12:01 – 12:58	57 minutes
3/7	1:03 – 2:00	57 minutes
4/8	2:05 – 3:01	56 minutes

BANKS SCHOOL DISTRICT | 2019-2020 CALENDAR

4 Independence Day

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Years Day
 20 M.L. King Day
 Schools Closed
 31 Grading Day
 Schools Closed
 End of 1st Semester

22 New Teacher Inservice
 26-29 Inservice

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17 Presidents' Day
 Schools Closed

2 Labor Day
 3 First Day
 6th, 9th, New Students
 Elem Open House
 4 First Day
 1st - 12th Grades
 9 1st Day Kindergarten
LATE START WEDNESDAY
 Begins September 11

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Grading Day
 Schools Closed
 23-27 Spring Break
 Schools Closed

11 Statewide Inservice
 Schools Closed
 18 Grading Day
 Schools Closed
 23 Conferences 4:30-8PM
 24 Regular School Gr 6-12
 Conferences 4:30-8PM
 NO SCHOOL Grades K-5
 Conferences all day
 25 No School

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11 Veterans Day Holiday
 Schools Closed
 27-29 Schools Closed
 28 Thanksgiving Day

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Grading Day
 Schools Closed
 25 Memorial Day
 Schools Closed

6 Grading Day
 Schools Closed
 23-3 Winter Break
 Schools Closed
 25 Christmas Day

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 Graduation
 11 Student's Last Day
 Half Day
 12 Grading Day
 15-24 Possible Make Up Day

Schools

Banks Elementary School

42350 NW Trellis Way
Banks, OR 97106
503-324-2772 Fax: 503-324-3333
Marjorie Salter, Principal

Banks Middle School

12850 NW Main St.
Banks, OR 97106
503-324-3111 Fax: 503-324-7441
Darla Waite-Larkin, Principal

Banks High School

13050 NW Main St.
Banks, OR 97106
503-324-2281 Fax: 503-324-8221
Jacob Pence, Principal
Ben Buchanan/Asst. Principal/Athletic Director

This Handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the district office and the district website.

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

The Banks Board of Education and School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation¹, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates.

Jeff Leo, Superintendent, has been designated to coordinate compliance with these legal requirements and may be contacted at the District Office for additional information, complaints and/or compliance issues. For a complaint form please see Board Policy AC-AR. Please send the form to Jeff Leo, Superintendent.

ADMISSION

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

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

Alternative education services may be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district. (see Board policy JEC – Admissions; JECA – Admission of Resident Students; JECAA – Admission of Part-time Private School Students; JECB – Admission of Nonresident Students)

¹“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

ALTERNATIVE EDUCATION PROGRAMS

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

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws. (see Board policy IBGHA – Alternative Education Programs)

ALTERNATIVE EDUCATION NOTIFICATION

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct);
2. When attendance is so erratic the student is not benefitting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered for reasons other than a weapons policy violation;
4. When a student is expelled for reasons other than a weapons policy violation;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be **hand-delivered** or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

ANIMAL DISSECTION

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection. (see Board policy INI – Animal Dissection)

ASBESTOS

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

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

The superintendent serves as the district's asbestos program manager and may be reached for additional information. (see Board policy EB – Safety Program; EBA – Buildings & Grounds Inspection) (see Board policy EB – Safety Program; EBA – Buildings and Grounds Inspection)

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the principal. Final decisions are the responsibility of the principal or designee.

ASSIGNMENT OF STUDENTS TO SCHOOLS

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 tuition 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.

ATTENDANCE

Except when exempt by Oregon law, all students between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

Persons having legal control of a student between the ages 6 and 18, who has not completed the 12th grade, are required to have the student attend and maintain the child in regular attendance during the school term. Persons having legal control of a student who is five years of age and has enrolled the child in a public school, are required to have the student attend and maintain the child in regular attendance during the school term.

Under the superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation.

The district will develop procedures for issuing a citation.

A parent who is not supervising his/her student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577 (1)(c). Failing to supervise a child is a Class A violation.

In addition, under policy JHFDA - Suspension of Driving Privileges, the district may report students with 10 consecutive days unexcused absence or 15 cumulative days unexcused absences in a single semester to the Oregon Department of Transportation.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public schools full-time:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.

2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Students being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
4. Students being educated in the home by a parent:
 - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Northwest Regional Education Service Compulsory Attendance - JEA 2-2 District (ESD) in writing within 10 days of such occurrence. In addition, when a homeschooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
 - b. Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10: (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew; (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3; (3) Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
 - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
 - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - e. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD superintendent, the parent shall submit the results of the examination to the ESD;
 - f. All costs for the test instrument, administration and scoring are the responsibility of the parent;
 - g. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
5. Students excluded from attendance as provided by law.
6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615. (see Board policy JEA – Compulsory Attendance; JED – Student Absences and Excuses; IGBHD – Program Exemptions)

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

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

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be by telephone. If the parent/guardian cannot be notified by the above method, a message shall be left, if possible. Banks School District uses an automated call system to notify parents of daily unexcused 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 leaves school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The office staff will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

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

Exemptions from Compulsory Attendance

In the following cases, students shall not be required to attend public schools full-time:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Students being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
4. Students being educated in the home by a parent:
 - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Northwest Regional Education Service Compulsory Attendance - JEA 2-2 District (ESD) in writing within 10 days of such occurrence. In addition, when a homeschooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
 - b. Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10:
 - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew;
 - (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
 - (3) Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
 - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
 - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - e. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD superintendent, the parent shall submit the results of the examination to the ESD;
 - f. All costs for the test instrument, administration and scoring are the responsibility of the parent;
 - g. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
5. Students excluded from attendance as provided by law.
6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615. (see Board policy JEA – Compulsory Attendance)

Suspension of Driving Privileges

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066.

