



**2016-2017**

**Parent/Student Handbook**

**Central Linn Elementary School**

**Central Linn School District ...**

*Individualized Education For All Learners*

## WELCOME TO CENTRAL LINN

This handbook is intended to present information helpful to students and their parents or guardians. Please read this book carefully. Questions most commonly asked are answered here, but not all rules and regulations have been listed. Many of the provisions in this document are required to be disclosed to you under state or federal regulations. Please bear in mind that the large number of provisions and the wording may give the impression that we are an overly formal school system rather than a friendly personal one.

The purpose of this handbook is to help cultivate an active partnership with you in the education of your children. The information presented here is intended to enrich this partnership through understanding expectations for student conduct and your right as parents (including guardians) or students. What is more important than these written provisions, however, is maintaining open communication with you on issues affecting your child's progress and personal growth. Administrators and staff pledge to work cooperatively with you to make the educational experience in Central Linn positive and successful.

If you have any questions for the administration, teaching staff, or secretary, please don't hesitate to contact us by phone, fax or e-mail as listed on our Central Linn District website.

**239 West Second  
Halsey, OR 97348  
Phone: (541) 369-2851 Fax: (541) 369-3437  
Website: [www.centrallinn.k12.or.us/elementary](http://www.centrallinn.k12.or.us/elementary)  
Office Hours: Monday-Thursday, 7:30a.m.- 4:00p.m.**

Leisa Keyser, Secretary  
Sue Moothart, Secretary  
Amanda O'Brien, Principal

You can contact teachers or other staff in the same manner; however teachers are not available during student contact hours. If our staff is unavailable when you call, please leave a voice message or use e-mail. As with administrators, all staff e-mail addresses are listed on our website under "Staff Directory".

### THIS HANDBOOK BELONGS TO:

<b>Name:</b> _____	<b>Grade:</b> ____	<b>HR:</b> _____
<b>Address:</b> _____		
<b>Phone:</b> _____	<b>E-mail:</b> _____	

# Table of Contents

Quick Contact Information.....	5
Directory .....	5
School Calendar 2016-2017 .....	6
General Student / Parent Information .....	7
Attendance .....	11
Health Program .....	12
Code of Conduct .....	14
Assessment of Student Fees.....	15
School-Wide Behavior Program.....	16
Communications .....	17
Transportation Policy .....	19
Educational Programs, Grading, Records .....	21
Volunteer, Breakfast and Lunch Programs .....	23

## **Discrimination**

Central Linn Elementary School does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: District Compliance Officer, Central Linn School District, 32433 Highway 228 Halsey, OR 97348, Phone: 541-369-2813, Ext 3245.

## **Code of Conduct Parental Acknowledgement**

This will help verify that you as parent or guardian and your student have received this handbook, please complete the Parent/Student Handbook and Student Code of Conduct receipt and return it to the school office. Parents objecting to the release of directory information regarding their student should notify the district office by returning the signed notification form within fifteen (15) days of receipt of the Parent / Student Handbook.

# Quick Contact Information

## Phone Numbers

Central Linn Elementary School: (541) 369-2851  
Central Linn High School: (541) 369-2811  
Central Linn District Office: (541) 369-2813 ext 3222  
Central Linn Transportation Office: (541) 369-2813 ext 3252

## Elementary Voicemail System

Callers can access the voicemail system by dialing 369-2851. Calls will automatically be transferred from the main number to the voicemail system after school hours.

Menu Options:

- 1 = Junior High/High School
- 2 = District Office
- 3 = Elementary Main Office
- 4 = Attendance Issues
- 5 = Activities and Event Information
- 6 = Transportation, Maintenance, and Facilities
- 7 = Food Services
- 8 = Teacher Information and Teacher Messages

## Addresses

Central Linn Elementary School  
239 West 2<sup>nd</sup>  
Halsey, OR 97348

Central Linn High School  
32422 Hwy. 228  
Halsey, OR 97348

Central Linn School District 552C  
PO Box 200  
Halsey, OR 97348

## Email:

Central Linn Elementary School		
Secretary	Leisa Keyser	<a href="mailto:leisa.keyser@centrallinn.k12.or.us">leisa.keyser@centrallinn.k12.or.us</a>
Secretary	Sue Moothart	<a href="mailto:sue.moothart@centrallinn.k12.or.us">sue.moothart@centrallinn.k12.or.us</a>
Principal	Amanda O'Brien	<a href="mailto:amanda.obrien@centrallinn.k12.or.us">amanda.obrien@centrallinn.k12.or.us</a>

All Staff: [first.last@centrallinn.k12.or.us](mailto:first.last@centrallinn.k12.or.us)

Central Linn Elementary operates on a four-day school week, Monday through Thursday, from 8:10 am to 3:20 pm. School will be in session on Friday when we have a Monday holiday.

**CENTRAL LINN SCHOOL DISTRICT 2016-2017 CALENDAR**  
 Four Day School Week - 151 Instruction Days - Adopted 4-11-16

Corrected 4-20-16

JULY						
S	M	T	W	T	F	S
					X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30
31						
AUGUST						
S	M	T	W	T	F	S
	X	X	X	X	X	6
7	X	X	X	X	X	13
14	X	X	X	X	X	20
21	X	X	X	NTO	NTO	27
28	I	I	I			
SEPTEMBER						
16 Instruction Days						
S	M	T	W	T	F	S
				I	X	3
4	H	6	7	8	9	10
11	12	13	14	15	I	17
18	19	20	21	22	I	24
25	26	27	28	29	I	
OCTOBER						
17 Instruction Days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	FS	8
9	10	11	12	13	FS/PCP	15
16	17	18	19	20/PC	PC	22
23	24	25	26	27	**FS	29
30	31					
NOVEMBER						
17 Instruction Days						
S	M	T	W	T	F	S
		1	2	3	FS	5
6	7	8	9	10	H	12
13	14	15	16	17	FS	19
20	21	22	23	H	X	26
27	28	29	30			
DECEMBER						
9 Instruction Days						
S	M	T	W	T	F	S
				1	FS	3
4	5	6	7	8	**FS	10
11	12	13	14	15	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	31

