



Student Handbook

2021 - 2022

Upper Rogue Center for Educational Opportunities
401 E. Main Street, Eagle Point, Oregon 97524
541.830.6660

Preface

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.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.

Full and complete legal notices are available online at www.eaglepnt.k12.or.us. Click on Parent/Student Legal Notices. *Some of the legal notices in this handbook have been summarized in an effort to provide a user friendly format.*

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 orientation, 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, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

The EPSD9 Athletic and Activities Supervisor, has been designated to coordinate compliance with these legal requirements and may be contacted at the office for additional information and/or compliance issues: 541-830-6609.

Table of Contents

Section 1: School Information	5
Our Mission/Core Beliefs	6
URCEO Programs	7
Virtual Learning Opportunity	7
URCEO Virtual Schedule	7
Virtual Attendance	7
Secondary Opportunities	8
Diploma Track Schedule	8
GED Track Schedule	8
After School Tutoring	8
Communication	8
Directory	9
URCEO Staff	9
Secondary Team	9
Elementary Team	9
District Contacts	9
Community/Counselling Services	9
Support Agencies	9
District Student Services Facilitator	9
District Family Support Liaison	9
Oregon School Safety Hotline	10
Additional Resources	10
Social Media	10
ParentVue/StudentVue	10
Canvas Observer Role	11
Parent/Visitor Protocol for URCEO Campus	12
Media Access to Students	12
Section 2: Student Information	13
High School Students	13
Graduation Requirements for URCEO	13
N.E.S.T.	14
Middle School and High School Students	17
Clubs, Activities, and Sports	17
School Athletic Eligibility	18
All Students	18
Use of URCEO Learning Lounge	18
Immunization, Vision Screening and Dental Screening	18
Fees, Fines, and Charges	19
Fund Raising and Selling	20
Homework Request	20
Lost and Found	20

Student ID Cards	21
Miscellaneous	21
Section 3: Student Code of Conduct & Discipline	22
Student Expectations	22
Parent Expectations	22
Staff Expectations	22
Dress Code	23
Fashion Infraction	24
Plagiarism	24
Plagiarism Definition	24
Cheating Definition	24
Lying Definition	25
Public Displays of Affection (PDA)	25
Student Responsible Use Of Technology	25
User Agreement	25
Photography at School	25
Cell phones and other electronics	26
After School Off-Campus Student Behavior	26
Physically Dangerous Behavior, Overt Insubordination and Illegal Acts	27
Drug, Alcohol, Tobacco and Nicotine Prevention	28
Suspensions (In-School and Out-of-school)	29
Expulsions	29
Sexual Harassment	30
Harassment, Intimidation And Bullying	32
Discipline Guidelines	33
Student Searches	33
Transportation	34
Section 4: Attendance and Absence Information	36
Excused Absence Defined ORS 339.065	37
Definitions Of Attendance Codes	37
Pre-Arranged Absences	37
Excused Absence	37
Unverified Absences	37
Verified Unexcused	37
Tardy	37
Tardy Absent	38
Safety Calls	38
URCEO Exemplary Attendance Honors	38
Reporting Absences	38
Section 5: District Programs	39
Common Curriculum Goals	39

Conferences and Report Cards	39
Meal Program	39
Volunteers at School	39
Section 6: Required Notices	41
English Language Learners	41
Extreme Weather	41
Emergency at School	41
Emergency Medical Procedure	41
Medication	42
State Notices	42
Alternative Education	42
Asbestos	43
Attendance	43
Bilingual Students	43
Complaints	43
District Personnel Complaints	43
Instructional Materials Complaints	43
Placement/Enrollment of Homeless Students Complaints	44
Conduct	44
Damage to District Property	44
Detention	44
Discipline	44
Discipline of Disabled Students	45
Distribution of Material	45
Dress and Grooming	45
Fees, Fines and Charges	45
Grade Reduction/Credit Denial	45
Homeless Students	45
Infection/Disease Instruction	46
Lunch/Breakfast Program	46
Parental Rights	46
Personal Communication Devices and Social Media	47
Program Exemptions	47
Student Education Records	47
Student Restraint and Seclusion	48
Talented and Gifted Program	48
Title I Services	49
Transfer of Students	49
Truancy	49
Board Policies	49
Asbestos	49