A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures. (see Board policy JHFDA – Suspension of Driving Privileges)

Truancy

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

AWARDS AND HONORS

All honors and awards presented to students by the schools shall serve as an incentive to enrichment of their school programs and a stimulation to their level of thinking and living. All honors, awards and scholarships presented by the schools shall be awarded strictly on the merits of the student receiving them.

CHEATING/PLAGIARISM

Cheating and plagiarism interfere with the rights of other students to have a fair education. Therefore, students that cheat or plagiarize may be referred for disciplinary action and may fail the assignment, test, or project with a zero grade. If a zero grade is issued, the teacher will notify the parents or guardians and keep a record of the action. A second such occurrence may result in removal from class with a failing grade, suspension, and/or expulsion from school.

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the principal or designee (see Board policy IKC – Class Rankings)

CLOSED CAMPUS

Closed campus school hours for Banks Schools are from 8:20 AM until 3:01 PM. Banks High School students may leave campus during lunchtime without consent from the administrative office provided they are back in time for the next afternoon class. Leaving campus during lunchtime is at the student's risk. Car problems of any kind or slow restaurant service will be counted as an unexcused tardy or absence. Any misconduct or inappropriate behavior while off school grounds during lunchtime may result in loss of leaving privileges and/or other appropriate disciplinary action.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, rally, dance, drama 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. (see Board policy IGD – Cocurricular and Extracurricular Activities)

COMMUNITY RELATIONSHIPS

Students and other community residents have the right to privacy, private property and freedom from abusive behavior. Students must not loiter, litter, trespass, or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students en route to and from school, school personnel will make reasonable efforts to help resolve problems. School personnel have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported. For the purpose of defining "school grounds" this includes the area in front of the school district buildings.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with 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 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 employee. These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu. For head lice, the restriction may be removed after assessment by designated personnel to confirm no lice or nits are present. Parents with questions should contact the school office. (see Board policy JHCC – Communicable Diseases; JHCCF - Pediculosis)

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations.

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

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using e-mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

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

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

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

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

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. (see Board policy – JFC – Student conduct; ECAB - Vandalism/Malicious Mischief/Theft; JBA/GBN – Sexual Harassment; JFCF - Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying – Student; JFCFA/GBNAA – Cyberbullying; JFCG – Tobacco Use by Students; JFCJ – Weapons in the school; JFCM – Threats of Violence; JHFDA – Suspension of Driving Privileges; JF/JFA – Student Rights and Responsibilities)

Student Code of Conduct

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.

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

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

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

+ In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

* 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, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. 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 by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

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

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

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

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

** 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, as provided by ORS 475.999.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

CONFERENCES

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

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

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

COUNSELING

Academic Counseling

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. (see Board policy IJ - Guidance Counseling; JHH - Suicide Awareness and Prevention)

CREDIT FOR PROFICIENCY

In addition to credit by completing classroom or equivalent in a course, a student may receive credit toward a diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence; and/or
4. Providing documentation of prior learning experiences

CYBERBULLYING

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report. (see Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing)

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. (see Board policy ECAB - Vandalism/

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Only currently registered 6th through 8th grade students will be allowed to attend Banks Middle School dances. Banks Middle School does not allow guests.

DANCE REGULATIONS

Banks High School: Dances are provided for Banks High School students. Dancing must be respectful; dancing inappropriately will not be tolerated. Guests will ONLY be allowed at Homecoming, Winter Formal, and PROM dances. Dance Guest Pass Forms should be completely filled out and returned three days before the dance. Guest passes are subject to administrative approval, and will not be valid unless signed by an administrator. Guests must be 20 years old or younger; I.D. will be required at the door. Students going to after-game dances should note, the doors will be closed 30 minutes after the dance starts; and no after-game dance will last longer than 11:00 pm. Times will be posted for special dances. Appropriate dress must be adhered to for all dances. **ASB cards are required to attend school dances unless other arrangements are made in advance.**

DISCIPLINE/DUE PROCESS

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

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

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

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

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

To mitigate disciplinary action for drug- and alcohol-related first offenses, a student may voluntarily complete a drug and alcohol assessment or evaluation at parent expense, by a qualified professional approved by the superintendent or designee and the student's parent. If the parent/student agree(s) to the voluntary assessment or evaluation, the student may be readmitted to school after arrangements for the assessment or evaluation are verified by the superintendent or designee and completion of the terms of the mitigated district-imposed discipline. Failure to complete the evaluation or to comply with the recommendations of the evaluator will result in imposition of the unmitigated terms of the original disciplinary action.

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. (see Board policy JG Student Discipline; JFCI-AR – Chemical Abuse/Awareness)

Detention

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

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 nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when 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.

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.

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. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when required by law.

The district may require a student to attend school during non-school hours as an alternative to suspension

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

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

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

School work missed by a student while on suspension may be made up upon the student's return to school 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. (see Board policy JGDA – Discipline of Disabled Students; JGEA – Alternative Educational Programs))

DISTRIBUTION OF MATERIAL

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

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

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

The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. The superintendent's decision shall be final and binding on all parties. (see Board policy IB – Freedom of expression; KJA – Materials Distributions; KIA - Public Solicitation in District Facilities; KL – Public Complaints)

DRESS CODE

While student dress is the responsibility of the student and parent/guardian, dress guidelines are necessary in order to protect the health and safety of the school environment, to foster students' success, and to avoid disruptions to the school environment. Students shall follow the guidelines that follow for all school-sponsored activities, including athletic events. Appropriate dress for school dances, graduation activities, and other special events will be communicated to parents and students by the school. Banks School District may prohibit any attire that is disruptive to the educational process.