JANUARY						
18 Instruction Days						
S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	FS	14
15	H	17	18	19	20	21
22	23	24	25	26	G	28
29	30	31				
FEBRUARY						
16 Instruction Days						
S	M	T	W	T	F	S
			1	2	FS	4
5	6	7	8	9	**FS	11
12	13	14	15	16	FS	18
19	H	21	22	23	24	25
26	27	28				
MARCH						
14 Instruction Days						
S	M	T	W	T	F	S
			1	2	FS	4
5	6	7	8	9	**FS	11
12	13	14	15	16	FS	18
19	20	21	22	23	X	25
26	X	X	X	X	X	
APRIL						
16 Instruction Days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	FS/PCP	8
9	10	11	12	13/PC	PC	15
16	17	18	19	20	FS	22
23	24	25	26	27	NC	29
30						
MAY						
18 Instruction Days						
S	M	T	W	T	F	S
	1	2	3	4	FS	6
7	8	9	10	11	**FS	13
14	15	16	17	18	FS	20
21	22	23	24	25	NC	27
28	H	30	31			
JUNE						
10 Instruction Days						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	FS	10
11	12	13	14	15	G	17
18	X	X	X	X	X	24
25	X	X	X	X	X	

G = Grading Day H = Holiday I = In service PC = Parent Conference FS = Friday School Both Buildings PCP Parent Conf Prep  
 NC = Non Contract (would be used as a make-up day if needed) NTO = New Teacher Orientation  
 \*\* Non Contract P.M. for CLES School in Session October 20 and April 13 - Evening Conference Times

# General Student / Parent Information

## Admission:

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, other eligibility prerequisites for admission as set forth in state law, and Board policy and administrative regulations. Students and their parents should contact the school or district office for admission requirements. Twenty-four hours notice will be given to teachers of new student enrollment. Students located in the district shall not be excluded from admission solely because the student does not have a fixed place of residence or solely because the student is not under the supervision of a parent.

The Board **may** deny regular school admission to students who have become residents and who are under expulsion from another school district for reasons other than a weapon policy violation.

The Board **shall** deny, for at least one calendar year from the date of the expulsion, regular school admission to students who have become residents and who are under expulsion from another school district for a weapon policy violation.

## Afternoon Dismissal:

Students riding the bus home should line up with other bus riders and exit the building that has been designated by each classroom teacher. Those being picked up by parents should exit through the south doors. We ask that parents wait in the queue until their child arrives. All children who walk home should exit through the south doors and be escorted off campus.

## CARE Team:

The CARE Team is a team composed of school/district personnel who serve as a resource for teachers and parents to assist in meeting individual student needs.

## Class Parties:

Teachers must be notified at least 24 hours before any treats are brought into the classroom. There are numerous students at Central Linn Elementary School that have dietary restrictions. The date and time should be agreed upon with the classroom teacher to provide the least distraction to learning and giving needed parents an opportunity to provide alternative foods for their child. As per state regulations, please remember that all treats need to be store bought rather than homemade.

## Communication:

Effective communication between school and home contributes to a high quality education. We encourage you to contact the school by phone, email or note should a concern arise. Every effort is made at Central Linn Elementary to keep parents well informed about school procedures, policies, events and specific issues regarding individual students.

Central Linn School District's website ([www.centrallinn.k12.or.us](http://www.centrallinn.k12.or.us)) will include announcements, contact information, and many other resourced that you will need throughout the school year.

Each Wednesday a "Wednesday Folder" is sent home with your child. You will find information regarding all school activities and upcoming community events that may be specific to your child's interests or areas of classroom study. You may also send information to your child's teacher through the Wednesday Folder. It is very important that you take time each week to look through your child's Wednesday Folder, as this is the main form of communication from school to home.

**\*\*\*It is the school's intent to keep communication lines open to families. Please feel free to contact the school to discuss or clarify any issue. If you would like information to be mailed home to you or an additional family member, please contact a school secretary to make the necessary arrangements.**

## Computer Use:

Students may be permitted to use the district's electronic communications system only to conduct business related to instructional needs or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access is strictly prohibited.

## Communication Devices:

Students may possess personal communication devices, however, **students are required to keep the device turned off and put away during the instructional school day.** Staff will operate on a “See it/Hear it” protocol;

1<sup>st</sup> time: Warning, staff will remind students of expectation

2<sup>nd</sup> time: Staff will confiscate device to main office and parent may pick up at the end of the day.

3<sup>rd</sup> time: Staff will confiscate device to main office for one week and parent may pick up.

4<sup>th</sup> time: Staff will confiscate device to main office for the remainder of the year and parent may pick up.

## Conferences:

Conferences with parents are scheduled in the fall and spring to review student progress. Announcement of times will be communicated in the weekly letter sent home from the office. Individual conferences can be scheduled at other times. Parents may also expect teachers to request a conference: if the student is not achieving the expected level of performance; if the student is not maintaining behavior expectations; or in any other case the teacher considers necessary. The district encourages a student or parent in need of additional information or with questions to confer with the appropriate teacher or principal.

## Counseling

Family Support Specialists and other personnel are available to assist students with a wide range of personal concerns, including such areas as social, emotional, academic, drug, and alcohol or tobacco dependency. The counselor or ESD personnel may also make available information about community resources to address personal concerns. Parent permission is required for any ongoing counseling support for an individual student.