Directory Information	49
Student Education Records	50

Section 1: School Information

Upper Rogue Center for Educational Opportunities, commonly referred to as URCEO, offers options for tailoring your student's educational experience to best suit their needs. URCEO provides both a fully virtual K-12 learning opportunity and a secondary alternative opportunity for Eagle Point School District 9 students.

Our Mission/Core Beliefs

Our Mission:

Serve the diverse learners of our community by providing a quality virtual educational experience for all K-12 students to ensure their success in an ever-changing world.

Our Vision:

Nurture and guide all students through equitable educational opportunities that encourage students to take ownership of their learning and develop into lifelong learners.

Our Values:

Put Students First

Students are central to our purpose, mission and vision. We believe that all our students are unique, valuable, and capable of success.

Embrace Diversity, Equity, and Inclusion

We recognize different voices, faces, ideas, and backgrounds and believe human diversity, both seen and unseen, contributes to the strength and success of our school.

Incite Curiosity

We inspire learning and mastering how to think critically to solve problems and capture opportunities in traditional and nontraditional ways.

Act with Integrity

We are mutually respectful, accountable, demonstrate trust, and are honest with each other and our stakeholders to build strong partnerships as a strategic advantage.

Practice Resilience

We are brave when faced with challenges. We encourage all learners to have agency in problem solving and will work alongside learners to overcome challenges.

URCEO Programs

Virtual Learning Opportunity

Our fully virtual K-12 school is open to all students eligible to enroll in Eagle Point School District 9.

URCEO Virtual Schedule

At the start of each term, teachers will provide students with a schedule for SynchMeets. Additionally, students can attend synchronous office hours as needed.

SynchMeets are scheduled class times that occur in blocks of no more than 30 minutes (K-5) and approximately 30-45 minutes (per class for grades 6-12).

K-5 Mondays-Thursdays are SynchMeet days.

Grades 6-12 Mondays, Tuesdays, Thursdays, and Fridays are SynchMeet days.

K-5 URCEO Virtual students work on the same pacing guide as their peers in the traditional schools.

Grades 6-12 URCEO Virtual students take classes in quarter blocks. This means they have 4 classes per term and can complete up to 2.0 credits quarterly (.5/course except for NEST).

Virtual Attendance

Student attendance is taken daily for K-5 and in each class for grades 6-12 based on logging into Canvas class.

When there is no evidence of student interaction during a 24-hour period surrounding a scheduled school day as described, students are reported as absent for the day (grades K-5/self-contained) or class (grades 6-12/ individual subject).

[Section 4](#) on Attendance and Absence applies to URCEO Virtual students.

Secondary Opportunities

There are two tracks, [Diploma Track](#) and [GED Track](#), that students may complete based on the referral/intake committee determination.

Academic Progress

Students are expected to maintain progress (9% progress per day or 36% per week) in their classes towards their goals. Progress is monitored by URCEO Staff and communicated with students daily. If a student is not making progress toward his/her

goals, parents will be notified and the student may be required to work on classes at home and/or attend additional sessions, including after school tutoring.

Diploma Track: Students on Diploma Track are completing courses to earn credits toward an Upper Rogue Center for Education Diploma. This program requires students to meet all graduation requirements including essential skills and NEST requirements (1.0), which will count towards elective credits. See Graduation Requirements.

Diploma Track Schedule

Students enrolled in the diploma program have mandatory attendance for sessions: Monday, Tuesday, Thursday and Friday from 8:45 a.m.-2:55 p.m. Students demonstrating [academic progress](#) may have the option to blend their learning with a combination of virtual and in-person sessions.

