

Parent/Student Handbook



GRIZZLY MOUNTAIN
HOMELINK

2022-2023

TABLE OF CONTENTS

Admissions	1
Allotments	1
Assessment Program	4
Attendance Policies & Procedures	4
Bullying & Cyberbullying	6
Cheating	6
Code of Conduct (Student Rights & Responsibilities)	6
Communicable Disease Policy	9
Computer Use Policies	9
Conferences	10
Counseling	10
Diploma Options.....	11
Discipline/Due Process (Discipline of Student with Disabilities, Expulsion, Suspension)	11
Distribution of Materials	14
Dress and Grooming	15
Emergency School Closure	15
Extra-Curricular Activities	15
Fees, Fines, & Charges	16
Grade Classification	17
Graduation Requirements	17
Homeless Students	18
Intervention Plan	18
Meal Program	19
Medicine at School	19
Online Learning	21
Parental Rights	22
Personal Electronic Devices & Social Media	22
Program Exemptions	22
Reports to Student and Parent	23
Scheduling, Credits & Policies	23
Special Programs	24
Student/Parent Complaints	24
Portfolios and Evidence of Work	28
Student Education Records	28
Student Restraint and Seclusion	29
Student Searches	29
Talented and Gifted Program	30
Transfer Students	31
Transportation of Students	31
Visitors	31

GMH Main Phone Line: (541) 416-4150
Transportation: (541) 447-7789
Technology Support: (541) 447-5666
Address: 641 East 1st St. Prineville OR 97754

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office or online at www.crookcounty.k12.or.us.

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

Admissions:

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

Allotments:

GMH offers an allotment of up to \$1,100 per school year per student for the purpose of providing items and activities that are proven to be educational, related to learning Oregon State Standards, and included in the pre approved educational plan co-created with a GMH administrator and teacher(s).

Basic Allotment Funds Info

- Each student may have access to up to \$1,100 for pre approved educational materials/activities
- All uses of funds must be requested and preapproved on or before the last school calendar date prior to Spring Break of the current school year.
- All reimbursements must be pre approved. Items purchased without pre approval may not be reimbursable.
- The GMH and CCSD staff will make the final determination of whether a purchase is appropriate.

Appropriate Uses of Allotment:

- Curriculum/classes that support the student's education plan
- Educational activities/classes/lessons pre approved by teacher(s)
- Educational curriculum pre approved by teacher(s)

- Educational subscriptions/memberships pre approved by teacher(s) (reimbursement basis only)
- Equipment in accordance with the Equipment Purchasing rules below
- Additional examples of appropriate purchases are shown in the “Additional Examples of Appropriate Purchases” section below

Disallowed Uses of Allotment:

- Anything not pre approved by a GMH Administrator as supporting a student’s education plan
- Gift cards, gift certificates, vouchers, merchandise certificates, coupons, etc.
- Anything that does not comply with rules for the use of state funding
- Venmo exchanges
- Apparel

Method of Payment:

Reimbursement vs. Direct Purchase

The preferred method of payment is reimbursement to the parent/guardian. If waiting for reimbursement creates financial distress for the family, the parent/guardian can request direct purchase by GMH. The reimbursement method allows families to purchase items or activities quickly, and CCSD endeavors to process refunds within two weeks of receipt. The direct payment method takes longer for purchase, but allows families to acquire goods/services without having to wait for reimbursement. Both methods require the same amount and type of documentation (detailed and itemized).

Limitations:

- All curriculum must connect to Oregon State Standards and be pre approved by the administrator to meet scope and sequence and lessons.
- Subscription services are only accepted by reimbursement.

Equipment purchasing rules

Any individual equipment purchase of \$500 or more can be applied to the allotment with the following options:

1. Parent/guardian purchases the item and receives reimbursement (or prepayment by District) of up to \$500, and owns the equipment fully upon purchase.
2. Parent/guardian purchases the item and receives reimbursement of one third (1/3) of the cost per school year in which the student is enrolled for at least one full semester at GMH and owns the equipment fully upon purchase.
3. District purchases the item and applies one third (1/3) of the cost per school year in which the student is enrolled for at least one full year at GMH to the student’s \$1,100 allotment, and the parent/guardian owns the equipment at the end of the third year (this option is only available for equipment with a maximum cost of \$3,000).

