

CENTRAL LINN

JUNIOR & SENIOR HIGH SCHOOL

STUDENT/PARENT HANDBOOK
2021-22



Central Linn High School
32433 Hwy 228
Halsey, Oregon 97348
541-369-2811

**Central Linn Junior and Senior High School
Home of the Cobras**

Individualized Education for All Learners

WELCOME TO CENTRAL LINN!

This handbook outlines rules and regulations necessary for the safe and efficient operation of Central Linn Junior and Senior High School and the Central Linn School District. Parents and students should invest the time to read this handbook carefully. Not every rule and regulation has been or could be listed here, but we've attempted to answer the most commonly asked questions. Remember - students are responsible for appropriate behavior at all times while on the way to and from school, at school, and at all school activities.

If you have any questions for the administration, counselor, dean of students, or our office staff, please don't hesitate to contact us by phone, fax, or e-mail as listed on our Central Linn High School website.

32433 Hwy 228

Halsey, OR 97348

Phone: **(541) 369-2811** Fax: **(541) 369-3455**

Website: **www.centrallinn.k12.or.us**

Heidi Hermansen, Principal

Jessica Patterson, Dean of Students

Mike Day, Athletic Director

Susan Harte, Counselor

Rachel McKee, Special Education Director

Lauri Archer, School Secretary

Liz North, Department Secretary

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, you may leave a voice message, but most teachers prefer e-mail. As with administrators, all staff e-mail addresses are listed on our website under "[Staff Directory](#)."

Junior high and high school is an opportunity for the individual, social and intellectual growth of all students. Genuine learning and academic success depend on maintaining a safe environment for people and property, as well as promoting personal integrity. This can best be

accomplished in a setting that is free from distractions, conflicts, and intimidation. Student cooperation in knowing and following school policies and procedures is essential to maintain an atmosphere in which learning can take place. We value parents as our partners in education and in developing socially responsible young people. We encourage our students' parents or guardians to discuss proper school conduct with students.

School Calendar

Please visit our school district website [calendar](#) for more information about specific dates during the school year. For athletic events, please visit the [OSAA Central Linn Webpage](#)

Important Dates for the 2021-22 School Year

September 7, 2021	1 st day of school for students
November 12, 2021	HS 9 week progress reports/Jr High end of 1 st Quarter
November 25-26	Thanksgiving break, no school for students
December 30-31, 2021	Winter break, no school for students
January 27, 2022	HS end of 1 st Semester/Jr High end of 2 nd Quarter
January 31, 2022	1 st day of HS 2 nd Semester/Jr High 3 rd Quarter
February 11, 2022	Last day to turn-in Incomplete work from 1 st Semester/2 nd Quarter
March 21-25, 2022	Spring break, no school for students
April 15, 2022	HS 9 week progress reports/Jr High end of 3 rd Quarter
May 27, 2022	Seniors last day to turn-in late work
June 9, 2022	Seniors last day of school, all work must be turned-in by 3pm to participate in graduation ceremony
June 11, 2022	Graduation
June 15, 2022	8 th grade celebration
June 16, 2022	Last day of school for students

Bell Schedules

For copies of regular school day, advisory schedule, and Friday School Schedule please visit [Bell Schedules](#) on our school website.

Student Conduct/Behavioral Expectations

We are a Restorative Practices school, where students are taught skills to problem solve conflicts, are given the opportunity to be heard and are responsible for resolving conflicts. Our goal is to have students and staff work as partners in the educational process. To ensure that result, great care must be taken to ensure that all behavior is **safe, responsible, and respectful**.

Please note behavioral expectations apply to all school-related events. Students attending school-sponsored activities, on-campus or off-campus, shall be governed by school district rules and regulations and will be subject to the authority of school district personnel. Failure to obey rules and regulations and/or failure to obey reasonable instructions from school personnel may

result in loss of eligibility for activities; loss of the right to attend school-sponsored events; or suspension. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program. When students display unacceptable behavior, teachers, administrators, and other school personnel have the responsibility to address the behaviors. Consequences depend on the nature, frequency and circumstance of the incident and will be at the discretion of the school administration. Refer to the Code of Conduct in the Student Athletic Handbook for co-curricular and extra-curricular activities and additional behavioral expectations.

Central Linn School Behavioral Expectations

- Be on time and prepared for class and school activities
- Treat others as you would like to be treated
- Be honest, show integrity, and take responsibility for your actions
- Keep food in designated areas, clean-up after yourself and report all spills/hazards to prevent accidents
- Drive in a safe manner in the parking lot and park in designated areas.
- Use technology for learning as it relates to the classroom and activities
- Be in class the first and last 10 minutes of class. Only leave class with teacher's permission and have a pass.
- Use only your own login and technology accounts
- Check-in/out of office before and after appointments during the school day
- Treat school equipment, books, uniforms with respect
- Do not bring items to school that are illegal for you to have
- Use cell phones during breakfast, lunch, passing times, before and after school
- Follow specific class rules

Referral System

Inappropriate behavior is documented through a referral system. Phone calls will be made in certain instances by teachers, administration, and/or Dean of Students. In some instances, mailed referrals can take up to one week to arrive.