GED Track: Students working toward a GED study and prepare for assessments in four subject areas: Language Arts, Math, Science, and Social Studies. Students utilize an online prep program and work with teachers as needed with additional content support in order to demonstrate their knowledge and skills in each subject area.

GED Track Schedule

Students work independently to prepare for exams while enrolled in on-track graduation courses (English and Science or Social Studies depending on grade level). GED Students schedule exam times with the office. Testing is offered on Fridays. Other days can be scheduled based on need.

After School Tutoring

This is an opportunity for all EPSD9 secondary students to take part in free tutoring support. Tutoring sessions are led by Eagle Point School District teachers and student interns. Details will be shared with students midterm.

Communication

Teachers can be emailed within Canvas or directly using their EPSD9 email address.

Directory

URCEO Main Office	541.830.6660
FAX	541.826.5310
Attendance Message Line	541.830.6258
URCEO Staff	
Michelle Green, Principal	541.830.6602
Tonya Sitowski, Principal Admin Assistant	541.830.6258

Mrs. McKinsey, School Admin Assistant/Registrar 541.830.6721
Emily Gee-Clark, EL Teacher/Instructional Coach

Secondary Team

541.830.6266
541.830.6720
Nicole Hunt, Teacher 541.830.6261
Gracie Woodruff, Teacher 541.830.6265
James Marinucci, Graduation Coach

Elementary Team

Linnaea Funk-Morales 541.830.6260
Alex Schorr
Amber Harris 541.830.

District Contacts

Student Based Health Center 541.830.6617
Transportation 541.830.1245

Community/Counselling Services

Community Works Help Line 541.779.4357
On Track—Drug and Alcohol Intervention 541.772.1777

Support Agencies

District Student Services Facilitator

EPSD9 has a District Student Services Facilitator. The facilitator has a thorough understanding of Oregon’s attendance laws, best practices for encouraging regular school attendance and alternative education. The facilitator’s duties are to support district goals regarding attendance, behavior, discipline, safety, threats and interventions support as needed. The facilitator works closely with student's district wide to help them meet attendance and safety goals. The District Student Services Facilitator can be reached at 830-6601.

District Family Support Liaison

If you live in any of the following situations:

- Between foster placement
- In a shelter, motel, vehicle, or campground
- On the street or couch surfing
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

EPSD9 provides support to assist you with attending school, school supplies, clothing and toiletry items, free school breakfast & lunch programs and connecting you with health care and other agency referrals.

Talk to a school counselor or staff member or contact our District Family Support Liaison directly at 830-6601

Oregon School Safety Hotline

Toll-free Hotline: (866) 305-7745

www.oregonschoolsafety.com

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.

Additional Resources

Helpline	541.779.HELP (4357)	
Drug & Alcohol Helpline	800.923.HELP (4357)	
Child Abuse Hotline	800.422.4453	
National Suicide Prevention Lifeline	800.273.TALK (8255)	
Oregon Tobacco Quit Line	800.784.8669	(Bilingual)
Pregnancy Talkline	800.342.6688	(Bilingual)
Runaway Hotline	800.RUNAWAY	(Bilingual)
La Clinica del Valle	541.535.6239	(Bilingual)

Social Media

URCEO is on Facebook (public Page <https://www.facebook.com/URCEOvirtual/>) and Instagram (@urceoscholars). Our school hashtags are #URCEOscholars and #URCEOvirtual. We also use the district hashtag #EPSD9.

Our webpage on the district website is https://urceo.eaglepnt.k12.or.us/our_school

ParentVue/StudentVue

ParentVue provides parents and guardians access to information regarding their children's academic progress, attendance activity, demographic information, fees and class schedules via the internet. Our goal is to provide parents and guardians another means of communicating with their child's school and to help keep parents informed. To sign up for ParentVue go to <https://sv.eaglepoint.sis.k12.or.us/> and select Parent>More Options>Activate Account. ParentVue has a iOS and Android app. Students are provided with credentials to access StudentVue and the app is on their district iPad.

