



# LONDON SCHOOL



Courage, Honor, Respect, Loyalty

## PARENT/STUDENT HANDBOOK 2017-18

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

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## WELCOME!

The staff at London welcomes you to a new and exciting year. Most of you have been London parents before and have some “ownership” in our school. Some of you are “first time” parents and we’re especially happy to have you join our team. We look forward to working with you to provide a successful, positive year for your child.

This handbook is provided to ensure your familiarity with London School policies and procedures. Please find time in your busy schedule to read and review it with your child(ren). Keep it handy and refer to it during the year. If you have any questions give us a call.

Your involvement is a key to making your school more effective. We seek active parental participation in the total operation of our school. We challenge each of you to take an active role in your child’s education. There are committees, clubs and a volunteer organization to enable parents to have input in the way the school and district are run. We hope we can establish open and frequent communication between home and school, so please visit often. London’s phone number is 942-0183.

You can visit London School’s website: <http://london.slane.k12.or.us>

Thank you for your support.

London School Staff



73288 London Road • Cottage Grove, Oregon 97424 • 942-0183  
Principal, Bill Bechen

# London School's Guiding Beliefs and Vision for Learning

## MISSION STATEMENT:

*Our students will use their independent learning skills and creativity to achieve academically and become successful global citizens.*

### London School Staff will:

- Share a vision of what quality instruction looks like
- Provide students with tasks of rigor and importance
- Be dedicated, motivated, positive, creative, knowledgeable, flexible and empathetic
- Recognize that our actions will impact the future of our London students

## Essential Core: #1

## Academic Achievers

### *Students will...*

- \* Communicate clearly both in writing and verbally
- \* Be literate: read for enjoyment and information
- \* Be intellectually curious and imaginative as they pursue and demonstrate new knowledge
- \* Develop core competencies that support life-long learning
- \* Be mathematically literate
- \* Will ask questions of other students, connect to prior knowledge, synthesize important concepts, and generalize to new understandings

### *Staff will...*

- \* Use best practices in all academic areas.
- \* Read aloud to students (variety of genres)
- \* Provide opportunities for parents to become involved in reading activities with their children
- \* Embed technology throughout all academic areas
- \* Read professional literature that heightens our skills
- \* Display/publish student work
- \* Provide ample opportunity for students to explore and investigate their natural curiosities in academic areas

## Essential Core: #2

## Independent Learners

### *Students will...*

- \* Believe in themselves as learners
- \* Develop stamina in their learning efforts
- \* Have goals and work towards them
- \* Recognize and celebrate personal accomplishments
- \* Know how to struggle and persevere, working through difficult tasks

### *Staff will...*

- \* Develop a common vocabulary: stamina, grit, determination, focus, self motivation, independent
- \* Explicitly teach the process of learning to students
- \* Set and review/update goals with students
- \* Hold students accountable for high standards
- \* Celebrate reaching goals (students and adults)

## Essential Core: #3

## Creative Individuals

### *Students will...*

- \* Appreciate others' creative expression
- \* Explore different avenues of creativity – music, art, drama, project based instruction
- \* Find a means for creative expression
- \* Work collaboratively
- \* Share their creativity with others (performance, work displayed)

### *Staff will...*

- \* Provide opportunities for students to be creative in educational projects
- \* Provide music and art instruction
- \* Introduce students to others' creative works (art, music, dance, drama, etc.)
- \* Provide opportunities for students to work collaboratively to solve problems

## Essential Core: #4

## Global Citizens

### *Students will...*

- \* Respect diversity-race, language, special education, religion, sexual orientation, physical appearances, varied family units (foster and adoptive families, single parent households, etc.)
- \* Develop volunteerism
- \* Treat others respectfully and with kindness
- \* Be a team player: accepting others ideas, compromising, listening, good sportsmanship
- \* Understand and practice sustainable living
- \* Form connections with the local community
- \* Be environmentally aware and responsible

### *Staff will...*

- \* Model, teach and expect appropriate behavior
- \* Regularly schedule class meetings for problem solving and creating classroom culture
- \* Provide multi-cultural experiences for students
- \* Provide opportunities for volunteerism
- \* Provide instruction on environmental responsibility, instruct students in gardening, recycling, ecology, global environmental issues
- \* Involve community members in school projects, celebrate involvement

# London School

“Quality education in a rural community.”



The purpose of the Title I school-wide compact is to communicate a common understanding of responsibilities. It is important to ensure that all students have the opportunity to achieve their potential.

## Student responsibilities

- Come to school ready to learn
- Follow Laurel’s expectations: Be Safe, Be Responsible, be Respectful, and be Considerate at all times
- Listen and follow directions; ask questions when needed
- Take home Tuesday folder and share important papers with parents
- Complete classwork and homework, and return it on time
- Attend school regularly

Student Signature: \_\_\_\_\_

## Parent responsibilities

- Encourage positive attitudes toward school
- Require regular school attendance and make sure my child is on time
- Contact teachers when questions arise
- Attend parent-teacher conferences and other school functions (Open House, Family Nights, etc.)
- Stay informed by reading all school notices
- Develop a regular time and place in the home to complete homework, and check over assignments.

Parent Signature: \_\_\_\_\_

## London School responsibilities

- Provide a high quality standards-based curriculum
- Provide high quality instruction by highly qualified staff
- Provide a safe school environment for students
- Respect cultural, racial, ethnic, and socioeconomic differences
- Provide meaningful and appropriate assignments and activities that promote student learning
- Report student academic and behavioral progress regularly to parents.

Principal Signature: \_\_\_\_\_

If you have comments or suggestions regarding these guidelines, please call your child’s teacher or principal at 541-942-0183.



## London School Staff

2017-18

Principal	Bill Bechen
Teachers:	K-1 ..... Mina Christianson 2-3 ..... Deb Henderson 4-5 ..... Zach Alkire 6-7-8 ..... Nick Loeb
Special Education Teacher	TBD
Speech/Language Specialist	Jill Hermansen
Reading Specialist	Bill Bechen
Nurse	Cindy Sustaire
Behavior Specialist	Brian Middleton
Teaching Assistants:	Cyrese Lee Patti Hardy Sylvia Wege
Library Assistant:	Patti Hardy
Office Manager	April Sexton
Cafeteria	Sara Wright Alicia Hill
Plant Manager	Barb Rohr
Bus Drivers:	Aubrey Schmidt Corrine Templeton

## **Title I Parent Agreement**

London School is a place where everyone comes together to promote learning. This *Partnership Agreement* outlines the basic responsibilities of students, families, and the teachers. Our goal is to make sure that every student is successful in his or her learning.

As a student at London School, I will strive to

- Come to school rested and on time every day
- Complete and return assignments on time
- Read at least 20 minutes every day outside of school
- Show respect for myself, the school, and others
- Ask for help when I need it
- Follow London School Rules
- Be responsible for giving parents all written communication from the school

As a parent at London School, I will strive to .....

1. Do my best to maintain my child's regular attendance at London knowing that this helps my child develop positive attitudes toward school and be successful at learning
2. Help my child be ready for school by ensuring that he/she eats properly, gets enough rest, and knows appropriate behavior
3. Provide time and space for homework and encourage its return to school
4. Attend at least one parent/teacher conference and maintain communication with the teacher and the school
5. Stay informed about my child's education by reading all notices from the school
6. Make sure my child arrives at school on time
7. Realize that I am the primary teacher of my child

As a teacher at London School, I will strive to .....

- Respect the varied talents and learning abilities of all students
- Provide a safe and caring learning environment
- Teach challenging curriculum according to state, district, and school standards
- Maintain open lines of communication with students and families. Please call the school at 942- 0183 to schedule an appointment as needed.
- Be prepared to share children's progress at parent conferences in October and February and with report cards in December, March, and June
- Provide opportunities for volunteers to participate in classroom activities
- Manage the classroom according to the London School rules

## **HEALTH**

### **Asbestos**

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

The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

### **Child Abuse Laws**

In 2007, the Oregon Legislature passed Senate Bill 379. This bill compels each school to provide staff, student and parent training on the prevention, identification and reporting of child abuse each year.