## Discipline/Due Process

Students will be expected to maintain self-control and make consistent growth in acquiring the skills necessary to become a valuable member of our school community. See the Student Code of Conduct. A student who violates the Student Code of Conduct will be subject to disciplinary action. Student clubs and performing groups such as bands, choirs, and athletic teams may establish rules of conduct and consequences for misconduct that are more strict than those for students in general.

## Dress and Grooming

The school's dress code is established to promote appropriate grooming and hygiene, prevent disruptions and avoid safety hazards. Please see the Code of Conduct for detailed information.

## Drills - Fire, Earthquake and Other Emergency Drills

Central Linn Elementary School will have monthly fire drills and periodic earthquake and lock down drills. These drills help ensure the safety of all students should an emergency occur.

## Emergency School Closure

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Information will be available on local radio stations such as KDUK 104.7FM, KUGN 590AM, KPNW 1120AM, at [www.centrallinn.k12.or.us](http://www.centrallinn.k12.or.us) and notification from AlertNow™ automated system.

## Field Trips

In accordance with the School Board Policy, all volunteers including field trip chaperones are required to (annually) complete an Oregon Department of Education **Criminal History Verification Form** prior to starting any volunteer work. This helps to ensure the safety of our students.

Field trips need to be approved by the building principal and the superintendent. They may include educational trips that involve application of classroom concepts, introduction to new ideas of study related to the class, or enrichment experiences that are class related.

The purposes and objectives for the field trips will be clearly identified and presented in the permission slips required for each field trip. When a field trip is in the 'local community,' a parent/guardian blanket permission slip provided in



registration packets or at the time of enrollment will be used. When field trips are outside of the “immediate community,” individual parent/guardian permission slips will be used.

All students are considered to be “in school” while participating in district-sponsored field trips. Students are expected to respect the school's student conduct rules and behavior expectations.

The principal or dean of students may restrict participation in field trips for those students who may be considered safety risks if those students have a history of disruptive or dangerous behavior or if the staff has concerns that the student will present a risk to others while on the field trip.

## **Flag Salute**

In accordance with state law, students will be provided an opportunity to salute the United States flag and recite the Pledge of Allegiance at least once a week.

## **Homework**

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

## **Hours**

Instructional hours are from 8:10 a.m. to 3:20 p.m. Staff hours are from 7:45 a.m. to 4:15 p.m, and school office hours are from 7:30am-4:00pm. Students may come to school no earlier than 7:45 a.m. **Students shall enter the school through the office doors at the north end of the building** and report to the designated area. The doors to the school hallways will open at 8:10 a.m., unless a meeting has been scheduled. Please call prior to 2:00 PM when calling to notify students of afterschool dismissal changes.

## **Photographing or Video Taping of Students**

Students are sometimes photographed or video taped for television, newspaper articles or as part of a class project or program. If you prefer your child **NOT** be photographed or video taped, please submit a written request to the school office secretary within the **first two weeks** of school/enrollment.

## **Searches in Questioning**

### **Searches**

District officials may search the student, his/her personal property, and school 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 a reasonable suspicion that evidence exists of a violation of law, Board policy, administrative rules, or the Student Code of Conduct.

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day, the principal or designee will be present when possible. Parents will be notified 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 not allow district personnel to contact parents.

## **Skateboards, Rollerblades, and Scooters**

Skateboards, rollerblades, and scooters are considered risks to school safety when ridden on school property. They may not be ridden on campus and if brought to school, they must be stored in a classroom office or the main office during the school day unless they are to be used for instructional purposes in the classroom.

## **Student Checkout**

A student will 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. All students are considered to be “in school” while participating in district-sponsored field trips. A student will only be released to persons on the student's registration form with written or verbal consent from a parent or as otherwise permitted by law.

## **Student Insurance**

The district makes available information on student insurance programs for families who want to purchase accident insurance for their child. Contact the school office for more information.

## **Student/Parent Complaint Procedure**

The student or parent who has a complaint concerning a school employee should first attempt to discuss the issue with the appropriate employee. If the outcome is not satisfactory, a conference with the principal can be requested or the student or parent may file a written signed complaint with the building principal. Written complaints will be forwarded to staff members within five days of receipt. If the complaint is not resolved, either party may request the matter be reviewed by the building principal. The principal may conduct an informal investigation in a sincere attempt to resolve the matter to the satisfaction of all parties concerned. If the complaint is not resolved, the principal will forward a copy of the complaint to the superintendent, who will attempt to resolve the matter. A complaint form is found in Board policy, GBM-GBM-AR.

## **Telephones**

The telephones in the office are frequently used during the school day. Students will only be allowed to use the office phone during class periods in the case of an emergency. No student will be called from class to take a personal call from a parent/guardian, except in the case of an emergency. Students are expected to have a pass from their teacher in order to use the office phone during class time.

## **Toys**

Toys are not to be brought to school unless permitted by a teacher for a special occasion such as sharing, field trips, class party, etc. Specifically, all trading type cards and stuffed animals are restricted. An exception is made on the bus for MP3 players and electronic games, however, these items are to be placed in the student's backpack or stored at the office upon arriving at school. Students who bring these devices to school, do so at their own risk.

## **Visitors**

**All visitors are required to sign in at the office and wear a visitor's badge during their stay.** We also require visitors to make prior arrangements with teachers and staff so their visit will be a positive experience and to ensure the protection of instructional time.

**Children** may be allowed to visit the school (accompanied by an adult) when approved by the principal. Please make arrangements prior to the day of the visit.

# Attendance

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. Consistent school attendance is critical for students to make adequate academic growth. We encourage families to make school attendance a high priority. The following procedures are used to ensure the safety and welfare of our students:

## General Guidelines

- a. Students arriving after 8:10 am will be considered tardy.
- b. Students arriving after 10:15 am will be considered absent ½ day. Frequent infractions will result in notification to the truancy officer.