Open Exchange Purchasing Rules (Ebay, Facebook Marketplace, Craigslist, etc.)

Strict guidelines must be followed to receive a reimbursement for items purchased through such a service:

- Reimbursement is the only payment method allowed.
- The following documents must be submitted in a reimbursement request:
 - Screenshot or printout of original ad or posting
 - Bill of sale signed by both parties that includes:
 - Seller's name and phone number
 - Actual price paid for item
 - Description of items sold
 - Date of purchase

Additional examples of appropriate purchases

Assumes all items have been preapproved and meet educational criteria

- Monthly subscriptions to educational content (reimbursement basis only)
- Field trips
- Education fairs
- Specialized tutoring
- Gym memberships
- Admission/passes to museums, theaters, zoos, aquariums, etc.
- Equipment rental
- Activity fees
- Co-op fees
- Registration fees
- College classes and textbooks
- Apps
- P.E. equipment (see Equipment Purchasing Rules)
- Musical instruments
- Technology equipment (see Equipment Purchasing Rules)

The GMH and CCSD staff will make the final determination of whether a purchase is appropriate. Some of the questions considered when deciding whether a purchase is appropriate are:

- Whether the District would have paid for the goods/services if the class was offered in a building-based school
- Whether the goods/services provide essential supplements to required education
- Whether the dollar amount is proportionate to the benefit provided by the goods/services

Assessment Program:

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

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

Attendance Policies & Procedures – Subject to Change in 2022:

Students enrolled through GMH High School satisfy attendance requirements by the completion of a daily google form. The google form needs to be completed by 3pm of each school day. If a family is in need of an alternative attendance system, reasonable accommodations can be made. Contact the GMH office to pre-arrange or excuse past absences.

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly. 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 339.095.

Any person 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.

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

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

that describes the reason for the absence. A student's absence from school or class will be excused under the following circumstances:

- Illness, including mental and behavioral health of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;

Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

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

A student who must leave school during the day, must bring a note from their parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The school nurse will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

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

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

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

Bullying & Cyberbullying:

Bullying will not be tolerated. Any issue of bullying should be reported to administrators. For grades K-8: Jonny Oelkers, at Jonathan.Oelkers@crookcountyschools.org. For grades 9-12: Jason Ritter at Jason.Ritter@crookcountyschools.org.

Cheating:

GMH strongly promotes academic honesty and integrity. Cheating will not be tolerated. Any student caught cheating will receive a grade of zero on the assignment or exam, and may be removed from the class with loss of credit, suspension, or expulsion from school. Cheating includes all acts of academic dishonesty such as supplying or receiving information during a test, copying tests or homework, allowing others to copy your work, obtaining test answers or questions beforehand, using unauthorized materials during a test, using a project or paper in a second class without teacher permission, or using the ideas or writing of another as your own (plagiarism).

Code of Conduct:

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

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

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

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

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine, and forfeiture of firearm and/or other dangerous weapon or both.

In regard to tobacco, alcohol, or drugs, and in accordance with Oregon law, any person under age 21 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.785. Any person who distributes, sells, or allows to be sold, a tobacco product in any form, a tobacco-burning device, or an

inhalant delivery system, to a person under 21 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

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

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

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

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

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

Student Rights & Responsibilities

Among these student rights and responsibilities are the following:

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

Communicable Disease Policy

Parents of a student with a communicable or contagious disease are asked to telephone the administrator or school nurse so that other students who have been exposed to the disease can be alerted. A student with certain school-restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer that the disease is no longer communicable to others in the school setting).

For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu.

Parents with questions should contact the school office.

Computer Use Policies

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

1. The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:
2. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography, or with respect to the use of the computers by students, harmful to students;
3. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
4. The online activities of students are monitored;
5. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
6. Procedures are in place to help ensure the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;

7. Unauthorized access, including “hacking” and other unlawful activities by students online is prohibited;
8. Unauthorized disclosure, use, and dissemination of personal information regarding students is prohibited;
9. Measures designed to restrict students’ access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations, and law; school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, received, generated, or stored on district servers are not private and may be subject to monitoring.