Canvas Observer Role

Parents are expected to activate their Observer Role in Canvas so that they can monitor their child's progress on class assignments. Within Canvas, parents can see class announcements, read teacher feedback on assignments, and email the teacher. Steps for activating the Observer Role will be shared at the orientation meeting and messaged to parents during the first week of school.

Parent/Visitor Protocol for URCEO Campus

- All parents/visitors must check in at the front office upon arrival and with teachers when entering the learning environment.
- When visiting a classroom, a minimum of 24 hour advance notice is required. Other students in the classroom will not be the focus of observation or focus of concern for a visiting parent.
- Confidentiality will be maintained at all times, including outside the classroom and the school.
- 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 be ended.
- Parents wishing to discuss observations, questions, or concerns about their visit may make an appointment through the office.
- Visiting privileges may be suspended or terminated for any parent who is verbally abusive or inappropriate to staff or whose presence causes disruption in the classroom.
- 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.

Media Access to Students

EPSD9 District and media representatives may interview and photograph students involved in instructional programs and school activities. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed, photographed, or filmed should notify the office and direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Section 2: Student Information

High School Students

Graduation Requirements for URCEO

TYPES OF DIPLOMA

STATE OF OREGON HIGH SCHOOL DIPLOMA

An Oregon high school diploma is granted upon successful completion of the following graduation requirements:

- Completion of 25 credits of study in the appropriate curricular areas.
- Completion of career education requirements. (See Curriculum Guide)
- Demonstration of proficiency in essential skills. (See Curriculum Guide)

Only those students who have completed all requirements will be permitted to participate in commencement ceremonies.

MODIFIED HIGH SCHOOL DIPLOMA

A modified diploma is awarded to a student whose program of study has been modified from the regular core diploma.

The modified diploma still requires a student to complete 25 units of study, but lessens the requirements for language arts (from four credits to three), mathematics (from three credits to two) and social sciences (from three credits to two). The modified diploma also allows modification in the curriculum to meet the needs of the student. Students who are on an individualized education plan (IEP) will work in cooperation with the IEP team to determine eligibility for a modified diploma.

EXTENDED DIPLOMA

An extended diploma is available only to students on an individualized education plan (IEP) and only under special circumstances. Please consult with a case manager for more details.

HONORS DIPLOMA

To earn the honors diploma, a student must earn a cumulative grade point average of 3.5 or higher, and earn seven or more credits in courses identified as Advanced Placement, Honors, or in other courses where evidence of academic rigor exists.

Requirements must be met by the end of 2nd semester of graduation year. The student must also meet the District guidelines for graduation, including the required 25 Credits. Please refer to the Curriculum Guide for courses that qualify

STATE OF Oregon HIGH SCHOOL DIPLOMA

COURSE	Credit	COURSE	Credit
Language Arts	4.00	Science	3.0
Math (Algebra 1 or higher only)	3.00	NEST (.25 credit per year goes toward elective credit)	1.0
American Government/Economics	.50/.50	Additional Graduation Requirements	See below
Health 1000	.50		
Health 2000	.50	Total REQUIRED classes	18.00
World History or AP European History	1.0	Total ELECTIVE classes	6.00
US History or AP US History	1.0	REQUIRED TO GRADUATE	24.00
Fine or Applied Art	3.0		
Physical Education	1.0		

ADDITIONAL EDUCATION GRADUATION REQUIREMENTS

Additional Graduation Credits: Essential Skills and Career Education

Education Plan and Profile: During NEST, students will have the opportunity to develop and maintain an education plan and profile beginning in grade 7 and continuing through grade 12. In addition, students will set and monitor yearly goals as well as graduation progress.

Career Related Learning Experiences: Students participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to their education plan.

Extended Application: Students apply and extend their knowledge in new and complex situations related to the student's personal and/or career interests and post high school goals through critical thinking, problem solving, or inquiry in real world context.