Disciplinary Options

When necessary, the administration may select from the following list of consequences: Restorative Practices Meetings, Lunch Detention, After School Detention, In-School Suspension, Out-of-School Suspension, or an alternative discipline that more appropriately and specifically addresses the behavior exhibited. All consequences will be recorded and that documentation will be considered for subsequent discipline as necessary. **NOTE: possession of drugs and/or related paraphernalia, or weapons will result in an immediate suspension pending the outcome of an expulsion hearing.**

Serious Misconduct

The CLSD Board Policy Handbook contains specific information (available on the [Central Linn School District Website](#)) on student policy, goals, and objectives. 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 may be involved. Serious misconduct includes violation of school, city, county, state or federal laws, including:

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

Attendance

Students who regularly attend school achieve higher grades, enjoy school to a greater degree and are more successfully employed after graduation. Students are expected to attend school at a rate of 90% or more. No single factor will interfere with a student's progress more quickly than frequent tardiness or absences. Certain kinds of classroom activities once missed can never be recovered. Such experiences are irretrievably lost and the loss may be considered when the student's performance is evaluated at the end of the grading period.

Excused Absence: A student's absence from school, whether it be all day or only part of the day, will only be excused if the situation which caused the absence was reasonably out of the control of the student or their parents/guardians). Such situations may include:

- **Illness/medical condition:** More than two consecutive absences or more than five in a semester require a doctor's confirmation of illness to excuse.
- **Personal or family emergency**
- **Pre-arranged absence:** Event/Appointment that could not be scheduled during non-school hours
 - Excused absence may not exceed five days in a three-month period nor may it exceed ten days in a six-month period

In determining excused absences, the administration will consider if the absence is directly related to a family member's military service outside the country. Students are expected to make up all missing work due to excused absences. (Friday school is great for this!)

Unexcused Absence: A student's absence will not be excused if the situation causing the absence could have reasonably been avoided or does not meet the guidelines for an excused absence due to an illness, medical condition, or pre-arranged absence.

- **Disqualification from extra-curricular activities:** Student athletes with any unexcused absence (full or partial) on the day of a competition are unable to participate in that day's event or practice
- **Loss of off-campus lunch privileges:** Excessive unexcused absences and/or tardies after lunch will result in loss of off-campus lunch privileges.

How Parents/Guardians Can Help

Parents/Guardians can help by encouraging students to be at school every day and to go to class on time. In the event that it's necessary for a student to be absent, please call the office ([541-369-2811](tel:541-369-2811)) prior to the absence if possible, or within 24 hours of the first class missed to excuse an absence. The Attendance Office does accept notes, but will follow up with a phone call home. Also be sure to refer to each course syllabus for more information regarding a specific teacher's attendance policies. If you have questions or need assistance, please call Liz

North, Attendance Clerk ([541-369-2811](tel:541-369-2811), ext. 2251). Unusual circumstances may be discussed with school administrators or counselor.

Interruptions, especially from cell phones, are becoming more prevalent than ever before. If you need to contact your child during class time, please call the school office ([541-369-2811](tel:541-369-2811)) and we will communicate the message in the least disruptive way to your child. **Do not call or text your child during class time** (lunch time is fine).

Junior High Academics

Criteria for High School Entrance

Proficiency units will be used to distinguish if a student is ready for high school entrance. Students must demonstrate proficiency every term in all core courses. If a student fails to show proficiency the student must attend summer school to complete missed units.

The student must be proficient and pass the following core subject areas

- English Language Arts
- Math
- Social Sciences
- PE/Health

Junior High Celebration

In order to participate in the 8th grade celebration ceremony, students will be required to have already met high school entrance requirements, or have current grades indicating that they will have met the requirements by the end of their 8th grade year.

Junior High Students Taking Classes with High School Students

As part of a learning model supporting students receiving individualized education at the level most appropriate to them, there are a few situations where the school will request parent permission for Junior High students to be in the same class as high school students for the purpose of receiving instruction. This will usually apply when JH students are working at a higher level than their grade.

High School Academics

Central Linn High School measures student academic growth using a proficiency model and grading system. The Common Core State Standards are important learning goals each student must attain for high school credit towards earning a high school diploma. Central Linn High School follows the Oregon Department of Education requirements for curriculum and credits for a basic high school diploma. The chart below illustrates the grading scale and grades obtained.