A school employee may be the only responsible adult in a particular child's life. In fact, 59% of children who suffer abuse are identified by school staff. That is why reporting is mandatory for school employees if there is a "reasonable cause to believe" that neglect or abuse has occurred. Failure to report by school employees is cause for a \$1,000 fine and their license may be revoked by the state. Reports are made to: Oregon Department of Human Services at 942-9186.

### **Communicable Disease**

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\* and tuberculosis. Parents with questions should contact the school office.

### **Health Services**

The school is visited by the District health nurse once a week. The health program includes vision and hearing screening for students in addition to providing emergency first aid care for sick or injured children. Throughout the year emphasis is placed on good nutrition and wellness.

### **Illness**

**Medical Problems:** It is advisable that parents of students with medical problems (for example, allergies, etc.) discuss the child's condition with the school nurse and teacher. We ask that you keep the school informed of the progress of medical problems and of any new concerns which develop after the child starts school.

**Illness:** Sick children should be kept home until free of symptoms of illness. Children with elevated temperatures should not be in school, and it is wise to keep a child home 24 hours after the temperature falls below 100.

Conditions for which a child should remain out of school include: severe head colds, persistent cough, sore throats, vomiting, undiagnosed skin rashes, inflamed eye(s), and communicable diseases. In the case of injury at school, the staff will offer minimum first aid. If the staff considers the injury to be at all serious, an attempt will be made to reach parents, emergency number, a neighbor or friend. Only in extreme cases do we contact a doctor first.

## **Immunizations**

Immunizations are required for all students upon entering kindergarten. The specific requirements are given to parents at the time of registration. The school nurse monitors the immunization requirements and is available to answer questions.

## **Infection Control/HIV, HBV and AIDS**

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

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

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

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

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

\*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus. Although HIV, AIDS and HBV\* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where nonintact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

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

## **Infection/Disease Instruction**

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

Students or parents with questions about the district’s AIDS, HIV, HBV and HCV health education program should contact the Assistant Superintendent.

## **Insurance**

Each year the Board of Directors approve a student accident insurance plan which they feel gives the best coverage for the least cost for parents to purchase. Insurance can be obtained to cover only the school hours or for the 24-hour period. Dental coverage is also available. However, the school **does not** provide health and accident insurance coverage for students. A description of the accident insurance plan and its cost can be obtained at the school.

## **Medication**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

### **District-Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions.

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

Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication. All medication to be administered by the district is to be brought to school by the parent in its **original container**. Students are **not** to transport medication to or from school. This includes over the counter medications such as cough drops and anti-itch ointments. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district. Forms are available in the school office. Parents are always welcome to come and administer medication to their children.

## **SLSD WELLNESS POLICY**

SLSD is joining with school districts across the country to establish policies for schools that promote and support the development of healthy habits for all children. Healthy eating patterns and increased physical activity are essential for students to achieve their academic potential.

### **Healthy Eating At School**

The District will minimize access to foods of minimal nutritional value at school. The District will offer nutritional food and beverages in their place. Foods of minimal nutritional value include soft drinks, chewing gum, water ices, and candy.

The District asks that parents follow these guidelines when bringing food to school for celebrations or planning school fundraisers:

- **Classroom parties & School events**: All food sales and school sponsored events (including classroom parties) will offer a selection of nutritional foods which may include fresh fruit & vegetables, low fat crackers, granola bars & cookies, pretzels, whole grain products, dried fruit, low fat yogurt, or small amounts of nuts and seeds. The needs of students with special dietary restrictions will also be considered. Serving food with minimal nutritional value will be reduced. Healthy options must be available for all students at all parties.
- **Fundraising**: The district will encourage student and parent organizations to raise funds through the sale of items other than food. Foods sold for fundraising purposes shall not be sold while lunch or breakfast is being served. Foods sold for fundraising are encouraged to offer healthy choices.

The District will also implement the following policies this year:

- Vending Machines & School Stores: Foods sold at school outside the cafeteria shall offer healthy food and beverage choices. Soft drinks or fruit drinks with less than 50% real juice will not be sold during the instructional day. Sports drinks are permitted.
- Food as Rewards: Schools will limit the use of food with minimal nutritional value as incentives for behavior or academic performance.

## **HOME SCHOOL COMMUNICATION**

### **Arrival & Dismissal Times**

School starts at 8:20 a.m. and is dismissed at 2:30 p.m. for all grades. **Each Wednesday students in grades KG-8 are released at 1:30 p.m.**

Students are asked not to arrive on the school grounds until AFTER 8:00 a.m. unless they are being transported by bus. Students are to remain at school after 2:30 p.m. ONLY if requested to do so by a teacher. In that case, permission will be obtained from parents.

Walking students are expected to leave immediately after the school busses depart. Bussed students must not remain after their scheduled departure. **NO SUPERVISION IS PROVIDED FOR AFTER SCHOOL PLAY.** Please, only in an emergency should students wait at school until a parent can pick them up. We operate under the policy that: “If parents haven’t arrived by bus departure, children will be transported via bus and get off at their regular stop.” If students are not riding the bus after school, they must remain in the designated area until their parent picks them up.

### **Contingency Authorization**

Parents are asked to fill out forms known as Contingency Authorization.

- Contingency Authorization forms contain emergency numbers and important health/medical information (drugs, allergies, etc.).
- On them you give permission for your children to participate in field trips and for photographs of them participating in school activities to be used in publications.

Each student must have a form on file in the office. Please remember to let us know, in the office, if there are changes to be made so our information remains current.

### **Emergency Dismissal Procedures**

Due to unusual weather or mechanical failure in the building, we may be forced to send students home early. Our procedure is to notify our emergency phone tree. They will notify the emergency numbers that you have indicated and students will be sent home accordingly. In order to follow your wishes as much as possible, parents are asked to complete an Emergency Dismissal portion of the contingency authorization form. These forms will be kept on file in the school office and it is extremely important that parents keep this information updated.

Please instruct your child what procedure he or she should follow in the event this should happen. In other words, **“Have an emergency plan,”** and be sure your child knows it. This will help relieve fears should they ever have to rely on the plan.

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

### **Emergency Practice Drills**

Students participate in fire drills each month and earthquake and intruder drills at least twice a year.

### **Homeless Students**

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

### **Inclement Weather Procedure**

In the event the School District Superintendent decides to close or delay opening any schools in South Lane School due to a weather emergency, she will telephone the designated radio stations by 6:00 a.m. Cooperating media stations are: KNND Radio Station - Cottage Grove, KPNW Radio Station Eugene. Television stations are used only when an extended emergency occurs.

Following are bus schedules for inclement weather:

**SCHEDULE A:** This is regular bus service. Drivers will attempt to do their regular routes. However, they will have the option to modify their routes as needed with regard to safety and road conditions.

**SCHEDULE B:** School buses should travel main roads only. The drivers have the option of modifying these routes with regard to road conditions and safety. London School busses will not travel the following roads:

Cedar Creek	Raisor Road	Shortridge Hill Road
London past Rouse Road	Shoestring Road	

*Students who live on the above roads will need to arrive at the junction of their road and the main road to meet their bus.*

### **Parent-Teacher Communication**

We are really looking forward to working with you and your children this year. Parents are the most important and influential adults in children's lives. We hope to establish open and positive communication with you. We need your support to be effective in the classroom with your children. Formal Parent-Teacher conferences are scheduled in the fall and winter of each year. Report cards are sent home in December, March and June.

A newsletter is sent home about mid-month and is supplemented by mini-newsletters, bulletins, and notes as events occur in which you need to be advised. Please feel free to contact us anytime you have a question or concern. A note to the teacher or phone call to the office is always appreciated when you have information or a question that is pertinent to your child's education, health, or general growth. Conferences can be arranged with teachers or the principal by calling or sending a note requesting one.