By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

Conferences

Families enrolled at GMH participate in a PEP (personal education plan) conference in August or September, and three benchmark conferences a year (Nov, February, June). These conferences are scheduled by the teacher, and should include the learning coach and the student. In addition to these conferences, families and teachers are encouraged to schedule monthly mini-conferences, as needed, to allow for student success. Monthly conferences can be replaced by student involvement in other in-person events at the discretion of the teacher.

Counseling

Mental health counseling services: Administrators can assist with referral/next steps.

For grades K-8: Jonny Oelkers, at Jonathan.Oelkers@crookcountyschools.org.

For grades 9-12: Jason Ritter at Jason.Ritter@crookcountyschools.org.

Academic Counseling: Students and parents are encouraged to talk with district counselors, teachers and building administrators in order to learn about the curriculum, course offerings, and graduation requirements. All students in grades 9-12 and their parents shall be notified

annually about the recommended and available courses for students. A complete curriculum guide may be obtained in the Counseling Center at CCHS. A list of curriculum options specific to GMH is available in the front office.

Students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their Advising Teacher so that they may take the courses that may best prepare them for further education. The Future Center at CCHS is available to GMH students and can provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Diploma Options:

Standard Diploma: This diploma is awarded to students who successfully meet the high school graduation requirements of Crook County School District. The majority of students who attend GMH will receive this diploma. When students earn this diploma they will be prepared to enter a community college. With this diploma, a student could also be eligible for four year colleges or universities if they take two consecutive years of foreign language as part of the coursework at GMH.

ADVANCED DIPLOMA

The Advanced Diploma is a 5th year diploma program that is available for students who have met the graduation requirements but are not eligible for the Oregon Promise. Advanced Diploma students can go to our local community college. Students earning an Advanced Diploma will be dually enrolled in the CCSD and the community college and take a minimum of 9 credits or maximum of 12 credits per term. This is a one-year program (Fall, Winter, and Spring). Please see the ASPIRE coordinators in the CCHS Future Center for more information.

OREGON PROMISE

The Oregon Promise provides grants to new high school graduates and GED recipients who will begin community college classes in Fall 2016. This grant program is administered by the Office of Student Access and Completion (OSAC) in Oregon's Higher Education Coordinating Commission (HECC). Eligibility for the Oregon Promise is determined by the following criteria: 1. Graduate from an Oregon high school or complete a GED; 2. A 2.5 cumulative GPA or higher; 3. Enroll in an Oregon community college within 6 months of graduating high school/completing GED; 4. Be enrolled in an eligible program at least half time (6 or more credit hours) each term.

Discipline/Due Process:

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

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

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

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

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

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

Discipline of Student with Disabilities:

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time, and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

Expulsion:

Students may be expelled for any of the following circumstances:

- a) when a student's conduct poses a threat to the health or safety of students or employees;
- b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or
- c) when required by law.

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

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

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

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process.

Suspension:

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

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

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

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

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

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

Distribution of Materials:

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

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

Materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

All materials requests for distribution require approval of the administration.

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

If material is not approved within 48 hours of the time that it was submitted, it must be considered disapproved.

A non-approval may be appealed to the superintendent. If the material is not approved by the superintendent within three days, it is considered non-approved. This non-approval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

Dress and Grooming:

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met. The following general guidelines are designed broadly enough to allow individual expression:

1. Underwear shouldn't show.
2. See-through clothes aren't appropriate.
3. Bare skin should be limited.
4. Slogans on shirts can't contradict our educational mission. T-shirts that glorify drugs, alcohol, tobacco, physical brutality, promiscuous sex, or vulgarity don't belong at school.
5. Shoes with soles must be worn at all times.

When dress or grooming clearly disrupts learning or presents a health or safety hazard, the student will be asked to change. Students refusing to change their attire will be considered defiant and appropriate consequences will be administered.

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. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students.

In the event school is closed due to inclement weather, the following radio stations will begin announcing school closures by 6:30 a.m.: KRCO~AM (690), KRCO ~FM (96.5), THE PEAK~FM (104.1), KQAK~FM (105.7), and KTVZ TV. As closure information becomes available, the district website will be updated and automated calls and texts will be sent.

Extra-Curricular Activities:

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

Interested students should contact the office for additional information.

Fees, Fines, & Charges:

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

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

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines, and damages owed. Notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing.

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

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

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

Such requests must be received no later than 10 calendar days following the district's notice. All such restrictions and/or penalties shall end upon payment of amount owed.