- Students have the responsibility to keep within health, sanitary, and safety standards.
- Students may not wear clothing with writing, slogans, or images that portray or suggest alcohol, tobacco, other drugs, or weapons.
- Students may not wear clothing with writing, slogans, images, or symbols that depict or suggest obscenities, vulgarity, racism, violence, illegal activities, sex, gang affiliation, or hostility to the ethnicity, gender, culture, or religion of others.
- Students may not wear jewelry or other accessories (e.g. chains and spikes) that present a safety or health hazard.
- Students may not go barefoot.
- Undergarments and bare midriffs should not be seen and covered at all times.
- Students who work as teacher's assistants may be required to meet additional dress and grooming standards.
- Students who represent the school in an activity or athletic event may be required to meet additional dress and grooming standards.

DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS

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

At least one fire drill will be conducted each month for students in grades K-12, the first one 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.

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. (see board policy EBCB – Emergency Drills)

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. Student in violation of the district’s drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

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

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

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

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

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. (see Board policy EBBA First Aid)

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. (see Board policy EBCD - Emergency Closures; EBC/EBCA - Emergency Procedures and Disaster Plans)

EXPANDED OPTIONS PROGRAM

Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student. By February 15th, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan. (Board Policy IGBHE-Expanded Options Program)

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. (See Board policy IGD - Cocurricular/ Extracurricular Activities)

Interested students should contact the office for additional information.

FEES, FINES AND CHARGES

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

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.

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

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

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

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district. (See Board Policy polices JN - Student Fees, Fines and Charges and JO/IGBAB - Education Records/ Records of Students with Disabilities)

FIELD TRIPS

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

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute. (See board policy INDB- Flag Displays and Salute) -

FOREIGN EXCHANGE STUDENTS

Exchange students must meet the regulations and expectations of local students, including the immunization requirement. Foreign exchange students admitted to school under an F-1 Visa status may only attend secondary schools within the district will be required to pay tuition as required by law and at the rate established by the Board. The period of attendance may not exceed 12 months. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded a high school diploma at regular commencement exercises upon satisfactory completion of the school's prescribed course of study. Exchange students may also be awarded an honorary diploma (See board policy JECBA – Admission of Exchange Students)

FREE EXPRESSION

All students have the right to free expression under the First and Fourteenth Amendments to the United States Constitution and also under the State Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the consequences of such expression.

Students are encouraged to participate in and contribute to school publications (any publication sponsored or in any way funded by the school shall be known as a school publication). Students are encouraged to express personal opinions in these publications, but shall follow the written policies of the school. Obscene or profane materials, knowingly or recklessly false libelous statements, or any material, which would disrupt classes or other school activities, are prohibited from all school publications (ORS 339.250).

Students may hand out printed material to inform the community of school activities, but care shall be taken to avoid false, libelous or obscene material designed to harm the school or members of the community. The principal/assistant principal must choose a time and place for the distribution of material and he/she will apply this policy in a manner, which is nondiscriminatory.

Students may refuse to participate in patriotic exercises as long as the manner of such non-participation does not deny other students their right to participate, nor disrupt the educational process. Students may wear distinctive insignia as long as they do not violate the rights of others, interfere with the orderly operation of the school, or be in violation of the Dress and Grooming Code (see Student Conduct and Discipline OAR 581-21-050 through 075).

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.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds (See board policy IGDG-Student Activities Funds and IGDF-Student Fund-Raising Activities)

GANGS

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

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

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

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

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct. (See board policy JFCEA-Secret Societies – Gangs, JFCM-Threats of Violence)

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

Units of Credit Earned Grade Placement

6	10 (sophomore)
12	11 (junior)
18	12 (senior)

GRADE REDUCTION/CREDIT DENIAL

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

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

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons. (See board policy IKAD – Grade Reduction/Credit Denial)

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

Dress for commencement shall consist of the commencement robe, appropriate academic/recognition pins and honor cords and mortarboard. Shorts, thongs or clothing which detracts from the seriousness of the commencement ceremony are unacceptable. Students not meeting acceptable dress standards will be excluded from the commencement ceremonies.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee. (See board policy IKFB-Graduation Exercises, IKF-Graduation Requirements)

GRADUATION DIPLOMA REQUIREMENTS

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

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at the high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation. (See board policy IKF-Graduation Requirements)

Essential Skills

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skill of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:

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

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

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

The district will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

Essential Skills Appeal

The district will establish an appeal process in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

HALL PASS

The hall passes must be filled out with date, time, destination and teacher's signature each time a student leaves class. Failure to follow hall pass policy will result in discipline.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/VIOLENCE

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, 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. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion.

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

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. Staff will be reported to Teacher Standards and Practices Commission.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological 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, familial status, source of income or disability.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or district property (equipment) to violate this policy.

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

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

The building principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building principal who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with administrative regulations and district complaint procedures.

The district shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying.

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

(See board policy JFCF-Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying)

HOMELESS STUDENTS

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

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Shelley Mitchell, Director of Student Services, and the district's liaison for homeless students. (See board policy JECBD - Homeless Students)

HOMEWORK

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

IMMUNIZATION AND PHYSICAL EXAMINATIONS

Proof of immunization must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the district. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious, philosophical beliefs and/or medical exemption.²

The Board recommends that all students initially enrolling in school have a physical examination. Parents will be asked to complete a district Health History form when initially enrolling their students in the district and when registering them for seventh grade. All students participating in athletic programs are required to submit to the district a School Sports Pre-participation Examination form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent and physician giving permission for the student to

participate. A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation in extracurricular sports.

Students who continue to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years, thereafter. (See board policy JHCA/JHCB – Immunizations and Health Examinations)

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 nonintact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases. (See board policy JHCC/JHCCA - - Communicable Diseases -Students - HIV, HBV and AIDS)

HIV, HBV, AIDS – Students

A student infected with HIV, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

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

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

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent (See board policy JHCC/JHCCA - Communicable Diseases -Students - HIV, HBV and AIDS).

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases 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. (See Board policy IGAH- Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education)

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. (See Board policy IGD-AR – Co-curricular and extra-curricular activities)

LASER PENS

Laser pens pose a serious issue to student's eyesight when misused. Therefore, laser pens may only be used under the close supervision of a teacher at school.

LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity, or receive instruction on nutrition or maintaining healthy lifestyles. (see Board policy EFA – Local Wellness Program)

LOCKERS

Equipment, such as lockers and desks, belongs to the school district. Students are allowed to use this equipment as a convenience. The school insists that such equipment be properly cared for and not used for the storage of illegal items. An individual's locker and/or desk may be searched by a building administrator when there is reasonable cause to believe that district property contains contraband. At the time of locker and/or desk assignments, students will be informed how the equipment may be used and the following guidelines will be in effect.

1. Illegal items (firearms, weapons, etc.) and other possessions determined by the proper school authorities to be a threat to the safety or security of the student or others may be seized by school officials.
2. Items, which may be used to disrupt or interfere with the education process, may be temporarily removed from the student.
3. From time to time, a general inspection of school properties, including, but not limited to, lockers or desks may be conducted. Items belonging to the school may be seized.
4. All items seized shall be returned to the proper authority or true owner.
5. Students shall be given the opportunity to be present when a search of personal possessions is conducted, if they are in attendance at school, and if there is no reason to believe that their presence would endanger their health and safety.
6. The Banks School District is not responsible for lost or stolen items left in a locker or classroom.
7. Lockers that appear to be damaged beyond what would occur under normal wear and use, may have a repair charge and/or painting charge assessed to the student assigned to the locker.

Students shall not bring to school firearms or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others. Students shall not conceal evidence of an illegal act or school violation. (see Board policy JFG/JFG-AR – Student Searches)

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Any remaining unclaimed articles will be disposed of at the end of the school year.

Loss or suspected theft of personal or district property should be reported to the school office. (see Board policy ECA – Buildings and Grounds Security)

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. (See Board policy JOA – Directory Information; JOB – Personally Identifiable Information)

MEDICATION

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to himself, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis¹, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to himself prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE).

Current first-aid and CPR cards are strongly encouraged for designated personnel.

When a licensed health care professional is not immediately available, personnel designated by the district may administer to a student, epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

The district reserves the right to reject a request for district personnel to administer, or to permit a student to administer to themselves, a medication when such medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

A request to the district to administer or allow a student to self-administer prescription medication or a nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a signed prescription and treatment plan from a prescriber² or an Oregon licensed health care professional.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law³, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed autoinjectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

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

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, when that person in good faith assisted the student in self-administration of the medication, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages, when that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, subject to state law.

The district and the members of the Board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers autoinjectable epinephrine to a student or individual, subject to state law.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and the implementation of this policy. (see Board policy JHCD/JHCDA - Medications)

ONLINE LEARNING

The district may grant credit for approved online courses offered by district-approved institutions. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation that student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Board policy IGBHE - Expanded Options Program)

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 district newsletter published annually, the school newsletter published monthly, "Back to School" nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement. (See Board policy JECAC/GBH - Staff/Student/Parent Relations)

PARENTAL RIGHTS

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;

8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours. (See Board policy KAB - Parental Rights and administrative regulation.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may use and possess personal electronic devices on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;
2. Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal electronic devices may be used during the student's lunch break. They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times;
3. Personal electronic 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 at district-sponsored events; in areas where people have a reasonable expectation of privacy, such as in restrooms, locker rooms and showering areas;
4. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
5. Personal electronic devices may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP), or if permission is received from the student's teacher;
6. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
7. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
8. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
9. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;
10. 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. (See Board policy JFCEB – Personal Electronic Devices and Social Media)

PLAIGERISM – see CHEATING pg. 11

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the Superintendent or designee. 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. (See Board policy KJ – Advertising in District Facilities; KJA – Materials Distribution)

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 for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request. (See Board policy IGBHD – Program Exemptions)

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

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

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

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

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

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

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. See Sign In and Sign Out Procedures. (see Board policy JEDB – Student Dismissal Precautions)

SCHOOL LUNCHES – CHARGING PROCEDURE

Accessing School Meals and Charging Policies

The district participates in the National School Lunch, School Breakfast, and Commodity Programs. Our meals meet all federal requirements for a nutritious and balanced lunch.

School administrators manage school day schedules and identify serving times for breakfast and lunch. Meal prices for the 2019-20 school year are posted on the district website. A meal account for students may be established with the district. Parents may deposit money into their student's account in two ways:

- Cafeteria staff or the school office (Elementary School) are able to receive cash or check payments for student meal accounts. Please make checks payable to Banks School District.
- The online account management service Mymealtime.com enables management of student accounts online. Parents can register to deposit funds, monitor account balances and set up low balance emails. Links to Mymealtime.com can be found on our website.

When your student graduates to the next school level, his/her account balance will transfer also.

Account Management and Collection of Delinquent Accounts

In accordance with HB3454 passed by the Oregon Legislature in 2017, the district will provide a meal to all students who request a meal unless the student's parent or guardian has provided written permission to the district to withhold a meal from the student, regardless of whether the student has the money to pay for the meal or owes money for meals. Students will not be notified in the lunch line of low or negative account balances. There will be no direct conversations about unpaid account balances (unless the student asks directly) and no hand stamps or identifying markers

For clarification purposes, it is the responsibility of the parent or guardian to pay for school meals, provide a meal from home or complete an application establishing eligibility for free or reduced-price meals.

A la carte items cannot be charged to accounts with negative balances, only meals that meet the National School Lunch Program and School Breakfast Program guidelines can be charged.

When funds are not available in a student's account to cover the cost of a meal that has been served, the negative balance is considered delinquent debt. The Banks School District will pursue efforts to collect unpaid meal charges or delinquent debts according to the following:

- Every Friday the district will notify parents of negative balances via email for families who have provided an email address.
- For those who have not provided an email, every attempt will be made to make a phone call to the parent or guardian.
- When a student's negative balance reaches \$100, a notice will be mailed to the primary mailing address on record. Mailed notices will include information about application for free meal benefits and requests for a repayment plan.
- Once the district has mailed three letters, the district may send the account to a debt collection service.