## Excused Absence Guidelines

Absence from school or class will be excused under the following circumstances:

- a. Illness/medical condition
  - o More than two consecutive absences, more than nine absences in a semester or anytime at the administrator's discretion could require a doctor's confirmation of illness to excuse.
- b. Illness of an immediate family member and the child's presence at home is necessary or unavoidable
- c. Emergency situations (death in the family, natural disaster, etc.)
- d. Selected curriculum excuses (based on personal, religious or ethnic considerations)
- e. Pre-arranged absence
  - o Event/appointment that could not be scheduled during non-school hours
  - o Excused absence may not exceed five days in a three-month time period nor may it exceed ten days in a six-month time period (ORS 339.065)

We encourage family vacations to be taken at already scheduled breaks from school.

## Parent Procedures

We ask that parents call or email a school secretary each day prior to 9:00am notifying the school of their student's absence. If a call was not made, a written note must be given to the classroom teacher upon the students' return.

## School Procedures

- a. The school staff will attempt to call parents each morning after 9:00 a.m. when a student is absent.
- b. A student who has 3 or more unexcused absences or excessive absences or tardies during a month will be reviewed by office staff and the classroom teacher. We will review each case individually and determine a course of action to remedy the attendance concerns up to, or including, a referral to the County Truancy Officer.

## Withdrawing Students

Please notify the school staff as soon as possible if your child is withdrawing from Central Linn Elementary School. We would like the opportunity to say goodbye to you and your child as well as assist in a smooth transition to the next school.

## Truancy

Students who are chronically tardy or absent without excuse will be considered truant. Progressive disciplinary actions will be taken and could include a teacher established consequence, recess detention, or referral to the truancy enforcement.

# Health Program

## Health Issues at School

School secretaries will provide minor first-aid. Band-aids and ice bags will be provided for minor cuts and bumps. Students will also be allowed to lie down for a short period in the health room. Office staff will call parents or emergency numbers for students who need additional attention beyond what the school can provide.

## Doctor/Parent Notes

To assist the school in ensuring student safety and health, we ask that health related modifications/accommodations from a doctor or parent be made in writing and given to the school office. The necessary communications to school staff will then be made. If necessary, the parent will be contacted for further information.

## Communicable Diseases

Parents of a student with certain communicable or contagious diseases are asked to call the school, nurse, or principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictible 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 with approval from the school nurse. 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.

## Head Lice

Head lice are defined as a communicable disease. ORS 433.255, 433.260

A particularly annoying and frequent misunderstood health problem is head lice. This health problem knows no bounds and all students, regardless of home conditions are susceptible to head lice. When this occurs, parents and school personnel must work together to control the situation. Because head lice are a communicable disease, certain actions must be taken by the school to prevent a further outbreak. The following procedures describe the "NO NIT" policy of the district. We have outlined school and parent obligations. It is our district goal to have a healthy and nit free environment.

School Obligations	Parent Obligations
<ol style="list-style-type: none"><li>1. School will exclude any student with nits or live head lice. A parent letter regarding treatment procedure will go home with the student.</li><li>2. School will check student's hair on the day of reentry. A trained staff member will do this. If the student contains nits, the student will be sent home again.</li><li>3. School will treat affected rooms and bus with cleaning and/or pediculocide spray.</li><li>4. School will educate students about head lice transmission and preventative measures.</li><li>5. School will report students who have chronic lice infestations to the Linn County Health Department for follow-up contact.</li><li>6. School personnel will be in contact with parents of students who are sent home with head lice and do not return to school in a reasonable amount of time.</li><li>7. School will contact emergency contact personnel if a parent cannot be reached to pickup a student with head lice in a timely manner.</li></ol>	<ol style="list-style-type: none"><li>1. If notified by the school that a child has head lice, the parent will pick up the child at school or make arrangements for the child to be picked up by another adult in a timely manner.</li><li>2. Treat student, family members, and household with recommended medicated shampoo (pediculocide) and treat the household as defined by the newsletter. <b>All nits and lice need be removed.</b></li><li>3. After the above is accomplished, students must be cleared in the school office before they are able to return to class. <b>Students may not ride the bus until they have had their head rechecked.</b></li><li>4. Repeat #2 above in seven (7) days.</li></ol>

## **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement of exemption for medical or religious reasons.

## **Vision Screening/Eye Examinations**

A student (7 years and younger) who is beginning an education program with the district for the first time is required to complete a vision screening or eye examination or must present a certificate or statement of exemption for medical or religious reasons.

## **Medication at School**

Requests for the district to administer medication must 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 requirements for written instructions, if the information above is included.

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

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within eight 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.

## **Self-Medications**

In accordance to district policy, students in grades K-8 are not permitted to self-medicate prescription or nonprescription medication.

# Code of Conduct

## Conduct

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

## Discipline/Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more disciplinary management techniques including: counseling by teachers, counselors, and/or administrators, behavior plan development, referral to the CARE Team, detention, suspension, expulsion, and/or loss of privileges, honors and awards.