Our London School website address is: <http://london.slane.k12.or.us>

Our email address is: [news.london@slane.k12.or.us](mailto:news.london@slane.k12.or.us) If you are interested in being our email list to receive school notices please notify the school office.

### **Phone Policy**

An effort is made to limit the use of the school phone to school business. **Such things as arrangements for one child to go to another's home after school should be made before the child comes to school, and a note from home brought to the office concerning these arrangements.** Generally, the teacher or the office staff make the final decisions as to the necessity of the call.

### **Cell Phones/Electronic Games**

If students bring cell phones or electronic games to school we recommend that they turn them in at the office in the morning and pick them up at the end of the school day. This is to avoid inappropriate use during the school day as well as preventing items from being stolen. Some teachers may **require** that these items be turned into the office. If communication is needed between the parent and the student, we ask that you contact the office and we will arrange a phone conversation. All phones and games need to be labeled with the student's name.

If these items are found being used by a student during the school day they will be taken and placed in the office until the end of the day. If this is a recurring issue there will be a referral. London School is not responsible for these items if they are damaged or missing.

### **Release of Students from School**

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

When it is necessary to take a child from school during the day, the parent must come to the school office and the child will be called. In case someone other than the parent comes for the child, the parent must send written permission or if notice time is too short, call the school office to indicate the identity of the person picking up the child. ***We require that the person checking your child out of school sign them out in the school office.***

If students are to leave the school or arrive home by any other manner than the customary way, they are required to show permission from the parent or guardian. Telephone requests are discouraged. This includes such cases as riding on another bus, leaving their bus before their regular stop, or walking home. This is an inconvenient policy for students, teachers, bus drivers, and parents but it is necessary for the protection of the child.

Regularly scheduled meetings such as Cub Scouts, Brownies, Bible School, etc. require only one note at the beginning of the program stating the day of the week such meetings are planned.

Bus drivers are instructed to release students only to the principal when the bus is in route. They **cannot** release students in the middle of bus routes, to anyone else *including parents*. The reason for this is that the bus drivers are not as familiar with the parents and/or custody situations as the school office. Again, students can only get off at their assigned bus stop or at an alternate stop when arrangements have been made at the school office.

### **Reporting Unusual Circumstances**

Occasionally an unusual circumstance may occur which will greatly affect the emotional feeling of a child when he or she comes to school (such as serious illness of a friend or relative, death of a pet, etc.). If the situation is such that it can be made known, then a teacher can be more understanding of the child's behavior that day. Please make the extra effort to communicate this information.



## OTHER SCHOOL DISTRICT SERVICES

### After School Care

- Great Days Early Education Center provides a private after-school care program. You may call Great Days for more information and availability at 942-7460.
- Cottage Grove Kid's Club provides after school programs for 1<sup>st</sup> – 5<sup>th</sup> graders. Located at Bohemia Elementary. Scholarships are available. Please call 359-6794 for more information.

### Bus Transportation

1. Follow directions the first time.
2. Keep all parts of your body and all objects inside the bus.
3. Keep hands, feet and objects to yourself.
4. Talk quietly with your neighbor. No profanity, rude gestures, loud talking or teasing.
5. Stay in your seat while the bus is in motion.

### Bus Transportation Conduct/Rules

While waiting for the bus, the students should not stand on the main road, but should be standing well back on the shoulder of the road and completely out of the path of moving vehicles. They (the students) should never engage in playing, pushing or scuffling while waiting for the bus. If there is insufficient room on the side of the road for a safe waiting zone, the students should stay on the left side of the road and cross the road after the bus has stopped. The bus driver will bring the bus to a complete stop, have the flashing red lights operating, check for oncoming traffic, and motion the students to cross the road. **Never** are students to cross a road when a school bus is at the stop until the driver has motioned them across the road.

Students who are picked up in the a.m. from Lincoln Middle School are to be supervised by their parents while they wait. Students who misbehave at this stop may forfeit their bus privilege. Students must not leave the designated bus stop to wander Lincoln's premises either before or after school. When students arrive at Lincoln after school they need to go directly to their home and not loiter at Lincoln. Violation of this policy may result in the loss of bus privileges.

***Kindergarten students will not be dropped at their bus stop unless a guardian is present to meet the student.***

If a guardian is not present, the child will be returned to the school or to the transportation office at Lincoln. This creates a hardship for staff to provide child supervision. If this becomes a reoccurring event, your child may lose bus privileges.

During the time that students are being discharged from the bus, they shall never cross the road until the driver has motioned them across. The students must wait on the right in front of the bus after unloading, look up at the driver who has the responsibility to check for moving traffic, and cross the road when motioned to do so by the driver.

## REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES ORS 581-53-010:

- 1] Students being transported are under authority of the bus driver.
- 2] Fighting, wrestling, or boisterous activity is prohibited on the bus.
- 3] Students shall use the emergency door only in case of emergency.
- 4] Students shall be on time for the bus both morning and evening.
- 5] Students shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
- 6] Students shall remain seated while bus is in motion.
- 7] Students may be assigned seats by the bus driver.
- 8] When necessary to cross the road, Students shall cross in front of the bus or as instructed by the bus driver.
- 9] Students shall not extend their hands, arms, or head through bus windows.
- 10] Students shall have written permission to leave the bus other than at home or school.
- 11] Students shall converse in normal tones; loud or vulgar language is prohibited.
- 12] Students shall not open or close windows without permission of driver.
- 13] Students shall keep the bus clean, and must refrain from damaging it.
- 14] Students shall be courteous to the driver, to fellow Students, and passersby.
- 15] Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- 16] Rules Governing Students Riding School Buses must be kept posted in a conspicuous place in all school buses.

### **Disciplinary Procedures for Bus Violations**

- First Citation – Warning\*: The driver verbally restates behavior expectations and issues a warning referral.
- Second citation: The student may be suspended from the bus until a conference, arranged by the school administrator, has been held with the student, the parent, the bus driver, the Transportation Supervisor, and the principal.
- Third Citation\* of the year: The student may receive a 5 to 10 day suspension and may not be able to ride the bus until a conference, arranged by the principal, has been held with the student, the parent, the bus driver, and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

Severe Violations: Any severe violation will result in the immediate suspension of the student up to a minimum of 10 days, and up to a 1 year expulsion. There will be a hearing at this time, arranged by the principal, involving the student, the bus driver, possibly the Transportation Supervisor, the parent, and the principal. In all instances, the appeal process may be used if the student and/or parent desires.

\*All referrals must be given to the parents, and signed by the bus driver and the principal before the student will be allowed to ride the bus again.

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

***√√ If a student is to leave the school by any manner other than the customary way, they are to present a note from their parent/guardian to the school office. This includes riding another bus, leaving the bus before their regular stop, or walking home from school. Regularly scheduled meetings such as piano lessons, Cub Scouts, etc., only require one note stating the day of the week such meetings are planned.***

### **Food Service**

School breakfast, lunch and cold milk are available from the cafeteria. Prices are determined by the school board and will be advertised in the media. Enclosing the money in a sealed envelope with your child's name and cafeteria student number will help prevent problems. If you are paying for more than one child please designate how much money is to go into each child's account.

School district policy requires that students pay in advance for school meals. There will be no provision for charging breakfast, lunch or milk. If you feel you are unable to provide a meal for your child, **FREE AND REDUCED MEALS** are available for students who meet federal income guidelines. Applications may be obtained at any time during the school year by contacting the school office or the district service center (942-3381 ext. 124). Eligibility can be determined almost immediately. Applications and eligibility are treated in a confidential manner. We greatly encourage parents/guardians to apply. Visitors are welcome to join us for lunch. We do ask that you notify us by 9:30 A.M. so we can prepare an extra adult meal.