Grade Classification:

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

Units of Credit Earned	Grade Placement
6	(incoming) 10 Sophomore
12	(incoming) 11 Junior
18	(incoming) 12 Senior
24	To graduate

Graduation Requirements:

For the 2022-2023 school year, GMH has freshman and sophomore cohorts. Students who enter these cohorts will follow a standard diploma track.

Course & Credit Requirements for Graduation

	Standard Diploma
Course	Credits 1 credit = 2 trimester classes
Language Arts	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
2nd Language/Arts/CTE/AFL	3.0
Physical Education	1.0
Health	1.0
Other Electives	6.0
Total Credits	24.0
Other Requirements	

There are a number of options through which students can earn credit in the GMH program. These options include completing GMH Select curriculum, taking GMH hybrid classes, taking in-person classes at CCHS, completing college courses, or earning credit through proficiency assessments, portfolios, or tasks. Completing proficiency portfolios, assessments, or projects are a way to earn credit through using a pre-approved curriculum that is not GMH Select or any of the other listed options. Please consult with your school counselor or GMH advisor before selecting proficiency options. Proficiency credits can only make up 14 of a student's total 24 credits. In choosing curricula for your fall order, you should take this into account.

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

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

Intervention Plan:

Student may earn "unsatisfactory progress" for a variety of reasons, which include inadequate: contact with teacher, attendance, evidence submission, or academic progress.

First month of unsatisfactory progress:

- Learning Coach and teacher meet to discuss progress and develop an intervention plan
- All parties sign the intervention plan
- Increase contact to weekly
- Data collection is initiated and tracked according to the goal

Second month of unsatisfactory progress:

- The team (Learning Coach, teacher, student, and program coordinator) meet to discuss progress and data
 - Revise the intervention plan
 - Change the duration, frequency or form of weekly contact
 - Modify the Personalized Education Plan or change of placement

Third month of unsatisfactory progress:

- The team reviews the data

- If the data does not reflect progress, then the team must design a plan to more appropriately meet the student’s educational needs, which could include enrolling the student in another educational program in the district.

If....	Then....
The student struggles with academics	-change the PEP to connect student with appropriate curriculum -adjust pacing to match student mastery -add additional intervention class
The student doesn’t submit evidence of work	-meet as team and determine problem (technology, schedule, or student mastery) -increase teacher and learning coach meetings to weekly -Weekly submission of evidence of work
The student isn’t attending	-increase communication between teacher and learning coach to daily -attendance letter -Home visit -Refer for Truancy Court
There is a lack of communication between the teacher and learning coach	-Change the mode of communication -Increase the frequency of communication -Change of placement or teacher

Meal Programs:

The district participates in the National School Lunch, School Breakfast, Special Milk, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Commodity Programs and offers free meals based on a student’s financial need.

Additional information can be obtained in the office.

The district’s meal charging requirements are:

A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student’s parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only. The district may refer delinquent meal charges to third parties for collection.

Medicine at School:

Students may be permitted to take prescription or non-prescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities.

District-Administered Medication

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent.

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, method of administration, frequency of administration and any special instructions. A prescription prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions, with permission of the parent, which includes the information above are required for all requests to administer non-prescription 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 five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

Premeasured Doses of Epinephrine

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

Self-Medication

Students in grades K-12 are permitted to self-medicate prescription and non-prescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to non-prescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

Online Learning:

The district may grant credit for approved online courses. Students may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

Parental Rights:

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

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

A student's personal information (e.g., name, address, telephone number, or 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.

Personal Electronic Devices & Social Media:

Students may be allowed to use and possess personal communication electronic devices on district property and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, state and federal law. As used in this policy, a “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

Social media tools may be used by students in a manner that supports the instructional and learning environment. The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. The district will not be responsible for information or comments posted by students on social media websites when the student is not using social media tools directly related to district activities and not under the direction of district staff. The superintendent is directed to develop administrative regulations and/or approve school rules as necessary to ensure that student use of such devices is consistent with this policy.

Administrative regulations may include grade- or age-level possession and/or use restrictions by students on district property and at district-sponsored activities, consequences for violations; a process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied; and such other provisions as the superintendent may deem necessary. The superintendent is responsible for ensuring that pertinent provisions of Board policies, administrative regulations and school rules governing personal electronic devices are included in staff handbooks and student/parent handbooks, reviewed annually and updated as necessary. Taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and or other appropriate state or federal agencies.