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

## Student Rights and Responsibilities

1. Civil rights – including the right to an equal educational opportunity and freedom from discrimination, the responsibility to not discriminate against others;
2. The right to attend free public schools, 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 that the student believes injures his/her rights;
4. The right to free inquiry and expression, responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's educational records;
6. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

## 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:

- ◆ Assault;
- ◆ Hazing, harassment, intimidation, bullying, or menacing, as prohibited by Board policy, GBNA;
- ◆ Coercion;
- ◆ Violent behavior or threats of violence or harm, as prohibited by Board policy JFCM;
- ◆ Disorderly conduct, including destruction of the school environment;
- ◆ Bringing, possessing, concealing, or using a weapon as prohibited by Board policy JFCJ;
- ◆ Vandalism, malicious mischief, theft as prohibited by Board policy JFC and JFCM;
- ◆ Gender harassment as prohibited by Board policy GBN;
- ◆ Use of tobacco, alcohol or drugs, including drug paraphernalia as prohibited by Board policy JFCG/JFCH/JFCI;
- ◆ Use or display of profane or obscene language;
- ◆ Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or other school officials;
- ◆ Violation of district transportation rules;
- ◆ Violation of law, Board policy, administrative regulation, school or classroom rules

\*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 is subject to criminal prosecution. For purposes of Board policy JFCJ, the following defined by state and federal law include:

**A dangerous weapon:** any weapon, device, instrument, material or substance, which under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

**A deadly weapon:** any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

**A firearm:** any weapon (including a starter gun) which will, or is designed to, or make readily by converted to, expel a projectile by the action of an explosive, frame or receiver of any such weapon, or any firearm silencer or any destructive device.

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

## Dressing/Grooming Guidelines

Any form of dress or hairstyle which is considered contrary to good hygiene or which is disruptive to the purpose or conduct of this school will not be permitted.

The following are guidelines for dress and grooming at Central Linn Elementary School:

1. One should dress in a manner that is neat, clean and suitable for school and for learning.
2. Clothing which is not acceptable includes, but is not limited to those that advertise alcoholic beverages, controlled substances and those containing obscene or questionable logos.
3. Types of clothing which are not acceptable includes, but is not limited to halter tops, spaghetti straps, strapless tops, shirts which expose the midriff, and flip flop shoes.
4. Clothing deemed to be gang-related or that could be considered a weapon is not acceptable.

## Drug Abuse

Student possession, distribution, or use of tobacco, alcohol, or other unlawful drugs on school grounds or while participating in school sponsored activities is prohibited and will result in disciplinary action that may result in suspension or expulsion. According to Board policy JFC-G/HI-AR, the principal will make an immediate referral to the school nurse for observation, have contact with the parent of the student, and follow a course of action which may include the following: 1) counseling, 2) contact with legal authorities, and 3) possible suspension or expulsion. According to Board policy FLA/GBK/JFCG and KGC, Staff or visitor possession, use, distribution, or sale of any tobacco on district property, in district vehicles, or at district sponsored events is prohibited.

## Assessment of Student Fees

Schools may legitimately assess fees to students for certain benefits not provided by the school district

(ORS 339.141, 339.147 and 339.155).

No public elementary or secondary school shall require payment of fees for the regular school program as a condition of admission to those pupils entitled under law to free admission. However, tuition may be charged for courses not part of the regular school program (ORS 339.141 and ORS 339.147).

The district school board may require payment of dues for the use of musical instruments owned or rented by the district (ORS 339.155). The fee is not to exceed the rental cost to the district or the annual depreciation plus actual maintenance cost for each instrument; except that children exempt from tuition under ORS 339.147 shall be loaned musical instruments by the school district.

Costs may be assessed for lost or damaged books, instruments, materials, and technology loaned to students as well as damages to equipment or facilities. Central Linn School District will withhold the grades, diploma and records of any student who owes more than \$50 to the school district. The district may withhold records, diploma or grades for students who owe less than that amount. The district reserves the right to use the services of a private collection agency to recover money owed.

# School-Wide Behavior Program

Positive school-wide discipline plans reduce problem behavior and promote desired behaviors by carrying out a consistent and long-term program of positive discipline across the whole school. Our school maintains a healthy school climate, by systematically teaching and reinforcing behavior expectations throughout every area of the building.

We intend to maintain an environment where students are safe, respectful, and responsible. This is a shared commitment by all members of the school community. Consistent application of behavior expectations is vital to establish a productive school climate. Our school is governed by three behavior expectations: **Be Safe, Be Respectful, and Be Responsible.**

## Positive Behavior Interventions & Supports (PBIS)

“Positive Behavioral Interventions & Supports” is a system of school-wide processes and individualized instruction designed to prevent and decrease problem behavior and to increase and maintain appropriate behavior.” (Lewis, 1997)

Researchers at the University of Oregon have developed a process called Positive Behavior Interventions & Supports that focuses on four school systems. These systems include: School-wide systems (what is taught to all), Non-classroom systems (methods to manage recess, lunch, and hall passing), Classroom systems (keeping classroom procedures consistent with school-wide expectations), and Individual student systems (supporting at-risk students with individualized plans).

Our PBIS program is individualized to our school. We teach behavior expectations through multiple strategies, use school-wide and classroom reward systems to promote expected behavior, and use database information systems to guide interventions and manage decisions.

Our system enhances communication between adults in the school, families and students, increases consistency, provides information about success and keeps effective practices going from year-to-year.

## School-wide and Classroom Reward Systems

The purposes of positive reinforcement are to emphasize the positive actions of students in order to create a positive and healthy school climate. The reinforcement portion of the program consists of individual, small group, and class reinforcements.

### Possible reinforcement programs

- **Cobra Sightings**

This is a positive recognition given to an entire class for “Being Safe,” “Being Responsible,” or “Being Respectful.”

Once a class is *sighted* following school rules they will be presented with a certificate. All certificates are posted on the lobby bulletin board and weekly winners will gain a special privilege/treats agreed upon by the class.

- **P.R.I.D.E. Tickets**

This is a positive recognition slip given by classroom teachers to recognize a student for a specific act of patience, respect, what ‘I do, determination, and excellence. Students are recognized at Morning Meeting and receive a prize from our PBIS basket.



# Communications

- **Minor Misconduct: Minors**

“Minors” are intended to track minor misbehaviors and used as a teaching tool with the student. Minor misbehaviors are documented by the staff member that witnessed/received the report of the misbehavior and believe the student should visit with the teacher or other staff member about his/her actions. All trackers are documented electronically. They are intended to remind students of the expected behaviors. If a student receives multiple Minors for the same behavior parents will be notified and a course of action will be put into place to best serve the students’ needs.