<b>Breakfast</b>		<b>Lunch</b>		<b>Milk</b>	<b>.50</b>
Regular meal	\$1.40	Regular lunch	\$2.50		
Reduced breakfast	Free	Reduced lunch	Free		
Adult breakfast	\$2.00	Adult lunch	\$4.00		

### **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.

## **PARENT RIGHTS & PARTICIPATION**

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

### **Parent Club**

Our Parent Club serves as a support organization for the school and offers funding for several school wide activities. Meetings are held once a month at the school. See your monthly school calendar for meeting dates and times. We welcome all parents to join us and share their ideas.

- eScrip
- Box Tops for Education
- Cartridges for Kids

The Parent Club encourages families to become involved in the eScrip program. **The grocery eScrip program** is offered by Safeway and it works by registering your favorite debit/ATM or credit card, each time you make a purchase and use your card of choice, your child's school gets credited. For more information on how to register contact the school office.

### **Parental Rights**

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

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

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

Requests to review materials or to excuse students from participation in these activities, including any 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.

### **Site Council**

London School has a team of parents and staff to assist in the decision-making process. The council meets on a regular basis. For more information contact the school office.

## **Transfer of Students**

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

## **Visitors**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must **report to the office** upon entering school property. The principal will approve requests to visit, as appropriate. Parents and/or grandparents are welcome anytime, however, school policy does not allow student guests visiting in their friend's classroom because of the additional responsibility that it imposes on teachers and the distraction it may cause students in the classroom.

We ask that you register in our **Guest Check In** book and wear a name tag identifying yourself. Please!! Never enter a classroom unannounced. This practice has a tendency to disrupt the learning environment. Equally important, we, at school, are responsible for the safety of the students, so it is essential we know who is in the building and for what purpose.

## **Volunteer Program**

South Lane School District recognizes and views the utilization of volunteers as a way to enrich and extend the work of our staff. Volunteers' time and talents are considered a very important part of our educational system. Parents and members of the community are invited to assist in classroom activities and/or construct teaching aids and materials. Volunteers work with students individually or in small groups under the direction of the classroom teachers. Volunteers are also invited to assist in other areas such as the office, library or fundraising activities. If we are to accomplish our educational goals for our children, we need to enlist the help of our entire community. All volunteers are required to complete the volunteer application form and criminal history report each year prior to volunteering. These forms are available in the school office.

As a volunteer working in a school setting you will often have an opportunity to work with students. We hope that the information we are sharing with you will help you to understand the importance of confidentiality involved with your position. Student confidentiality is protected under the law. As a volunteer you will be required to keep any and all information about students at London School confidential. This includes information about a student's academic performance, behavior, or health. For example if you are working or visiting in a classroom it would not be appropriate to discuss any child with anyone, including that child's parent. It is the teacher's responsibility to talk with each child's parent about academic performance, behavior and health issues. If someone asks you about a child at London, please refer them to the child's teacher for information. Please understand that a breach in confidentiality could possibly damage the relationship between the school and home or between individuals in our community. We want parents and children to feel safe at London School, and having private information kept private promotes a bond of trust between the student, teacher, school and community members.

In accordance with Federal law, our school is a Drug Free Workplace. This means that all drugs, including tobacco, may not be present. All visitors are expected to not smoke nor be in possession of or under the influence of alcohol or other drugs anywhere on school premises (including parking lots). Your cooperation in this matter is appreciated. We also request that parent volunteers in our classrooms be aware of our school dress code and rules so that they may reinforce and model these policies. *For the safety of students and school personnel, all visitors must check in at the office upon arrival.*

# STUDENT CONDUCT, RIGHTS & RESPONSIBILITIES

## Conduct

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

## Philosophy

Our approach to helping children manage their behavior appropriately is based upon maintaining mutual respect and providing for the personal dignity of each person. We strive to establish a safe and orderly school environment that is conducive to learning and to positive behavior. However, we can't prevent all problems, and adults can't always be there to assist children. Because we want our students to feel competent and successful, we also teach children strategies for preventing peer conflicts and resolving problems. To accomplish these goals, London's schoolwide discipline plan is comprised of the following:

- **Schoolwide rules and consequences** (These are described below.)
- **Classroom rules:** Teachers will establish, discuss, teach, and practice rules and procedures that develop a positive classroom climate.
- **Problem Solving:** We utilize the "Second Steps" program which teaches students to use problem solving skills to resolve academic school problems, peer conflicts, and daily living issues. Our goal is to teach skills and to foster feelings of personal competence.
- **Classroom meetings:** Teachers will schedule regular classroom meetings to discuss and problem solve issues that arise at school.

## Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

## Schoolwide Rules

We've found that to help students become better managers of their own behavior we must first provide rules, expectations and consequences they clearly understand and then be consistent in applying those rules and consequences. Please review the following rules with your students.

In general all behaviors fall under our Big Three Rules:  
***Students will show respect to: ourselves, property and others***

Of course it's our desire that we have many opportunities to recognize students for their good behavior. These recognition's may include:

- Good Attendance
- You've Been Knighted tickets
- Noble Knight Award
- Tootles
- Good news phone calls
- Monthly no referral recess—Verbal recognition
- Trimester no referral reward

### **Bathroom Rules**

- Get permission from a staff member to use the bathroom. Students must have a pass.
- Only one student from your class in a bathroom at the same time
- Use the equipment respectfully
- Keep the bathroom clean
- Wash hands with soap
- Return to your classroom as soon as you are done

### **Hallway rules**

- Walk
- Keep hands and feet to self
- Keep voice/noise levels low when in hallways
- Keep a safe distance between yourself and others
- Students must have a pass to be in the halls unless walking with the class

### **Cafeteria Rules**

- Wash hands carefully and walk to the gym
- Line up quietly in the gym. Keep hands and feet to self
- When called in to lunch, get your tray, utensils, and milk, go through the lunch line, and be ready to give your lunch number at the computer or get your milk and get in line at the computer.
- Stay seated while you eat
- Keep your voice at a quiet level
- Only eat your food, do not share
- If you make a mess, clean it up
- When done, raise your hand to be dismissed to dump your trash, put the utensils in the pan (don't throw them away), and leave your tray on the back counter.
- Walk to recess or the classroom when the bell rings and the supervisor dismisses your lunch table.
- Students needing to use the bathroom must raise their hand and request a pass.
- Only take what you will eat, don't waste food.
- Students are not to loiter after meals

### **Recess Rules and Expectations**

During the first week of each new school year each classroom teacher will conduct a lesson on playground behavior. These lessons will consist of a discussion of the rules. For younger students, the teacher should actually take the students on a tour of the playground to discuss off-limits areas. With older students, the teacher may want to go through the rules quickly and then spend this time teaching and role playing problems that may occur on the playground. If problems begin to recur, teachers will be asked to resume conducting short lessons on playground rules and conduct.

**General playground rules:**

- Students are expected to play and use all equipment in a safe manner
- Students are expected to follow game rules and referee decisions are final
- Students are expected to play in a cooperative and responsible manner and to include everyone
- Students are expected to treat themselves, others, and equipment respectfully
- Students are expected to stay within sight of a supervisor at all times
- No play fighting
- Do not disrupt or run through other's games
- Students stop and drop when they hear the supervisor's whistle
- Sawdust, wood chips, rocks, etc. are to stay on the ground

**Procedures:**

1. Entering and exiting the playground
  - Students are required to have a PASS to enter the building
  - Walk on the sawdust and gravel
  - When the bell rings the play stops
  - When the whistle blows – stop, look and listen
  - Carry all equipment in
2. Play structures
  - Don't stand or jump off hand railings
  - No playing on ramps to classrooms
3. Swings
  - Sit only
  - One person to a swing
  - No twisting/spinning
  - No jumping off
4. Jump ropes
  - Used for jumping only
  - Used on front blacktop or by the water fountain
5. Toys
  - Teachers set rules for their classroom
  - No toys on playground that could cause safety problems
6. Gum
  - No gum allowed at school
7. Hats
  - Hats may be worn at school, except in the following areas: Cafeteria, gym (class and assemblies). Teachers may require that hats NOT be worn as well.
8. Supervision
  - Students are not allowed in any room at any time without supervision. Including before school.