Program Exemptions:

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

Reports to Student and Parent:

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

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

Scheduling, Credits & Policies:

Schedule Changes

Students will be allowed to add or drop classes during the first 10 days of each semester without grade and/or credit penalties. Parent signatures must be obtained for dropping academic classes. A teacher's signature must be obtained to add a class after the 10-day grace period, and the student MAY receive reduced credit for the course. Students are encouraged to make their schedule changes in advance to allow sufficient time for their changes to be made and avoid missing the 10-day deadline. During the 10-day grace period students cannot miss class time in order to make schedule changes. Students who drop a class after 10 days will receive an "F" for that class unless transferring into an equivalent class.

Ninth, tenth and eleventh grade students are expected to carry a full schedule and must add a course in place of each one dropped.

Retaking a Course: A student may repeat any course in order to improve his/her knowledge and skills of the content in that course when a grade of B, C, D or F has been earned. Any letter grade, whether A, B, C, D or F indicating the course has been completed, will be recorded on the transcript, and will be used in the GPA calculation. If a course is retaken, the student can choose between: 1. Replace the original grade with a NG (No Grade) or 2. Have the higher grade earned count for required credit on the transcript and the lower grade count as elective credit on the transcript.

Earn College Credit

GMH offers a dual enrollment option beginning in 10th grade. Classes are taken through Central Oregon Community College. 10th graders desiring admittance to this dual enrollment program are required to take and pass HD 100 College Success and Writing 121. Upon successful completion of those courses, up to 12 credits of college courses per term may be taken during the school year in which students can earn both high school and college credit, paid for directly through an agreement between CCSD and COCC. Students may earn college credit by earning a grade of C or higher. Credits earned in these classes can be applied toward degree or certificate programs and may transfer to four-year colleges (some transfer as elective credit). The school year is defined as Fall, Winter and Spring terms and does not include summer.

College credits obtained through this program are applied to high school graduation requirements as follows:

A 3-4 college credit class = .5 high school credit

A 5 or 6 college credit class = 1.0 high school credit

Special Programs:

Bilingual Students - English Language Learners

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

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact Jihan Nelson, Special Education Director:

Jihan.Nelson@crookcountyschools.org

Title IA 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 IA program efforts.

Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor.

Student/Parent Complaints:

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact Jay Weeks, the Director of Human Resources.

Division 22 Education Standards Complaints

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

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaint

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

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

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

Placement/Enrollment of Homeless Student Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Public Complaints

Complaints, questions and concerns about issues and events over which the district has control shall be processed thoroughly and in a timely manner. Certain categories of complaints must be

processed under other district policies and administrative regulations as a result of federal or state law and/or confidentiality issues. They include:

1. Complaints alleging discrimination based upon a complainant's protected class status are processed under administrative regulation AC-AR (Discrimination Complaint Procedure)
 2. Complaints alleging sexual harassment of district students are processed under administrative regulation JBA/GBN-AR (Sexual Harassment Complaint Procedure).
 3. Complaints alleging sexual harassment of district staff are processed under administrative regulation GBN/JBA-AR (Sexual Harassment Complaint Procedure).
 4. Complaints alleging hazing, harassment, intimidation, menacing, bullying, cyberbullying, teen dating violence or domestic violence of a student are processed under administrative regulation JFCF-AR
 5. Complaints alleging hazing, harassment, intimidation, bullying or menacing of staff are processed under administrative regulation GBNA-AR (Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedure – Staff).
 6. Complaints about special education or Section 504 of the Rehabilitative Services Act are handled through the dispute resolution procedures established by the U.S. Department of Education and/or the Oregon Department of Education.
 7. Complaints about the district's response to public records request should be directed to the Deschutes County District Attorney in accordance with Oregon Revised Statute (ORS) 192.415(1)(a)
 8. Complaints about the district's adoption of instructional materials are processed under administrative regulation IIA-AR (Instructional Materials Selection) Public Complaint Procedure – KL-AR(1) 2-5
- The district will process all other complaints using the following procedures:

Step One: Informal Resolution When practical, the complainant shall attempt to informally resolve their complaint with the district employee most directly involved in the matter resulting in the complaint. All communications shall be polite and respectful.