- **Serious Misconduct: Behavior Referrals (Majors)**

“Majors” are intended to track serious misconduct. Major misbehaviors are documented by the staff member that witnessed/received the report of the misbehavior and believe the student should visit with the principal or other staff member about his/her actions. The CLSD Board Policy Handbook contains specific information on student policy, goals, and objectives (available at the district office or any 552-C school). Violations determined to be serious misconduct, as described below can lead to significantly restrictive consequences, up to and including expulsion from the school district. Law enforcement intervention may be necessary in some case. Serious misconduct includes violation of school, city, county, state or federal laws, including:

- Weapons
- Drugs, Alcohol, Tobacco
- Harassment or Discrimination
- Theft and Stolen Property
- Disruption of School
- Damage or Destruction of School/Private Party Properties
- Assault or Threats of Harm
- Use of Obscene Language
- Persistent Defiance of Authority

If you would like any of the minor or major trackers reported to you electronically, please make this request with the classroom teachers. Students with excessive behavior referrals or chronic patterns of serious misconduct will be referred to the CARE Team for review. Students with chronic patterns of serious misconduct behaviors may also require either more selected support or highly individualized targeted support. Central Linn Elementary’s ‘Discipline Matrix’ is on our website and outlines in great detail possible consequences for misbehavior.

## Behavior Expectations

AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
All Common Areas	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Keep hands, feet, and objects to self</li> <li>Use all equipment and materials appropriately</li> <li>Get adult help for accidents and spills</li> <li>Report visitors not wearing a pass to adults</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Use quiet voices</li> <li>Follow adult direction promptly</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Follow school expectations</li> <li>Encourage others to follow school expectations</li> <li>Take proper care of all personal belongings and school equipment</li> <li>Be honest</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Keep all food to self</li> <li>Sit with feet on floor, bottom on bench, and facing table</li> <li>Report or clean up spills</li> </ul>	<ul style="list-style-type: none"> <li>Allow anyone to sit next to you</li> <li>Use quiet voices</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself, throw away all trash</li> <li>Get all utensils, milk, and salad bar items while going through line the first time</li> <li>Take appropriate amounts of food</li> </ul>
Playground / Recess	<ul style="list-style-type: none"> <li>Walk to and from the playground</li> <li>Hold equipment and toys appropriately</li> <li>Walk on blacktop</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Include everyone</li> <li>Speak nicely to others</li> <li>Listen to others</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly and quietly</li> <li>Use pass for leaving area</li> <li>Put equipment away after each recess</li> <li>Stay clean</li> </ul>
Passing Areas <ul style="list-style-type: none"> <li>Halls</li> <li>Breeze ways</li> <li>Sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>Stay to the right</li> <li>Walk facing forward with your hands to your side</li> <li>Allow others to pass</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Keep hands, feet, and objects to yourself</li> <li>Hold the door open for the person behind you</li> </ul>	<ul style="list-style-type: none"> <li>Stop for cross traffic</li> <li>Stay in straight line</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>Wash hands with soap</li> <li>Keep water in the sink</li> <li>Put paper towels in garbage</li> <li>Keep feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Use restroom pass</li> <li>Return to class promptly</li> <li>Flush toilet after use</li> </ul>
Arrival and Dismissal Areas	<ul style="list-style-type: none"> <li>Use sidewalks and crosswalks</li> <li>Wait in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>See common areas</li> </ul>	<ul style="list-style-type: none"> <li>Arrive and leave/exit on time</li> <li>Walk directly to school or bus for arrival and dismissal</li> </ul>
Special Events and Assemblies	<ul style="list-style-type: none"> <li>Leave orange areas clear</li> <li>Use orange areas to enter and exit bleacher</li> <li>Use every step</li> <li>Stay seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit quietly with quiet voices</li> <li>Use appropriate audience manners</li> <li>Sit on bleacher</li> </ul>	<ul style="list-style-type: none"> <li>See common areas</li> </ul>
Library	<ul style="list-style-type: none"> <li>See common areas</li> <li>Observe open and closed sign</li> </ul>	<ul style="list-style-type: none"> <li>See common areas</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate pass</li> <li>Return all books and equipment borrowed in good condition</li> </ul>
Computer Lab	<ul style="list-style-type: none"> <li>Use all equipment and materials appropriately</li> <li>Use chairs and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Leave lab clean and organized</li> <li>Print only what is needed</li> </ul>	<ul style="list-style-type: none"> <li>Respect property, yours and others</li> <li>Use kind words and actions</li> <li>Respect others privacy</li> </ul>
Office	<ul style="list-style-type: none"> <li>Wait in designated area</li> <li>Use chairs and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Wait quietly</li> <li>Use kind words and actions</li> <li>Hand your pass politely to the secretary</li> </ul>	<ul style="list-style-type: none"> <li>Be honest</li> <li>Wait patiently</li> </ul>
Gym	<ul style="list-style-type: none"> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Show good sportsmanship</li> <li>Return all equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Be a team player, encourage others</li> <li>Give your best effort</li> </ul>

# Transportation Policy

## Bus Policy

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.

### Oregon State Pupil Transportation Rules

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of an emergency.
4. Students will be on time for the bus, both morning and afternoon.
5. Students will not bring animals, firearms, or other potentially hazardous materials on the bus.
6. Students will remain seated while the bus is in motion.
7. Students may be assigned a seat by the school bus driver.
8. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
9. Students will not extend their hands, arms, or head through the bus window.
10. Students will have written parent/guardian permission to leave the bus other than at home or school.

