

# AMITY SCHOOL DISTRICT 4J



## WARRIORS

AMITY MIDDLE SCHOOL  
STUDENT – PARENT HANDBOOK  
2024-2025

# TABLE OF CONTENTS

Building Hours	Page 1	Middle School Student Activities	
Emergency Closure Information	Page 1	Academic Honor Roll	Page 9
Meal Prices	Page 1	Athletics	Page 9
Snow Routes	Page 1	Athletic Eligibility	Page 9
District Mission Statement	Page 2	After School Student Body Activities	Page 9
School Board Meeting Schedule	Page 2	Student Body Cards	Page 10
Board Members & District Staff	Page 2		
Amity Middle School Staff	Page 2	<b>DISTRICT WIDE SECTION</b>	
<b>MIDDLE SCHOOL SECTION</b>		Nondiscrimination Statement	Page 11
Welcome	Page 3	Statement of Understanding	Page 11
Middle School General Information		Parents Acknowledgement Statement	Page 11
Attendance	Page 3	Preface	Page 12
Closed Campus	Page 3	Admission	Page 12
Departure Safety	Page 3	Alternative Education Program	Page 12
Dress and Grooming	Page 4	In-District Alt. Education Programs	Page 13
Fees, Fines & Charges	Page 4	Non-District Alt. Education Programs	Page 13
Language Usage Guidance	Page 5	Alternative Education Notification	Page 13
Lockers	Page 5	Animal Dissection	Page 14
Lunch Program	Page 5	Asbestos	Page 14
School Pictures	Page 5	Assemblies	Page 14
Student Supplies	Page 5	Assignment of Students to Classes	Page 14
Middle School Academic Information		Assessment Program	Page 14
Learning Resource Center	Page 5	Attendance	Page 15
Grade Reports	Page 5	Absences and Excuses	Page 15
Makeup Work	Page 5	Unexcused Absences	Page 16
Parent Conferences	Page 6	Exemptions from Compulsory Attendance	Page 16
ParentVue & StudentVue	Page 6	Absences & Extra-Curricular Activities	Page 16
Middle School Promotion Policy		Tardies	Page 16
Promotion, Retention, & Grade Level	Page 6	Truancy	Page 17
Grades 6-8	Page 6	Leaving School Early	Page 17
Procedure Review	Page 6	Withdrawing from School	Page 17
Middle School Conduct		Care of School Property	Page 17
Cell Phones	Page 6	Class Ranking	Page 17
Classroom Rules	Page 7	Clubs and Organizations	Page 17
Hall Conduct	Page 7	Communicable Diseases	Page 17
Laser Pointers	Page 7	Communication with Parents	Page 17
Neighbors' Rights	Page 7	Computer Use	page 17
Skateboards, Scooters, & Skates	Page 7	Conduct	Page 18
Student Behavior	Page 7	Student Code of Conduct	Page 19
Substitute Teachers	Page 7	Student Rights & Responsibilities	Page 20
Tardies	Page 7	Conferences	Page 20
Middle School Discipline		Correspondence Courses	Page 20
Disciplinary Actions	Page 7	Counseling	Page 20
Informal Talk	Page 7	Academic Counseling	Page 20
Conference	Page 7	Personal Counseling	Page 20
Parent Involvement	Page 7	Credit by Examination	Page 20
100 Word Essay	Page 7	Credit by Proficiency	Page 20
Detention	Page 8	Cyberbullying	Page 21
Referral	Page 8		
Suspension	Page 8		
Disciplinary Reassignment	Page 8		
Common Reasons for Discipline	Page 8		

## TABLE OF CONTENTS (continued)

Damage to District Property	Page 21	Release of Students from School	Page 41
Discipline & Due Process	Page 21	Reports to Students and Parents	Page 41
Detention	Page 22	Restraint and Seclusion	Page 41
Discipline of Disabled Students	Page 22	Safe School	Page 42
Expulsion	Page 22	Security Cameras	Page 43
Suspension	Page 23	Senior Trips	Page 43
Suspension Procedures	Page 23	Special Programs	Page 43
Definition of Behaviors	Page 24	Bilingual Students	Page 43
Distribution of Material	Page 25	Students with Disabilities	Page 43
Dress & Grooming	Page 26	Title IA Services	Page 43
Drug, Alcohol & Tobacco Prevention Program	Page 26	Suspected Sexual Conduct with Students by	
Drug Testing	Page 27	District Employees, Contractors,	
Electronic Communication System	Page 30	Agents, and Volunteers of the District	
Emergency Drills: Fire, Earthquake, Safety Threats		Staff Sexual Conduct with Students	Page 43
Other Emergency Drills	Page 31	Student & Parent Complaints	Page 44
Emergency Medical Treatment	Page 31	Discrimination Complaints	Page 44
Extra-Curricular Activities	Page 31	Div. 22 Education Standards Complaints	Page 44
Fees, Fines & Charges	Page 31	Instruction Materials Complaints	Page 44
Flag Salute	Page 32	Placement & Enrollment-Homeless Student	Page 45
Fundraising	Page 32	Public Complaints	Page 45
Gangs	Page 32	Students with Disabilities Complaints	Page 46
Grade Classification	Page 32	Students with Sexual Harassment	Page 46
Grade Reduction & Credit Denial	Page 33	Complaints	Page 46
Graduation Exercises	Page 33	Student Education Records	Page 52
Graduation Requirements	Page 33	Transfer of Education Records	Page 53
Hazing, Harassment, Intimidation, Bullying,		Requests for Education Records	Page 53
Cyberbullying, Menacing,		Provision for Hearing to Challenge Content	Page 53
Teen Dating Violence, Domestic Violence	Page 34	Student Searches	Page 53
Students Experiencing Houselessness	Page 36	Student Suicide Prevention Plan	Page 53
Immunization & School Sports Participation	Page 36	Talented & Gifted Program	Page 54
Infection Control & Bloodborne Pathogens	Page 36	Identification of Talented & Gifted Student	Page 54
Human Sexuality, AIDS, HIV &		Appeals	Page 54
Sexually Transmitted Disease Instruction	Page 36	Informal Process	Page 54
Insurance	Page 37	Formal Process	Page 54
Local Wellness	Page 37	Programs & Services	Page 55
Lockers & Desks	Page 37	Programs & Service Complaints	Page 55
Meal Program	Page 37	Telephone	Page 55
Media Access to Students	Page 37	Threats	Page 55
Medications	Page 37	Tobacco Products & Inhalant Delivery Systems	Page 55
Online Learning	Page 39	Transcription Evaluation	Page 55
Parental Involvement	Page 39	Transportation of Students	Page 56
Parental Rights	Page 39	Transportation Rules	Page 56
Personal Electronic Devices & Social Media	Page 40	Disciplinary Procedures for Violations	Page 57
Physical Examinations	Page 40	Getting to School	Page 57
Program Exemptions	Page 40	Vehicles/Bicycles/Skateboards on Campus	Page 57
Promotion, Retention & Grade Level Placement	Page 41	Visitors	Page 57
		Volunteers	Page 57
		School District Calendar	Page 58

### **BUILDING HOURS**

#### **Monday through Thursday**

##### **Elementary School (503-835-3751)**

Building opens 7:30 am  
Assembly 7:50 am  
Tardy Bell 7:55 am  
School Ends 3:05 pm  
Building Closes 4:00 pm

##### **Middle School (503-835-0518)**

Building Opens 7:30 am  
Tardy Bell 7:55 am  
School Ends 3:15 pm  
Building Closes 4:20 pm

##### **High School (503-835-2181)**

Building Opens 7:30 am  
Tardy Bell 7:50 am  
School Ends 3:25 pm  
Building Closes 4:10 pm

##### **District Office (503-835-2171)**

7:00 am to 5:00 Monday-Thursday

### **MEAL PRICES**

#### **Elementary School**

##### **Breakfast**

Adults.....\$5.00 1<sup>st</sup> & 2<sup>nd</sup>  
Students.....\$2.50 seconds  
Milk .....\$.50

##### **Lunch**

Adults.....\$6.00 1<sup>st</sup> & 2<sup>nd</sup>  
Students.....\$4.00 seconds  
Milk .....\$.50

#### **Middle School**

##### **Breakfast**

Adults.....\$5.00 1<sup>st</sup> & 2<sup>nd</sup>  
Students.....\$2.50 seconds  
Milk .....\$.50

##### **Lunch**

Adults.....\$6.00 1<sup>st</sup> & 2<sup>nd</sup>  
Students.....\$4.00 seconds  
Milk .....\$.50

#### **High School**

##### **Breakfast**

Adults.....\$5.00 1<sup>st</sup> & 2<sup>nd</sup>  
Students.....\$3.00 seconds  
Milk .....\$.50

##### **Lunch**

Adults.....\$6.00 1<sup>st</sup> & 2<sup>nd</sup>  
Students.....\$4.50 seconds  
Milk .....\$.50

Al La Carte:.....\$5.00

Note: Milk is included with meals

If your child eats hot lunch or buys milk regularly, please pay weekly or monthly. Checks should be made payable to your child's school.

### **EMERGENCY SCHOOL CLOSURE**

In case of inclement weather or other emergencies that might result in a late start, an early release, or a complete closure of school, you can tune into the major radio and/or TV stations to find out the status of Amity Schools.

The following are the major TV & Radio stations only:

KATU channel 2	KGW 620 AM
KOIN channel 6	KEX 1190 AM
KGW channel 8	KLYC 1260 AM
K 103 FM	KSLM 1390 AM

The schools and well as the district office, are now equipped with automated answering systems. Closure information will be available by calling the buildings. The phone messaging system will also be utilized.

You can go to our website at:

[www.amity.k12.or.us](http://www.amity.k12.or.us)

Information also on FlashAlert Messenger

It is a good idea to make arrangements ahead of time with a neighbor, relative, or friend to receive your child in case there is an emergency early school closure and you can't get home before they do. Let your child's school know of these arrangements so the school can make sure the child gets home safely. Also, be sure to talk with your children about these arrangements (especially the young ones) so they will not become upset if their routine is changed.