Career Related Learning Standards: Students will demonstrate through their learning experiences skills in the areas of personal management, problem solving, communication, teamwork, employment foundations, and career development.

Essential Skills Requirements: Students must demonstrate proficiency in identified essential skills. Currently those skills are identified as follows: read and comprehend a variety of text, write clearly and accurately, apply mathematics in a variety of settings. Students must demonstrate this proficiency through Oregon Statewide Assessment System (formerly Smarter Balanced Assessment), through local work samples scored with official scoring guide, or through another approved standardized test (such as PSAT, SAT, ACT, etc.). *Note:* For additional information, see the Curriculum Guide.

N.E.S.T.

Purpose: To build relational capacity and a system of organization for ALL URCEO diploma students.

Vision: Every URCEO high school student will have a faculty advisor who will create a “nest” of trust and support that will nurture a positive and successful high school experience while preparing them to be college and career ready, as well as being a productive member of society.

NEST provides lessons that are grade level specific to support your Personalized Learning Portfolio as well as preparing a plan for your future.

Suggested Scheduling for Required Classes – 18.0 Credits

- 9th Grade (6.0)
 - Language Arts (1.0)
 - Mathematics (1.0)
 - Science (1.0)
 - Health 1000 (.50)
 - Health 2000 (.50)
 - Physical Education (1.0)
 - Elective* (1.0)
- 10th Grade (6.0)
 - World History or AP European History (1.0)
 - Language Arts (1.0)
 - Mathematics (1.0)
 - Science (1.0)
 - Elective* (2.0)
- 11th Grade (6.0)
 - US History or AP US History (1.0)
 - Language Arts (1.0)
 - Mathematics (1.0)
 - Science (1.0)
 - Elective* (2.0)
- 12th Grade (3.0)
 - American Government/Economics (.50/.50)
 - Language Arts (1.0)
 - Elective* (1.0)
- 9-12th Grade Required Elective Classes (6.0)
 - *Fine or Applied Art – Fine Arts and Career Technical Education (3.0)
 - Elective of Choice-World Language for college bound (3.0)
 - NEST: Nation Establishing Strong Ties 1.0 Credit (Students will earn .25 credit per year of school for a total of one elective credit by the end of their senior year.)

Total Credit Requirements: 24.0 credits

Personalized Learning Portfolio:

- Students will design their PLP using Google Sites
- Organization & Time Management: Weekly check-ins with graduation coach

The following requirements to be reviewed Pass/Fail each year by NEST teacher:

- Personal Plan and Profile
 - Career Research
 - Living expenses exercise/sheet

- Interest/Career Goal
- Resume (refined every year)
- Extended Application (see below) documented in Portfolio
 - Freshman 5 hours
 - Sophomore 10 hours
 - Junior 20 hours
 - Senior 15 hours (first semester)
- Reflective Essay- second semester senior year
- Student Led Conferences- 2 per year

Options to meet the Extended Application requirements:

- SAT, ACT, ASVAB (5 hours max per year)
- PSAT (Juniors only; 3 hours)
- Work Study in related field
- Career and Technical Education (CTE) Certification, Project or Degree (may complete all hours requirements)
 - FFA
 - Skills USA
 - 4-H
 - MT1
 - Any Certification process through CTE pathways
- College Visits (on campus or presentation time to be counted only)
- Job Shadow/Professional Profile
 - Touring Facility
 - Interview
 - Reflection
 - Thank you note
- Career Fair (10 hours max including 8 hours prep)
 - Northwest Job Expo
 - Careers in Gear
- Mock Interviews
- Volunteering in a field related to your goal
- Participation in a TRIO workshop (5 hours max per year)
- FAFSA/Scholarship Application and process (5 hours max per year)
 - Verification by Eagle Center required
- Financial Aid and/or College/Career Nights (sign in required)
 - School sponsored
 - Community sponsored
- Military Planning (5 hours max per year)
 - Presentations
 - Career planning meetings with recruiters
- Other: Proposals may be made to Administrative team

*Evidence and/or logs will be required to prove the requirements are met.