Grade	Range	Explanation	Credit Earned
A	4.00 – 3.60	Mastery of standards demonstrated	yes
B	3.20 – 3.59	Exceeds minimum standards	yes
C	3.00 – 3.19	Meets minimum standards	yes
I	2.50-2.99	Did not complete all work and/or needs to complete work and/or assessment.	no
F	2.99 or below	Does not meet standards	no

P	3.00-4.00	Used for unique classes and for modified grades for students on a Certificate of Attendance or Extended Diploma	yes
N	2.99 or below	Used for unique classes, used for modified grades for students on a Certificate of Attendance or Extended Diploma	no

- **N** = No Pass

Incomplete Grades

When a student misses enough school because of illness or other legitimate reasons that it affects either their ability to demonstrate understanding of class standards or the teacher's ability to accurately assess them, they may receive a grade of **I** = Incomplete. In these cases, students have **two weeks** after report cards are distributed to complete all work needed to replace an incomplete grade or the student will receive an F in the course.

Grade Level Cohort – (“On track to graduate”)

A grade level cohort is determined when the student enters their first year of high school, at which time they are labeled as 9th graders. Students should earn a minimum number of credits each term to be eligible for activities and graduate in four years. Being “on track to graduate” is measured by obtaining sufficient credit at regular checkpoints in order to maintain proper pacing for a four-year graduation, as indicated on the following chart:

Cohort Grade Level	Prior to 1 st term	Possible at the end of each year
9 th	0	7 (semester) 7.5 (trimester)*
10 th	6 (OSAA 4.5)	14 (semester) 14.5 (trimester)*
11 th	12.5 (OSAA 10)	21 (semester) 21.5 (trimester)8
12 th	19 (OSAA 17)	28 (semester) 28.5 (trimester)*

**Due to the COVID pandemic during the 2020-21 school year, Central Linn was on a trimester system and students could earn an additional .5 credit in a trimester system.*

Maintaining this pacing reflects “on track to graduate” according to Central Linn High School, which exceeds the minimum set by OSAA (indicated above) and the state of Oregon standards, because we are confident that our students can and will achieve excellence! The Central Linn School District will use this standard of “on track to graduate” as a measure for students to qualify for participation in OSAA activities and events, as well as off-campus or other privileges.

Valedictorian / Salutatorian Scholars

For a student to be considered for Central Linn Valedictorian or Salutatorian:

1. The student must satisfy Honors Diploma requirements by the end of 1st semester of their senior year.
2. The student must meet OSAA and Central Linn eligibility standards for extracurricular activities.

The senior student with the highest grade point average as calculated at the conclusion of first semester of their senior year, and who meets and/or exceeds these criteria shall be awarded

the Valedictorian. The student with the second-highest grade point average and meets these criteria shall be awarded the Salutatorian. In the event of a tie, the recognition will be shared.

Graduation Requirements

Standard Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits, and additional local requirements for Central Linn Students. To participate in the graduation ceremony, students must have met all graduation requirements prior to the senior's last scheduled day of school. Students who do not meet this deadline will not participate in the ceremony, but still are eligible to complete their requirements during summer school and earn their diploma.

For a listing of the credits needed and additional Central Linn requirements and diploma types, please visit the Jr/Sr High webpage on the district website at www.centrallinn.k12.or.us

Honors Diploma

Central Linn High School is proud to offer the opportunity for all students to earn an academic Honors Diploma, with requirements beyond the Standard Diploma, as described below:

1. An additional 25 hours of documented community service (for a total of **50** community service hours) is required for an Honors Diploma.
2. Must have at least 3.5 cumulative GPA with at least 6 credits of advanced coursework completed by the end of the first semester of their senior year. The coursework must be completed in core subject areas (English, Math, Science, Social Studies, and Health/PE). A student receiving any modified credit will not be eligible for an honors diploma.
 - a. Honors course options:
 - i. A LBCC course of 100 level or above are considered honors courses.
 - ii. A Dual Credit College/High School course

*Honors courses that are not dual credit courses will be phased out after the 2021-22 school year but will still be eligible for use toward an honors diploma though the graduation of the 2024 4-year cohort.

Modified Diploma

A modified diploma will be awarded to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

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

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.

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.

For a complete listing of the credits needed and additional Central Linn requirements for each diploma type, please visit the Jr/Sr High webpage on the district website at www.centrallinn.k12.or.us

Assessment

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form and submitting the form to the district.

Extra-Curricular & Co-Curricular Activities

Student sports and activities that meet beyond the schedule of the regular school day are regarded as "extracurricular," while those activities that meet as a regular class *and* require out-of-school events (e.g., Choir, Band, Drama, FFA, Debate Club, etc.) are considered "co-curricular." Both are vital parts of the total educational program and shall be used as a means of developing character and relationships while increasing knowledge and skills.