### **SNOW ROUTES**

#### **ROUTE 1**

No Skyline or Walnut Hill Rd  
PU at Lafayette Hwy & Walnut Hill Rd at 6:45  
PU at Eola Hills & Skyline Rd at 7:10

#### **ROUTE 3**

No Bethel Heights Rd  
PU at Bethel Rd & Zena Rd at 7:12

#### **ROUTE 6**

No Jerusalem Hill Rd, Lone Star Rd,  
or Kirkwood Rd  
PU at Lone Start and Hopewell Rd 7:20  
PU at Kirkwood Rd & Hopewell Rd at 7:22  
PU at Jerusalem Hill Rd & Hopewell Rd at 7:24  
PU at Oak Rd & Hopewell at 7:26

**Amity School Board of Directors**

Tim Haarsma, Chairperson  
 Jennifer Leppin, Vice-Chairperson  
 Ray Bottenberg  
 Amanda Grove  
 Ryan Jones

**Amity District Office Staff**

Jeff Clark, Superintendent  
 Ann Adams, Deputy Clerk  
 Julie Horn, Student Services Secretary  
 Kevin Blanco, Special Education Director  
 Jerry Compton, Technology Coordinator  
 Logan Umbarger, Custodial Maintenance Supervisor  
 Janell Temple-Ropp, Administrative Secretary  
 Tashi Haarsma, District Nurse

**Amity School District Custodial Staff**

Derrien Andrade Custodial Maintenance  
 Jeff Buczynski Custodial Maintenance  
 Jammy Clements Custodial Maintenance  
 John Gradt Custodial Maintenance  
 Jaxon Joubert Custodial Maintenance  
 Mathew Melton Custodial Maintenance

**Board Meeting Schedule  
2024-25**

August 7, 2024	6:30pm
September 18, 2024	6:00pm
October 9, 2024	6:00pm
November 13, 2024	6:00pm
December 11, 2024	6:00pm
January 8, 2025	6:00pm
February 12, 2025	6:00pm
March 12, 2025	6:00pm
April 9, 2025	6:30pm
May 14, 2025	6:30pm
June 23, 2025	6:30pm

**Amity School District  
Mission Statement**

The mission of Amity School District is to:  
*Provide an educational system that enables each of our  
 community's students to reach their greatest potential for  
 the lifelong benefit of each student and the betterment of  
 our community and our country.*

**Amity Middle School Staff**

Mary Matocha	Principal / Athletic Dir.
Cora Betts	Library
Jeanna Bottenberg	6 <sup>th</sup> Soc. Stud. & LA
Stephanie Breazile	Intro to Agriculture
Breanna Carrasco-Vivar	ELL Aide
Angela Doan	Secretary
Andrew Dyer	ELL
Chastene Hansen	7 <sup>th</sup> / 8 <sup>th</sup> Social Studies
Darcy Hatch	6 <sup>th</sup> – 8 <sup>th</sup> Art
Linda Johnson	Paraprofessional
Laura Kohlmeyer	Student Support Spec.
Josh Liner	6 <sup>th</sup> / 7 <sup>th</sup> Math
Mike Ludwig	7 <sup>th</sup> /8 <sup>th</sup> STEM/Dean of St.
Karl McShane	Athletics / Physical Ed.
Chrissy Melton	Paraprofessional
Lena Morrow	7 <sup>th</sup> & 8 <sup>th</sup> Language Arts
Melissa Nisly	Special Education
Casey Ojua	Band
Isaac Paulus	Math / Advanced Math
Becky Prevett	Head Secretary
Ann Safranski	7 <sup>th</sup> / 8 <sup>th</sup> Science
Melissa Taylor	Paraprofessional
Sarah Vie	Special Education
Melinda Wallace	6 <sup>th</sup> Reading / Science

## **WELCOME TO AMITY MIDDLE SCHOOL**

Dear Students and Families:

On behalf of the staff at Amity Middle School, I am happy to welcome you to the 2024-2025 school year. We are excited to have everyone back in the building and hallways, filling them with excitement and an enthusiasm for learning. It is our goal to make every student and family feel welcome, connected and valued as part of the AMS family.

Middle School is the transition period from childhood to adolescence. It's a time when students undergo many intellectual, physical, social, and emotional changes. It is our hope as a staff that the middle school years are challenging, stimulating, and rewarding for all students. As we navigate these years, we will strive to challenge each student to grow in their academic abilities and to be high school ready at the end of their middle school years. We recognize that a strong partnership with families will make a great difference in our students' experience. Our staff stands committed to building and strengthening that partnership in the upcoming year.

On the following pages, you will find answers to many of your questions. I encourage you to review this handbook with your student(s) and contact me with any questions or concerns. We look forward to working with you to make the 2024-2025 school year a success.

Sincerely,

Mary Matocha  
Principal & Athletic Director  
Amity Middle School

## **MIDDLE SCHOOL GENERAL INFORMATION**

### **ATTENDANCE**

***For the safety of your student, please call the office or submit their absence through ParentVue by 8:30 am when they will not be in school.***

If a ParentVue submission or a note for an absence isn't turned in to the office within three days of the student's return to school, the student will be considered unexcused and may face discipline and/or academic consequences.

### **CLOSED CAMPUS**

Amity Middle School has a closed campus. This means that students are to remain on school grounds throughout the school day. Once a student arrives at school, he/she is not to leave without:

1. Receiving permission from an administrator and parent.
2. Signing out in the office.

### **DEPARTURE SAFETY**

The departure of students at the end of the school day, whether by school bus, private vehicle, or walking, presents the need for extreme caution to be exercised by all concerned.

*The following guidelines are provided to ensure greater safety of all students leaving the campus:*

1. Students being picked up by parents or family members should be very alert to moving buses and cars in the loading area.
2. Students who ride a bicycle to school are to leave by the sidewalk or pedestrian crosswalk provided and not enter the traffic area.
3. Students who walk home should leave the campus by sidewalks.

4. Students who ride the bus are expected to remain behind the yellow line near the curb until the bus comes to a complete stop.
5. The drivers of private vehicles are advised to be alert to pedestrian and bicycle traffic and to proceed from the area very slowly. Do not block the bus loading lanes.
6. Students need to remember to use extreme caution when leaving the school grounds, being alert to cars, buses, bicycles, and foot traffic in the immediate area.
7. Students departing the area to the west side of town should utilize the crosswalk next to the district office.

## **DRESS AND GROOMING**

### **Allowable Dress & Grooming**

Students must wear clothing and shoes appropriate for public spaces and dress to allow participation in ALL activities, including physical education and recess.

- Clothing must cover all private parts and cannot be see-through or strapless.
- The appropriate undergarments must be worn to ensure modesty.
- Clothing must cover all undergarments.
- A students' mid-torso, both front and back, must be covered at all times.
- Tank tops that cover undergarments are acceptable. Spaghetti straps and open side tank tops/shirts are NOT acceptable.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. If hats become a distraction, they will be taken away and returned at the end of the day.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire such as sports uniforms or safety gear.

In general, students must be able to walk up and down stairs, bend over, sit at a desk, and raise their arms without showing private parts or bellies.

### **Non-Allowable Dress & Grooming**

- Pajamas, slippers, houseshoes and other nightwear may not be worn to school unless it is worn for spirit week.
- Blankets are not allowed during school unless approved by a school official for a specific activity.
- Shorts or skirts that have holes above the mid-thigh that expose undergarments or skin are not allowed.
- Spurs cannot be worn in the building.
- No weapons can be carried, including pocket knives.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, firearms, weapons, or other controlled substances.
- Clothing may not depict pornography, suggestive images or phrases, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threaten the health or safety of any other person, then discipline for dress or grooming violations will be consistent with discipline policies for similar violations.

### **Dress Code Violations**

If a student does not meet dress code expectations, alternative clothing may be provided by the school or the parent/guardian may be contacted and asked to bring appropriate clothing for the student.

## **FEES, FINES AND CHARGES**

A list of student fees will be provided at Registration. School fees can be paid at the Amity Middle School office. Current fees include the following:

- Yearbook Purchase \$20.00 (Optional)

Any required fee or deposit may be waived, if the students and parents are unable to pay. Application for such a waiver may be made to the Superintendent at the District Office.

### **LANGUAGE USAGE GUIDELINES AND EXPECTATIONS**

All students are expected to use appropriate and respectful language while on school property or attending school-sponsored functions. Language must not be profane, demeaning, obscene, offensive, threatening, vulgar, or disrespectful in any way to others. Language and/or gestures must not denigrate others on account of race, color, religion, creed, national origin, gender, gender identification, sexual orientation, disability or personal appearance.

### **LOCKERS**

Lockers remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is NOT available to others. Valuables should never be stored in the student's locker. Searches of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present.

### **LUNCH PROGRAM**

Regular student breakfast and lunches will be provided at Amity Middle School. Food and beverages are to be consumed in the cafeteria only unless the student is under the supervision of a staff member. Students are discouraged from sharing or trading food items or drinks due to concerns regarding allergies.

### **SCHOOL PICTURES**

School pictures will be taken at the beginning of school. Retakes are offered later in the year. Opportunity to purchase pictures will be made available.

### **STUDENT SUPPLIES**

Students will be provided with a list of supplies needed for school. Teachers may require additional supplies and this list will be given to students during the first week of school.

## **MIDDLE SCHOOL ACADEMIC INFORMATION**

### **LEARNING RESOURCE CENTER**

A Learning Resource Center serves students who need additional academic support. The center provides academic and social skills instruction in order to continue and increase a student's enrollment in General Education classes. Areas of instruction that may be offered: Math, Reading, Language Arts, Science, Social Studies, and Study Skills. Instruction may be provided directly to the student or indirectly through consultation with the student's teachers.

### **GRADE REPORTS**

Parents are encouraged to access student's current progress via ParentVue. Grade reports are issued at the end of each semester during the school year. Interim progress reports will also be provided in the form of weekly grade sheets. The grade report indicates the student's progress and achievement. Marks are based on class participation, test grades, and daily work. Students are encouraged at any point in the grading period to discuss their progress and achievement with their teachers.

### **MAKE-UP WORK**

Students are expected to make up all work missed because of absence. The time limit for make-up is usually one day plus the number of days absent. It is the student's responsibility to contact teachers for make-up work. Students who have been absent may request assignments through the office. **Homework will be available in the office by 3:30 p.m. if the request is received by 9:00 a.m.**

### **PARENT CONFERENCES**

Parents are encouraged to contact the student's teacher(s) when there are questions or concerns. Building wide conferences will be held in Fall and Spring. Information will be sent home prior to the conferences.