Middle School and High School Students

Clubs, Activities, and Sports

It is the belief of EPSD9 that participation in athletics, clubs and school activities is a privilege extended to students. URCEO secondary students will have access to extracurriculars offered at Eagle Point High School. Students involved with athletics, clubs and school activities are to be responsible representatives of their school and their community. Prior to participation in athletics, clubs and school activities, the student, parent(s) or guardians are required to sign a form to ensure their reading and understanding of the Extracurricular Code of Conduct.

All students representing EPSD9 secondary schools must comply with the standards of conduct listed in the board policy and school's handbook. This policy is a minimum conduct standard. Coaches and advisors may add additional expectations specific to their activity, within district standards and with administrative approval at the building. Participation in treatment programs may be considered in the administration of this procedure. Violation of the law or violation of the rules may result in disciplinary action, even if the misconduct occurs at times/places other than on-campus or during school activities.

If the superintendent or their designee determines either by a preponderance of symptoms or by reasonable evidence that a student involved in athletics, clubs and school activities is using alcohol, illegal drugs or other controlled substances, the district may require the student to be tested immediately at the parent, guardian or student's expense and submit the results to the district as a condition of participation. A positive test shall cause the student to receive consequences as specified in the district's Student Assistance Program manual and/or Extra-Curricular Code of Conduct.

FALL SPORTS

Football
Cross Country
Volleyball
Boys' Soccer
Girls' Soccer

WINTER SPORTS

Girls' Basketball
Boys' Basketball
Wrestling

SPRING SPORTS

Track
Baseball
Softball
Boy's Golf
Girl's Golf

ACTIVITIES

Band	Speech*	Drama	Leadership
Yearbook	FFA	Skills USA	Honor Society
Choir	Sparrow Club	STARS	Cheerleading
Bowling*	Equestrian	Swimming*	Brain Bowl*
LINK	Skiing*	Trap*	Ping Pong*

* Dependent on student interest and sponsor/advisor availability

PARTICIPATION FEES (Payable each year)

\$40.00: Football, Volleyball, Boy's/Girls' Soccer, Boy's/Girls' Basketball, Wrestling, Boy's/Girl's Golf, Boy's/Girl's Track, Baseball, Softball, Cheerleading.

\$10.00: Choir, Band, Drama Club, FFA, Skills USA

School Athletic Eligibility

All Students

Use of URCEO Learning Lounge

This place is established for URCEO Virtual students that do not have access to the internet in a safe environment that is conducive to learning.

K-5 students using this space must be accompanied by their learning coach, parent, or guardian at arrival and dismissal.

Students grades 6-12 may come unsupervised but must remain in the designated space at all times when in the building. URCEO is a closed campus.

Students on site at breakfast or lunch time can take a meal. Only water bottles are allowed to be brought into the lounge.

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.

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.

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 (e.g., pencils, paper, erasers and notebooks) and may be required to pay certain other fees or deposits, including:

- annual insurance coverage \$25 (optional, with an opt-out form if you do not purchase)
- Athletic Fee \$40.00.
- Fees for certain extracurricular activities, club fees, security deposits
- Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student
- Student accident insurance and insurance on school owned instruments, instrument rental and uniform maintenance for those participating in band classes
- Fees for damaged school owned equipment
- Field trips considered optional to the district's regular school program
- Fees for replacement - Student ID card \$8.00, replacement lanyard \$2.00, plastic sleeve for ID Card 50 cents
- School pictures - price varies - optional
- Yearbook- prices announced in the fall - optional

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 dept 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 amount owed.

Fund Raising and Selling

Only items of an approved fundraiser may be sold at school. Selling items for personal profit is not allowed. Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives.

An application for permission must be made to the principal at least ten days before the event. All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds.