**FOR YOUR INFORMATION: OREGON LAW****ORS 339.250: Duties of Students: Cause for discipline, suspension or expulsion**

1. Public school Students shall comply with rules for the government of such schools, pursue the prescribed courses of study, use the prescribed textbooks and submit to the teacher's authority.
2. The district school board may authorize the discipline, suspension, or expulsion of any refractory pupil.
3. Willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language is sufficient cause of discipline, suspension, or expulsion from school.
4. Expulsion of a pupil for any cause shall not extend beyond the second term or semester.



The following interpretation of this law is found in Administrative Rules for Oregon Education 21-055 Standards of Conduct.

1. Students shall comply with the reasonable written rules of the school district, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion.

2. Students shall be liable to discipline, suspension or expulsion for misconduct: including, but not limited to:

- Theft
- Disruption of school
- Damage or destruction of school property
- Damage or destruction of private property on school premises or during a school activity.
- Assault or threats of harm
- Possession of weapons or dangerous instruments
- Unlawful use of drugs, narcotics, or alcohol beverages
- Persistent failure to comply with rules or the lawful directions of teachers or school officials.
- Acts of discrimination or any form of harassment

Procedures for suspension may be found under Administrative Rules for Oregon Education 21-060 and under District policies available in the school office. (Student suspension may be used as a disciplinary procedure under District policy).

### **Consequences**

Referrals: A behavior referral may be written by a staff member in regards to a rule infraction by a student. This referral states the nature of the infraction, and the date and the place the infraction took place. A referral is written for major behavior issues or when a child has been warned repeatedly about a minor infraction, and continues to demonstrate this misbehavior.

When a referral is written it is given to the principal to investigate. The principal talks with the student and other witnesses to best determine the sequence of events and accuracy of the report. The principal will discuss any consequences for the misbehavior with the student and write this on the referral form.

Parents will be notified that their child has received a referral by either a phone call or by a copy of the referral being sent home. This parent contact will usually take place within 24 hours but may take up to 3 days if the principal is not available. Typical consequences for a child's misbehavior may include: loss of recess, problem solving with a peer, apology, meeting with parents, loss of a school privilege, positive practice, a writing assignment, or in-school or out of school suspension.

The purpose of the behavior referral is to track a student's behavior issues to make certain that they are being addressed appropriately. The referral and the associated meeting between the student and the principal is seen as a learning tool used to teach the student appropriate behavior. Putting misbehavior into writing helps the student become aware that his/her behavior is taken seriously. When the student meets with the principal they process the situation, discuss more appropriate ways a student may have behaved and come to a verbal agreement about future behavior. Children make many errors on their way to skill development. A referral is a tool to help them learn from an error in behavior.

### **Consequences for Referrals include, but not limited to:**

1. Loss of recess
2. Apology
3. Phone call home to parents
4. Student conference with principal
5. Parent/student conference with principal
6. Chores around school
7. Written assignment
8. Loss of privileges
9. Social skills class at recess times or Fantastic Friday
10. In school suspension
11. Out of school suspension

## **Minor Behavior Infractions**

Less severe misconduct (minor infractions): usually those incidents which just need reminders to help students “learn” the correct procedures or appropriate ways of interacting will most often be handled by the person supervising the student at the time. These infractions may result in students being assigned a time out, loss of privileges, or re-teaching of rules. Some examples of minor infractions are: classroom disruptions, hallway misbehavior, inappropriate horseplay, and disrespectful comments, etc. Before these “minor” infractions become big problems the teachers will be communicating with the parents and enlisting help in getting on the right track.

Should minor infractions continue and become numerous (3 or more) it will be determined a serious problem. When this occurs the consequences for subsequent infractions will move to the same sequence as major infractions. This more serious approach is intended to help the student correct their difficult behavior.

## **Major Behavior Infractions**

As you are aware, some misbehaviors are more serious than others. The following behaviors are considered “major” and may be subject to consequences including suspension from school. Suspension may be an “in school” suspension if determined appropriate by school personnel. Less serious misbehaviors will generally have lesser consequences. We will, however, try to be as consistent as possible. Severe misconduct (a major infraction) has been defined in the following ways:

Provoking and/or promoting a fight  
Stealing  
Vandalism  
Open defiance

Profanity or obscene gestures  
Possession of fire works, matches, lighters  
Arson, fire alarm, bomb threats  
Forgery  
Cheating

Disrespectful treatment of any individual:

- Involvement in a fight - fighting is defined as hitting, shoving, biting, kicking pushing/throwing to the floor or ground and most often includes a state of “out of control” or anger.
- Inadequate response to classroom discipline for inappropriate or disruptive behavior or repeated minor infractions that have developed into a habit or pattern of misbehavior.
- Student threats of harm to self, other students, or staff are forbidden by state law. Students, parents and others should immediately report to school staff any knowledge regarding threats of violence.

### **Harassment:**

Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Sexual harassment may include such actions as sex-oriented kidding, teasing, or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another’s body; or demands for sexual favors.

Racial harassment is defined as, based on his/her race, subjecting another person to offensive physical contact, insulting another person by abusive words, actions, or gestures, or threatening to inflict serious physical injury on another person or any member of that person’s family.

### **Tobacco:**

The use of tobacco presents a clear health hazard for students; therefore, it is the goal of the school district to provide a tobacco-free environment. Possession and/or use of tobacco products by students will not be permitted on district property, at school activities, or within 1000 feet of school grounds. In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to police contact and a fine up to \$100. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco-burning device to a person under 18 years of age is subject to police contact and a fine of not less than \$100 and up to \$500.

### **Use or delivery of over-the-counter Drugs, Alcohol, and Drug Paraphernalia:**

Consistent with the school district's goal of zero-tolerance for drug possession and use, no student is to be in possession of drugs, alcohol, or drug paraphernalia (pipes, containers, etc.) at anytime while on or adjacent to school grounds or at any school-sponsored activity. No student shall be under the influence of drugs or alcohol while on or adjacent to school grounds or at any school-sponsored activity. Students found to be possessing, selling, buying, or distributing alcohol and drugs (including over-the-counter drugs/medication) on or adjacent to school grounds or at any school-sponsored activity, will be subject to a minimum 3-day suspension, notification of parents and police, substance abuse assessments, and expulsion to the maximum extent of the law. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine or both.

Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation. Students who must take prescription medication at school are to follow district adopted procedures.

#### Consequences for these major infractions may include:

- student conference with principal
- parent/student conference with principal
- in school suspension
- suspension from school
- loss of school privileges

### **Threats of Violence - SLSD POLICY JFCM**

The district recognizes that students and staff have a right to a safe and positive learning environment. Should it be deemed necessary, a student may be removed without warning from a class, or subject, or activity by any staff member and immediately sent to the principal or a designated school official. Emergency removal may occur without first attempting corrective action, provided that the staff member has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff, or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process. The removal shall continue only until:

- The danger or threat ceases; or
- The principal acts to impose discipline, impose a short-term or initiate a long-term suspension or expulsion or to impose an emergency expulsion.

The principal or designated school official shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the next school day. Prior to or at the time of the student returning to class, subject, or activity, the principal or designated school official shall notify the staff member who removed the student there from of the action which has been taken or initiated.

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage district property shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor, or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing, or using a weapon or destructive device as prohibited by state or federal law and Board policy.

The building principal shall, in determining appropriate disciplinary action, consider:

- Immediately removing from the classroom setting any student whom has threatened to injure another person or to severely damage district property;
- Placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others;
- Requiring the student to be evaluated by a licensed mental health professional, e.g., school counselor, school psychologist, or third party mental health professional, before allowing the student to return to the classroom setting.

