

Hillside Elementary Student Handbook



2023-2024

Home of the Huskies!

P.O. Box 549 ~ 185 East Main
Eagle Point, OR 97524

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Revisions will be posted on the online version of this handbook.

Eagle Point School District 9 prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation¹, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act, and Title II of the Genetic Information Nondiscrimination Act.

The following person has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

541-830-6609 Ryan Swearingen, HR Director

Procedure for filing a complaint can be found on the district's home page at www.eaglepnt.k12.or.us .

Parents and students [must] acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their student must notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.



Table of Contents

Welcome Letter to Families	5-6
GENERAL SCHOOL INFORMATION	7
STUDENT INSTRUCTIONAL HOURS	8
Staff/Phone List – 2021/2022	9
Bicycles/Scooters/Roller Blades/Roller Skates/Skateboards at School	10
Dropping Off In The Morning And Picking Up In The Afternoon	10-11
Gifts/Animals At School	11
Extreme Weather	11
Emergencies At School	12
Lost And Found	12
Toys And Cell Phones At School	12
Soda, Energy Drinks, Gum And Candy At School	12
Annual Fundraiser	12-13
Collect For Hillside	13
Parent Group	13
Parent Vue	13
STUDENT BEHAVIOR EXPECTATIONS	13
Student Code of Conduct	13-16
Damage to District Property	16
Dress Code	16-17
Bullying Behavior	17-18
Off-Campus Student Behavior	19
Discipline – Due Process	19
Detention	20
Discipline of Students w/Disabilities	20-21
Suspension	21
Weapons At School	21
Discipline Matrix	21-23
ATTENDANCE & ABSENCE	23
DISTRICT ATTENDANCE POLICY	23

Definitions:	24-25
Student Absences	24-25
Safety Calls	25
Student Illness	25-26
Illness Guidelines	26
Immunization, Vision Screening and Dental Screening	26-27
Administering Medication at School	27
Head Lice	27
Communicable Diseases	27-28
DISTRICT PROGRAMS	28
Meal Program	28
Common Curriculum Goals	28
Conference Schedule	29
Student Conduct on School Buses	29-30
REQUIRED NOTICES	30
Alternative Education Programs	30-31
Distribution of Material	31-32
Public Complaints	32-33
Discrimination Complaints	33
Emergency Drills - Fire, Earthquake & Safety Threats	33-34
English Language Learners	34
Field Trips	34
Fees, Fines and Charges	34-35
Friday Folders & Newsletters	35
Homeless Students	35-36
Instructional Materials Complaint	36
Identification of Talented and Gifted Students	36-37
Infectious Disease Instruction	37
Oregon School Safety Hotline	37
Parental Rights	38
Private School Attendance	38
Program Exemptions	39
Programs & Services Complaints	39
School Library – Media Center	39

School Report Card	39
State & District-Wide Assessment	39-40
Student Education Records	40
Student Information Procedures	41
Searches/Questioning	41-42
Sexual Harassment	42
Student Acceptable Use of Technology	42-43
Student Insurance	43
Student Restraint or Seclusion	43-45
Title I Services	45
Transfer of Student	45
Transportation of Students	45
Underage Drinking Hotline	46
Visitors at School	46
Volunteers at School	46-47
Eagle Point School District 9 Directory	47
District Administration	47
District Support Services	47-48
Eagle Point School District 9 School Board	48
School Board "Regular Meeting" Schedule	48

GENERAL SCHOOL INFORMATION

Our School's Name is Hillside Elementary

We are also sometimes referred to as HES

School Phone: (541) 830-1225
School Fax: (541) 830-6150
District Website: www.eaglepnt.k12.or.us
School Website: Link at www.eaglepnt.k12.or.us/hes
E-mail: pattersondurhamj@eaglepnt.k12.or.us



Our school enrollment is approximately 445 children; kindergarten through grade 5.



Our school mascot is the: Husky

Our school colors are: Black, White and Blue

Hillside Elementary School is part of Jackson County School District Nine, which spans 640 square miles and includes the communities of Eagle Point, Lake Creek, Shady Cove, Trail, and White City.

Principal: Jen Durham * 541-830-6107
Principal's Secretary: Abby McCormick * 541-830-6146
School Secretary: Gloria Islas * 541-830-6148
Instructional Coach: Tracy VanWormer* 541-830-6149



Hillside Elementary School Office Hours

The school office is open Monday through Friday, 8:00 AM – 3:30 PM.

The main telephone number is 541-830-1225.

When calling after-hours, a message can be left on "voicemail."

STUDENT INSTRUCTIONAL HOURS



Kindergarten through Fifth Grade Students:

Monday through Friday 8:30 AM – 3:15 PM

The front doors open at 8:05AM for all students to come in and have breakfast, or go get some exercise out on the track.

Students will be considered late after the tardy bell rings at 8:35AM. Please park and come in with your child to sign them in.

Messages and Phone Calls

Each classroom is equipped with a telephone for emergencies. We make every effort to prevent classroom interruptions. Student messages will be given to classrooms at the end of the day before 2:30 PM. Other messages can be left on a teacher's voice mail.



Transportation changes, etc. must be pre-arranged by 2:30 PM. Once the bus departs, no changes to transportation will be made.

Call the office to leave any changes to "after school instructions," 541-830-1225. If we do not receive a call to change "after school" instructions prior to 2:30 PM, we cannot guarantee the child will get the message and we will instruct the child to follow the "usual" arrangements. Any changes need to be made with the office and not with the student.

Please DO NOT call and report a student's absence to the student's teacher. For your child's safety, all of these calls should be made to the school office, 541-830-1225. If your student is absent and we do not know why, we are required to call you.