## **PARENTVUE AND STUDENTVUE**

ParentVue and StudentVUE allow you to view your student's grades and attendance in a real-time atmosphere. By using your student's ID number and the password assigned by your school district, you will be able to view your student's current information as well as information from previous marking periods. You can access ParentVUE and StudentVUE through the district website: [www.amity.k12.or.us](http://www.amity.k12.or.us)

## **MIDDLE SCHOOL PROMOTION POLICY**

### **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 (grade level team), 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 and/or guardians.

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.

### **GRADES 6-8**

1. A student must pass all required subjects with at least a "D" (1.0) average in each class.
2. A student may not have more than a total of four (4) failing report card/progress report grades in the required subjects during the year. The student may not have more than two failing grades in any one required subject.
3. The required subjects are:

A. Reading	D. Science
B. Mathematics	E. Language Arts
C. Physical Education/Health	F. Social Studies

*Failure to meet the above requirements may result in retention at present grade level.*

### **PROCEDURE FOR REVIEW**

The building principal shall notify the parent(s) or guardian(s) by registered letter when it is clear a student is in danger of not meeting the requirements for promotion. Letters will be sent in mid-February, progress will be monitored and support provided.

At the beginning of May, the principal will inform the parent(s) or guardian(s) if their child is being considered for retention. The parent(s) have the right and are encouraged to participate in the grade level placement team meeting to determine placement. The parent(s) must contact the principal within five (5) working days of receiving the letter. If the parent(s) has not contacted the principal within the required five (5) days, it is understood that the parent(s) accepts the decision of the grade level placement team.

## **MIDDLE SCHOOL CONDUCT**

### **CELL PHONES**

Cell phones and smartwatches need to be put away in lockers or backpacks and silenced or turned off during the school day. Students will not be allowed to access these devices in the building. Parents needing to contact their students should do so through the Middle School office since students will not have access to their phones or smartwatches during the day. If a student has their phone or smartwatch out inside the building, they will be directed to turn it into the office for the remainder of the day. The student may retrieve the device at the end of the day. Parents/guardians may be required to pick up a student's phone or device if it has been turned into the office multiple times.

## **CLASSROOM RULES**

The following classroom rules will be required of students (*Teachers may have additional rules.*)

1. Be Ready for Class
2. Be Responsible in Class
3. Be Respectful in Class
4. Be Safe in Class

Students who choose to violate classroom rules will have consequences that may include a verbal redirect, a change in student's seating, a time out, a detention, or a discipline referral to the office.

## **HALL CONDUCT**

Always walk to the right in the hallways and keep your hands to yourself. Be conscious of litter and place discarded material in the proper receptacles. Running, horseplay, and excessive noise are not acceptable behavior in the hallways.

## **LASER POINTERS**

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens while on district property, while attending a district-sponsored activity on or off district property, or while traveling to or from any school event is prohibited.

## **NEIGHBORS' RIGHTS**

Community residents have the rights of privacy, property, and freedom from abuse as provided by law. Students must not loiter, litter, trespass, or create nuisance conditions in the community.

## **SKATEBOARDS, SCOOTERS AND SKATES**

Because of the potential for injury, students are not permitted to ride skateboards, scooters or skates on school grounds either during or after school hours.

## **SUBSTITUTE TEACHERS**

Whenever a teacher is absent, a substitute is assigned to continue the regular activities of that class. Students are expected to carry out the expectations of the regular teacher and to contribute to a class that is held without disruption.

## **TARDIES**

Students are expected to be present in class and ready to participate prior to the tardy bell. Teachers will assign "tardies" to students who are not present and prepared. Three tardies in the same class during the same quarter (approx. nine weeks) will result in a detention. Each subsequent tardy will result in an additional detention.

# **MIDDLE SCHOOL DISCIPLINE**

## **DISCIPLINARY ACTIONS**

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials.

**Informal Talk**--A school official will talk to the student and try to reach an agreement regarding how the student should behave.

**Conference**--A formal conference will be held between the student and one or more school officials.

**Parent Involvement**--A legal guardian is notified by telephone, personal contact, letter or email. A conference may be conducted between the student, his/her legal guardian, appropriate school officials, and other individuals involved.

**100 Word Essay**—In lieu of a detention, a school official may choose to provide the student with the option of writing a short essay. The essay provides the student with the opportunity to reflect on the situation and

provide solutions to prevent the offense from occurring again. The determination to provide the essay option is at the sole discretion of the school official and is considered on a case by case basis.

**Detention**--Students serve detention during the lunch recess. Students serving detention must:

1. Be on time
2. Be on task
3. Remain seated at their desk
4. Complete provided problem-solving paperwork
5. Work or read quietly without talking

Students who do not follow the detention guidelines will be required to re-serve detention.

**Referral**—Repeated offenses resulting in detention or behavior that is unsafe, disrespectful, or continually disruptive, will result in the student receiving a referral. If a school official feels a behavior warrants a referral, a referral form will be filled out and the parents/guardians will be notified by the Principal or Dean of Students. In addition, the student will serve two detentions and be excluded from the next extra-curricular activity. A copy of the referral is placed in the student's file.

**Suspension**—Behavior that is excessively unsafe, dangerous, or continually disruptive or defiant, will result in the student receiving a suspension. Suspensions are given at the discretion of the principal in collaboration with the Dean of Students. If a suspension is warranted, parents/guardians will be notified by phone and will receive an official letter from the school detailing the behavior(s) resulting in the suspension. Suspensions will also result in the student serving three detentions and being excluded from the next extracurricular activity. A copy of the suspension letter is placed in the student's file.

**Disciplinary Reassignment** —A student who misbehaves may be reassigned to a separate environment away from usual activities within the school. This may include a referral to counseling, a supervised detention before school, during lunch, after school or during in-school activities.

## **COMMON REASONS FOR DISCIPLINE**

**TARDINESS**--Arriving late to class or school.

**UNEXCUSED ABSENCES**--Any absence which has not been excused by parent or legal guardian and/or appropriate school official.

**DEFIANCE OF AUTHORITY**--Refusal to follow the reasonable requests of school personnel.

**DISORDERLY OR DISRUPTIVE CONDUCT**--Language, behavior, or dress which is disruptive and inappropriate in school.

**DISRESPECT**- Behavior or language that shows a lack of consideration, courtesy, or regard for others, authority figures, or the rules and norms of the school community.

**BUS MISCONDUCT**--Not following bus rules and regulations.

**FORGERY OR LYING**--Writing, or giving false or misleading information to school officials.

**THEFT**--Taking, giving, or receiving property not belonging to you.

**TOBACCO**--The use and/or possession of tobacco in any form.

**MISCHIEF**--Tampering or interfering with the property of another with the intent to cause substantial inconvenience to the owner or another person.

**VANDALISM**--Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.

**ALCOHOL OR DRUGS**--The use, possession, sale, distribution, or being under the influence of alcohol, drugs, marijuana, or other intoxicants.

**RECKLESSLY ENDANGERING**--Reckless conduct which creates substantial risk of physical injury to another person.

MENACING OR HARASSMENT--By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (includes "initiation" or "hazing".)

ASSAULT--Intentional, unauthorized physical contact with another person which causes physical injury or would reasonably be expected to cause physical injury.

FIGHTING--Having physical conflict with another person.

WEAPONS--The possession of a dangerous weapon, or the use of any object to inflict bodily injury to another person.

TRUANCY- Skipping school, leaving campus without consent. Excessive unexcused absences.

VAPE PENS – The use and/or possession of Vape Pens and/or vaping materials.

*Students are subject to discipline for conduct while traveling to and from school, at school sponsored events, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school.*

### **MIDDLE SCHOOL STUDENT ACTIVITIES**

#### **ACADEMIC HONOR ROLL**

Amity Middle School Honor Roll students are those who have earned a 3.25 GPA or higher.

#### **ATHLETICS**

All sixth, seventh, and eighth grade students are eligible and encouraged to participate in our athletic program. Skill development, sportsmanship, teamwork, and participation will be emphasized. The sports seasons are: football, volleyball, co-ed soccer and cross country, boys and girls basketball, track and trap team (clay shooting). Sixth grade students are allowed to participate in track, cross country, co-ed soccer and trap team (clay shooting).

Students participating in the sports program must have the following information on file with the school.

- A physical on a certified OSAA form is required for each participant every two years, beginning the first year of sports participation.
- All students must have a Medical Release Form signed by a parent or guardian.
- All students must have a Code of Conduct Form signed by a parent or guardian and participant.
- Students must have either school insurance or have on file a signed waiver from parents.
- After a major injury or significant illness requiring a doctor's treatment a participant will be required to submit a physician's clearance before resuming practice.

#### **ATHLETIC ELIGIBILITY**

Amity School District Academic Eligibility Requirements must be met by each student in order to be eligible to participate in the athletic program. Amity Middle School students must be passing all of their classes. Students with an "F" or "N" at any weekly grade check will be placed on academic probation. These students will miss one week of competition while progress is being monitored. Grades for students who are on academic probation will be reviewed each week to determine the students' eligibility for the next seven-day period.

Additionally, athletes must be in attendance at least one-half of the day on days of games or practices unless cleared with the office in advance.

Additional information and forms are available from our Athletic Director, coaches, and office.

#### **AFTER SCHOOL STUDENT BODY ACTIVITIES**

Dances, Warriors Night Out and other activities will typically start at 3:30 p.m. and conclude at 5:15 p.m. Students staying for the activity are expected to stay at the school the entire time unless arrangements

have been made with the administration and parent(s)/guardians ahead of time. Students who leave campus without permission may not be allowed back into the activity.

**STUDENT BODY CARD**

Students will receive a Student Body Card. This card also entitles students to a reduced admission to home athletic contests at Amity High School.

## **MESSAGE FROM THE SUPERINTENDENT**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, 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 each school office during business hours and the district website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Notification may be provided when appropriate.

Amity School District 4J does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sex orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act, Title II of the Genetic Information Nondiscrimination Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the District Office for additional information and/or compliance issues.