It is important that students maintain appropriate levels of academic performance during school. With the goal of ensuring adequate opportunity for students to access time for learning, the following will be enforced:

Athletic/Activity Eligibility

Participation in extra-curricular activities requires extra work and time from students. It is important that student maintain appropriate levels of academic performance during school and therefore it is important that extra-curricular activities should not be a detriment to student learning. With the goal of ensuring adequate opportunity for students to access time for learning, the following will be enforced:

- Student athlete's grades will be checked every **Tuesday** during the school year.
- If a student has a non-passing grade in one or more class(es) the student will be considered on *probation* and has until **noon Friday of the same week** to get caught up.
- The student's grades will be checked again on the following **Tuesday**. If the student athlete is then passing all classes, he/she may return to full participation in athletic contests, however if the student is not passing all classes, he/she will be *suspended* from contests for one week.
- During the suspension student athletes are expected to work with teacher(s) and attend Friday School.
- While suspended from contests, student athletes **may not** travel with the team or dress down for contests.
- Suspension applies until grade check on the following **Tuesday** confirms that all classes are caught up, regardless of whether the work is made up sooner.

Students participating in extracurricular activities are expected to have good attendance and behavior in and out of the classroom. Student athletes represent Central Linn School District and should display outstanding behavior and sportsmanship.

Clubs

School organizations and clubs provide opportunities for students to meet people and get involved in school and community activities. If you want to join a club, or if you have an idea for a club, club formation forms are available in the main office. All club charters require a staff advisor and administrative approval of the club's proposed governing documents. CLJH/HS has a number of excellent clubs that hold meetings and activities during the school year, including: Student Government, Chess, Yo-Yo, and Games.

Dances

High School dances are open to all eligible CLHS students who are allowed to bring one pre-approved outside guest who is at least in grade 9 and no more than 19 years old. Guests must be enrolled in a school and be recommended by their principal. Students who have completed school or graduated will not be admitted.

Junior high school dances are open to all 7th and 8th grade students who meet eligibility requirements. Junior high school students are entitled to bring one 7th or 8th grade pre-approved guest.

A CLJH/HS student must accompany the guest. Guest passes are available in the main office and must be approved at least 24 hours in advance. Picture identification for every guest is required, and once students enter the dance, they may not leave and re-enter. Dances end no later than 11:00 p.m. and students are expected to leave campus promptly unless they are actively helping to clean up.

Student outfits and appearance during dances is expected to meet the same standards as the dress and grooming policy. School sponsored dances are considered extra-curricular events and are optional. Standards for music will be maintained at a level appropriate for schools. Music will be reviewed with input from the student leadership class to ensure appropriate language and content exist in the music choices.

Sportsmanship

CLJH/HS encourages outstanding sportsmanship and strives to ensure that all activities and events foster a respectful environment for participants, coaches, fans, and officials. To that end, CLJH/HS prohibits and will hold students accountable for:

- Use of foul, profane, or abusive language
- Personal attacks and/or slurs directed at any player, coach, or official
- Harassment or hazing of players or officials
- Use or threat of violence
- Use of signs or gestures reflecting foul language, personal attacks, or harassment.

Campus Guidelines

Closed Campus

School campuses are closed from the time of student arrival until classes are dismissed at the end of the school day. No student is to leave campus at any time, for any reason, with the following exceptions:

- A specific need verified by parent or guardian and approved by the building principal.
- Students who have parent- and school-approved work release privilege.
- Juniors and seniors may leave at lunch if they:
 - are in good academic standing,
 - submit a signed parent permission form,
 - and have been approved by the principal or Dean of Students

Loss of off-campus privileges may be a consequence for any of the following:

- Students who leave school grounds without authorized permission. (This is truancy.)
- Students who transport other students to or from campus without parent permission.
- Students who do not maintain academic eligibility.
- Students who have excessive unexcused tardies and/or absences.
- Students who are not passing classes and making academic progress

Students are not permitted to loiter in their vehicles, the student parking area, athletic fields, stadium, and/or any other unsupervised areas of campus during any part of the school day. Students are not allowed to go to their vehicles during school hours except with permission from the office and must sign out. The only exception will be during HS lunch and only for students who have off-campus passes. Students in violation of this rule will face disciplinary consequences.

Bicycles/Skateboards/Scooters

Bikes do not require permits but should be parked in designated places. Bike racks are located in front of the school. Students who ride bikes must lock them to the installed racks.

Skateboards and scooters can only be used outside of the buildings for student transportation to and from school.

Student Parking Regulations

We encourage students to walk, ride a bicycle, take the bus, or carpool to school. However, all legal student drivers that wish to drive a car or motorcycle to school and park on campus may do so if they have a valid parking permit. Students must have a valid driver's license and complete an application (signed by a parent) to obtain a permit. Applications will be available at registration.

Junior and senior drivers with a valid parking permit are required to park in front of the school (south parking lot). The row of available parking spots closest to the school front doors are designated parking only (handicapped, visitor, and assigned spots) and must be observed for that purpose. Students may not park in the spots outside the curbed parking area (this includes areas near the Ag building and District Office) without approval of the principal. Sophomore

drivers with a valid parking permit are to park in the back parking lot in the spots next to the track and football field on the pavement.

On-campus parking is a privilege. Drive slowly and with caution—the campus speed limit is 5 miles per hour. Loitering or littering in the student parking area is not permitted at any time.

Only seniors will be able to select and paint their parking spot. Paint must remain within the marked spot and must be school appropriate.