Hillside Elementary School Staff Directory

Phone	Name		Position
830-1225	Main Line		
830-6150	Fax		
830-6107	Durham	Jen	Principal
830-6146	McCormick	Abby	Principal's Secretary
830-6148	Islas	Gloria	Admin Assistant
830-6149	Vanwormer	Tracy	Instructional Coach
830-6145	Davis	Sara	Special Education Resource Teacher
830-6135	Boyes	Margaret	Speech & Language Pathologist
830-6144	Kelsey	Nancy	Food Service Manager
830-6147	Fortman-Craun	Sheila	Library Coordinator
830-6123	Swopes	Chilli	Disciplinarian
830-6136	Bower	Megan	Kindergarten Teacher
830-6120	Sacchi	Hannah	Kindergarten Teacher
830-6138	Federico	Katie	Kindergarten Teacher
830-6121	Ferguson	Charli	1st Grade Teacher
830-6204	Ritchie	Karisa	1st Grade Teacher
830-6119	Wagner	Corrinne	1st Grade Teacher
830-6122	Boykin	Karin	2nd Grade Teacher
830-6115	Chenoweth	Allison	2nd Grade Teacher
830-6134	Wattenburger	Leah	2nd Grade Teacher
830-6110	Idrogo	Luis	3rd Grade Teacher
830-6126	Kahawai	Nickeey	3rd Grade Teacher
830-6124	Kilburn	Danna	3rd Grade Teacher
830-6109	Hillock	Izzy	4th Grade Teacher
830-6113	Surgeon	Megan	4th Grade Teacher
830-6108	Thronburg	Christy	4th Grade Teacher
830-6141	Carpenter	Tristan	5th Grade Teacher
830-6203	Suetos	Nicole	5th Grade Teacher
830-6131	Surgeon	Brendon	5th Grade Teacher
830-6114	Keson	Tabitha	5th Grade Teacher
830-6129	Maidana	Kura	MAPS 1 Teacher
830-6130	Edwards-Hall	Denise	MAPS 2 Teacher
830-1245	Squire	Rex	D9 Transportation/Bus Barn
830-6553	Tolley	Lydia	Sodexo Food Service Coordinator

Bicycles/Scooters/Roller Blades/Roller Skates/Skateboards at School



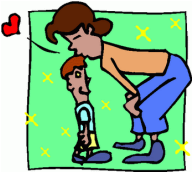
Students are encouraged to walk or ride their bike to and from school. For student safety, all bicycles and scooters are parked at the bicycle racks. Students are to walk their bikes and scooters to and from the bike racks once they enter the campus. Bike and scooter riding, skateboarding, rollerblading and roller skating are not allowed on the playground or in the school building. We cannot assume responsibility for damaged or stolen bicycles, scooters, skateboards, rollerblades, or roller skates.

Students should always ride on the right side of the street and obey all traffic signs. **Bike helmets are required per state law. Students will lose the privilege of riding a bike or scooter to school for failure to comply with these rules of safety and responsibility.**

We reserve the right to impound a student's bicycle (or skateboard, scooter, rollerblades or roller skates) for failure to obey the above expectations. The student's parent or guardian will need to make arrangements with the school office to retrieve impounded items.



Dropping Off Your Student in the Morning & Picking Up in the Afternoon



Morning (Drop Off): Students will be dropped off at the front driveway. Do **NOT** park in red zones when dropping off your child.

Thank you for your understanding of these procedures. Safety will always be the first priority for all of our students. By helping us maintain these procedures, you help us keep all of our students safe.

Kindergarten Dismissal - remains at 3:10 PM on Mondays-Friday

Grades 1 thru 5 Dismissal - remains at 3:15 PM on Monday-Friday

VERY IMPORTANT: For the safety of all students, the doors to the building will be locked. If you have an appointment and need to pick up your child early, **you must make arrangements no later than 2:30 PM.** We realize that these procedures may be inconvenient, but we always put student safety first and appreciate your cooperation with our procedures.

Afternoon Pick Up: We ask that you pull all the way forward and you must remain in your vehicle. If you need to stay longer than a quick pick-up, please take a parking spot. The parking lane will remain open at all times.

Kindergarteners and first graders will be picked up at the front driveway.

2nd graders will be picked up at the parking lot side gate.

3rd-5th graders will be picked up at Tabor Rd. gate.

*We will have the Hillside Elementary side of Tabor Road open and available for parents to park and wait for their students. We ask that you please pull all the way forward in order to make room for everyone. This process lessens the heavy traffic that typically engulfs the front of the building and allows more vehicles to move through.

Gifts/Animals at School



Although personal birthday gifts are fun to receive, flowers and balloons are disruptive to the learning environment. Please save these gifts for your family celebration. If delivered to school, the student may be asked to pick them up in the office at the end of the day. Also, if gifts are given at school, there should be something for everyone. (e.g. valentines, birthday

invitations).

Please make prior arrangements with your child's teacher if you plan to bring an animal to school. All animals must be contained, leashed and accompanied by an adult while at school.



Extreme Weather

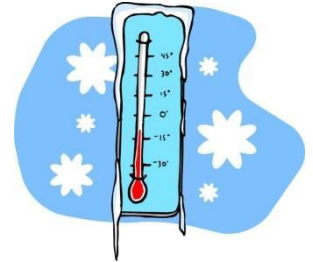
Extreme weather or other emergency conditions may cause school to be canceled or to operate on a different schedule than usual. If a decision is made to cancel school or to change the starting time or to dismiss early due to extreme weather or other emergency conditions, the following radio and TV stations will be asked to announce the decision:

Radio:

KCMX KBOY KMED KCNA/KROG/KRTA
KSOR KTMT KRRM KLDR/KAJO
KAKT KYJC KZZE
KAPL KDOV KRWQ

Television:

KDRV(12)
KOB(5)
KTVL(10)
KMOV(26)



The BEST source for information regarding emergency closures is the EPSD9 Website.

To be prepared, have childcare arrangements pre-planned. Staff will not be available at school to provide childcare—for their safety, they will be sent home too. Be certain our office staff has a working telephone number so you can receive a message in case of an emergency early dismissal.

If we have an early dismissal, children will be sent to their usual after school destination. Every effort will be made to contact you via phone. If you want us to send your child to a different destination, please be certain we have that information on file.

Emergencies at School

Hillside Elementary School is a safe school. Every precaution is made to keep children and staff safe. Fire drills

are practiced monthly. Earthquake drills and drills for other emergency situations (Safety Drill) are also practiced regularly.

If there were an emergency at school, the District Office would be the contact for information regarding the matter. The telephone number is 830-6551. It would be important to keep the school lines clear for emergency personnel access.

Lost and Found



Every year, coats, hats, gloves, sweatshirts and other personal items are left unclaimed by students. Permanently marking your child's clothing will assist us in finding the owner. You may check the Lost and Found at any time. Lost and Found items are bagged up and donated to local shelters.

Toys and Cell Phones at School

Please help your child keep toys at home. Toys from home often become a distraction in the classroom and disrupt student learning. As well, we cannot be responsible for toys that might get lost, broken, traded, or stolen. Trading cards (e.g. Pokemon, Yugioh, and baseball cards, etc.) are prohibited at school. Play equipment is available for student play on the playground. Toys from home are not permitted on the playground.



Students are prohibited from selling or purchasing items from other students while at school without prior principal permission.



Cell phones and other electronics shall remain silent and in a child's backpack during school hours unless given permission by the teacher for educational use. As with toys, we cannot be responsible for cell phones and other electronics that might get lost, broken or stolen.