The building principal shall ensure initial notification is provided within 12 hours to:

- The parent of any student in violation of this policy and the disciplinary action imposed;
- The parent of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
- Any school employee whose name appears on a targeted list of threatening violence or harm to the district employee.

Notification to the above shall be attempted by telephone or in person within 12 hours of discovery of a targeted list or learning of a threat. Regardless, a written follow-up notification shall be sent within 24 hours of discovery of a targeted list or learning of a threat.

The building principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health-care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, he/she may provide such information to other school officials, including teachers, within the district who have a legitimate educational interest in the student(s) consistent with state and federal education records laws. A person with a "legitimate educational interest" are licensed staff members who have the student in class, the student's counselor or other licensed or nonlicensed staff who are in contact with the student due to special referral or who participate in staffing, programming or case review of a specifically named student.

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations or other disciplinary options may be required by law and this policy shall be provided by the district.

### **Exception-Weapons**

School District Policy 5210.7 on weapons is stated as follows:

Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

"Dangerous weapon" means any weapon, device, instrument, material or substances, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Except for law enforcement officers, individuals who are licensed or otherwise authorized to carry loaded or unloaded firearms must report their possession of such firearms upon entering any school building or facility.

Reports shall be made to the building principal or other school official in charge of the building or facility. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property may be subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Appropriate notification will be made to law enforcement agencies and Department of Motor Vehicles.

**Students who bring weapons to school, or students who are in possession of weapons on public school property, shall be expelled for a period of not less than one year.** The Superintendent, or his/her designee, may modify this expulsion requirement on a case-by-case basis. The district may also request suspension of the student's driving privileges through the Department of Motor Vehicles for weapons related violations. The district shall deny admission to the regular South Lane School District school program to any student who is expelled from another school district for applicable weapons law violations. The admission denial shall apply to the remaining period of any weapons related expulsion from another school district. The district may, entirely at its discretion, propose and consider alternative programs of instruction or instruction combined with counseling, to a student who has been expelled from another school district or to a student currently enrolled in the regular program of South Lane School District but subject to expulsion for violation of a weapons related Board Policy.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions procedures to be followed before giving such authorization.

### **Student Code of Conduct**

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault\*;
2. Hazing, harassment\*, intimidation\*, bullying or menacing;\*
3. Coercion\*;
4. Violent behavior or threats of violence or harm;\*
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon, or replica of a weapon;\*\*\*
7. Vandalism/Malicious Mischief/Theft;
8. Sexual Harassment;
9. Use of tobacco\*\*, alcohol or drugs\*\*, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

\* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon, or replica of a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

\*\* In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

\*\*\* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

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

### **Off Campus & Outside of School Discipline**

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

**Detention**

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

**Discipline of Disabled Students**

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 disabled student or terminate educational services for any behavior which is a manifestation of the disability.

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

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

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

An expulsion shall not extend beyond one calendar year.

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

**Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during nonschool hours as an alternative to suspension.

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

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



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

## **Other Rights & Responsibilities**

### **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.

### **Attendance Exceptions**

Students may attend London School even if they live outside the London School attendance area. However, certain conditions must be adhered to for this to happen:

1. Parents must request enrollment with the office and may be placed on a waiting list if that classroom is full.
2. We give priority to families who get on the waiting list early or have siblings enrolled at London.
3. If attendance in a classroom becomes too large, we may need to ask a student with an attendance exception to return to their home school. (This is not a common practice and we attempt to avoid this, if at all possible.)
4. Students who are attendance exceptions must have good bus behavior or be driven to school by their parents. If this is not possible, they may be asked to return to their home school.
5. Students who are attendance exceptions must maintain good school attendance or they may be asked to return to their home school.

### **Directory Information**

#### **Personally Identifiable Information:**

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parent/legal guardian or the student. The South Lane School District identifies directory information about the student as the following: name, address, telephone number, photo, 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, diplomas and awards received, schools attended and other similar information.

Directory information may be used for purposes such as publication of a student directory, parent organization mailing lists, school year books and newspapers, and other school information about students in the public media. Such information will not be released for commercial purposes.

Parent/legal guardians have the right to notify school authorities that directory information is not to be released without prior written consent. **This request must be submitted in writing to the school within 15 days of receipt of this notification.**

### **Distribution of Material**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or

maturity of the reading audience; poorly written, inadequately researched, 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.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the Superintendent within 3 days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

### **Flag Salute**

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

### **Media Access to Students**

The Cottage Grove Sentinel, Eugene Register Guard and South Lane School District Honor Roll publish information pertaining to school affairs and events.

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.

### **Program Exemptions**

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

### **Questioning**

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

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

### **Searches**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation, school rule or the Student Code of Conduct, is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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

Items found which are evidence of a violation of law, policy, regulation, 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.

### **School Resource Officers**

Investigative reports and other records created and maintained by “law enforcement units” are not considered education records, and therefore may be disclosed to anyone, including outside law enforcement, without parental consent. Further, any SRO or off-duty police officer employed by the district should be designated in the district’s FERPA notice as a “school official” with a “legitimate educational interest,” so that he/she may be given access to personally identifiable information and student records without first receiving parental consent.

### **Social Security Statement**

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

OAR 581-21-225 authorizes school districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research, and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

1. The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research and program improvement.
2. State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
3. Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

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

## **Student Education Records**

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

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Student education records containing grades, health cards, and test scores, etc. are maintained on all students enrolled in our school. These records may be inspected by the parents of the student. Upon request, an appointment will be set up.

This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record, the health record, achievement test scores and special education records will be sent to the school no later than 10 days after receipt of the request. Prior to the withdrawal of your child from our district, you have the right to examine your child's records and propose amendments to the records. If a parent or eligible students' proposed amendments to the students' education record are rejected by the district, the parent or eligible student is entitled to a hearing on the matter. You may receive a copy of the record to be transferred if you desire.

Copies of student record policies are located in the Superintendent's Office.

## **STUDENT EXPECTATIONS & GUIDELINES**

### **Attendance Policy**

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

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations. All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the

student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine up to \$150 as provided by ORS 339.925.

### **Truancy**

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

Oregon law (339.065) states that regular school attendance is mandatory for students unless excused by the school for certain specific reasons which are:

Personal/family illness

Emergencies (medical appointments)

Absence which has been arranged **and approved by the school** in advance.

The school, as the agent of the state, has the responsibility for determining whether an absence is excused or not. **Absences for haircuts, shopping, baby-sitting, hunting, etc., will not be excused.** If the school does not receive a call or a note within 48 hours of the absence, it will be considered unexcused. If students have an unexcused absence, they receive NO CREDIT for work missed. Work **will not** be sent in advance for unexcused absences. Teachers will not be expected to put together work packets for unexcused absences. If a student arrives at school after the bell rings, they are to report to the office to check in. They are **not** to go directly to their classroom. To excuse a tardy, a parent may call the office, write a note or come in with the student. Excused tardies are doctor/dental appointments, family emergencies or illnesses. **All other tardies will be considered unexcused.**

**Doctor and dental appointments** - IT IS STRONGLY REQUESTED that dental and doctor appointments be made outside of school hours. Many times the child will miss explanations or vital work that is impossible to make up if he/she is taken out during school hours. If this cannot be avoided, we ask that a note to the teacher (stating the reason and time) be sent with the child.

### **Bicycles on Campus**

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

### **Dress Code**

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

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

The District Board of Education has adopted the following policy regarding student dress: "Student dress and grooming shall be clean and in keeping with health, sanitary, and safety practices." Clothing and dress restrictions are for the purpose of preventing intimidating behavior or interfering with the learning of others. In addition, no bare midriffs, no revealing tops or spaghetti straps, no short shorts (short length should extend to tips of fingers with arms at the side), no muscle shirts, nor articles of clothing that includes profanity, that have sexual innuendoes or that promote tobacco, drugs, or alcohol is allowed. Sagging oversized pants, long oversized flannel shirts, and long hanging belts or chains are not appropriate at school. Students wearing these items will be asked to change them or to go home. **Students must wear shoes at all times, in addition they should provide mobility and safety. For this reason we do not allow open toed shoes and/or those without heel support/strap at school.**

Appropriate student clothing includes: modest dresses and skirts; pants or walking length shorts that fit at the waist; shirts, T-shirts or blouses that fit correctly or are tucked in. Students not complying with this dress code will be required to change their clothing or face disciplinary action.