Visitor and Volunteer Parking

Visitors and volunteers may park in the Visitor Parking Lot in front of the building. Visitor spots are labeled with signs. All visitors and volunteers must sign in at the main office upon arrival at the school.

Student Drop-Off & Pick-Up

To keep traffic moving and prevent accidents, please drop off and pick up students only in front of the school. Do not park or even stop your car in a handicapped or a reserved spot, unless authorized to do so.

Unauthorized Parking

It is very important that you do not park in a staff space or ANY unauthorized parking space from 6:30 a.m. to 4:30 p.m. on school days, or your car may be towed at your expense.

Field Trips

Teachers may occasionally take students away from the school building for educational, cultural, or extracurricular purposes. All students are considered “in school” while participating in district-sponsored field trips, and are therefore subject to school conduct guidelines, CLSD policy, and teacher direction, just as if they were in a classroom. Field trips that take place during the school day are generally covered by the blanket permission form included in the online registration process, but teachers will still communicate with parents/guardians. In any case, students must have signed permission from a parent or guardian before leaving the Central Linn Jr/Sr High School campus to attend a field trip.

Resources for Parents/Guardians:

District Web Site

The district website contains a variety of information including upcoming events and athletic schedules and meetings go to the district web site at www.centrallinn.k12.or.us.

AlertNow™ Automated Notification System

In order to facilitate faster communication, Central Linn High School prefers the use of email for delivering messages and some materials to large groups of individuals. By providing your email address, we will be able to send material and messages to families regarding the calendar, news, grades, discipline, attendance, lunch account balances, student absences, and progress reports on a frequent basis. Central Linn School District's uses an automated notification system called “AlertNow™” which allows us to quickly deliver messages to parents/guardians, students, and all stakeholders on such topics as school closures, school safety, important school events,

and deadlines through telephone calls and e-mails. Please make sure we have your preferred phone number and email address to keep open the lines of communication.

Emergency Closure Notification

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

Free and Reduced Lunch Information

Free and reduced breakfasts and lunches are available to qualified students. Due to complexities in state and federal law, all are encouraged to apply – many families are eligible without realizing it! Free and reduced lunch applications are available in the main office or CLSD website at www.centrallinn.k12.or.us.

Cobra Booster Club

The [Cobra Booster Club](#)'s vision is to help provide Central Linn High School students the best possible activities and scholastic programs. The Cobra Booster Club helps support CLHS activities, athletics, and various student scholarships with fundraising events throughout the year. To continue to help support CLHS students, The Cobra Booster Club encourages new membership involvement. If you are interested please contact the high school office. Thank you for supporting Central Linn High School!

Library

The library collection is selected to support the mission of the school district and to meet the needs of all students. The school district serves a diverse population including families with a wide variety of values concerning the reading choices of their children. Parents have the right and responsibility to guide the reading and information seeking choices of their own children. Library staff cannot assume that parental authority, but they can provide information to parents to assist them in guiding their own children.

School Board Meeting Dates

Central Linn School Board meets the second Monday of each month, at 6:30 p.m., in the Central Linn High School and Central Linn Elementary School, unless otherwise announced. An up-to-date School Board meeting calendar will be available on the district website.

Senior Commencement and Related Events

School District policy regarding school events must be followed and activity request forms must be approved prior to these events happening.

Volunteers

All volunteers will be required to pass a background check, and are expected to follow school rules while volunteering. All visitors and volunteers will need to sign in at the main office when arriving, and wear an identifying pass during their time on campus.

Before visiting a classroom, a volunteer or visitor should contact the teacher and schedule the visit or volunteer time (please attempt to do this at least 24 hours in advance). The intent of this

procedure is to allow teachers an adequate amount of time to prepare for visitors and maximize the classroom learning time.

Academic Guidance

Regular Diligence

To maintain successful academic progress, students and parents/guardians should regularly check [student's grades and attendance](#) (please contact the main office if you need login credentials). Teachers will also be emailing important information concerning grades, assignments and curriculum. Please check the email address you entered during registration on a regular basis.

Guidance Counseling

The Counseling Center provides students and parents with comprehensive information and resources to help plan for careers and education after high school. These plans include four-year colleges, two-year colleges, trade & technical programs, certificate programs, vocational programs, foreign study or travel, military careers, volunteer positions, employment, and more! Please see the additional resources available from the guidance counselor at centrallinn.k12.or.us/counseling.

Important School Policies and Definitions

This section may not be a lot of fun to read, but is included in an effort to ensure equality and transparency in district guidelines and regulations. Please advise building administration with any questions or concerns you may have.

Policies

Abuse

Abuse is verbal, physical, or written conduct that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile, or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities. This includes but is not limited to speech or actions of a racial, religious, or ethnic nature.

Academic Dishonesty (Cheating/Plagiarism)

Academic dishonesty occurs when a student claims as their own creation work that was accomplished by another, including other students, family members, or any other source, including the internet. This includes omission or incomplete citation of source material. Academic dishonesty will result in zero credit for any and all parties involved, and may result in further disciplinary action up to and including expulsion.