## Bus Citations

The principal or designee will process bus Citations. Discipline guidelines are:

1. 1<sup>st</sup> citation: serves as a written warning
2. 2<sup>nd</sup> citation: may suspend until conference
3. 3<sup>rd</sup> citation: may suspend 5-10 days or until conference

Parents will receive communication of the incident or may request a copy of the electronic documentation.

The above policies are guidelines and the principal or designee reserves the right to use discretion when applying them or in taking other disciplinary action or making other arrangements.

If you have any questions or concerns regarding transportation discipline or policy, please contact Central Linn's Transportation Department at (541) 369-2813 ext 3252.

## Surveillance Cameras

The school busses are equipped with surveillance cameras to help monitor student behavior, increase the safety and security of students and staff, and to protect district property. The use of video cameras is governed by district policy.

# Central Linn School District Positive Behavior Interventions & Supports

## Transportation Expectations

AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
All Bus Areas	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Alert driver of safety concerns</li> <li>• Always use crosswalks</li> <li>• Walk facing forward</li> <li>• Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated areas</li> <li>• Clean up after yourself</li> <li>• Know safety and bus expectations</li> <li>• Return found objects to the driver</li> <li>• Follow adult direction promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow adult directions the first time</li> <li>• Use responsible manners, kind words, and actions</li> <li>• Respect all property</li> </ul>
Waiting for the Bus	<ul style="list-style-type: none"> <li>• Be visible</li> <li>• Stay in designated “safe” areas and wait for driver’s signal to board</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time (five minutes before pickup time)</li> <li>• Form and stand in lines to load bus</li> <li>• Keep pets and inappropriate items at home (toys, glass containers)</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Wait patiently</li> </ul>
On the Bus	<ul style="list-style-type: none"> <li>• Sit correctly</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Keep aisles clear</li> <li>• Be quiet at railroad crossings</li> <li>• Keep hands and objects inside the bus</li> <li>• Follow loading procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission to open windows half-way</li> <li>• Take seat quickly</li> <li>• Ask permission to change seats</li> <li>• Keep all belongings with you</li> <li>• Watch for your stop</li> <li>• Use quiet voices</li> <li>• Clean up after yourself</li> <li>• Use kind words and actions</li> <li>• Control personal items</li> </ul>	<ul style="list-style-type: none"> <li>• Share seat with others</li> <li>• Use kind words and actions</li> <li>• Use quiet voices</li> <li>• Follow bus expectations</li> </ul>
Leaving the Bus	<ul style="list-style-type: none"> <li>• Follow dismissal procedures</li> <li>• Emergency exits only used in emergencies</li> </ul>	<ul style="list-style-type: none"> <li>• Take personal items with you</li> <li>• Have note from the office for bus changes</li> <li>• Assist substitute drivers</li> <li>• Close window when leaving</li> </ul>	<ul style="list-style-type: none"> <li>• Watch for your stop</li> <li>• Dismiss promptly when bus comes to stop</li> </ul>

# Educational Programs, Grading, Records

## Alternative Educational Programs

Alternative educational 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 due to: erratic attendance or behavioral problems; not meeting all of Oregon's academic content standards; exceeding all of Oregon's academic content standards; meeting a student's educational needs and interests; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instructions or instructions combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling will not be used as an alternative education program placement.

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

## English as a Second Language

English as a Second Language (ESL) services are provided. Contact the school office for additional program information and qualification requirements.

## Grading /Report Cards

A detailed guide for parents will be issued with the first report card.

Oregon set its course for improving student performance when the Legislature passed the Oregon Education Act for the 21<sup>st</sup> Century. The act calls for raising student achievement by:

- Raising expectations for students,
- Focusing curriculum and instruction to higher standards,
- Holding students accountable to achieving the standards involving the community as a learning resource,
- Forging a new partnership among schools, parents, employers, and communities.

The scoring scale used on the Progress Report is in the same format used for the Oregon Statewide Assessments. The 1-6 scoring scale is more consistent and informs parents more accurately concerning students' strengths and needs. Previous A-F grading systems told parents how students were doing generally, but did not pinpoint student progress within each subject area. Our Progress Report specifically reflects individual progress towards reaching the higher state standards.

### Student Proficiency Performance Key

6 =	Exemplary	Work at this level is both exceptional and memorable. It shows a distinctive and sophisticated application of knowledge and skills.
5 =	Advanced	Work at this level exceeds the grade level standard. It shows a thorough and effective application of knowledge and skills.
4 =	Proficient	Work at this level meets the grade level standard. It is acceptable work that demonstrates application of essential knowledge and skills.
3 =	Basic	Work at this level does not meet the grade level standard. It shows basic, but inconsistent application of knowledge and skills.
2 =	Developing	Work at this level shows partial application of knowledge and skills.
1 =	Beginning	Work at this level shows little or no application of knowledge and skills.
G=		Group Instruction, skill or content not individually assessed.
NA=		Not assessed at this time.

### Student Proficiency Effort Key

C=	Consistently demonstrates effort
O=	Often demonstrates
S=	Sometimes demonstrates effort
AC=	Area of concern

## **Diploma Options:**

(Please refer to Board Policy IKF for more information)

- **Modified Diploma**

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable modifications and accommodations.

- **Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations.

- **Advanced Diploma Requirements**

The Advanced Diploma provides a transition for our students from high school to the next educational experience. Students are dual enrolled in both high school and post-secondary coursework.

- **Honors Diploma**

Must have at least a 3.5 cumulative GPA + 8 credits of advanced course.

- **Alternative Certificates**

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, modified diploma or extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

## **Student Education Records**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students 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 Board policy JO and all State and Federal laws.

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

## **Talented and Gifted Education**

Talented and Gifted Education (TAG) programs are offered. Parent information packets may be picked up by any interested parent or guardian with our District TAG Coordinator, Jennifer Fogerty. Packets contain Central Linn's TAG philosophy, policy, identification processes, parent nomination forms, and TAG program options.