Free and Reduced-Price Meals

The purpose of the Free and Reduced-Price Meal Program is to make meals available to all school children regardless of the household's ability to pay. The Banks School District strongly encourages families to apply that may be eligible according to the income guidelines specified by the State each school year. Please see the district website for complete information, guidelines and an application form.

A new application must be made each school year. For previously eligible students, eligibility carries into the first 30 days of the new school year. New applications can be submitted at any point during the school year, should circumstances in a household change. Families are responsible for any meal charges incurred before the Free and Reduced-Price application is approved. (See Policy EFAA/EFAA-AR- District Nutrition and Food Services))

SEARCH AND SEIZURE

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, or school rule is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

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

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

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

Questioning

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

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

SCHOOL PROPERTY

Any student will be disciplined and charged restitution for cost related to his/her willfully damaging or defacing school property.

SERIOUS MISCONDUCT

Students shall comply with the law, the rules for government of schools, pursue the prescribed course of study, and shall submit to the lawful authority of teachers and school officials. The types of conduct which shall make a student liable for discipline, suspension, or expulsion include the following:

1. DISRUPTION OF SCHOOL - Any conduct that substantially disrupts school activity, or is likely to, is forbidden. Willful disobedience, open defiance of a teacher's authority, the use of profane or obscene language, or racial and sexual harassment or discrimination are sufficient causes for disciplinary action.
2. DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY - A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property at any time.
3. THREATS OR ASSAULT ON ANOTHER PERSON - A student shall not intentionally do bodily injury to any person or threaten to harm another person. A school board may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the past pattern of the student's behavior shall be considered prior to the student's suspension or expulsion. Menace is defined as "by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury."
4. COERCION - A student shall not use threats or force to obtain money or other property or force someone to do something against his or her will.
5. FIREARMS, DANGEROUS WEAPONS, DEADLY WEAPONS AND DESTRUCTIVE DEVICES - A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on or about the school grounds or at any school-sponsored activities. Weapons include dangerous weapons, deadly weapons and destructive devices as defined in state law and firearms as defined by federal law "Dangerous weapon" means "any weapon, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury." "Deadly weapon" means "any instrument, article or substance specifically designated for and presently capable of causing death or serious physical injury." "Firearm" means "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, frame or receiver of any such weapon or any firearm silencer." "Destructive device" means "any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or 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." (See Board policy, JFCJ, Weapons in the Schools).
6. REPLICAS OF WEAPONS, FIREWORKS AND KNIVES - Replicas of weapons, fireworks and knives with blades over 2½" are also prohibited by Board policy (See Board policy JFCJ, Weapons in the Schools). Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities. Prohibited weapons, replicas of weapons, fireworks and knives with blades over 2½" are subject to seizure or forfeiture
7. STATE, FEDERAL, AND LOCAL LAWS - A student shall not violate state, federal and/or local laws while involved in school activities.

SIGN IN AND SIGN OUT PROCEDURES

Students arriving to school late or leaving early are expected to sign in/out through the main office. Students leaving campus during lunchtime and not coming back that afternoon must sign out as well.

Students who become ill at school or who need to leave for appointments with a dentist or doctor must check out with a secretary or administrator in the main office before leaving. Leaving campus and then phoning back is not acceptable. A note or phone call from a parent/guardian must be received by the attendance secretary before a student signs out for a medical or dental appointment.

No student (regardless of age) may sign out, except at lunchtime, without a note or phone call from his or her parent/guardian prior to signing out.

SKATEBOARDS, IN-LINE SKATES, ROLLER SKATES & HOVERBOARDS

Skateboards, in-line skates, roller skates and hoverboards are not to be used on school property at any time, due to safety concerns.

SPECIAL PROGRAMS

Students whose primary language is other than English (English Language Learners)

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

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

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

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director. (see Board policy IGBA – Students with Disabilities)

Title I Services

The school provides supplemental reading services for Banks Elementary School students targeted for reading assistance. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor. (see Board policy IGBC – Title I/Parental Involvement)

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

1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

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

STUDENT/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. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 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 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final. (see Board policy JB – Equal educational Opportunity and AC – Nondiscrimination)

Discrimination on the Basis of Sex Complaints

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

Education Standards Complaints

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

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

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

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

The complainant may appeal the superintendent's decision to the Board, whose decision will be final. (see Board policy IIA – Instructional Resources/Materials)

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. (see Board policy JECBD – Homeless Students)

Staff Sexual Conduct with Students

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct. (see Board policy JHFF – Reporting Requirements Regarding Sexual Conduct with Students)

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district’s services, activities or programs to a student, should be directed to the special education director. (see Board policy ACA – Americans with Disability Act; IGBAB – Special Education – Procedural Safeguards)

Students with Sexual Harassment Complaints

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties on or immediately adjacent to district property, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop by other students, staff members, Board members or third parties. “Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. “District” includes: district facilities; district premises and non-district property if the student or staff member 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 jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

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

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals 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 the Board.

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the 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 2 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 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 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 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 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.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made 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 principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

STUDENT EDUCATION RECORDS

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

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

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

Education records are maintained in a minimum one-hour fire-safe place in the building office. Permanent records shall include:

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

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. (see board policy JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information; JOB – Personally identifiable Information)

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 years of age, unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

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

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

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

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

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

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.

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. At no point will a student's social security number or student identification number be considered directory information. (see Board policy JOA – Directory Information)

Student Restraint and Seclusion

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. It is the intent of the Board to establish a policy that defines the circumstances that must exist and the requirements that must be met prior to, during and after the use of physical restraint and/or seclusion as an intervention with district students.

"Physical restraint" means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical restraint" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of "physical restraint" does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.

“Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.

“Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

“Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student. Mechanical restraint does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
- b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.

“Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional or other qualified health care professional acting under the professional’s scope of practice.