Illegal Substances

The possession, use, being under the influence, or distribution of:

- tobacco in any form
- alcohol
- E-cigarettes, vape pens, and similar devices & paraphernalia, including liquids used in these devices
- illegal drugs or drug paraphernalia

- harmful chemical substances, is strictly forbidden on school premises and at all school activities, including school-sponsored activities that take place away from school premises

Please note that possession of drugs and/or related paraphernalia will result in an immediate suspension pending the outcome of an expulsion hearing.

Incendiary Devices

Incendiary devices include, but are not limited to, matches, cigarette lighters, and fireworks. These devices are not permitted to be possessed by students and violate one or more district policies and/or laws.

Assault/Menacing/Harassment

Assault is intentionally, knowingly, or recklessly causing physical injury to another person— i.e., actually hurting somebody.

Menacing is the act of intentionally placing a person in fear of imminent serious physical injury— i.e., threatening to hurt somebody.

Harassment is a more extensive legal term, but for our purposes here we will limit it to the following:

- subjecting somebody to offensive physical contact,
- publicly insulting somebody with words or gestures,
- distributing nude or sexual content of a minor, or
- conveying a telephonic, electronic, or written threat

Assault, menacing, and harassment are serious offenses that will result in discipline up to suspension and/or expulsion, and may include criminal prosecution.

Harassment, Sexual

Sexual harassment includes (but is not limited to):

- Unwelcome sexual advances;
- Conduct or communication of a sexual nature that demands or requests sexual favors;
- Physical touching of a sexual nature;
- Graffiti or drawings of a sexual nature;
- Distributing pictures or writings of a sexual nature;
- Sexual gestures or obscene jokes or language;
- Touching one's self sexually, or discussing one's sexuality or sexual experiences in front of others;
- Spreading rumors about or rating others' sexual attractiveness, experience, or performance;
- Conduct or communication that denigrates or shows hostility or aversion toward an individual because of his/her gender and/or sexual orientation;
- Conduct or communication that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal or superintendent, who has overall responsibility for all investigations. A student may also report

concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

Bullying/Hazing

Hazing is verbal, physical, or written conduct including targeted lists that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities.

Cell Phones and other personal electronic devices

Students are not permitted to use any personal type of electronic device (including cell phones) during class time. Students will not be able to respond to texts or calls during class. Any violation of a teacher's classroom or school rule regarding the use of electronic devices will result in an office referral and may result in the loss of the privilege of having the device on school grounds.

Students are to make arrangements with their parent(s) or guardian(s) to contact the school office when attempting to reach them during the school, except during lunch.

If a school staff member finds it necessary to confiscate a device, parents will be notified promptly and the device will be returned in accordance with school rules after the administrator or designee has consulted with the student's parent/guardian. **The school is not responsible for lost or stolen electronic devices.**

The following are inappropriate uses of electronic devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use text messages or other digital communication to invade personal privacy or harass another person, disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the school discipline matrix, and in some cases may find themselves subject to investigation by law enforcement.

Defiance

Employees are required by state law and school board policy to provide an appropriate atmosphere for learning in the school. The employee at all times has the right and responsibility to deal with students' behavior in order to maintain and create such an atmosphere. Any student refusing to follow an employee's specific request or directive is challenging that employee's authority, and as such is in violation of this policy. When given a directive by an employee that the student believes is unfair or is based on incomplete information, the proper response for the student is to respectfully follow the directive, and then to discuss the problem with the employee after class or at another time. The student has the right to have another adult present when having that discussion. If the student is unsatisfied with the outcome of the discussion, they may schedule a time to talk with the principal about the problem.

Examples of **Overt Defiance** include defying an employee's instructions to remove offensive clothing or to turn over to the employee materials or objects that are not allowed in the

classroom; walking away from an employee who is talking to a student about a discipline or classroom issue; attempts to intimidate an employee with physical threats or actions; etc.

Willful Disobedience

Willful disobedience is defined as a student who continually does not comply with the set or prescribed rules on conduct. One can be considered to be willfully disobedient by:

- refusing to participate in classroom activities, assignments and tests
- excessive unexcused absences or tardies
- refusing to respond appropriately when given instructions by a staff member during class, lunch, before or after school

Fighting

The school district defines “fighting” as any act leading up to physical contact that invites a hostile response from another student; the act of hostile aggression toward another student; inviting another student to fight; and/or the physical contact of fighting. In the event of serious injury, law enforcement officials will be notified by the building administrator or his/her designee.

Horseplay

Any act leading up to physical contact that invites a like response from another student and/or the physical contact of play fighting. In the event of serious injury, law enforcement officials may be notified by the building administrator or his/her designee.

Profane Language/Vulgar Gestures

The use of profane or obscene language or gestures by a student is sufficient cause for discipline, suspension or expulsion from school.