*We also request that parent volunteers in our classrooms be aware of our school dress code and adhere to these expectations so that they may reinforce and model these policies.*

### **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.

### **Lost & Found**

Clothing is turned into the office when found on the playground, gym, or in a classroom. Lost clothing is displayed in the hallway on hooks. Jewelry, hair clips, pencils, etc. that are turned into the office are kept until someone asks about a lost article.

At the end of the school year all unclaimed items are donated to Goodwill. Each year we donate many coats, jackets and sweatshirts in excellent condition. **This could be avoided if all clothing items were marked with a wash proof pen indicating your child's name.** (Also notebooks, balls, gloves, etc.)

### **Parties (Classroom)**

There are three holiday room parties during the year. They include Halloween, Christmas, and Valentine's Day. Parties typically last one hour of school day and students will be expected to participate in the regular classroom academics the rest of the portion of the day. (*Alternate activities will be provided for students not participating in the classroom parties*). Please let teachers know if you do not want your child to participate in these parties. Following holidays we ask that students bring no more than 1 or 2 pieces of candy in their lunch only.

The Kindergarten teacher will notify parents as to the date and time for their classroom parties. Students in grades 1-8 will have afternoon parties.

**South Lane School District only allows commercially prepared food and drink to be served to students. SORRY - NO HOMEMADE GOODIES.** Another option is to purchase cupcakes, cookies and punch from the school cafeteria, please contact the school office for more information. (Please place orders 3 days in advance). If you are interested in assisting in the classroom during our parties, please contact your child's teacher.

### **Classroom Birthday Parties**

Kids love to celebrate their birthdays and we want to celebrate with them. When families bring treats into school for a class party it's a fun 20 minutes. However, when that 20 minutes is multiplied by the number of students in the classroom that adds up to many hours of lost instruction time. Instead, each month birthday cake is served in the cafeteria at lunch time and those students with birthdays may choose to eat at a special table and parents are welcome to join them. We will sing "Happy Birthday" and celebrate then. Check the school lunch menu for the Birthday Cake Day each month and feel free to come and join in!

### **Parties and Activities (Non-school)**

Parties and activities which are sponsored by students, parents or club leaders such as a skating party, etc. must have all arrangements for transportation, etc. handled during non-school hours.

When your child plans to attend such an event, a note must be sent to the school office stating that he/she has your permission to get off at a different bus stop or has permission to go with (name of person). The note from home must be delivered to the school office as early in the day as possible to avoid transportation problems.

Occasionally, students and/or parents plan birthday parties or other get-togethers for a group of friends after school. *Please do not have your child hand distribute invitations at school.* Request a copy of the parent-student directory from the school office and phone or mail your invitations. Elementary-age children who are excluded, intentionally or unintentionally, have a hard time handling this kind of rebuff and often suffer intensely because of it. A child who is upset does not learn as well. Please be considerate of their feelings.

### **Pets in School**

From time to time there may be reason for bringing a pet to school. In the right situation this can be a good learning experience, and desirable. In other situations it may create a problem. We request that *in all cases* arrangements be made with the teacher before the pet is brought to school. (Bus regulations prohibit pets).

### **School Pictures**

A Eugene photography studio, Life Touch, has been selected by the Parent Club to take student pictures in the fall and spring. Fall picture packages must be paid for at the time of the sitting. Spring pictures may be purchased after viewing. We will offer picture retakes in November. If you have a toddler at home that you would like to have photographed please contact the school office for more information.

### **School Supplies**

Primary students (K-3<sup>rd</sup>) may purchase their supplies from their teacher for \$30 and have all their supplies for the school year. Intermediate students (4<sup>th</sup>- 5<sup>th</sup>) may purchase their supplies from their teacher for \$35 and have all their supplies for the school year. Intermediate students (6<sup>h</sup>- 8<sup>th</sup>) may purchase their supplies from their teacher for \$40 and have all their supplies for the school year.

In accord with the policies of South Lane School District, no registration fee or book rental fee is required of elementary students. However, if a textbook or library book is lost or destroyed, the student is assessed the replacement value of the book.

### **Student Possessions**

Students are discouraged from bringing personal items such as: toys, balls, cameras, radios, jewelry, computer games to school because of the frequency of loss or breakage. If your child has an item they wish to share with their class please check with the teacher first. The school does not assume responsibility for lost or damaged personal items of play. Items of any harmful nature will be confiscated and released to parents at their request. They may pick up these items from the principal. Hard softballs or baseballs are not permitted at school for safety reasons.

## **STUDENT/PARENT COMPLAINTS**

### **District Personnel Complaints**

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

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

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the Superintendent's Office.

### **Instructional Materials Complaints**

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

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

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

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

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

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

### **Students with Disabilities 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**

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

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



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

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

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

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

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

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

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

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

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

## **STUDENT PROGRAMS AND SERVICES**

### **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 standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

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

1. Evening classes
2. Tutorial instruction
3. Small group instruction
4. Professional technical programs
5. Work experience
6. Instructional activities provided by other accredited institutions
7. Community service
8. Independent study
9. Others as approved by the district

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

#### **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 nondistrict 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.

### **Alternative Education Programs -Establishment**

Proposals from parents or students for the establishment of an alternative education program shall 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.

### **Alternative Education Notification**

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

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.)
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.)
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 for violations of applicable state or federal weapons laws.*

### **Child Study Team**

This team is generally composed of the principal, school psychologist, classroom teachers, learning specialist, and speech therapist. Their purpose is to identify the special needs of students and plan an individualized education tailored to their needs.

### **Drug, Alcohol, & Tobacco Prevention Program**

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

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

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

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

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the [counseling] office for information on district and community resources available to assist students in need.

### **Language and Speech Development**

The speech and language specialist maintains an ongoing weekly program for children who need help with language and/or articulation. Each child receives individualized or small group instruction for his/her speech and language development needs.

### **Learning Resource Specialist**

A Learning Resource Specialist is available for children who have identified learning disabilities. These children receive additional attention from a credentialed resource specialist who designs individualized instructional activities.

### **Library**

Each class visits the library on a weekly basis for story and check-out time. In addition students will receive instruction from their classroom teachers in research skills. Students will not be allowed to check out more books until they return the books already checked out to them.

### **Parent Placed Private School Placement at District Expense**

“While parents have the option of placing their children in private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. If a parent wishes the District to consider publicly funding private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained. For any regular education, 504, or special education student, a parent must give notice either at the last IEP meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining private 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 request.”

### **School Psychologist**

A School Psychologist will be at London on a regular basis to do any specialized assessment needed by students. Parent permission is required before the school psychologist would assess a student.

### **Special Programs**

#### **Bilingual Students**

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

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

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

#### **Students with Disabilities**

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

### **Talented & Gifted Program**

#### **Identification of Talented & Gifted Students**

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

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;

3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

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

#### Programs and Services Complaints

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

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose decision will be final.

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

#### **Title I Services**

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

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

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

Additionally, the school will provide parents with:

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

## **Student Health Services and Requirements**

### **Athletic Participation Physicals**

Students in grades six and nine must have a physical examination performed by a physician licensed by the state of Oregon prior to practice and competition in athletics. The examination should be performed no earlier than May 2 of the preceding school year.

In addition, physical examinations shall be required:

- When a student is new to the district or when a student decides to participate in interscholastic sports for the first time and has not had the required Oregon medical examination or its equivalent.
- Student must submit a "Return to Participation" form following any injury which removed the student from participation.