“Prone restraint” means a restraint in which a student is held face down on the floor.

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral 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 the student 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. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

The district shall utilize the O.I.S. (Oregon Intervention System) training program of physical restraints and seclusion for use in the district. As required by state regulation, the selected program shall include: behavioral support, prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Superintendent of Public Instruction to ensure compliance with district policies and procedures.

The results of the annual review shall be documented and shall include at a minimum:

1. The total number of incidents of physical restraint;
2. The total number of incidents of seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in physical restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion;
7. The total number of students placed in physical restraint and/or seclusion more than 10 times in a school year;
8. The total number of physical restraint and seclusion incidents carried out by untrained individuals;
9. The demographic characteristics of all students upon whom physical restraint and/or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This report shall be made available to the Board and to the public at the district's main office and on the district's website.

At least once each school year the public shall be notified as to how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL and KL-AR - Public Complaints.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting and written documentation of the use of physical restraint or seclusion by district personnel. (see Board policy JGAB – Use of Restraint and Seclusion)

Transfer of Education Records

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

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

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

STUDENTS NOT LIVING AT HOME

Students residing in the district under the age of 18, obtaining a court awarded emancipation statute, will have all rights and privileges of other residents providing there is proof of emancipation in the school office file.

- A. students, 18 years of age or older, who move out of their parent's or guardian's home and reside in our district must show proof of age, report change of address and phone number to the Main Office.
- B. Students, who turn 18 years old during the school year, living with or without parents, must continue to have their parents be accountable for them regarding school.

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. (see Board policy JHFA – Supervision of Students)

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

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

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Oregon Assessment of Knowledge and Skills (OAKS).

Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. (see Board policy IGBBA – Identification – Talented & Gifted; IGBBB – Identification of Talented and Gifted Students among Nontypical Populations)

Appeals

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

Informal Process:

1. The parent(s) will contact the district Student Services Department to request reconsideration;
2. The Student Services Department 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 or services will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the TAG coordinator;
2. The 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 superintendent;
3. The TAG coordinator along with the multidisciplinary team and other appropriate administrator shall review the student's file and earlier decisions within 10 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 review school/district data and 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 parents 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.

(see Board policy IGBBA-AR – Appeals Procedure for Talented and Gifted Identification and Placement)

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student. (see Board policy IGBBC – Talented and Gifted Program and Services)

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 two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 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 90 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. (OAR 581-022-1940; OAR 581-022-1310; OAR 581-022-1330)

TARDY POLICY

A student will receive an unexcused tardy if she/he arrives in the classroom after the bell, unless the student has written permission excusing them from an authorized school employee (which includes date and Main Office departure time). Students more than 10 minutes late to class are counted unexcused absent, not tardy. **Missed bus or ride, oversleeping and car problems are not accepted as excuses for tardies.**

THREATS

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

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability. (see Board policy JFCM – Threats of Violence; JFCF – Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying)

TOBACCO POLICY

Discipline Procedures

The Banks School Board is committed to a high standard of personal and public health and safety. The District acknowledges that it is illegal for a student under the age of 18 to use or possess tobacco products. As the dangers of the use of tobacco products are well documented it is the desire of the Board to provide a tobacco free environment for its students.

Tobacco is defined as any tobacco product intended for smoking, chewing, or snuffing. This includes vape pens and vape fluids. Students who use or possess a tobacco product on the school premises or while attending school-sponsored activities are subject to the following disciplinary actions:

First offense: The administrator will:

1. confer with the student regarding the tobacco policy
2. suspend the student from school for three school days
3. notify the parents via the telephone and in writing of the student's violation and the consequences of repeated violations
4. notify the appropriate authorities

The administrator has the option to recommend that the suspension not be implemented if the student signs a contract verifying the intent to participate in a smoking cessation program, which extends over an eight-week period. Failure to complete the eight-week course will result in the implementation of the three-day suspension.

Second offense: The administrator will:

1. confer with the student regarding the tobacco policy
2. suspend the student from school for five school days
3. notify the parents via the telephone and in writing of the student's violation and the consequences of repeated violations
4. notify the appropriate authorities

The administrator has the option to recommend that the suspension not be implemented if the student signs a contract verifying the intent to participate in a smoking cessation program, which extends over an eight-week period. Failure to complete the eight-week course will result in the implementation of the five-day suspension.

Third offense: The administrator will:

1. suspend the student pending an expulsion hearing

TOBACCO-FREE ENVIRONMENT

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. The Board wishes to establish a school and working environment that is free of smoke, aerosols and vapors containing inhalants. Student possession, use, distribution or sale of tobacco products or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles, on all district grounds, including parking lots or otherwise, while a student is under the jurisdiction of the district, is prohibited.

Use, distribution or sale of tobacco products or inhalant delivery systems by staff on district property, including parking lots, at district-sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Use, distribution or sale of tobacco products or inhalant delivery systems by others on district property, in district vehicles or at district-sponsored events, on or off district premises, on all district grounds, including parking lots, is also prohibited. Staff and/or all others authorized to use any private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, vape pens and vape fluid, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form.

For the purpose of this policy "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco or inhalant delivery system products are prohibited on all district grounds, including parking lots, at school-sponsored activities or in district vehicles. Advertising is prohibited in all school-sponsored publications, in all school buildings, on district grounds, including parking lots, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco products and inhalant delivery system industries is similarly prohibited. The district will not contract with other public or private alternative schools that allow student use of tobacco products or inhalant delivery systems on campus.

Student violations of this policy will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). School and/or community service may be required. A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination, and an interim alternative educational setting.

Staff violations of this policy will lead to disciplinary action up to and including dismissal.

Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or the Board.

Information about community resources and/or cessation programs to help staff and students will be provided.