Soda, Energy Drinks, Gum, Candy at School

For your child's health and safety, do not send soda, energy drinks, gum or candy to school with your child. Gum/candy will damage the floor. As well, soda and other carbonated beverages get shaken up, inadvertently, and make a sticky mess when opened. Your classroom teacher will inform you about appropriate snacks and lunch items.



Annual Fundraiser



HES students may participate in grade level fundraisers this year, depending on the grade level team projects. Students will collect pledges for the fundraiser event and the money they collect will be used by their class for field trips, special assemblies, program celebrations, etc. Families will be notified in advance by classroom teachers when a fundraiser is planned and what project will be completed with the money raised. Students are not to go door to door to fundraise – this is unsafe.

Collect for Hillside!

It's easy to help our school by participating in the following collection programs. Ask your neighbors, co-workers and grandparents to save these items too! Remit these items to the office—all year long.

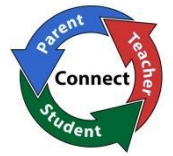
- **Box Tops for Education**

We're also collecting "Box Tops" to be redeemed for money. Many cereals, cake mixes, side dishes, and boxed snacks have the "Box Tops for Education" coupons. Clip them from the box and send them to school or scan your receipts. They are using the box top app now.



Parent Group

Did you know that Hillside Elementary has a parent group? They are responsible for many of the activities at our school! They meet once a month.



The PTO is a dedicated group of parents who truly make a difference at school. Please call or come to a meeting. There are lots of little things you can do that help the parent club and only take a small amount of your time! If you are interested, please send them an email at hillside.ep.pto@gmail.com for further information.

Parent VUE

District 9 provides a unique opportunity for parents/guardians to view their student's school information via the internet. *ParentVUE* is a convenient home-to-school collaboration tool that allows parents to enhance their involvement by keeping track of their student's attendance, grades, schedules, assignments, immunization and more!

Parents or guardians are able to view their student's information through the *ParentVUE* website after they have registered with the school and received a user ID and password.

To access *ParentVUE* information, go online to the district website at www.eaglepnt.k12.or.us. Click on the "ParentVUE" button near the top of the page. Follow the directions to log-on.

STUDENT BEHAVIOR EXPECTATIONS

Hillside Elementary Student Expectations

In District 9 and at HES, we expect students to:

- Be Safe
- Be Respectful
- Be Responsible

Be **Safe**

Be **Responsible**

Be **Respectful**

These expectations are taught deliberately throughout the school year. Teachers may also be teaching a violence prevention/social skills program called Purposeful People. The emphasis is to help students develop problem-solving skills.

When a student violates a rule, the first offense generally results in a warning with instruction to



prevent a recurrence. The next offense may result in a “time out.” We also teach students how to positively resolve personal conflict. Parent calls and conferences are made when students continually choose to disregard the school standards.

HES expects student conduct to contribute to a productive learning climate. Students shall comply with the school's rules and district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner during the school day and during school-sponsored activities. This code of conduct also applies to students as pedestrians or bicyclists on their way to and from school.

The Administration will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation or bullying, cyberbullying and teen dating violence. Any employee who has knowledge of conduct in violation of Board policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of Board policy JFCF or feels he/she has been harassed, intimidated or bullied or has knowledge of any student being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher who will be responsible for notifying the appropriate district official.

It is easiest for children to learn when they feel safe and secure. This is the environment we try to provide at HES. Bullying, violent and/or threatening behavior will not be tolerated.

Student Code of Conduct

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

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

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

1. [Assault;
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. Suspected abuse of a child pursuant to Board policy JHFE - Reporting of Suspected Abuse of a Child;
5. Violent behavior or threats of violence or harm [as prohibited by Board policy JFCM - Threats of Violence];
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon [as prohibited by Board policy JFCJ - Weapons in

Schools];

8. Vandalism, malicious mischief, 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;
9. Sexual harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems];
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.]

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

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

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

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



Additionally, false threats to damage school property will not be tolerated. The use or display of the noose, swastika, or Confederate flag is prohibited except where used in teaching curriculum that is aligned with the Oregon State Standards (per ODE administrative rule).

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

Refer to School Board Policy [JFC](#) Student Conduct

Student Rights and Responsibilities

Student rights and responsibilities include, but are not limited to, the following:



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

Damage to District Property



A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the amount due is not paid the amount will become a debt owed and the district may impose certain restrictions and/or penalties until fees, fines or damages are paid.

EPSD 9 Dress Code Policy:

<p>EPSD 9 Dress Code Policy Statement</p>	<p>Acceptable</p>	<p>Unacceptable</p>
<p>All clothing should cover underpants, midribs, buttocks and cleavage. See-through garments must be worn with appropriate coverage underneath that meet the minimum requirement of dress code.</p>		
<p>All students must wear shoes at all times and should be safe for the school environment. Shoes with attached wheels (Example: "Heelys") are not allowed at school.</p>		
<p>Clothing must cover areas from one armpit across to the other armpit. Shorts must be down to approximately 5 inches in length on the upper thighs. Tops must have shoulder straps.</p>		
<p>Headgear including hats, hoods, bandanas, ski mask and caps are not allowed on campus unless permitted for religious, medical, safety, or other reasons approved by school admin. Beanies are allowed in cold weather on playground areas. Sunglasses may not be worn inside the building.</p>		
<p>Any disruptive or distracting mode of clothing or appearance that substantially and adversely impacts the educational process is not acceptable. This includes, but is not limited to, material relating to drugs, alcohol, profanity, obscenity, nudity, racism, violent or criminal themes and gang activity.</p>		

* The administration at each school reserves the right to determine what constitutes appropriate dress and determine appropriate health reasons. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Bullying Behavior

Bullying Behavior will not be tolerated at HES. The intent of the person “doing the bullying” makes no difference whatsoever. The person on the receiving end is the one who decides whether the behavior is offensive.

Bullying is...

- any **ongoing** physical or verbal mistreatment
- a deliberate attempt to make someone feel uncomfortable or unhappy
- an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students
- a **conscious desire** to hurt, threaten or intimidate someone physically, verbally or psychologically

Behaviors Associated with Bullying...

- offensive name-calling
- aggressive personal contact
- threats (verbal or written)
- intimidating body language
- damage, destruction or theft of property
- invading physical space
- intentional, continual noise-making
- intentional exclusion
- ‘nasty looks’
- put downs
- teasing
- excluding someone from group or game
- physically hurting someone
- discrimination based on a person being different in some way



How to handle children who bully you...