Theft

Any student who steals from his classmates or from the school is subject to immediate suspension. If the administration deems it appropriate, law enforcement authorities may be involved to enforce legal consequences as well.

Vandalism/ Destruction/Damage of School Property

Willful destruction or defacement of school property, or property in the district’s care. This also includes destruction or manipulation of computers, computer files, computer software, introduction of viruses, etc. Any student who has been found doing damage to the building or equipment in the building will be held responsible for the complete cost of repairing the damaged part and is subject to immediate suspension from school.

Hall Passes

Students shall be required to sign out of their classroom and have a signed hall pass to move from one area of the building to another during class time. Failure to have a hall pass will result in a disciplinary action.

Leaving Campus/School

If it is necessary for a student to leave school, they must have permission from the office staff. This may be obtained only if the office has on file the written request of the parent or has had direct contact with the parent over the phone for the student to leave during the regular school day. A parent designee may pick up the student at school. Before a student exits the building/grounds, they must sign out in the office. In case of an emergency, or if a student becomes ill, or for some other reason feels he/she must leave campus, they must sign out

through the office. If at any time a student leaves campus without signing out at the office, their absence will be declared unexcused, and they will be declared truant.

Truancy

The school district considers a student truant when they:

- Are absent from class without the knowledge or permission of the school or his/her parent/guardian. The school must receive communication from the student's parent/guardian excusing an absence within 48 hours or it will be considered truancy.
- Are sent by a staff member to a campus location (classroom, office, etc.), but don't arrive as directed.
- Leave class without the knowledge or permission of the teacher or supervision staff member.
- Leave campus without checking out or without a prearranged absence or notification from the parent/guardian.
- Leave campus at lunch without permission.

An incident of truancy will be considered an unexcused absence, with commensurate consequences.

Tardies

A student is tardy when they are not physically in the classroom when the bell begins to sound. Students are expected to enter the room and immediately go to their desk or work area. The only exceptions to this are when a faculty or staff member has detained a student and sends a note, or verbally requests it be excused, or if the office issues an excuse for such things as buses being late, or inclement weather. Any student arriving to class more than 10 minutes late will be considered absent for that period.

Displays of Affection

Anything beyond side-by-side handholding is unacceptable. The school building and grounds are public places and as such are inappropriate areas for displays of affection or intimacy. Kissing, prolonged hugging, sitting on laps, or any other such prolonged body-to-body contact will not be permitted.

Computer Rules

Students are permitted to use the school computers only to conduct school business, or only for instructional needs, or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers including email access is strictly prohibited. The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography, or harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
6. Unauthorized disclosure, use and/or dissemination of personal information regarding students is prohibited;

7. Measures designed to restrict students' access to harmful material to students have been installed.

NOTE: The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. Files and other information, including email, sent or received, generated or stored on district servers **are not private** and may be subject to monitoring. Students who violate computer rules policy may be subject to discipline. Students who damage computers will be subject to paying restitution to replace or repair the computer. This includes any technology which is assigned to the student by the school.

Established procedures for the checkout, loaning, or borrowing of school technology must be followed. It is recommended that both students and families visit with the school office before agreeing to accept responsibility for school purchased technology.

Dress and Grooming

It is generally the responsibility of the student and their parent/guardian to ensure that student dress is appropriate for the school and learning environment. Any form of dress or hair style which is considered contrary to good hygiene or which is disruptive to the purpose or conduct of this school will not be permitted. The intent of this procedure is to ensure a comfortable school environment for all staff and students. In the event of any dress is disruptive, the school will remove students from the classroom until the student is able to dress in a manner which is not disruptive to the learning environments. This removal may require a parental notification if the student does not possess any items at school to wear which are school appropriate.

Food and Beverages

Students may eat and drink in the cafeteria, in designated areas outside, or in the junior high school commons area. Food and drink (except water with a lid) are not allowed in any computer lab. At a teacher's discretion, food and beverage may be allowed in the classroom. Please show respect for yourself, others, and the environment by recycling, placing trash in trashcans, and keeping all areas of the school clean. Food and beverages dropped off at the office for students will only be available to students during lunch or after school.

Medications

In accordance with district policy, students in grades K-12 are not permitted to carry or self-administer medications unless it is necessary for medical safety and advised by a physician. All other administration of medication must be approved by a parent and administered through the office.

Personal Property

Students are discouraged from bringing large sums of money and valuable items including electronic devices. The district is not responsible for personal property loss or damage. During PE, students should lock their personal belongings in their PE lockers. Students are also discouraged from bringing non-educational items to school, including but are not limited to such items as portable stereos, water pistols, and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff. Any noneducational item that is used or is visible during class time (or other time when deemed inappropriate by staff member) may be confiscated by the staff member in charge. Confiscated items may be picked up at the

end of the school day, but may be held for a longer period of time should the administration deem it necessary. The school assumes no responsibility for any of these items brought to school. Repeated violations will result in disciplinary action and forfeiture of the item for the remainder of the school year. Unclaimed property will be disposed of as in accordance with policy.