The district will promote cessation resources and other positive alternatives to discipline. Tobacco use cessation programs may be established at district schools. Attendance or completion of tobacco use cessation programs by students may be allowed as a substitute to, or as a part of student discipline for possession, use, distribution or sale of tobacco products or inhalant delivery systems at the discretion of the principal. Attendance at cessation programs not offered by the district is voluntary and related costs are the individual responsibility of the staff member, student and his/her parent and private health care system.

As part of the district's tobacco use prevention activities, the superintendent shall ensure that tobacco use instructional programs as recommended by the Oregon Department of Human Services, Health Services, Tobacco Prevention and Education Program and the Oregon Department of Education, are an integral part of its drug and alcohol prevention curriculum. Programs must be integrated within the health education program and age- and developmentally-appropriate instruction provided at every level, pre-kindergarten through grade 12, with particular emphasis on grades 6 through 8. It is the expectation of the Board that prevention concepts will be integrated into the instruction of other subject areas as practicable.

Staff responsible for teaching prevention will be encouraged to collaborate with agencies and groups that conduct prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of use of tobacco products, effective instructional techniques and program-specific activities.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by minors on or off district grounds. This policy shall be enforced at all times. The superintendent will develop administrative regulations as necessary to implement this

policy, including provisions for notification of the district's policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy (see Board policy JFCG/KGC/GBK – Tobacco-Free Environment)

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. (see Board policy EEACC - Student Conduct on School Buses; JFCC – Student Conduct on Buses)

Transportation Rules

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

1. Students being transported are under the authority of the bus driver;
 2. Fighting, wrestling or boisterous activity is prohibited on the bus;
 3. Students will use the emergency door only in case of emergency;
 4. Students will be on time for the bus, both morning and evening;
 5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
 6. Students will not bring animals, except approved assistance guide animals, on the bus;
 7. Students will remain seated while bus is in motion;
 8. Students may be assigned seats by the bus driver;
 9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
 10. Students will not extend their hands, arms or heads through bus windows;
 11. Students will have written permission to leave the bus other than for home or school;
 12. Students will converse in normal tones; loud or vulgar language is prohibited;
 13. Students will not open or close windows without permission of the driver;
 14. Students will keep the bus clean and must refrain from damaging it;
 15. Students will be courteous to the driver, fellow students and passersby;
 16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
1. Students shall not consume food or beverages on buses during regular bus runs. Consuming food and beverages on the bus may be permitted for activity trips with the activity supervisor's permission as long as the bus remains clean. Failure to maintain a clean bus will result in revocation of such privileges for future trips;
 2. All players should travel to and from competition by player's bus. Special exemptions may be made by the head coach for students coming home with a parent if the parent is there in person to take the student;
 3. All matters related to the operation of the bus are the responsibility of the bus driver. The bus driver may overrule a teacher's request if, in his/her judgment, he/she feels the safety of his/her passengers will be affected.

The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle. Students who violate bus rules of conduct may be denied the use of district transportation.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

General Rules	Violation #1	Violation #2	Violation #3
1. Keep hands, feet, and	Verbal Warning	Assigned to penalty box/driver calls parent	Referral, assigned to penalty box. Conference with principal.
2. Remain seated	Same as above	Same as above	Same as above
3. Follow directions of the	Same as above	Same as above	Same as above
4. Keep the bus clean	Same as above	Same as above	Same as above
5. If the driver can hear your voice, you're too loud	Same as above	Same as above	Same as above

- 1st Referral: The administrator shall have a conference with the student concerning the referral.
- 2nd Referral: The building administrator shall notify the parent/guardian by letter that a third referral may result in the loss of riding privileges for a period of time, which, depending upon the nature of the violation, may be for the remainder of the school year.
- 3rd Referral: The student's riding privileges may be suspended for a maximum of five days.
- 4th Referral: The student's riding privileges may be suspended for a maximum of ten days. In addition, a student/parent/school/bus company conference must take place before riding privileges are reinstated after the suspension is served.
- (see Board policy EEACC – AR - Discipline Procedures for District-Approved Student Transportation)

TRAVEL SERVICES

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services is prohibited on school property. (see Board policy KI – Sellers of Travel Services)

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

(see Board policy JHFDA – Suspension of Driving Privileges; JFG – Student Searches & Interrogations)

UNAUTHORIZED ENTRY

Students are reminded that any area on school grounds that is locked or in a restricted area is not to be entered by students without school staff supervision.

UNSPORTSMANLIKE CONDUCT AT GAMES AND ACTIVITIES

The following will apply at all OSAA sanctioned events, including regular and postseason competitions;

- A. Spectators are not permitted to have signs or banners (larger than 8 ½" by 11"), confetti, balloons or glass containers. Spectators are required to wear shirts.
- B. Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
- C. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language. Spectators shall not be permitted to engage in any racially/culturally insensitive action.
- D. All cheers, comments and actions shall be indirect support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: turning backs, holding up newspapers or jeering at cheerleaders during opposing team introductions; disrespecting players by name, number or position; negative cheers or chants; throwing objects on the floor.
- E. Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Upon review of video recordings students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Descriptions or images of student and/or staff conduct on video recordings obtained during District video surveillance may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. (see Board policy ECAC – Video Surveillance)

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property, and will sign in and pick up a visitor's pass. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. 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. (see Board policy KK – Visitors to the Schools)

WEAPONS IN THE SCHOOLS

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

- "Dangerous weapon" – any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. (i.e. pocket knife, switch blade, straight razors, etc.)
- "Deadly weapon" – any instrument, article or substance specifically designed to or may readily capable of causing death or serious physical injury.
- "Firearm" – any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive frame or receiver of any such weapon, or any firearm silencer.
- "Destructive device" means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or 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.

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

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

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

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA – Discipline of Students with Disabilities, and accompanying administrative regulation.

Weapons under the control of law enforcement personnel or a person who has a valid license under ORS 166.291 and 166.292 are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

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.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency..