- avoid them
- walk away
- never find yourself alone with them
- stay in sight of an adult
- be firm and strong even if you don't feel like it
- look them straight in the eye and stand up tall
- tell them to stop and walk away
- ignore them
- pretend you did not hear the comment
- find a friend
- play with friendly children
- don't fight back physically (it just gets you in trouble too)
- tell your teacher, the playground supervisor, principal, bus driver

Parents, if your child is being bullied...

- listen carefully to your child
- assure your child that it is not his or her fault
- stay calm
- get accurate details

- give your child some strategies to cope
- help your child to be proud of how they are unique
- if the problem persists, seek assistance from your child's teacher
- if the problem continues, seek support from the school principal

If your child is bullying others...

- find out all the facts from the school
- talk to your child, but do not blame
- emphasize that bullying is not acceptable in your family
- role-play alternative behaviors
- seek assistance from school or health professionals
- be specific regarding consequences for continuing unacceptable behaviors
- reward appropriate behavior



Consequences of Bullying at HES

First Offense:

- Time out in school functions (e.g: assemblies, field trips, recesses, sports, etc.)
- Parents notified by telephone or letter

Repeated Offenses:

- Referral to school office
- Parent Conference
- Loss of privilege
- In-school suspension
- Referral to law enforcement

Off-Campus Student Behavior

Eagle Point School District 9 is not responsible for the conduct or control of students who are not on school property or are not at a District-sponsored event under the care and management of District representatives. The District will not supervise students off-campus nor will the District be responsible for any student behavior or conduct once the student has removed him/herself from District property and/or the oversight of District representatives at a District-sponsored event.

However, if a student's off-campus behavior or actions impacts or interferes with the educational environment and/or safety on campus, or if there is a nexus between a student's off-campus behavior or actions and their conduct and compliance with school rules on campus, then the student may be disciplined in accordance with the disciplinary code set forth in the student handbook. For example, off-campus bullying or harassment may be disciplinable if, as a result, a hostile educational environment is created on campus.

These provisions in no way limit the scope of the decisions or actions the District may deem in good faith necessary to take to maintain a safe and secure environment on school property.

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 administrator. 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 use 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 shall be reported to law enforcement when required by law. No student will be subjected to corporal punishment.

Expulsion

Students may be only 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:

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

No student may be expelled without a hearing unless the student's parent/guardian waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See Alternative Education Programs and Alternative Education Programs Notice in Section on "Required Notices" of this handbook.

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.

Discipline of Students w/Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.



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

Suspension

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law. When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.



Refer to School Board Policy [JG](#) Student Discipline
Refer to School Board Policy [JGE](#) for expulsion information

Weapons at School

Students shall not bring, possess, conceal or use a weapon and or toys that look like a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education.



If a child brings a dangerous weapon or a weapon “look-alike” to school, a parent will be called immediately.

“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.

Violation of this Oregon State law may result in expulsion from school and the Federal Gun Free 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 one thousand feet of school grounds.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year.

Refer to Board Policy [JFCJ](#) Weapons in the Schools

Please refer to this D9 Elementary Progressive Discipline Matrix (This Matrix is subject to change):

Drugs, Alcohol, or Tobacco: Sale or Providing			Up to 10 day suspension/ possible expulsion
Fighting or Assault	1-2 day suspension	2-5 day suspension	Up to 10 day suspension/ possible expulsion
Forgery or Plagiarism or Theft	Recess Detention	Lunch Detention, 1 day suspension	1-3 day suspension
Gang Affiliation Display	Lunch Detention/Loss of privilege	1-3 day suspension	3-5 day suspension
Inappropriate or Abusive Language	Recess Detention	Lunch Detention, 1 day suspension	1-3 day suspension
Inappropriate Displays of Affection	Recess Detention	Lunch Detention, Loss of privilege	1 day suspension
Lying or Cheating	Recess Detention	Lunch Detention, Loss of privilege, 1 day suspension	1-3 day suspension
Physical Contact or Physical Aggression (Includes Horseplay and Pretend Fighting)	Lunch Detention/Loss of privilege	1-3 day suspension	3-5 day suspension
Harassment	Loss of privilege, parent conference	1-2 day suspension	3-5 day suspension
Skipping and/or Cutting Class	Recess Detention	Lunch detention, parent conference	1-3 day suspension
Technology Electronic Violation	Loss of privilege, parent conference	1-2 day suspension	2-5 day suspension

Truancy	Recess Detention, parent conference	Lunch detention, Loss of privilege, parent conference	1-3 day suspension
Vandalism or Property misuse/damage	Loss of privilege, parent conference	1-2 day suspension	3-5 day suspension
Weapons			Refer to Board Policy

POLICE INVOLVEMENT: Since these problems also violate state law, school officials may need to notify the appropriate police authorities and in cases of major violations, may press charges. If the police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school.

School officials, guided by district policies and procedures, will cooperate with police authorities during investigations.

Administration has the discretion to utilize in-school suspension in lieu of out of school suspension

ALL ACTIONS TAKEN ARE AT THE DISCRETION OF ADMINISTRATION AND DISCIPLINARIAN DUE TO CIRCUMSTANCES AND PAST HISTORY.

SEVERE CLAUSE: Administration may find it necessary to move directly to more extensive disciplinary action, such as the behavior contract depending on the severity of the offense. Accumulation of different types of offenses will also lead to more severe discipline and may require immediate suspension with recommended expulsion.

* Violations of Alcohol and Tobacco policy will result in suspension from all school activities and athletic events for the same periods of time as the eligibility contract.

SEVERITY CLAUSE: An Administrator may find it necessary to move directly to more extensive disciplinary action, such as a behavior contract depending on the severity of the offense. Accumulation of different types of offenses will also lead to more severe discipline and may require immediate suspension with recommendation for expulsion.

ALL ACTIONS TAKEN ARE AT THE DISCRETION OF ADMINISTRATION DUE TO CIRCUMSTANCES AND PAST HISTORY.

*Conduct Risk Assessment/Threat Assessment of Mental Health Consulting ([ORS 339.250](#))

Administrator shall:

Protect students & staff from harm	Respond to misconduct in a manner that is fair, nondiscriminatory, and proportional
Provide student with opportunities to learn from mistakes	Take the student's developmental level into account
Foster positive learning communities	Propose alternative programs of instruction where appropriate, using evidence-based approaches
Keep students in school as much as possible	Ensure compliance with federal and state law concerning students with disabilities (ORS 339.250 (5)(a-j))
Impose discipline without bias against students from protected classes	

Attendance

ATTENDANCE & ABSENCE

DISTRICT ATTENDANCE POLICY

Eagle Point School District 9's attendance policy was established and is enforced so all students may achieve their full potential by attending school regularly.