*--Jeff Clark, Superintendent*

## **STATEMENT OF UNDERSTANDING REGARDING STUDENTS' RIGHTS AND RESPONSIBILITIES**

**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 must notify the district office within 15 days of receipt of the student handbook.**

Parents must also give their signed and dated written permission for the district to release personally identifiable information. The parent and student signatures on the registration form acknowledge the following:

I have been given a copy of the Student Handbook. 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 information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out. 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 given a list of those types of directory information listed above to the building principal 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 also understand that certain student information is considered personally identifiable information and may be released only with prior notification by 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 or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number, or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth, and mother's maiden name; information requested by a person who the district reasonably believes knows the identity of the students to whom the educational records relates; or other such information that would make the student's identity easily traceable

I understand that unless a parent or eligible student objects 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 or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden

name; information requested by a person who the district reasonably believes knows the identity of the student whom the educational records relates; or other such information that would make the student's identity easily traceable.

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.

## **ADMISSION**

A student seeking enrollment in the district must register in the office. All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations, may be required.

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

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

Alternative education services will not 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.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement requests.

## **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 from another district for a violation of applicable state or federal weapons laws.

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

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

Parents may request additional in-district alternative education programs by submitting written requests to the building administrator.

#### **Non-district Alternative Education Programs**

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program.

#### **ESTABLISHMENT OF ALTERNATIVE EDUCATION PROGRAMS**

Proposals from parents or students for the establishment of an alt II be submitted in writing to the superintendent or designee.

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

#### **NOTIFICATION OF ALTERNATIVE EDUCATION**

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 benefiting from the educational program. Erratic attendance means the student is frequently absent to the degree that the student is not benefiting from the education program as determined by the district;
3. When an expulsion is being considered;\*
4. When a student is expelled;\*
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.

The district will not provide alternative education programs for students expelled from another district for violations of applicable state or federal weapon.

### **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.

### **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 maintenance supervisor serves as the district's asbestos program manager and may be reached for additional information.

### **ASSEMBLIES**

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

### **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 building 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 must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

### **ASSESSMENT PROGRAM**

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

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

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

## **ATTENDANCE**

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

A parent will be issued a notification in writing and in the native language of the parent, and in accordance with law, the principal will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Persons having control of a student between the ages of 6 and 18, who has not completed grade 12, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school may be a Class C violation of the law and is punishable by a court imposed fine.

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

We are concerned about your student's safety in getting to school. To avoid confusion about your student's whereabouts, please call the office at your child's school by 8:30 am if your student is going to be absent for any reason.

***All the schools have automated answering systems to aid in reporting absences early in the morning or the night before.***

To excuse an absence, a note is required from parents/guardians upon the student's return to school.

## **Absences 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. Including mental and behavioral health 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. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
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 a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, or another method identified **in writing** by the parent or guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

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

A student who must leave school during the day, must bring a note from their parent. A student who becomes ill during the school day should, with the teacher's permission, report to the 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. (The only exception is a pre-arranged approval by the building principal.)

## **Unexcused Absences**

These are absences that do not meet the criteria set down by state law and/or are not in accord with the high value we place on education at Amity School District. Absences may also be deemed unexcused for:

- Absences more than one day, which are not pre-arranged: Example: Field Trips, Hunting, Family Events, and State Competitions.
- Failure to notify the attendance office within one day after an unforeseen absence.
- Failure to get clearance from the office prior to leaving school during the school day. All work missed during an unexcused absence will receive a zero.

We feel however, that every educational assignment made is worth doing. Students will, therefore, be required to make up work missed. Teachers are encouraged not to allow extra credit work until all assignments are satisfactory completed or to design some other incentive to ensure missed work is done.

Students who arrive at school late must check in at the office. Parents should call the Office, if possible, or send a note with the student.

Students who get ill or injured during the day or for some other reason have to leave school must come to the office so that parents can be notified. Students who leave without the authorization of the office will be considered as truant and will be subject to disciplinary action.

## **Exemptions from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such request must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

## **Absences and Extra-Curricular Activities**

Students must be present in school at least one-half day before they can attend any extra-curricular activity outside of the school day. If an activity is scheduled for a non-school day, the attendance requirement goes back to the previous school day. However, with pre-arranged administrative approval, a student may attend extra-curricular activities scheduled on a non-school day only if the absence on the previous day was pre-arranged or if it meets the criteria of "excused" and "pre-arranged" absences. **Any unexcused absences during the day will result in the inability to participate in activities.**

## **Tardies**

Start your student's day off on the right foot. Please get your student to school on time. Coming in late can disrupt such procedures as classroom directions, breakfast, and taking attendance. To excuse a tardy, a note is required from parents/guardians. Each building sets its own procedures for dealing with tardies. Please see individual building sections for detailed information.

## **Truancy**

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

## **Leaving School Early**

If your student needs to leave during the school day, please meet your student at the office and sign them out of school. For the student's safety, it is best if they wait for you inside the building. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

## **Withdrawing from School**

If you plan to transfer your student to another school, please notify the office at least one day before your last day so we can help make the transfer as smooth as possible. Parent contact is required. There is a checkout sheet that needs to be completed by the teacher and other departments in the school before your student's last day with us. The new school will ask you to sign a form requesting us to forward your student's records.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. The person responsible must pay for damaged or lost property.

Amity School District permits non-curriculum-related student-led groups at the secondary level to meet on school premises in accordance with the Federal Equal Access Act.

## **COMMUNICABLE DISEASES**

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law per administrative regulations GBEB-AR – Communicable Diseases-in Schools. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. Parents with questions should contact the school office.

## **COMMUNICATION WITH PARENTS**

Amity School District staff will communicate with you on a regular basis. Upcoming events will be listed on the reader board outside the elementary school, and high school. A current listing of events are also available on the Amity Web Page at [www.amity.k12.or.us](http://www.amity.k12.or.us), and on the district and each of the school's Facebook page.

## **COMPUTER USE**

Computer skills are essential in today's society. We are taking steps to acquaint all students on the appropriate way to use a computer as an educational tool. Because of this, your child may utilize the school district's electronic communications system, but requires your permission to participate.

As you may already know, the Internet is a computer network system which links smaller networks creating a large and diverse global network. The Internet allows your child the opportunity to tremendously expand their resources to research various subjects and share information with many other people near and distant by sending and receiving messages using the computers and the network system such as the Library of Congress, Oregon State Library, colleges and universities, etc. This is an outstanding opportunity to do research, gather information and communicate with other schools, colleges, organizations and individuals around the world.

With this educational opportunity also comes responsibility. This responsibility encompasses not only the student's appropriate behavior while using the Internet, but also applies to the general use of the district's computers. It is

imperative that you and your child read the General System User Responsibilities and agreement form and discuss these responsibilities together. The administrative rules are available at any time for review. Inappropriate system and/or computer use will result in the loss of the Privilege to use these educational tools. Violators will be subject to further discipline in accordance with the district's policies and applicable administrative regulations.

In spite of our campaign to establish regulations for the district's electronic communications system, please be aware there may be material or communications on the Internet that district staff, parents, and students alike would find objectionable. We have made efforts to impede Internet sites that may contain such material by installing software that block such sites. Despite these efforts, we cannot filter all items posted on the connecting computers by others, nor can we monitor student computer use 100% of the time.

**Please acknowledge your understanding** on the signature form located on the student registration form indicating you and your child have read and understand the General System User Responsibilities. Please indicate your permission, or denial of permission, for your child to participate in the district's electronic communications system by checking the appropriate box.

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

- 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.
- Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
- The on-line activities of students are monitored;
- Access by students to inappropriate matter on the Internet and World Wide Web is denied;
- Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
- Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
- 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 will comply with district policies, including but not limited to, Board policy IIBGA-Electronic Communication System and its administrative regulations. 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 may be reported to law enforcement officials.

If you have further questions regarding details of the Internet system, please feel free to contact the district office at 503-835-2171

### **CONDUCT**

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

## **Student Code of Conduct**

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

A student's conduct during activities, in assemblies, at athletic events, and while being transported must meet the same standard as in the classroom. A student who does not abide by the District's Student Code of Conduct during activities, in assemblies, at athletic events, and while being transported shall be subject to disciplinary action.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

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

1. Assault, as prohibited by Board policy JFCM - Threats of Violence
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF—Hazing/Harassment/Intimidation/Bullying/Menacing/Teen Dating Violence, Domestic Violence- Student, and accompanying administrative regulation.
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE-Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm, as prohibited by Board policy JFCM - Threats of Violence;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing or using a weapon, as prohibited by Board policy JFCJ - Weapons in Schools;
8. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students, including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual Harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs, or other controlled substances, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems.
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials.
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school or classroom rules.

Additionally, regarding weapons, 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 in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

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.

Any person under age 21 is prohibited from possessing tobacco, alcohol and unlawful drugs, or a tobacco product or inhalant delivery system. 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 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

## **Student Rights and Responsibilities**

Student rights and responsibilities include, but are not limited to 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 their 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 schedule annually in the fall and spring to review student progress. See the current School Calendar for this year's conference schedule.

A teacher may 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 (or email the teacher directly) to request that the teacher call the parent to arrange a mutually convenient time, or email the teacher

## **CORRESPONDENCE COURSES**

All correspondence courses taken for credit must be approved by the counselor and principal **prior to enrolling** in such courses. Contact a counselor for correspondence course details.

## **COUNSELING**

### **Academic Counseling**

Students and parents are encouraged to talk with district counselors, teachers and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend a college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. 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 concern

## **CREDIT BY EXAMINATION**

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified stands (knowledge and skills).. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

## **CREDIT FOR PROFICIENCY**

In addition to credit by completing classroom or equivalent work, a student may receive credit toward a diploma or modified diploma based on any one or more of the following options, if the student demonstrate defined levels of proficiency or mastery of recognized standards:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-2030;

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

A student may not use credit by examination to participate in extracurricular activities.

### **CYBERBULLYING**

The District prohibits any form of harassment, intimidation or bullying, though 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.

### **DAMAGE TO DISTRICT PROPERTY**

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

### **DISCIPLINE/DUE PROCESS**

The Amity School District discipline policy, as well as the individual building policies, in partnership with students, parents/guardians, teachers, and community members, works to hold students accountable for their behavior so they experience success in school and become productive workers and contributing members of our society.