Step Two: Formal Complaint If a complaint is not resolved informally at Step One, the complainant may submit a written complaint to the employee's immediate supervisor or to the building principal, as appropriate, within ten school days from the last attempted informal resolution under Step One. The written complaint should include specific details describing the incident, act or condition giving rise to the complaint, informal efforts to resolve the complaint under Step One, and the requested remedy. The supervisor or building principal shall in a timely manner investigate, decide upon the merits of the complaint, and determine the appropriate action to be taken, if any. To the extent allowed by state and federal confidentiality laws, the

supervisor or building principal shall provide complainant with a timely written response. The written response may be provided by email.

Step Three: Appeal to Superintendent If a complainant is unsatisfied with the response at Step Two, he or she may appeal the response to the superintendent in writing within ten school days of receiving the response. The superintendent or designee shall in a timely manner review the appeal and the investigation conducted under Step Two. At his or her discretion, the superintendent or designee may conduct, or cause to be conducted, further investigation into the complaint. The superintendent or designee shall make a decision on the merits, and to the extent allowed by state and federal confidentiality laws, provide complainant with a timely written response. The written response may be provided by email.

Step Four: Appeal to School Board If a complainant is unsatisfied with the response at Step Three, they may appeal to the Board in writing within ten school days of receiving the Step Three response. At its next regularly scheduled meeting, the Board shall review the record of the complaint from prior steps to determine whether it warrants further consideration, and if so, how it will proceed.

The Board may use executive session if the subject matter qualifies under Oregon law. In its discretion, the Board may conduct or cause to be conducted further investigation, request further written submissions from the complainant and/or other individuals involved, or conduct a hearing. The Board shall notify the complainant in writing in a timely manner as to whether it will undertake further consideration and if so, the process it will follow to do so. Should the Board decide to proceed with a hearing, the notice to the complainant will describe the time, date, location and format of the hearing. The Board's decision not to undertake further consideration shall be considered a final decision of the district for purposes of an appeal to the Oregon Department of Education under OAR 581-021-0570 and Oregon Administrative Rule (OAR) 581-022-2370. Public Complaint Procedure – KL-AR(1) 3-5 Should the Board decide to undertake further consideration of the complaint, at the conclusion of its consideration process and to the extent allowed by state and federal confidentiality laws, it shall provide complainant with a timely written response. The written response may be provided by email.

Notwithstanding the steps described above, complaints about a program supervisor (i.e., director of student services) or building principal may be initiated at the superintendent's level, and a complaint about the superintendent may be initiated at the Board level. Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party.

When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, in open session during the next regularly scheduled meeting, what action, if any, is warranted. Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may

refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, in open session during the next regularly scheduled meeting, what action, if any, is warranted. In the event a complainant has asserted multiple complaints against the district, the complaints may be consolidated and addressed together under Steps Two, Three and/or Four.

The district shall endeavor to complete each of its required responses under Steps Two, Three and Four within 30 days. Should more time be required under any of these steps, the complainant will be notified and provided with an estimated time for the district's response under the applicable step. The district shall endeavor to complete all steps under this administrative regulation within 90 days.

The district shall have no obligation to consider complaints asserted:

1. Two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, this time limitation runs from the date of the most recent incident;
2. One year after the affected student has graduated from, moved away from, or otherwise left the district. The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Portfolios and Evidence of Work:

The student's teacher will work with the learning coach to develop pacing guides for the core subjects of math, language arts, social studies, and science. These pacing guides will indicate which assignments should be submitted monthly as evidence of a student's progress and mastery of learning standards. The student's teacher will maintain a portfolio of the student's evidence of work. This portfolio will serve to establish a record of the student's progress, and will contribute to grades assigned to the student, reported three times over the course of the school year. Over the course of the school year a total of 10 pieces of evidence will be collect in each of the four core subject areas.

Student Education Records:

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

"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.

Permanent records shall include:

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

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

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.

Student Restraint and Seclusion:

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

Student Searches

District officials may search the student, their 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 based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

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

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

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

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

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

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. Students will be identified based on:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.

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

Talented and Gifted (TAG) Programs and Services Complaints

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

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final. The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. A copy of the OAR will be provided upon request.

Transfer Students:

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

Transportation of Students:

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

Visitors:

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.