### **Head Lice**

Background – It is the position of the American Academy of Pediatrics that no healthy child should be excluded from or allowed to miss school time because of Head Lice.

No-nit policies for return to school should be abandoned.

It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process.

1. No disease is associated with head lice, and in-school transmission is considered to be rare. When transmission occurs, it is generally found among younger-age children with increased head-to-head contact.
2. Students with nits only should not be excluded from school, although further monitoring for signs of re-infestation is appropriate.
3. It may be appropriate to screen other children who have had close head-to-head contact with a student with an active infestation, such as household family members, **but classroom-wide or school-wide screening is not merited.**

### **Title I – Family Involvement Plan**

**LONDON SCHOOL**  
**FAMILY INVOLVEMENT POLICY 2015-2016**

1. LONDON SCHOOL will take the following actions to involve parents and guardians in the joint development of its family involvement plan:

- Include family representation from the onset of the development through the Family Advisory Council.
- Actively recruit families with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, are migratory, or are of any racial, cultural or ethnic minority background.
- Hold a series of accessible meetings with London's Site Council to develop and review the *Family Involvement Policy*.
- Present and ask for feedback on the *Family Involvement Policy* at two separate parent club meetings, one in the daytime and one in the evening; contact the interpreter to phone all families who have Spanish as a primary language; and have our School Improvement Plan, which includes the *Family Involvement Policy*, translated into Spanish.
- Use multiple modes of communication including regular mail, e-mail, and phone calls to remind parents of school improvement development meetings.

2. LONDON SCHOOL will take the following actions to involve parents in the process of school review and improvement:

- Involve families in the annual review and update of the Title I School-wide Plan and School Improvement plans by: presenting the *Family Involvement Policy* at two separate parent club meetings, one in the daytime and one in the evening; contact the interpreter to phone all families who have Spanish as a primary language and have our School Improvement Plan, which includes the *Family Involvement Policy*, translated into Spanish; we will also phone a variety of parents who are unable to attend meetings and ask if they would be willing to review our policy if we send it home.
- Actively recruit families with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, are migratory, or are of any racial, cultural or ethnic minority background
- Provide assistance and training to families to prepare them for meaningful participation by: developing a cover sheet with bullet points on what information we wish to get feedback on, answers to common questions, and stating the purpose of the *Family Involvement Policy* and School Improvement Plan
- Discuss how to read and analyze our school data prior to going over the data in Site Council and in our Parent Club
- Use multiple modes of communication including regular mail, e-mail, and phone calls to remind parents of school improvement review meetings



3. LONDON SCHOOL will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective family involvement activities to improve student academic achievement and school performance:
  - Designate a parent to represent school on district level Family Advisory Council,
  - Designate a London School Parent Involvement Coordinator
  - Pay reasonable and necessary expenses associated with family involvement activities, including child care costs and food to enable parents and guardians to participate in school-related meetings and training sessions
  - Use the Chalkboard Project Toolkit to design school level practices and activities for effective involvement of families
  - Allocate resources to family involvement activities
  - Use multiple modes of communication including regular mail, e-mail, and phone calls to remind parents of family involvement activities
  
4. *LONDON SCHOOL will coordinate and integrate effective parental involvement strategies across programs by:*
  - Coordinate written materials to families regarding these programs
  - Coordinate or share family involvement activities
  - Provide written materials in primary language of all families
  
5. LONDON SCHOOL will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this ***Family Involvement Policy*** in improving the quality of the school's educational program. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, are migratory, or are of any racial or ethnic minority background). The school and district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
  - LONDON SCHOOL will put out a family survey to determine barriers that interfere with participation in the activities provided for parents as designed by in the Chalkboard Project Toolkit paying close attention to parents who are economically disadvantaged, homeless, disabled, have limited English ability, with limited literacy, are migratory, or are of any racial or ethnic minority background.
  - A survey will be sent to all families, in all the languages represented in our school, asking for feedback in regards to strengths and weaknesses of our educational program, and to identify barriers to greater participation by parents in parental involvement activities.
  - To promote greater participation in this survey we will discuss the purpose and value of the survey at Open House and have surveys available at the spring parent conferences.
  - We will use multiple modes of communication including regular mail, e-mail, and phone calls to remind parents of the survey that is being sent to them.
  - London School will evaluate the content and effectiveness of the ***Family Involvement Policy*** on an annual basis in the fall in Site Council and Parent Club meetings utilizing the survey data.

6. LONDON SCHOOL will provide assistance to parents in understanding topics such as:

- Oregon's academic content standards
- Oregon's student academic achievement standards
- Oregon and local academic assessments including alternate assessments
- The requirements of applicable federal Title programs as needed
- How to support their child's progress at London
- How to work with educators

The activities to assist families are described below:

- London School will conduct four family workshops to focus on supporting academic standards. Such workshops will include Open House/Curriculum Night, one Family Night, and two after school garden/science workshops on content standards and curriculum. These workshops are in addition to school events such as music programs, Grandparents' Day, Talent Show and Volunteer Appreciation
- Individual Parent/Family Conferences will be held twice a year as scheduled by the district.
- The district will use the Chalkboard Project Framework to work towards having London School meet the standard of a Partnership School as measured by the Chalkboard Project School Assessment Tool
- Letters to parents from curricula explaining unit content, etc.
- Written information: notices home from the office, newsletters, Parent/Student Handbook, letters home from teachers describing classroom activities (Friday updates), Student planners, first day packets, Parent/Student/Teacher Compact, etc.
- Individual Education Planning (IEP) meetings with parents of special education students
- 504 planning meetings with parents of students eligible for 504 accommodations
- Talented and Gifted (TAG) planning meetings with parents of qualifying students

7. LONDON SCHOOL will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Allocate funds for childcare, food, and materials
- Provide necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training
- Curriculum adoption letters and information
- Written information: notices home from the office, newsletters, Parent/Student Handbook, letters home from teachers describing classroom activities (Friday updates), Student planners, London School Blog, first day packets, Parent/Student/Teacher Compact, etc.

8. LONDON SCHOOL will, with the assistance of its parents, educate its teachers, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- LONDON SCHOOL will use the Chalkboard Project Toolkit to train staff.

9. LONDON SCHOOL will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Family Relief Nursery, public preschool and other programs, and conduct other activities, such as A Primary Connection, that encourage and support parents in more fully participating in the education of their children, by:

- The Family Involvement Coordinator will select and develop written materials for parents regarding community resources.
- Preschool and Kindergarten Round-up activities and training
- EC cares transition meetings for those students who receive services

10. LONDON SCHOOL will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand: (also see attached SIP – Parent Involvement Communication page)

- Family involvement bulletin boards located where parents have easy access
- To maximize parental involvement and participation in their children’s education, arrange school meetings at a variety of times
- Reader Board outside schools lists events, dates and times
- Written information: notices home from the office, newsletters, Parent/Student Handbook, letters home from teachers describing classroom activities (Friday updates), Student planners, first day packets, London School Web-site, Parent/Student/Teacher Compact, etc.
- Translate critical printed materials

### **ADOPTION OF THE FAMILY INVOLVEMENT POLICY**

This ***LONDON SCHOOL Family Involvement Policy*** has been developed jointly with the Site Council, and agreed on by, parents of children of LONDON SCHOOL as evidenced by their participation in the Site Council held in the fall of 2011. It shall be reviewed and updated in September 2014.

## **CHILDREN LEARN WHAT THEY LIVE**

If children live with criticism,  
they learn to condemn.

If children live with hostility,  
they learn to fight.

If children live with ridicule,  
they learn to be shy,

If children live with tolerance,  
they learn to be patient.

If children live with encouragement,  
they learn confidence.

If children live with praise,  
they learn to appreciate.

If children live with fairness,  
they learn justice.

If children live with security,  
they learn to have faith.

If children live with approval,  
they learn to like themselves.

If children live with acceptance and friendship,  
they learn to find love in the world.