The following rules and procedures are designed to protect the safety, rights, and responsibilities of students, parents, and employees. Every reasonable effort will be made to transform unacceptable behavior into acceptable behavior.

The policy applies to student conduct, which occurs while a student is:

- On school premises before, during or after normal school hours.
- At a school-sponsored event (either on or off school premises) before, during, and after normal school hours.
- Traveling to and from school or a school-sponsored event.
- On school premises at any other time when the school is being used for a school-sponsored event.
- Enrolled in summer school.
- 

A student who violates the Student Code of Conduct shall be subject to disciplinary action. See individual school sections for building specific rules and procedures.

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

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

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate and to the extent practicable, that 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.

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

No student will be subjected to corporal punishment.



**Detention**

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

**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, except that expulsion may not be used to address truancy; or c) when required by law. This is the permanent removal from school for the remainder of the semester by the action of the hearing's officer. When expulsion is contemplated against a student, they are permitted to have a hearing unless they and their parent or guardian waive, in writing, this right. By waiving the right to a hearing the student and their parent agree to abide by the lawful finds of the hearing court.

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

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

The principal will be responsible for investigating acts of student misconduct, violations of school policies, or the disregard of Oregon Board of Education regulations that constitute the reason for recommending expulsion, and will inform the superintendent before making such recommendations.

- The student is suspended pending investigation for a possible expulsion.
- The student is not allowed on district property unless permission is granted by the principal and the student is supervised by a staff member or parent/guardian.
- A report of the student's misbehavior and record is referred to the District Superintendent.
- The Superintendent will mail to the parent by certified mail, a notice stating that the Superintendent has received a report recommending expulsion and inform the parent and/or student that they may appear at a specified time and place to confer with the Superintendent concerning the recommended expulsion.
- An expulsion shall not extend beyond one calendar year.

## **Suspension**

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

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or c) when the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take the steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

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 their 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.

## **Suspension Procedures**

1. A student may be suspended after they have had an opportunity to present their view regarding an alleged act of misconduct before the Principal. If, in their opinion, the student's conduct warrants suspension, the parents will be mailed a written notice regarding the suspension. This notice is to include the reason for the suspension and the conditions regarding the suspension and reinstatement.
2. The parents or guardians will be notified by phone and a letter will be sent home as soon as possible describing the problem and the action taken.
3. When parents cannot be contacted, the decision to send the student home, to allow them to remain on school premises, or to refer them to the proper authorities will be made with consideration of student's age, maturity, and the nature of the misconduct that caused the suspension.
4. Student suspended under emergency conditions shall be provided with the same procedures as soon as the emergency condition has passed. These procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if the suspension does not take place immediately.
5. The parents or guardians may request and be given a conference with the Principal or Vice Principal.
6. In all suspensions, the School Board shall have the right of final review.
7. The Amity School Board of Directors and Amity School District Staff feel that every educational assignment given is worth doing. Students will, therefore be given the opportunity to turn in the missing assignments when they return from their suspension period. The assignments will be graded with a 25% deduction in grade. It will be the student's (and parent's) responsibility to pick up homework and assignments so that all work is completed and turned in the day the student has his/her re-admittance meeting with the school administrator. The student will be allowed to make up work for credit that covers more time than the period of suspension (OAR 581-21-065) without penalty.
8. Suspended students are not permitted on school grounds during the specified suspension time. Nor are they permitted to attend school-sponsored activities including sports practices and/or games.

## **Definitions of Behaviors:**

**Aggressive Behavior:** Verbal or physical behaviors directed toward another person, including but not limited to, kicking hitting, biting, shoving, tripping, slapping, attempting to injure, or threatening to injure.

**Attempted Arson** - Any action that may cause a fire.

**Arson** - Intentionally starting any fire or combustion on school property.

**Assault, physical** –To intentionally, knowingly, or recklessly cause physical injury to another.

**Assault, verbal**-To place another person in fear of imminent physical injury by word or conduct.

**Bomb Threats** - The reporting to school, police or fire officials of a bomb on or near school property without reasonable belief that a bomb is present.

**Burglary** - The unauthorized entry into a school building or school records for the purpose of committing a crime.

**Cheating** - The intentional use of other people's work and presenting it as your own. Plagiarism falls into this category.

**Cutting** - The failure to report to class without permission/excuse or leaving the building/assigned area without obtaining prior permission. **Dangerous Item** - The possession (on person, in locker, in book bag, etc.) of any weapon (may include but is not limited to: toy look alike weapons, fireworks, ammunition, matches, lighter, mace, hot pepper canisters, chains) is prohibited on the school district premises or any other premises where official school functions are being conducted. The dangerous item will be confiscated. The police may be notified.

**Defiance of Authority** - Repeated insubordination or refusal to comply with a direction or instruction of a staff member.

**Deliberate Misuse of Property** - The intentional use without permission of property belonging to the school or any individual for a purpose other than that for which it was intended or in a manner likely to damage the property.

**Disruptive Conduct** - Behavior of a manner that disrupts or interferes with the school educational activities or the learning process.

**Drugs and Alcohol** – Possession, transmitting, selling, distributing, use of, or under the influence of an alcoholic beverage, inhalant including solvents and other dangerous substances, or any other drug as defined by, but not necessarily limited to, the Uniform Controlled Substance Act, ORS 475.005, possession of paraphernalia, possession of look-a-likes being represented as being a controlled substance and/or misuse of over the counter prescription drugs.

**Extortion** - The forcing of another person to act against their will, such as the demand for money.

**False Fire Alarms** - The reporting of a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

**Fighting** – Engaging in mutual contact in an attempt to resolve differences with physical force.

**Forgery** - The providing of a false signature or altering a school document.

**Gang Identifying** – A group of persons who interact among themselves to the exclusion of other, who have adopted recruitment criteria for eligibility and membership: who use symbols for indication such eligibility and membership: who claim a particular school, neighborhood, or community area as their exclusive territory: and who engage in behaviors, which are criminal, antisocial, or discriminatory.

**Harassment/Hazing** –Written, verbal or physical behavior, which serves to distress, threaten, demean, annoy, or torment another person. **Inappropriate Dress** - Student dress should be in accord with health regulations and not be disruptive to the educational process. Any form of clothing that depicts drugs, alcohol, or has inappropriate language (Big Johnson T-shirts, etc.), Sagging, baggy trousers and bare midriffs fall into this category.

**Insubordination** – Disobeying or defying the lawful authority of district personnel. Additional behaviors are defined in the policy section.

**Interference with School Personnel** - Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.

**Intimidation** - Using force or threat to prevent another from moving or acting in accordance with school policies or personal choice.

**Threats to shoot/kill another person also applies.**

**Leaving School Grounds Without Permission** - Leaving the building/assigned area without permission.

**Lethal Weapon** - The possession (on person, in locker, in book bag, in automobile, etc.) of any lethal weapon (may include but not be limited to: gun/rifle, knives, clubs, brass knuckles, blackjack, explosives) is prohibited on the school district premises or any other premises where official school functions are being conducted.

**Loitering** - The remaining around the school building without permission and staff supervision for purposes other than an educational assignment.

**Menace** – By word or conduct intentionally attempting to place other persons in fear of imminent physical injury.

**Possession of Stolen Property** - The having in one's possession or under one's control property that has been stolen or possession without permission of property belonging to another.

**Profanity/Vulgarity/Abusive Language** - Writing, saying, or making gestures, which convey a message, which is greatly offensive, obscene, sexually suggestive, or ridicules another person.

**Prohibited Items** - The following are considered disruptive to the learning environment and are not allowed:

Dangerous Items: pocket knives, sharp objects, chains, etc.

Toys: roller blades, squirt guns, hand-held games, etc.

**Property Offenses** – Deliberate or intentional damage to and/or theft of property belonging to the District, other school districts, or to another individual, including but not limited to, improper care of books, locker and locks.

**Racism** – The use of words, power, and /or actions to carry out racist beliefs.

**Substance Abuse** - Student possession or use of tobacco, alcohol, non-prescribed anabolic steroids, or unlawful

drugs on the school grounds or while participating in school-sponsored activities is a violation of the District Substance Abuse Policy. Violation of these guidelines may result in a referral to law enforcement officials.

**Tardies** – A tardy is defined as not being in your classroom when the bell rings. **Entering class after 10 minutes is considered an unexcused absence.**

**Tobacco Related Offenses** – (Smoking, possessing, selling, transmitting, distributing, or otherwise using tobacco or tobacco products.) This applies to look-alike tobacco and tobacco products and to those represented as being tobacco and tobacco products.

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

**Weapons** – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm,

illegal explosive, or other implement which could reasonably be considered or used as a weapon, attempted to be used, or threatened to be used as a weapon, or is real and/or which has no reasonable educational or foreseeable use to the student.

## **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.

All requests for materials for distribution require approval of the administration.

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 denied. A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days it will not be approved. A decision reached by the superintendent may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

### **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Reference the individual building handbooks for further information.

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

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

The possession, selling and/or use of illegal and harmful drugs, alcohol tobacco products, and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. The basic policy of the district is that any student who uses, possesses, furnishes, or sells alcohol, tobacco, or drugs on school property or at any school-sponsored activity, shall be subject to the district's appropriate disciplinary code and procedures, and liable for suspension, expulsion, or other disciplinary action in accordance with the Student Code of Conduct. Students in violation of the district's drug, alcohol and tobacco policy will also be subject to referral to law enforcement officials, as appropriate.

The Board of Education of the Amity School District recognizes that the use of alcohol, tobacco and other drugs is both illegal and harmful for students. Furthermore, the use of alcohol and other drug use within the school community is detrimental to both individuals involved and the educational process. The district seeks to ensure the highest standards of learning and recognizes that use of chemical substances – including alcohol – interferes with the learning environment. In addition, the district also possesses a concern for the health, safety, and well-being of students and staff. The Board is committed to achieving an environment free of chemical use, abuse, and dependency within our student/staff community.

The district has developed and implement in grades K-12, inclusive, a comprehensive, sequential, age-appropriate prevention education program.