Detention (After-School/Lunch)

After-School Detention may be assigned as a consequence for misbehavior. Parents will be notified when the student is expected to serve detention. It is the parent's responsibility to provide transportation for the student from school after detention is served. While serving detention, the student is expected to stay in their seat, not talk, and work on school assignments. The administration may assign a combination of **Lunch Detention** as an alternative to after-school detention as they deem necessary.

Clean-up Duty

This is a possible consequence for minor infractions. Failure to perform the assignment will result in progressive discipline. If this occurs, clean-up duty will not be an option should the student incur additional infractions.

Add/ Drop Policy

Course drops or schedule changes are not permitted after the first week of a grading period. All changes to course schedules must be approved by guidance counselor and/or parent/guardian with final approval by building administration. Courses not completed by semester's end will result in the posting of an incomplete or failing grade on the student's transcript.

Report Cards and Progress Reports

Parents are encouraged to check their student's grades weekly online. Progress reports will be mailed home to parents every nine weeks. Report cards are issued at the end of each semester. In addition to nine-week progress reports and semester report cards, staff will email grade reports or call parents for updates on student's progress.

Retention of Students

Under the supervision of the principal, Junior High students who do not pass the minimum number of courses will be considered for retention. Both students and their guardians will be notified if they are in position to be retained. Students who transfer in with failing grades can be held back if they fail courses after their enrollment at Central Linn. The intent of this procedure is to ensure that students entering high school have the necessary skills to be successful at the high school level.

Emergency Procedures

Central Linn School District is required by law to hold periodic drills for fire, emergency evacuation, earthquake, and lockdown. These drills will be done without public warning and while school is in session. For more information on evacuation drills contact Heidi Hermansen at the Central Linn High School office, [541-369-2811](tel:541-369-2811).

Definitions

Enrollment: A student must live with his or her custodial parent/guardian in the CLSD service area or have an approved transfer to attend CLJH/HS.

Expulsion: An action taken as a result of a hearing held by the school board which removes the student from school attendance for a stipulated period of time. Expulsion (exclusion) usually extends until the end of the semester except in cases regulated by state law.

Suspension: A student may be suspended from school for any length of time up to ten days at one time. The suspension may be held in school or out of school. A suspended student's parents will be notified by phone or letter giving details of the reason for suspension. It is at the discretion of the administration whether or not daily work will be provided or accepted for the time of the suspension. Students who have been suspended out of school are not allowed on any campus for any reason during the time of suspension. This includes after school activities. If a suspension includes the last day of a week, then it also includes the weekend activities.

Transfer Students: Students attending CLJH/HS on a transfer or exchange must maintain good attendance, grades, and behavior. Failure to do so may result in a revocation of the transfer.

Weapons include: firearms as defined in federal law and, "dangerous weapon" which means "any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury," and "deadly weapon" which means "any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury." Acts of arson or attempted acts of arson, depending on the circumstances, may be viewed as possession or use of a weapon.

Annual Public Notifications

Federal Regulations require the annual publication of the following notification statements:

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. 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. 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. These services are available for persons between the ages of birth through 21 years of age.

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. 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, the concerns of the complaint must be explained in written form and submitted to the principal.

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 jurisdiction 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.

Detention

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

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 (generally accomplished during online registration).

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 expectation is that students will make appropriate grooming and hygiene choices that prevent disruption and avoid safety hazards.

Drug/Alcohol and Tobacco/E-cigarette/Vape-Pen Free

The Central Linn School District recognizes the need for a Drug-free, Alcohol-free, Tobacco-free, and E-cigarette/Vape pen-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.

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, materials or supplies, personal PE and athletic equipment and apparel, and instrumental rental.

Assessment of Student Fees

Schools may legitimately assess fees to students for certain benefits not provided by the school district. No 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.

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.

Home-based Instruction

A parent who intends to provide 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 moves to permanent housing.

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

Nondiscrimination Disclosure

Central Linn High 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, Phone: 541-369-2813.

Parental Rights

Parents of a 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:

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

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed, sold, or used for the purpose of marketing 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 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 (including any vehicle or conveyance used to arrive on campus), 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 has occurred. 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, 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.

Sexual harassment

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, including district facilities and district premises, as well as any non-district property if the student or employee is at a district sponsored, district-approved, or district-related activity or function. This includes field trips, athletic competitions, and other events in which students are under the jurisdiction of the district or where the employee is engaged in district business.

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:

- 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 students;
- 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.

Student Education Records

This 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. Reasonable costs can be assessed for the printing of these records.

Talented and Gifted Program

The district serves academically talented and gifted students in grades K-12. In the Jr/Sr High students are allowed to challenge themselves by taking advanced courses.

Transportation of Students

A student being transported by 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 produce a valid driver's license, current DMV registration, and current motor vehicle liability insurance policy. Alternatively, the student or vehicle owner must demonstrate satisfaction of requirements of 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.