It is the intent of the School Board, school administration, and school staff at all school sites that all students have maximum opportunities for academic growth and achievement. Absenteeism affects student performance and reduces a student's opportunity for success both academically and in the workforce.

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. Persons having legal control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to have the child attend and maintain the child in regular attendance during the entire school term.

A parent will be issued a notification, in writing and in the native language of the parent, and 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.

Definitions:

Tardy: A student arriving after the bell rings

Excused Absence: [ORS 339.065](#)

When returning to school after an absence, a student must bring a note signed by the parent or guardian that describes the reason for the absence. A student's absence from school or class will be excused under the following circumstances:

- Personal 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 are 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 (dental) appointments; confirmation of appointments are required.
- Pre-Arranged Absences

Pre-Arranged Absences: an absence that is arranged prior to the student's time away from school after deemed appropriate by the school's administrator and satisfactory arrangements have been made in advance of absence. (Pre-arranged/Extended Leave Absence forms are available in the front office.)

Unverified Absences: A student's absence was not verified by a parent/guardian as required. This includes:

- Not arriving at school as expected by parents and school authorities
- Arriving at school but not attending classes
- Leaving school without following the checkout procedure
- Missing any part or all of a scheduled class without authorization
- Obtaining permission to go to a campus location but not reporting there
- Being absent from class for any reason other than those reasons specifically authorized

As a district, we understand that sometimes absences are outside of our control. As part of our Attendance Initiative, “Creating a Culture of Showing Up” we will generate letters of attendance concerns at the following intervals: 4, 7, 10 and 14 days of absences. The intent of these communications is to create a proactive strategy to maximize student learning opportunities.

Student Absences

Your child may be absent if he/she:

- is sick – 100 degree or higher temperature, vomiting or diarrhea (contagious). When an illness lasts more than a couple of days, you should take them to the doctor or call the school nurse to obtain a doctor’s note.
- is needed because of a family emergency (please call the school and let them know how long you expect to have your child out of school.) This does not include interpreting for other family members.
- has *live* lice – this must be taken care of quickly. Your child should not miss more than two (2) days of school. If you need help or advice, please call our school nurse or a public health nurse.
- If your child visits any medical provider, please get a note from the provider and turn it in to the front office. These absences will be recorded as a “doctor’s visit” and will not be counted in our Attendance Totals for Letters of Concern.

Your child may **NOT** miss school:

- for vacation
- because he/she does not want to go to school.
- because he/she slept in.
- for having lice for an extended period.
- to provide care for younger or ill siblings/family members.
- due to lack of school supplies, clothes or alarm clock.
- because he/she is afraid to go to school.
- to go with you to interpret during school hours.
- because of a family emergency that took place a long time ago.
- because parents overslept; get him/her to school immediately.

If you or your student needs assistance with resources to help find solutions, please contact our school at 541-830-1225

Safety Calls

Hillside Elementary shall notify a parent/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/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Our principal is available to assist you and your child with the resources necessary to maintain regular school attendance.

Student Illness

When a child is not feeling well at school, he/she should tell a school adult (e.g. classroom teacher, playground supervisor). The adult will help the child make decisions about why they are feeling that way, e.g. hungry for lunch, too hot from play on the playground, etc. If the child is not feeling better, he/she can go to the office for assistance.



At the office, the secretary will assist your child. When appropriate, a temperature will be taken. If the child has a temperature of 100° or above, a parent contact is made immediately and a parent or caregiver shall come and pick up the child. If the temperature is normal, a student may rest in the “Health Room” for a few minutes. If a child comes to the “Health Room” twice in the same day, a decision is sometimes made to call and discuss the ailment with the parent.

Parent contact will also be made anytime a child has sustained a significant head injury (e/g. fall), or if a significant bruise or other mark is apparent. The office personnel and many other school adults have been trained in general First Aid, but you will be called in the event of any serious injury. Please be sure we have current phone numbers on file in the office!

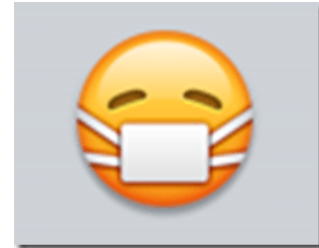


A common visit to the office from children is for lost teeth. When your child loses a tooth at school, we put it in a special tooth container and send it home.

Illness Guidelines

Here are some helpful guidelines in determining when a child may need to stay home because of illness:

- ☹️ Student requires more care than the school staff can provide (We do not have a nurse on staff at school.)
- ☹️ Illness or injury prevents student from participating in academic activities
- ☹️ Fever greater than 100°
- ☹️ Vomiting
- ☹️ Stiff neck or headache with fever
- ☹️ Irritating or distracting rash (e.g. extreme poison oak)
- ☹️ Behavior change: irritability, lethargy, sleepiness
- ☹️ Jaundice (yellow color to skin or eyes)
- ☹️ Diarrhea: three watery (loose) stools per day with fever or if condition persists longer than three days
- ☹️ Skin lesions that are “weepy” or pus filled
- ☹️ Colored drainage from eyes, nose and/or ears
- ☹️ Difficulty breathing



Immunization, Vision Screening and Dental Screening



Every student must be fully immunized against certain diseases or must present a certificate or statement of Nonmedical Exemption stating the student should not be immunized. **Proof of immunization** may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization will be excluded from

school until such time as he/she has met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.



The parents or guardian of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A **vision screening or eye examination**; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. Submitted the Nonmedical Exemption statement that can be acquired from a health care practitioner or the vaccine educational module approved by the Oregon Health Authority.

The parent or guardian of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has received a **dental screening** within the previous 12 months.



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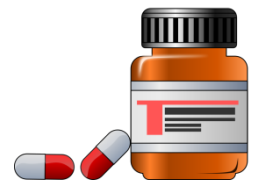
The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or the dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

Administering Medication at School

Students may be permitted to take prescription or nonprescription 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.

When medication **MUST** be given at school, it must be personally delivered and picked up by the parent and accompanied by written authorization, using the District 9 Medication Form. The medication must be in its original container with instructions for administration (time and dosage).



The office staff can administer Over-the-Counter medication (including Tylenol, cough drops, Calamine Lotion, etc) to your child **ONLY** if you provide the medication in its original container and have a District 9 Medication Form signed by you on file in the school office for administration on an "as needed" basis.

Asthma inhalers are stored in the office in their original prescription boxes. Backpacks and pockets are not safe places for medications at school.

In situations when a licensed healthcare 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](#)).