Homework Request

A parent/guardian may request school work for students with extended illnesses that go beyond the published content in their Canvas course by contacting the school office. Teachers will be allowed up to two (2) work days to post assignments in Canvas.

Lost and Found

While we are primarily a virtual school, we anticipate that the occasional personal item may get lost or found in the building. If students lose something, they should check at the school front desk to see if it has been turned in. If theft is suspected, students should report their suspicions to a teacher. Unclaimed "Lost and Found" items will be donated to charity after a month of being held.

Found items: Any articles found in the school or on district grounds should be turned into the school office.

Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of/damage to personal property.

Student ID Cards

A bar-coded identification card will be issued to each student at the start of the school year. This ID card is to be carried during school hours and when on campus. The ID card must be surrendered to a member of the staff when requested.

- I.D. Cards must not be damaged, marked on, or changed in any manner.
- Only the current year I.D. cards are valid. No I.D. cards from a previous year, other schools, or another student's card will be accepted.

Students who have forgotten or lost their I.D.'s must come to the office to obtain a replacement I.D. This card will be issued at the cost of \$8.00. This fee may be paid immediately or charged to the student's account. Subsequent fees may be higher.

Miscellaneous

- Deliveries: Balloon and/or flower deliveries will be accepted in the office; they will be held for the student to pick up after school.
- Restrooms:
 - Students shall keep restrooms neat and clean.
 - Restrooms shall be used at lunch and break times.
 - Only one student at a time is permitted in the indoor campus restroom.
- Spitting: Students shall not spit in or around the building.
- Aerosol cans are prohibited on school grounds, e.g. deodorant, cologne, and hairspray.
- Other Prohibited items: Matches and lighters.
- Gambling is prohibited at school.
- Blankets and pillows are not permitted on campus.
- Bicycles, skateboards and scooters:
 - Bicycles, skateboards and scooters are to be locked and parked in the racks provided.
 - Bicycles, skateboards and scooters are not to be ridden until off campus. For the full text of this required notice regarding bicycles on campus, please refer to the EPSD 9 web page, www.eaglepnt.k12.or.us, Parent/Student Legal Notices (Vehicles on Campus).

Section 3: Student Code of Conduct & Discipline

It is our belief at URCEO that students who know what is expected will almost always do what is expected. Based on that belief, the purpose of school-wide discipline is to teach what the expectations are and to direct the students in a positive way. The most effective discipline is self-discipline.

Student Expectations

In EPSD9 and at URCEO we expect students to strive to meet or exceed academic and behavior standards as they relate to the ♦ 8 Keys of Employability:

→ Be Safe:

◆ Health and Safety Habits

ADDITIONAL EXPECTATION: It is each student's responsibility to IMMEDIATELY notify an adult with concerns or information about weapons, harassment, drug possession or use, or any threatening conduct. Some appropriate channels include: parents, school staff, using the reporting app on the iPad, and law enforcement agencies.

→ Be Responsible:

◆ Task Related Skills

◆ Problem-Solving/Decision Making

◆ Commitment to Work Experience

ADDITIONAL EXPECTATION: Maintain 92% attendance

→ Be Respectful:

◆ Interpersonal Relationships

◆ Communication Skills

◆ Maturity

◆ Personal Conduct

Parent Expectations

- Work cooperatively with the staff and your child to implement academic and behavior standards consistently and fairly.
- Support your child in maintaining 92% attendance and call-in to verify absences
- Be knowledgeable of all URCEO policies and procedures and support your child in meeting or exceeding academic and behavior standards.

Staff Expectations

- Work cooperatively with the parents to ensure the success of students.
- Consistently make information available to parents regarding attendance and academic and behavioral performance.
- Treat all students with dignity and respect while prioritizing a safe school climate that is conducive to learning.