District employees have been provided with substance abuse information through inservice training and/or other educational materials. School employees have been informed of the district's drug prevention plan and their responsibilities therein.

The district is committed to assist parents in their efforts to learn more about substance abuse issues and the potential impact on their children. You are encouraged to join in the ongoing effort of drug abuse prevention within our schools.

# Amity School District 4J

## Extra-Curricular Participant Drug Testing

Code: **JFCIA** Adopted: 8/13/08 Readopted/revised: 04/09/2014

The Board believes that the use of controlled substances poses a serious threat to individuals as well as to the extra-curricular program. Because of this concern the administration is directed to develop rules and procedures to establish a mandatory drug testing program for Amity School extra-curricular activity participants.

This policy is intended to create a safe school environment by:

- Providing for the health and safety of all student extra-curricular activity participants;

- Undermining the effects of peer pressure by providing a legitimate reason for extra-curricular activity participants to refuse illegal drugs; and

- Encouraging extra-curricular activity participants who use drugs to participate in treatment programs.

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12<sup>th</sup> grade students with whom the employee has contact as part of the employee's district duties; or knowingly endorse or suggest the use of such drugs.

END OF POLICY

### **Legal Reference(s):**

Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 (1995).

Bd. of Educ. of Indep. Sch. Dist. No. 92 of Pottawatomie County v. Earls, 536 U.S. 822 (2002).

Weber v. Oakridge Sch. Dist. 76, 184 Or. App. 415 (2002).

### Extra-Curricular Participant Drug Testing

This policy is intended to create a safe school environment by:

- Provide for the health and safety of all student involved in extra-curricular activities;
- Undermine the effects of peer pressure by providing a legitimate reason for extra-curricular activity participants to refuse illegal drugs; and
- Encouraging students who use drugs to participate in treatment programs.

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12th grade students with whom the employee has contact as part of the employee's district duties; or knowingly endorse or suggest the use of such drugs.

**Definitions:**

"Drug": Any substance considered illegal under Oregon laws or which is controlled by the Food and Drug Administration; and alcohol.

"Extra-Curricular participant": Any Amity School student participating as a member in approved activities by Amity School District 4J's Board of Education

"Season": Fall, winter and spring seasons begin the first day of practice and end the day prior to the next season as determined by the Oregon School Activities Association.

"Positive test": The presence of any level of illegal drugs other than prescription medications.

**Procedures:**

Consent: Each student involved in extra-curricular activities will be required to provide a signed consent form prior to joining the program. Both student and parent/guardian signatures are required.

**Non-punitive nature of Policy:**

Students will not be penalized academically for testing positive for Illegal drugs under this policy nor will athlete drug tests be documented in any student's academic records. The information gathered under this policy will only be disclosed to criminal or juvenile authorities in order to comply with lawful court orders or subpoenas. In the event of such legal compulsion, Amity School District 4J will notify parents/guardians at least 72 hours prior to releasing information.

**Testing Rules:**

- All extra-curricular participants may be tested at the beginning of any season at the discretion of the superintendent (or designee). Students joining a program after the season starts will be tested if the rest of the team was earlier;
- Random testing of extra-curricular participants may occur at any time as determined by the superintendent (or designee).

**Procedures for testing:**

- Selection for testing will be random procedures from a pool of all participants. The superintendent will take due precautions to ensure the integrity and confidentiality of the selection process. No individual involved in the selection process will be able to identify students or to determine the selection of a particular student testing.
- The school athletic director/administrator will be notified on the day students are selected for testing and will arrange for samples to be taken the same day. Absent students may provide the sample the day they return to school
- Students who refuse to provide a sample or provide an altered sample will be considered to have tested positive and will be subjected to the procedures listed below.

- Samples will be collected at or by Willamette Valley Medical Center (WVMC) and split and sealed at the time of collection. One (the original) will be tested at Oregon Medical Laboratory. The other is to be used for confirmation of all positive results at a second laboratory. Original positive samples will be sealed and maintained for one year at the Oregon Medical Laboratory.

### **Scope of Tests and Confidentiality of Results**

The laboratory will be instructed to test for one or more and this will be determined prior to the student selection process. Samples will not be screened for the presence of any substances other than drugs or for the existence of conditions other than those related to drug use.

### **Positive Results**

Whenever an extra-curricular participant's results indicate the presence of drugs (positive test), the following steps will be taken:

- The student will be asked if he/she wished to have the original sample re-tested ( a second positive result will be at the parent/student expense). If not, the results shall be considered accurate.
- If the original tests negative, the student will be notified and no further action will be taken. If the sample tests positive, a parent/guardian will be notified and a meeting will be scheduled with superintendent (or designee), the student, the parent/guardian and the principal. The purpose of this meeting shall be to implement the procedures noted as follows.

### **First Positive Result: \***

For the first positive test, the student will be given the option of participation in a drug assistance program and submission to random drug testing (at the parent/student expense) for eight weeks (regardless of whether or not the season ends prior to the eight weeks), or suspension from the extra-curricular program for the remainder of the current season and the next season. If the student elects random testing, positive results after four weeks or inadequate progress in the intervention program after two weeks will be considered failing and the student will be immediately suspended from the extra-curricular program and considered ineligible for the next season.

### **Second Positive Result:**

For the second positive result, the student will be suspended from the extra-curricular program for one calendar year.

### **Third Positive Result:**

For the third positive result and any subsequent positive result, the student will be suspended from extra-curricular programs for one calendar year.

\*Students wanting to return to participation following a suspension from extra-curricular activities will be required to pass a drug test. (At the parent/student expense.)

### **Drug Testing Notification:**

#### **Amity Schools**

Dear: \_\_\_\_\_ Date: \_\_\_\_\_

You have been randomly selected to participate in the Amity School Drug Testing program.

You will need to follow the directions listed below:

8. **DO NOT use restrooms, if possible, until you have completed your test.**
9. **Report to the designated destination at \_\_\_\_\_ today to provide a sample.**



**Amity School District 4J**  
**Extra-Curricular Drug Testing Consent**  
**EXHIBIT A**

General Authorization Form

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Amity School District Board of Education and the sponsors for activity in which I participate.

I also authorize Amity School District to conduct a test on a urine specimen, which I provide, to test for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the Amity School District and to the parents and/or guardians of the student.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

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**Student Signature**

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**Date**

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**Parent or Legal Guardian Signature**

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**Date**

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

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students. Drills and instructions on safety threats shall include procedures related to lockdown, shelter in place and evacuation and other actions to take when there is a threat to safety.

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

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after the initiation of safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

- A general description of the issue that caused the safety threat action to be taken;
- The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
- Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
- An explanation of how the situation was resolved.

## **EMERGENCY MEDICAL TREATMENT**

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

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

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

## **EXTRA CURRICULAR ACTIVITIES**

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

Extra-curricular activities are defined as those school related activities outside the normal school day, where students represent their school, either as individuals or as a group. Extra-curricular activities enable the student to develop mentally, socially, and physically.

We further feel that the academic areas are of primary importance and that to be involved in extra-curricular activities a student shall expect to first demonstrate good scholastic effort and satisfactory growth in responsible citizenship.

Students and parents will be required to sign a participation agreement found in the back of the Amity School District Coaches & Athletic/Activity Handbook.

For more information on what clubs and organizations are available, see specific building sections.

## **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 their own supplies (e.g., 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. Instrument rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Field trips considered optional to the district's regular school program;
11. Admission fees for certain extracurricular activities;
12. Participation fees or "pay to play" for involvement in activities.

A written notice will be provided to the student and their 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.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the superintendent or designee. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent if:

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

Such requests must be received no later than 10 calendar days following the district's notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

### **FLAG SALUTE**

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week during the school year by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

### **FUNDRAISING**

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

All funds raised or collected by or for school-approved student groups **must 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 approved 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.

### **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.

### **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 excused 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.

## **GRADUATION EXERCISES**

Students in good standing who have successfully completed the requirements for a high school diploma, qualify to receive or receives a modified diploma, an extended diploma, or alternative certificate, including a student with disabilities receiving a document certifying successful completion of program requirement, shall have the option to participate in graduation exercises. Students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma or an alternative certificate;
  2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.
- Graduating students will be allowed to wear items of cultural significance, in accordance with state law.

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.

Graduation students will be allowed to wear Native American items of cultural significance.

Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal. Additional guidelines are listed in the High School section of this handbook.

## **GRADUATION REQUIREMENTS**

The Board establishes graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma and 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 4 years if consent is received by the student's parent or guardian, or by the student if they are 18 years of age or older or emancipated. A student that has completed the requirements for early graduation will no longer be eligible to participate in high school activities.

Students will have onsite access to the appropriate resources to achieve a diploma, modified diploma, extended diploma or alternative certificate at each high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

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

A student shall have the opportunity to satisfy the requirements for a modified diploma or alternative certificate in the later of 4 years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than 4 years but not less than 3 years. To satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21.

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

A student who received an modified diploma, extended diploma, or alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program ("IEP") completes high school, the district will give the student an individualized summary of performance.

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

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

#### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**

Hazing, harassment, intimidation, menacing, cyberbullying, bullying or teen dating violence, by students, staff or third parties towards students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about the act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences or other appropriate remedial actions.

Students whose behavior is found to be in violation of Board policy JFCF- Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

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

"Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or

2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

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

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

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bullying. Students and staff will refrain from using personal communication devices or district 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 any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, teen dating violence, and acts of cyberbullying toward the victim, a person in response to an or apparently reporting or apparently reporting of or participation in the investigation of, hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation.

The building principals will take reports and conduct a prompt investigation of any reports of hazing, harassment, intimidation or bullying, menacing, cyberbullying, teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF – Harassment, Intimidation/Bullying, Cyberbullying, Teen Dating Violence-Student shall immediately report their concerns to the building principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subject to an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying, or feel they have been a victim of teen dating violence in violation of this policy is encouraged to immediately report their concerns to the building principal who has overall responsibility for all investigations. A report made by a student or volunteer 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.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted as act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356)

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

Step 1 Any reports or information on acts of hazing, harassment, intimidation, bullying, menacing, or acts of cyber- bullying, or incidents of teen dating violence information (e.g. complaints, rumors) shall be presented to the building principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

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

Step 3 If the person making the report is not satisfied with the decision at Step 2, they 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 person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant’s appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall,

within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment 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 Second Ave., Room 3110, Seattle, WA, 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation, bullying, menacing, or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

### **STUDENTS EXPERIENCING HOUSELESSNESS**

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 homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided, in accordance with the McKinney-Vento Homeless Assistance Act.