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

Head Lice



Head lice are a common problem in schools and are highly communicable. Classrooms are checked periodically and sometimes daily if head lice become a problem. When three or more cases are found or reported in the same classroom, all parents in the classroom are notified. We request that a child does not return to school until all the live lice and nits are completely removed. If live head lice are found on your child, you will be contacted immediately and required to pick up your child and treat the head lice. Your child will not be allowed to return to class until their head is free of live lice and checked in the office. Complete treatment and removal helps prevent spreading.

Communicable Diseases

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law. Parents of a student with a communicable or contagious disease are asked to telephone the principal or office so that other students who have been exposed to the disease can be alerted.

DISTRICT PROGRAMS

Meal Program

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free meals based on a student's financial need. Additional information can be obtained in the office.



Breakfast and lunch are both served at HES. At breakfast, children can choose from bread, cereals, fruits, juice and milk. At lunch, children will always have a choice of main dishes and choices of fruit and vegetables.

Breakfast is available from 8:05 AM – 8:30 AM for all students who wish to eat at school.

- Price for breakfast: FREE
- Price for lunch: FREE
- Adult Breakfast: \$2.05 (includes milk)
- Adult Lunch: \$3.65 (includes milk)

Please do not send anything that needs to be refrigerated or heated by microwave. You can imagine how time consuming this would be for 500 students. Also, please do not send soda pop or other carbonated beverages as they inadvertently get shook up and create a sticky mess when opened.

Common Curriculum Goals

All District 9 students are taught common curriculum goals and standards as outlined by the Oregon Department of Education. District adopted curriculum is used with students at all District 9 schools. More info about curriculum standards can be found at www.ode.state.or.us.

Conferences and Report Cards

You are your child's first and most important teacher. We anticipate your active involvement in the education of your child. This year each family will have the formal opportunity to conference with teachers two times. However, you are invited and encouraged to request a conference with your child's teacher, the principal, speech therapist, etc. at any time.

Quarterly report cards and progress reports will be available through ParentVue and no paper copy will be provided unless verbally asked for in the office. Your student's progress reports can be checked online at any time by accessing ParentVue. Please do not hesitate to ask for assistance with ParentVue.



Check our school website calendar for dates that report cards and progress reports are posted.

Conference Schedule:

- Parent-Teacher-Student Conference November 21st-23rd
- Parent-Teacher-Student Conference March 21nd-22nd



Student Conduct on School Buses

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

While riding a school bus:

- ✓ Students being transported are under authority of the bus driver; students will obey the driver at all times;
- ✓ Students will not throw objects;
- ✓ Students will not bring firearms, weapons or other potentially hazardous material on the bus;
- ✓ Fighting, wrestling or boisterous activity is prohibited on the bus;
- ✓ Students will not stand up and/or move from seats while the bus is in motion;
- ✓ Students will not extend their hands, arms or heads through bus windows or doors;



- ✓ Students will not possess matches or other incendiaries and concussion devices;
 - ✓ Students will use the emergency door only in case of emergency as directed by the driver;
 - ✓ Students will not damage school property or the personal property of others;
 - ✓ Students will not threaten or physically harm the driver or other riders;
 - ✓ Students will not do any disruptive activity which might cause the driver to stop in order to reestablish order;
 - ✓ Students will not possess and/or use tobacco, alcohol or illegal drugs;
 - ✓ Students will not carry glass containers or other glass objects;
 - ✓ Students will not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
 - ✓ When necessary to cross the road, students shall cross in front of the bus or as specifically instructed by the bus driver;
 - ✓ Students will be on time (five minutes before the scheduled pick up) for the bus both morning and evening;
 - ✓ Students will not bring animals, except approved assistance guide animals, on the bus;
 - ✓ Students will stay away from the bus when it is moving;
 - ✓ Students may be assigned seats by the bus driver;
 - ✓ Students will have written permission to leave the bus other than at home or school;
 - ✓ Students will converse in normal tones. Loud or vulgar language or obscene gestures are prohibited; students will be respectful and not make obscene statements;
 - ✓ Students will not open or close windows without the permission of the driver;
 - ✓ Students will keep the bus clean and must refrain from damaging it; students shall not eat or chew gum;
 - ✓ Students will be courteous to the driver, to fellow students and passersby;
 - ✓ Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus;
 - ✓ Students who are suspended from riding the bus for any reason or time period are restricted from riding any school bus during the time of suspension;
- *These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.**

REQUIRED NOTICES

Please see updates on our School District Website: www.eaglepnt.k12.or.us



Alternative Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist

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

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

Examples of alternative education program options are not limited to, but include:

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

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

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

Proposals for alternative education programs shall include the following:

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

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

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. 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 non-student without the approval of the administration.

All materials requested 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 denied.

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

Public Complaints

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The district's complaint procedure is on the district's website.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the [administrator][supervisor]. The [administrator][supervisor] shall evaluate the complaint and render a decision within [five] working days after receiving the complaint.

If the complaint is not resolved, within [10] working days of the meeting with the [administrator][supervisor], the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of his/her findings and conclusion and provide the report in writing or in an electronic form to the complainant within [10] working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent or designee findings and conclusion, the complainant may appeal the decision to the Board within [five] working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearings for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within [20] working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or

individual Board members should be made to the Board chair on behalf of the Board.

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

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

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district, or a person who resides in the district, may appeal the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 - 581-002-0023[(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

Refer to School Board Policy [KL](#) Public Complaints

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact our principal.

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

Bias Incident Complaints

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

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

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, symbols of neo-Nazi ideology and the battle flag of the Confederacy^[6], and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

^[6] While commonly referred to as the “confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

The district prohibits the use or display of any symbols of hate on [district] [school] grounds or in any district- or school-sponsored program, service, school or activity that is financed in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

Emergency Drills - Fire, Earthquake & Safety Threats

Your child's safety is our first priority! Instruction and practice on how to respond without confusion and panic to different situations is performed multiple times a year.

Instruction takes place at the beginning of the year and after extended breaks from school. (Winter & Spring Breaks)

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



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

At least two drills on earthquakes and two drills for safety threats (ALICE*) for students will be conducted each year for students in grades K-12. Drills and instructions for earthquake emergencies shall include the earthquake emergency response procedure of "drop, cover and hold on" during the earthquake. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

- *Alert**-Initial Alert: may be gunshot, Intercom Announcement, etc. (Don't use code words)
- Lockdown**-If Evacuation is not a safe option, barricade entry points. Prepare Evacuation or Counter if needed.
- Inform**-Communicate real time info on shooter location. Use clear and direct language using any communication means possible.
- Counter**-Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.
- Evacuate**-When safe to do so, remove yourself from the danger zone.