BANKS ELEMENTARY SCHOOL MISCONDUCT/CONSEQUENCES PROCEDURE

PROBLEM AREA	FIRST OCCURRENCE	SECOND OCCURRENCE	REPEATED OCCURRENCES
Defiance of Authority	Minor Referral	Major Referral	Major Referral
Profanity	Minor Referral	Major Referral	Major Referral
Harassment (sexual, ethnic, taunting, mocking)	Major Referral/Short Suspension	Long Suspension	Expulsion
Obscene Behavior	Minor Referral	Major Referral	Major Referral
Disorderly/Disruptive Conduct	Minor Referral	Major Referral	Major Referral
Forgery or Lying	Minor Referral	Major Referral	Major Referral
Tobacco (See Tobacco Policy)	Short Suspension	Long Suspension	Expulsion
Theft/Vandalism	Minor Referral	Major Referral	Major Referral
Alcohol or Drugs (See Drug/Alcohol Policy)	Suspension & Assessment or Expulsion	Expulsion	
Threats or Harassment	Major Referral/Short Suspension	Short to Long Suspension	Expulsion
Fighting or Assault	Major Referral/Short Suspension	Long Suspension/Expulsion	Expulsion
Weapons or Explosives	Major Referral/Suspension/Expulsion	Expulsion	
Arson	Long Suspension	Expulsion	
Bus Misconduct (See Bus Policy)			

Short Suspension: 1 - 5 days

Long Suspension: 6 - 10 days

BANKS MIDDLE SCHOOL MISCONDUCT/CONSEQUENCES PROCEDURE

PROBLEM AREA	FIRST OCCURRENCE	SECOND OCCURRENCE	REPEATED OCCURRENCES
Unexcused Absence (Skipping)	Conference to Detention	Detention to In-School Suspension	In-School Suspension
Defiance of Authority	Detention to Short Suspension	Short Suspension	Long Suspension
Profanity	Conference/Detention	Detention	In-School Suspension
Profanity directed toward a staff member or in a public arena	In-School Suspension	Short Suspension	Long Suspension/Expulsion
Harassment (sexual/protected classes)	Short Suspension	Long Suspension	Expulsion
Obscene Behavior	In-School Suspension to Short Suspension	Short to Long Suspension	Long Suspension/Expulsion
Disorderly/Disruptive Conduct	Conference to In-School Suspension	In-School Suspension to Short Suspension	Long Suspension/Expulsion
Forgery or Lying	Detention to short Suspension	Short Suspension	Long Suspension/Expulsion
Gambling	Conference to Detention	In-School Suspension to Short Suspension	Long Suspension/Expulsion
Tobacco/Vaping (See Tobacco Policy)	Short Suspension	Long Suspension	Expulsion
Theft/Vandalism	Short Suspension & Restitution	Long Suspension & Restitution	Long Suspension & Restitution to Expulsion & Restitution
Alcohol or Drugs (See Drug/Alcohol Policy)	Long Suspension & Assessment or Expulsion	Expulsion	
Threats or Harassment	In-School Suspension to Short Suspension	Short to Long Suspension	Expulsion
Fighting or Assault	Short Suspension	Long Suspension/Expulsion	Expulsion
Weapons or Explosives	Suspension/Expulsion	Expulsion	
Extortion	Short Suspension	Long Suspension	Expulsion
Arson	Long Suspension	Expulsion	
Bus Misconduct (See Bus Policy)			

Short Suspension: 1 - 5 days

Long Suspension: 6 - 10 days

BANKS HIGH SCHOOL MISCONDUCT/CONSEQUENCES PROCEDURE

PROBLEM AREA	FIRST OCCURRENCE	SECOND OCCURRENCE	REPEATED OCCURRENCES
Unexcused Absence	Conference to Detention	Detention	Short Suspension
Defiance of Authority	Detention to Short Suspension	Short Suspension	Long Suspension/Expulsion
Profanity	Conference/Detention	Short Suspension	Long Suspension
Profanity directed toward a staff member or in a public arena	Short Suspension	Long Suspension	Expulsion
Harassment (sexual, ethnic, taunting, mocking)	Short Suspension	Long Suspension	Expulsion
Obscene Behavior	Short Suspension	Long Suspension	Long Suspension/Expulsion
Disorderly/Disruptive Conduct	Conference to Short Suspension	Short Suspension	Long Suspension/Expulsion
Vehicle Misuse	Conference to Detention	Vehicle Restriction to Short Susp.	Long Suspension/Expulsion
Forgery or Lying	Detention to short Suspension	Short Suspension	Long Suspension/Expulsion
Gambling	Conference to Detention	Short Suspension	Long Suspension/Expulsion
Tobacco (See Tobacco Policy)	Short Suspension	Long Suspension	Expulsion
Theft/Vandalism	Short Suspension & Restitution	Long Suspension & Restitution	Long Suspension & Restitution to Expulsion & Restitution
Alcohol or Drugs (See Drug/Alcohol Policy)	Long Suspension & Assessment or Expulsion	Expulsion	
Threats or Harassment	Short Suspension	Short to Long Suspension	Expulsion
Fighting or Assault	Short Suspension	Long Suspension/Expulsion	Expulsion
Weapons or Explosives	Suspension/Expulsion	Expulsion	
Extortion	Short Suspension	Long Suspension	Expulsion
Arson	Long Suspension	Expulsion	
Bus Misconduct (See Bus Policy)			

Short Suspension: 1 - 5 days

Long Suspension: 6 - 10 days

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 District Office within 15 days of receipt of the student handbook.

PLEASE DETACH, SIGN, AND RETURN THIS PAGE TO THE SCHOOL OFFICE

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand, that should my student violate the Student Code of Conduct, he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address (including electronic address), telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I also understand that the district is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information. I **do** **do not** authorize my secondary student's name, address and telephone number be released to military recruiters. I **do** **do not** authorize my secondary student's name, address and telephone number be released to institutions of higher education.

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number or student identification number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

Parent/Eligible Student (18 years of age or older) Signature

Date

Student Name

Grade

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA - Directory Information.