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students.

### **IMMUNIZATION AND SCHOOL SPORTS PARTICIPATION**

#### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious or philosophical beliefs and/or a medical exemption, the student is not immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization will be excluded from school until such time as they have met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

#### **School Sports Participation**

A student participating in extracurricular sports grade 6 through 12 is required to submit to an appropriate School Sport Pre-Participation Examination prior to their initial participation in a related district program. The form is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law who has examined and evaluated the student. The completed form(s) must be returned to the proper school office.

### **INFECTION CONTROL AND BLOODBORNE PATHOGENS**

The risk of exposure of body fluids due to casual contact in the school environment 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 bloodborne pathogens.

#### **Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction**

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district's health curriculum. The plan of instruction will include age appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of this instructional program required by Oregon law by contacting the principal for additional information and procedures.

Students or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact their building principal.

## **INSURANCE**

Parents are responsible for having their children covered by insurance. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have shown proof of insurance.

## **LOCAL WELLNESS**

Amity School District recognizes the importance of Nutrition, Education, and Physical Activity in building strong minds and bodies. A copy of the Amity School District Wellness Policy and Administrative Regulations is available at any of the schools or the District Office. Parents and students are encouraged to provide input as to how the District can improve our program.

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

## **LOCKERS**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

## **MEAL PROGRAM**

The district participates in the National School Lunch Program, School Breakfast Program, and Commodity Programs and offers free meals which may be based on a student's financial need.

Additional information can be obtained in the office. Or visit: <https://district.ode.state.or.us/apps/frlapp/>

Students approved for free meals are entitled to one breakfast and one lunch each day. In addition to a choice of entrees, children may choose from several fruits and vegetables daily. Milk and juice are available with each meal. Extra meals must be purchased at the full meal price. Milk or juice must also be purchased if it is to go with meals brought from home regardless of free eligibility.

The Oregon legislature provided funding to eliminate the reduced price payment for School Breakfast and Lunch. For school year 2019-2020, breakfast and lunch will be accessible at no charge to students who qualify for reduced price meals.

A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only. The district will refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.

## **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.

## **MEDICATIONS**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them-self, 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 crisis, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to them-self 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). When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

A current first-aid and CPR card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the 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 or a need to manage asthma, 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 shall include a signed prescription and treatment plan from a prescriber.

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

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 law, 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 auto-injectable 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 trained designated personnel to any student or other individual on school premises who the person believes, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone (Narcan) or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

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, in good faith and pursuant to state law, of prescription and/or nonprescription medication.

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, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith and pursuant to state law, assisted the student in self-administration of the medication.

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 damage as a result of the use of medication if that person in good faith administers auto-injectable epinephrine to a student or other individual with a severe allergy, who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of the Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers auto-injectable epinephrine to a student or individual with severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, and the implementation of this policy.

### **ONLINE LEARNING**

The district may grant credit for approved online courses offered by district-approved institutions, online courses offered through a charter school or for online courses offered by the Oregon Virtual School District. 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 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. Open House in the fall, APaTT Meetings, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

### **PARENTAL RIGHTS**

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

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

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

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

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

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

Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs, or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the building principal or teacher. **Under no circumstances are cell phones to be used in locker rooms or restrooms.**

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

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

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

The district will not be responsible for the loss of, or damage to, personal property.

### **PHYSICAL EXAMINATIONS**

Students in grades 6 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation. Participation in football requires an annual examination.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

### **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.

The district will determine if credit will be granted for any alternative activity.

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

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

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

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

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

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

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

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

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

### **REPORTS TO STUDENT AND PARENTS**

Reports of student progress shall be communicated to parents at least annually informing parents of their student's progress meeting toward achieving the academic content standards. Parents will receive reports on their student's absences. Letter grades will be used. Grades and Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

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

### **RESTRAINT OR SECLUSION**

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
  - a. A description of the restraint or seclusion including:
    - (1) The date of the restraint or seclusion;
    - (2) The times the restraint or seclusion began and ended; and
    - (3) The location of the incident.
  - b. A description of the student's activity that prompted the use of restraint or seclusion;
  - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
  - d. The names of staff of the public charter school who administered the restraint or seclusion;
  - e. A description of the training status of the staff of the public charter school who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and

- f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting, and the meeting will include staff members involved in the intervention any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting the district shall review in entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they are unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion;

- Oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Resources (DHS); and
- Written notification of the incident must be provided to the DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person.

The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The use of a seclusion cell is prohibited.

### **SAFE SCHOOL**

Amity School District has a zero-tolerance policy toward violence in the school. Weapons, sexual and racial harassment, and any type of physical violence (threats to kill someone) are PROHIBITED and will be strictly enforced. Students deserve and have the right to attend school in an environment free of any and all violence. The administration will determine the seriousness of any threats.

In order to maintain the stable and serious learning climate necessary for pupils to achieve maximum success, the following rules will apply:

1. Students must be in class on time each day with all necessary materials.
2. Students will treat other people and property with respect.
3. Students will obey all staff instructions the first time they are given.
4. Students will not interfere with the teacher teaching or students learning.
5. A student's conduct in assemblies must meet the same standards 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

Because the behavior problems of students vary in the degree of seriousness, the corrective actions to be taken must be determined by the professional judgment of an administrator. Although extreme-mitigating circumstances may dictate more

### **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.

### **SECURITY CAMERAS**

May be in place in and on district property, and used to assist in solving discipline and/or criminal cases.

### **SENIOR TRIPS**

The district recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized. In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval.

Private groups and organizations may be permitted to use district facilities and equipment during non-school, non-instructional time to promote senior trips on the same basis as facilities and equipment are provided to others

### **SPECIAL PROGRAMS**

#### **English Language Learners**

The school provides services for English Language Learners. A student or parent with questions about these programs should contact the building administrator.

#### **Students with Disabilities**

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

#### **Title IA Services**

The school provides services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title IA 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 IA. Students or parents with questions should contact a building administrator or counselor.

### **SUSPECTED SEXUAL CONDUCT WITH STUDENTS**

Sexual conduct by district employees, contractors, agents, and volunteers is not be tolerated. All district employees, contractors, agents, and volunteers are subject to Board policy JHFF/GBNAA-Reporting Requirements Regarding Sexual Conduct with Students.

"Sexual conduct" means verbal or physical conduct or verbal, written or electronic communication by a school employee, contractors, agents, and volunteers that are 1) sexual advances or requests for sexual favors directed toward a student; or 2) of a sexual nature that are directed toward the student, have the effect of unreasonably interfering with a student's educational performance, or create an intimidating, hostile or offensive educational environment. "Sexual conduct" does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

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. The person designated to receive sexual complaint report is the principal. In the event the designated person is the suspected perpetrator, the superintendent shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools. This training will be offered separately from the training provided to district employees.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with student.

## **STUDENT/PARENT COMPLAINTS**

### **Discrimination Complaints**

Any person, including students, staff, visitors, parents and third parties may file a complaint. The person with a complaint regarding possible discrimination on any basis protected by law should contact the building principal.

The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

### **Bias Incident Complaints**

Amity School District recognizes that all students have innate value as human beings and because of that deserve a certain level of respect. As the Declaration of Independence clearly states, the purpose of government is to protect those inalienable rights of life, liberty and the pursuit of happiness, with the clear understanding that all of us are created equal. To that end, and in compliance with the State of Oregon's temporary OAR, Amity School District will prohibit any symbols that are intended to show hatred for, denigrate, or devalue another human being, including such symbols as a swastika, noose or confederate flag. The district already prohibits such actions or symbols that would create a hostile educational environment, including interfering with the psychological well-being of the student. (See policy JFCF.)

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

Any reported bias incident will be processed using ACB-AR.

### **Division 22 Education Standards Complaints**

Any resident of the district or parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint alleging violation of the district's compliance with a Division 22 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, the complainant will follow the complaint process outlined in Board Policy KL- Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a complaint with the district (whichever occurs first), any complainant may appeal direct 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 "Challenge Request for 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 Challenge Request Forms must be signed by the complainant and filed with the superintendent. A review 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.

### **Placement/Enrollment 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 the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

## **Public Complaints**

Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the administrator. That administrator shall attempt to resolve the within 10 working days of initiation of the complaint with the administrator. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the administrator. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district and the complainant.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 20 days in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 shall decide, within 20 days in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. 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 shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.



## **Review Process for a Public School Board Complaint Decision**

The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, within 20 days, in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within 10 days. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board's decision.

## **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.

## **Students with Sexual Harassment Complaints**

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

## **General Procedures**

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet definitions in multiple complaint procedures (AC-Non-discrimination and JBA/GBN-Sexual Harassment, both complaint procedures should be processed simultaneously. The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

## **OREGON DEFINITION AND PROCEDURES**

### **Oregon Definition**

Sexual harassment of students, staff members or third parties<sup>1</sup> shall include:

A demand or request for sexual favors in exchange for benefits;

Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

- Interferes with a student's educational activity or program;
- Interferes with a school or district staff member's ability to perform their job; or
- Creates an intimidating, offensive or hostile environment.

Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

## **Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

Jeff Clark

Superintendent

503-835-2171

jeff.clark@amity.k12.or.us

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

## **Response**

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a non-hostile learning environment;
2. Staff member is protected and to promote a non-hostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a non-hostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

## **Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

7. Discipline of staff and students engaging in sexual harassment;
8. Removal of third parties engaged in sexual harassment;
9. Trainings and education for staff and students; and
10. Notifications regarding district procedures and resources. When a student or staff member is harassed by a third party, the district will consider the following:
11. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
12. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
13. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
14. Limiting attendance at district events; and
15. Providing for additional supervision, including law enforcement if necessary, at district events.

**No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

16. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
17. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

**Notice**

When a person<sup>2</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

18. Each reporting person;
19. If appropriate, any impacted person who is not a reporting person;
20. Each reported person; and
21. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include<sup>3</sup>:

22. Name and contact information for all person designated by the district to receive complaints;

The rights of the person that the notification is going to;

Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.

Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

Information about, and contact information for, services and resources that are available to the person, including but not limited to:

For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or

For the reported persons, information about and contact information for state and community-based mental health services.

Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

23. Be written in plain language that is easy to understand;
24. Use print that is of a color, size and font that allows the notification to be easily read; and
25. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

## **FEDERAL DEFINITION AND PROCEDURES**

### **Federal Definition**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

26. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
27. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity<sup>4</sup>;
28. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
29. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
30. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
31. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

### **Federal Procedures**

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

**Reporting**

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

The Superintendent is designated as the Title IX Coordinator and can be contacted at 503-835-2171. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

**Response**

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.<sup>5</sup> The district shall treat complainants and respondents equitably by providing supportive measures<sup>6</sup> to the complainant and by following a grievance procedure<sup>7</sup> prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.<sup>8</sup>

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.<sup>9</sup> The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

**Notice**

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

- The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
- That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
- The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

**No Retaliation**

Neither the district or any person may retaliate<sup>10</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this

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procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

### **Publication**

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

### **Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District**

Sexual conduct by district employees, contractors, agents, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to Board policy JHFF/GBNAA- Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student , or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent, or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreement.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at Amity School District are building administrators. In the event this person is the suspected perpetrator, the Superintendent shall receive the report. When the Superintendent takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

## **STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records.

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

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

Permanent records shall include:

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

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

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.

### **Transfer of Education Records**

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

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

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

### **Requests for Education Records**

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

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

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

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;

3. The hearings panel shall consist of the following:
  - The principal or designated representative;
  - A member chosen by the eligible student or student's parent(s); and
  - 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. They 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 Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202.

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

### **STUDENT SEARCHES**

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

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

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

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

**District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time.** Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

### **STUDENT SUICIDE PREVENTION PLAN**

The district has a suicide prevention plan that includes procedures relating to suicide prevention, intervention, and activities that reduce the risk and promote healing after a suicide; identification of the school official responsible for responding to reports of suicidal risks; a procedure by which a person may request a district to review the actions of the school in response to suicidal risk; methods to address the needs of high risk youth (including youth bereaved by suicide; youth with disabilities, mental illness, or substance abuse disorders; youth experiencing homelessness or out-of-home settings, such as foster care; youth identifying as lesbian, gay, bisexual, transgender, queer, and other minority gender identities and sexual orientation; and youth identifying as Native American, Black, Latinx, and Asian); a description of, and materials for, any training to be provided to school employees as part of the plan; procedures for reentry into the school environment following a hospitalization or behavioral health crisis; and a process for designating staff to be trained in a evidence based suicide prevention program.



## **TALENTED AND GIFTED PROGRAM**

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

The district serves academically talented and gifted students in grades K-12.

The process of identification shall include at a minimum:

- Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395
- Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
- Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
  - a. Students who are racially/ethnically diverse;
  - b. Students experiencing a disability
  - c. Students who are culturally and/or linguistically diverse;
  - d. Students experiencing poverty;
  - e. Students experiencing high mobility
- Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
- Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

When a student is identified as TAG, the district shall inform the parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate their students from TAG at any time.

### **Appeals**

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through Board policy KL-Public Complaints with the Principal.

### **Informal Process:**

1. The parent will contact the district TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher 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. The parent shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher 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. The parent 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 is still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request

### **Programs and Services**

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

### **Programs and Services Complaints**

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

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 Deputy 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.

### **TELEPHONE**

Although we want to assist you and your student, the school telephones are for school business and emergency use. Students are expected to make social arrangements prior to leaving home.

Telephone calls from parents will be received in the office and relayed to students. Only in cases of emergency will students be called to the telephone.

### **THREATS**

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A students may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats, to damage school property, will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion and may be subject to civil or criminal liability. The principal shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

### **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

Student possession, use, sale, or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities including any smoking device is strictly prohibited and will result in disciplinary action. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"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 products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approve purpose.

### **TRANSCRIPT EVALUATION**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

The district recognizes the importance of transcript evaluation to determine the value of credits earned, number of years of school attendance and placement for students transferring to district schools from other public, Department of Defense Education Activity (DoDEA) private or alternative schools, including those who have been receiving home-school based courses, online or other distant learning methods.

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules. Validation of credit may be required.

### **TRANSPORTATION OF STUDENTS**

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

#### **Transportation Rules**

While riding a school bus, students will:

1. Obey the driver at all times.
2. Not throw objects.
3. Not have in their possession any weapon as defined by Board policy JFCJ—Weapons in the School.
4. Not fight, wrestle, or scuffle.
5. Not stand up and/or move from seats while the bus is in motion.
6. Not extend hands, head, feet, or objects from windows or doors.
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver.
9. Not damage school/bus company property or the personal property of others.
10. Not threaten or physically harm the driver or other riders.
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order.
12. Not make disrespectful or obscene statements.
13. Not possess and/or use tobacco, alcohol, or illegal drugs.
14. Not eat or chew gum.
15. Not carry glass containers or other glass objects.
16. Not take onto the bus skateboards, musical instruments, or other large objects which might pose safety risks or barriers to safe entry and exit from the bus.
17. Accept assigned seats.
18. Stay away from the bus when it is moving.
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be post on all buses).
20. Answer to coaches, teachers, and chaperons who are responsible for maintaining order on trips.
21. Pupils shall not bring animals, except approved service animals on the bus.
22. Pupils shall not open or close windows without permission of the driver.
23. Pupils shall have written permission to leave the bus other than at home or school.
24. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.

Please note: The bus service provider may have additional rules and regulations.

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

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

1. First Referral: Principal holds a conference with the student, the parent, the bus driver, and the principal.
2. Second Referral: The student receives a five day suspension from riding bus. During the time of suspension the principal will hold a conference with the student, the parent, the bus driver, and the principal. At this time, a behavior contract may be made with the student and a bus seat may be assigned.
3. Third Referral: The student receives a 20 day suspension from riding bus. During the time of suspension the principal will hold a conference with the student, the parent, the bus driver, and the principal. At this time, a behavior will be made with the student and a bus seat will be assigned.
4. Fourth Referral: Will result in a suspension from buses for the balance of the school year.

Parents will be responsible for the student's transportation to and from school during any suspension period.

In the event that that the referral was the result of damage or vandalism, parents will be responsible for paying restitution.

In all instances, the appeal process may be used if the student and/or parent desires.

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

**Getting to School**

Crosswalks are provided to ensure your student's safety when crossing busy streets. Please teach your student to use these crosswalks at all times. **When delivering or picking up your student from school, do not park in the yellow zones during bus times. DO NOT STOP OR PARK IN THE RED ZONES.**

If your student walks to school, please teach them to use the safest route, use the crosswalks, respect other people's property and yards, know where *Block Homes* are and use them only in case of an emergency.

We request that bikes be parked in the racks provided and that they be locked with a good quality lock. Students are required to walk their bicycles coming onto and/or going off of school property.

Skateboards/roller blades/scooters or similar devices are prohibited on district property during school hours unless special permission is given by the building administrator for a specific activity

Your student may ride a bus if they live more than 1.5 miles from school. Pupils may ride the bus only for transportation to and from school. Exceptions to the rules require written permission to the teacher or a phone call to the office from parents/guardians **prior to 2:00 pm** of the day the child will ride the bus. ***Please note that without the permission of the parent/guardian, the student will not be allowed to change their normal routine.*** State law stipulates that no animals are allowed on school buses.

**VEHICLES/BICYCLES/SKATEBOARDS 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 they hold 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.

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.

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

**The district assumes no liability for loss or damage of personal property, including vehicles, bicycles or skateboards, or to injuries caused in the use of them.**

**VISITORS**

Parents and other patrons are encouraged to visit district schools after scheduling such visits with the principal. 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 scheduled, all visitors must report to the office upon entering school property. 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.

**VOLUNTEERS**

Adult volunteers many times throughout the year.

# Amity School District 4J 2024-2025 School Calendar

Adopted: 1/23/2024

Revised: 2/5/2024

Student Calendar

Middle & High Schools  
148 Teaching Days

Elementary  
148 Teaching Days

NS = Non Contract Day  
SS = Start of School  
K = First Day for Kindergarten  
Q = End of Quarter

July, 2024				
M	T	W	TH	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November, 2024				
				1 NS
4	5	6	7	8 NS
11 NS	12	13	14	15
18	19	20	21	22 NS
25 NS	26 NS	27 NS	28 NS	29 NS

March, 2025				
3	4	5	6	7 NS
10	11	12	13	14 NS
17	18	19	20	21 NS
24 NS	25 NS	26 NS	27 NS	28 NS
31				

August, 2024				
M	T	W	TH	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December, 2024				
2	3	4	5	6 NS
9	10	11	12	13 NS
16	17	18	19	20 NS
23 NS	24 NS	25 NS	26 NS	27 NS
30 NS	31 NS			

April, 2025				
	1	2	3	4 NS
7	8	9	10 Q-36	11 NS
14	15	16	17	18 NS
21	22	23	24	25 NS
28	29	30		

September, 2024				
M	T	W	TH	FRI
2 NS	3 SS	4	5	6
9 K	10	11	12	13 NS
16	17	18	19	20 NS
23	24	25	26	27 NS
30				

January, 2025				
		1 NS	2 NS	3 NS
6 NS	7	8	9	10
13	14	15	16	17 NS
20 NS	21	22	23	24
27	28	29	30 Q-40	31 NS

May, 2025				
			1	2 NS
5	6	7	8	9 NS
12	13	14	15	16 NS
19	20	21	22	23 NS
26 NS	27	28	29	30

October, 2024				
M	T	W	TH	FRI
	1	2	3	4 NS
7	8	9	10	11 NS
14	15	16	17	18 NS
21	22	23	24	25 NS
28	29	30	31 Q-36	

February, 2025				
3	4	5	6	7 NS
10	11	12	13	14 NS
17 NS	18	19	20	21
24	25	26	27	28 NS

June, 2025				
2	3	4	5	6 NS
9	10	11	12 Q-36	13 NS
16	17	18	19	20
23	24	25	26	27
30				