Refer to School Board Policy [EBCB](#) Emergency Drills

English Language Learners

The school provides special programs for EB or Emergent Bilingual Students. A student or parent with questions about these programs should contact our school principal.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are



considered to be “in school” while participating in district-sponsored field trips. This means that students are subject to the school’s student conduct rules, applicable Board policies and other such rules as may be deemed appropriate by the field trip supervisor. If parents wish to chaperone on field trips, they must fill out a [volunteer background check](#) form available on the district website. This must be done in time to get the results back before the field trip.

Fees, Fines and Charges

Materials that are part of the basic core 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, including:

- Insurance for iPad - \$25 (optional)
- materials for a class project the student will keep in excess of minimum course requirements
- voluntary purchases of pictures, publications, yearbooks
- fees for damaged library books and school-owned equipment
- field trips considered optional to the district’s regular school program



Any required fee or deposit may be considered for waiver if the student and parent/guardian are unable to pay. Application for such a waiver may be made to the principal.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of the amount owed.

A written notice will be provided to the student and his/her parent(s) of the district’s intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of 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 possibly 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 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 the amount owed.

Friday Folders and Family Newsletters



In an effort to better communicate with families, all important notices and information from school will be sent home on Fridays in your child's Friday Folder. Please check your child's backpack on Fridays for this information. Return the folder on Mondays.

The school newsletter, HES Family Newsletter, will be sent home on the last Friday of each month. The newsletter contains information about current and future events and activities. It also has tips for helping your child be successful. The menu is sent home when we receive it from food service. General information about District 9 can be found at: www.eaglepnt.k12.or.us. The Family Newsletters may also be posted on the school's website, Facebook page, via email, etc.

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 **Heather Miller 830-6262**, the district's liaison for homeless students.

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.

Instructional Materials Complaint



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

All Challenge Request Forms must be signed by the complainant and filed with the superintendent. A review committee, 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.

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12. -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 students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Refer to School Board Policy [IGBBA](#) Identification – Talented and Gifted Students for appeal process.

Infectious Disease Instruction IGBBA

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district’s health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that 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.

Refer to School Board Policy [IGAI](#) Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education**

INFECTION CONTROL/HIV, HBV AND AIDS**

Although HIV, AIDS, and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV, and/or other infectious diseases.

HIV, HBV, AIDS – Students

A student infected with HIV¹, HBV, or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the district.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet

with the student or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

Oregon School Safety Hotline

The hotline is available to school age children and other members of the public for the purpose of reporting illegal, suspicious or other questionable activity on school grounds or at school sponsored activities. Accessible 24-hours a day, 7-days a week by toll free telephone call or via the Internet.

Toll-free Hotline: (866) 305-7745

Internet: www.oregonschoolsafety.com

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:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- 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.
- As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in [OAR 581-015-2000](http://www.oregon.gov/DEQ/OSSE/Pages/581-015-2000.aspx).

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

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

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise

permitted or required by state law should be directed to the office during regular school hours.

Private School Attendance

Children who are enrolled by their parents in private schools may participate in publicly funded special education and related services. Federal law allows school districts to limit the amount they spend for these services. If your child is to receive special education services under this provision, the school district will meet with you to develop a service plan describing the services to be provided to your child. Services may be provided on-site at the private school or at a public school. If the services are offered at a public school, the district must offer transportation for the child to access these services.

School districts are not required to pay for the cost of education, including special education and related services of a child with a disability at a private school or facility if the school district made a free appropriate public education available to the child and the parent chose instead to place the child in a private school or facility.



Program Exemptions

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

Programs & 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 to review all pertinent information.

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

School Library – Media Center



Students are invited to check out books from the school's Media Center. Each class visits the Media Center once a week for book check-out and a story. When checking out books, it is the child's responsibility to return the books the next week. Please assist us in teaching your child how important it is that books are returned in good condition and in a timely manner. You will be charged a replacement fee for lost library books. This price covers the cost of the lost book, processing and shipping and handling.

School Report Card

Each year the Oregon Department of Education evaluates the student performance, student attendance and

participation rate of assessment of every public school and District.

More info about school performance can be found at www.ode.state.or.us.

State & District-Wide Assessment

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

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



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

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

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's

Oregon State Assessment results;

9. Credits earned;

10. Attendance;

11. Date of withdrawal from school[.];]

12. [Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.]

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

In accordance with state and federal regulations, School District 9 may be compelled to provide directory information to state agencies and others. "Directory information" is a legal term for data which may include the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in activities and sports, dates of attendance, awards and degrees earned and most recent school attended.

This information will be furnished at the request of interested parties. The District does not ordinarily supply telephone numbers or birth information, but regulations require that the District provide this information if requested unless parents have asked in writing that it not be given. In that case, the District is not allowed to release the student's name and other directory information for programs, honors or awards.



Parents wishing any of the information withheld must notify the school in writing within 15 days of this annual public notice. Parents of students enrolling at any other time of year shall be granted two weeks after enrollment to give the written notice if they wish to withhold any or all of the directory information from publications. In the past, this information has been requested by military recruiters, businesses and political groups.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name (identifier, institutional email address in a class in which the student is enrolled) or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy [JOA-Directory Information](#).

Searches/Questioning

District officials may search a student, his/her personal property and property assigned by the district for the

student's use on district property or when the student is under the jurisdiction of the school. When there is reasonable suspicion to believe evidence of a violation of a law, Board policy, school rule, or the Student Code of Conduct is present in a particular place.



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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected. 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 Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.



If a law enforcement official is allowed to question or meet with students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

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.

Direct complaints related to employment may be filed with the US Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, US Department of Education, Office for Civil Rights, Region X, 915 2nd Ave, Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

Refer to School Board Policy JBA/GBN Sexual Harassment

[Refer to Board Policy GBN/JBA-AR Sexual Harassment Complaint Procedure](#)

Suspected Sexual Conduct with Students

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

Student Responsible Use of Technology

Electronic information resources are available to qualifying students in District 9. These resources include the use of the computer and access to the Local Area Network and Internet services. Our Internet System is being filtered by a proxy server. Student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, chat rooms and inappropriate language will be subject to discipline.



To qualify for electronic information resource services, students must be willing to abide by the rules of acceptable use.

● **STUDENT RESPONSIBLE USE OF TECHNOLOGY**

The Responsible Use Policy (RUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus. It is a written agreement among parents, students, and school personnel that outlines the terms of responsible use and consequences for misuse. This RUPs creates an opportunity to teach students, while in school, to become responsible digital citizens, which will help them thrive in a connected world.

Students understand that using digital devices (whether personal or district-owned) and the Eagle Point School District 9 network is a privilege, and when they use them according to the Responsible Use Policy, they will keep that privilege. They agree to do the following when using technology:

- Respect and protect myself.
- Respect and protect others.
- Respect and protect my school and district.
- Respect and protect intellectual property.