# Volunteer, Breakfast and Lunch Programs

## Criminal History Forms

The Central Linn School Board encourages the use of family and community involvement in the schools. In accordance with the school board policy all volunteers (field trip chaperones, classroom volunteers, etc.) are required to complete annual Oregon Department of Education **Criminal History Verification Form** prior to starting any volunteer work. This ensures the safety of our students.

## Volunteer Programs

**Classroom Coordinator** is a family member who represents a classroom and works directly with the teacher to assist in filling volunteer and classroom needs. The Classroom Coordinator contacts volunteers and makes arrangements for them to assist in the classroom, chaperone field trips, plan parties, and work on special projects. The Classroom Coordinator may attend monthly meetings with the school volunteer coordinator. Please contact your student's teacher if you are interested.

Volunteers donate time to help students, teachers, and other staff members. Our school desires to have a strong volunteer program that will assist in meeting the needs of students at Central Linn Elementary School.

## Breakfast and Lunch Programs

Central Linn School District participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Free or reduced lunch applications are available for parents in the school office. Your applications will be kept confidential.

Our cafeteria serves students breakfast and lunch. The price of breakfast and lunch includes milk or juice. Milk and juice are also sold separately to students having cold lunch. Family members are encouraged to join us for lunch. Please send a note to school or call the office in the morning before 8:30am to let us know you will be coming for lunch.

Breakfast Time:	7:45am-8:00am
Lunch Times:	Kindergarten/1 <sup>st</sup> Grade – 11:05am 2 <sup>nd</sup> /3 <sup>rd</sup> Grade Lunch – 12:10pm 4 <sup>th</sup> /5 <sup>th</sup> Grade Lunch – 11:50am 6 <sup>th</sup> Grade Lunch – 11:30am

# ANNUAL PUBLIC NOTIFICATION

## **Discrimination**

Central Linn Elementary School does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation<sup>1</sup> 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Brian Gardner, District Compliance Officer, Central Linn School District, 331 E Blakely Avenue, Brownsville, OR, 97327, Phone: 541-369-2813.

## **Alternative Education:**

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

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.

## **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.

## **Attendance:**

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, as provided by ORS 339.925. The written notification will be in the native language of the parent.

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.

## **Child Find Notification:**

Many programs for the children in our schools are provided at no cost to you. Our schools offer special programs such as: speech therapy, physical and occupational therapy, Title and special education academic programs, and preschool classes to children three years and older. Developmental screening and/or comprehensive assessments for children who are suspected of having a disability, which could adversely affect their educational development, are available at no cost to you. These services are available for persons between the ages of birth through 21 years age.

## **Child Nutrition:**

At the beginning of each school year the district will notify each household of children attending school the nutrition programs available within the district. Questions regarding these programs should be directed to the Food Service Supervisor, Rodney Baney, at 541-369-2811.

## **Complaints:**

A student or parent who has a complaint concerning a **classroom/teacher** issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome



of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the school board. See Board Policy GMB and GBM-AR. A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the superintendent.

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 Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee 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.

**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. See Board Policy GBN.

**Conduct:**

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. 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. See student/parent handbooks for further details.

**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.

**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 non-school hours as an alternative 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.

**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.

**Student Code of Conduct:**

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.

**Damage to District Property:**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing the property. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld.

**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.

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

**Dress and Grooming:**

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

**Drug/Alcohol and Tobacco Free:**

The Central Linn School District recognized the need for a Drug free, Alcohol free and Tobacco free environment. Our district has implemented a Drug/Alcohol/Tobacco prevention program. We want the focus to emphasize prevention, intervention, support and necessary corrective action. We want to keep all patrons informed of these programs, which are available locally to students, staff, and community members.

**Fees, Fines and Charges:**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, for example: club dues, personal PE and athletic equipment and apparel, instrumental rental, locker deposits.

**Grade Reduction/Credit Denial:**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy. At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

**Home-based Instruction:**

A parent who intends to cause his/her child or children to receive home-based instruction in lieu of attendance or enrollment in a public school, approved private school or an extension program of an approved school, must file the necessary forms with the Linn Benton Lincoln ESD.

**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 move to permanent housing.

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

**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, Vickie Egan, the district's School Nurse.

**McKinney-Vento Reauthorization of 2002:**

As required by Federal law (McKinney-Vento), the Central Linn School District ensures that homeless children and youth are provided equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. Our McKinney-Vento contact is: Vickie Egan at (541) 369-2813.

**Nondiscrimination Disclosure:**

Central Linn Elementary School does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Brian Gardner, District Compliance Officer, Central Linn School District, 331 E Blakely Avenue, Brownsville, OR, 97327, Phone: 541-369-2813.

**Parental Rights:**

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

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

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

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

**Pesticide Notification:**

The Superintendent is directed to develop a procedure(s) to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

**Program Exemptions:**

The school board may excuse students 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.

**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 or school rule or the Student Code of Conduct is present in a particular place. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Items found which are evidence

of a violation of law, policy, regulation or 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.

**Special Programs:**

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 students identified for participation, or participating, in such a program will be informed of:

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

**Student Directory Information:**

Occasionally the school is requested to give "Directory Information and Personally Identifiable Information" on students. This includes: name, date and place of birth, school activities, weight, height, attendance, degrees and awards, previous schools or programs attended. If you have objections, please inform your school administrator.

**Student Education Records: (See Board Policies JO, JOA and JOB)**

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

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the office by the principal.

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

**Talented and Gifted Program:**

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. (See Board Policy IGBB)

**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 the district's Title I Director, Amanda O'Brien, 541-369-2851.

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

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

Additionally, the school will provide parents with:

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

**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 service and shall be subject to disciplinary action.

**Vehicles on Campus:**

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

Students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.