They understand that their use of any district technology (computer, mobile device, network, internet, resources, etc.) will be monitored and retained and is neither private nor confidential to district/authorized personnel. They understand that if they violate this agreement, the district's policies and procedures, this student handbook, they may not be allowed to continue to use technology or may receive other appropriate consequences.

Student Insurance

The School District does not provide accident insurance for students. The District shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury. However, the School Board has recognized an economical student accident insurance package from Meyers-Stevens & Toohey & Company called a "MID Plan." Parents are responsible for paying premiums—if coverage is desired. More information about student accident insurance is available with registration/orientation materials.

Student Restraint OR Seclusion

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

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

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

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

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - 1) The date of the restraint or seclusion;
 - 2) The times the restraint or seclusion began and ended; and
 - 3) The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

Coordinate with Board policy JGAB – Use of Restraint or Seclusion (Required) and any accompanying

administrative regulation.

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

A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.

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

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

The use of a seclusion cell is prohibited.

Title I Services

Hillside Elementary School provides special services for struggling pupils. Parents of eligible students are encouraged to become involved in the school's Title I program efforts. Annual Title I meetings will be held to inform parents of the school's participation in and requirements of Title I.

All D9 Elementary School teachers and instructional assistants have met state qualifications and licensing criteria as per Every Student Succeeds Act legislation.

For Title I information and parent notices, please visit our [webpage](#).

Transfer of Student

Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent/guardian and submitted electronically to the principal or designee of the school the student currently resides. Applications are available on the district website (www.eaglepnt.k12.or.us) and will be accepted from April 1 through May 31 for the following school year. Requests made after May 31 may be considered in unusual circumstances, at the principal's discretion.



Eagle Point School District 9 will not release students to attend a school in another district except under hardship status. Please visit our website (www.eaglepnt.k12.or.us) for detailed transfer information under Parents & Students.

School Board policies [JECE](#), [JECF-AR](#), [JECB-AR](#), [JECBB](#), [JECBB-AR](#) speak specifically to transfers and principals are to adhere to the guidelines described within.

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 at School



Our classrooms are highly specialized teaching/learning environments. Parents are welcome to visit in support of their child's educational program when visits will not compromise the teaching and learning environment or schedule. Activities such as student testing, one-on-one tutoring and other specialized schedules or therapy generally are not appropriate times to visit. Because of the nature of our classrooms and our students, a strict protocol of confidentiality must be followed. Parents wishing to visit should inform the teacher/office and the reason for the visit.

1. Parents will need to check into the office first and receive a visitor's pass.
2. Parents will have opportunities to observe their child/children in the classroom.
3. Other students in the classroom will not be the focus of observation or focus of concern for a visiting parent.
4. Confidentiality will be maintained at all times, including outside the classroom and the school.
5. Parents will support the current individual learning plans which include IEP's, 504's and/or behavior plans, without alterations, while in the classrooms and throughout the school.
6. Other staff will not be addressed by visiting parents with the intent to alter any student's learning plan/ IEP, 504 and/or behavior plan.
7. The learning environment and culture of the classrooms will not be affected by visitors. If at any time the presence of a classroom visitor becomes distracting to the teaching/learning environment, the visit will need to end.
8. Parents wishing to discuss observations, questions, or concerns about their visit may make an appointment with the school administrator.
9. Visiting privileges may be suspended or terminated for any parent who is verbally abusive or inappropriate to staff or students, or whose presence causes disruption in the classroom.
10. Visits will be infrequent and of short duration, however longer observation periods may be arranged and approved by the administration on a case-by-case basis.
11. Visiting parents who have IEP, 504 and/or behavior plan questions or concerns may contact the IEP case manager and school administrator. (Office phone number [541-830-1225](tel:541-830-1225))

Volunteers at Schools

Volunteers and community partners play an important role in Eagle Point School District 9. Each day in every school, volunteers support and encourage staff and students, and take an active role in helping every student achieve. Through their contributions of time, energy, inspiration and expertise, volunteers often report they receive more than they give.



Anyone may apply to become a volunteer. Before taking part in a volunteer activity, applicants must complete a criminal background check.

If you would like to become a volunteer please apply online. [Click here](#) to go directly to the application.

The following is an outline of the procedure:

1. Anyone may apply to become a volunteer. Before taking part in a volunteer activity, applicants must complete a criminal background check. To do so you need to apply online, on our district website at www.eaglepnt.k12.or.us.
2. Once an approval email is received, let your child's teacher know of your interest to volunteer.
3. The name of each volunteer will be added to the school-wide 'volunteer pool' list that will allow each individual to volunteer in classrooms or escort/attend field trips.
4. All volunteers, including field trip volunteers must check-in at the school office to sign-in and receive a visitor's pass.

Notes:

- This background check process takes one to two weeks to complete. Please do not wait until the day before (or even a few days before) a field trip to begin the process.
- If you completed a background check form during the previous 5 years and have not moved out of Oregon, it may not be necessary to complete a new form.
- Younger siblings are not allowed to attend with the volunteer, and/or visit during instructional time, due to the potential for disruption of teaching and learning.
- Family pets are not allowed on field trips.

Jackson County School District 9 Directory

District Administration

Andy Kovach, School District #9 Superintendent	541-830-6563
Karen McKenzie, Director Dist. Programs & Secondary Education	541-830-6562
Valerie Cordle-Shehorn, Director Teaching & Learning	541-830-6565
Jodi Salinas, Federal Programs Coordinator	541-830-6578
Ryan Swearingen, Director of Human Resources	541-830-6557
Nick Hogan, Director of Business Services	541-830-6559

District Support Services

Lydia Tolley, Sodexo Food Service Supervisor 541-830-6552

John Harding, Maintenance Supervisor 541-830-1240

Robert Allen , Technology Supervisor 541-830-6579

Rex Squire, Transportation Supervisor 541-830-1245

Jackson County School District 9 School Board

Emily McIntire mcintiree@eaglepnt.k12.or.us

Matt Stone stonem@ealepnt.k12.or.us

Chery Stritenberg stritenbergc@eaglepnt.k12.or.us

Josh Graves gravesj@eaglepnt.k12.or.us

Randy Wolf wolfr@eaglepnt.k12.or.us

School Board “Regular Meeting” Schedule

Eagle Point School District 9 Board meetings begin at 5:30 PM at the Admin Board Room located at 11 N Royal, Eagle Point on the second Wednesday of each month. Please refer to www.eaglepnt.k12.or.us for more details.