PBIS Behavior Matrix			
Areas	Demonstrate Being Responsible	Demonstrate Being Respectful	→ Achieve Your Goals
Virtually and On Campus	Attend your scheduled class every day	Make choices that show respect for self and others	Advocate for yourself
	Be present and distraction free during class sessions	Use appropriate language and tone of voice	Know your short and long term goals
	Come to class sessions prepared and ready to participate	Follow dress code	Keep your body and mind healthy
	Follow identified break and session times	Treat the building and materials with respect	Take ownership of your actions
	When on campus, only enter areas that are supervised by staff	Be aware of other's needs in the learning environment	Make connections; develop positive working relationships
Everywhere & All the Time	Be Safe		

If a student willfully refuses to abide by the expectations at URCEO, appropriate consequences will follow. This handbook outlines accepted behavior, particularly with respect to the safety and rights of others.

Dress Code

Dressing appropriately is an important life skill. Student dress or hairstyles should not distract students or staff from the tasks of teaching and learning. Appropriate dress for school should follow these standards:

- Clothing and accessories may not advertise or promote the use of tobacco, alcohol, drugs, gangs, violence, put-downs, and obscenity or contain profanity.
 - Inappropriate lettering, messages, logos, and/or pictures are prohibited on clothing, hats, cell phones, jewelry, backpacks, skin, or other personal items.
 - Displaying any gang or drug symbol on clothing and/or person is prohibited at all times on school campus.
 - Bandanas worn in any fashion (including used as headbands) and hairnets are prohibited on campus.
 - **Additional clarification: Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.**

- All pants/shorts/skirts are worn at the waistline. Undergarments should not be seen.
 - Shorts and skirts must be longer than the reach of fingertips.
 - Leave wallet chains at home.
- Dress modestly
 - Clothing with holes, rips or tears above the mid-thigh, must not have skin showing.
 - Tank tops must have one inch wide straps or greater.
 - No “see through” shirts are allowed Revised: See-through garments must be worn with appropriate coverage underneath that meet the minimum requirements of the dress code.
 - Cleavage shall not be exposed.
 - Midriffs are not allowed, backs, and undergarments must be covered.
- Hats, beanies, and hoods are allowed in the building as long as the student’s eyes are visible. Revised: Headgear including hats, hoods, and caps are not allowed on campus unless permitted for religious, medical, or other reasons approved by school administration.
- Sleepwear (including pajama pants) and slippers are prohibited.
- Cologne and perfume should be limited due to safety and allergy concerns.
- Shoes are required at all times.

Fashion Infraction

Students dressed inappropriately for school will be required to put on appropriate clothing. Students will be given the opportunity to call home for more appropriate attire, if necessary. If they don’t have clothing to change into then they will be given loaner clothing to borrow in the office, leave the inappropriate clothing at the office, and return at the end of the day to collect it and return the borrowed clothing. Students shall not argue or negotiate with the school adult who issues the Fashion Infraction. The student shall report to the office, change clothing quickly and return to class. See discipline matrix for repeat incidents of dress code violations.

Plagiarism

Cheating and/or plagiarism is regarded as very serious offenses. Copying or paraphrasing material/text from the work of another student, from published sources (ie: Cliff Notes, Monarch Notes, books, magazines, newspapers, etc.), and/or from the internet without proper documentation constitutes academic theft.

Plagiarism Definition

"The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...." Laurie Henry, The Fiction Dictionary, p. 219.

Cheating Definition

- (1) unauthorized giving or receiving of aid by any means during a test or examination;
- (2) using unauthorized materials such as books, notes, calculators, internet searches, or other aids during an examination;
- (3) having another person take an exam in one's place or taking an exam in another person's place;
- (4) stealing or using, unless authorized, any test, paper, or answer key; (5) submitting another student's work as one's own.

Lying Definition

The telling of lies or false statements being deceitful and untruthful.

Public Displays of Affection (PDA)

School is not the place for long embraces or kisses. Please respect yourself and others by tempering your affection with modesty (peck and go). When asked by an adult, students are required to stop immediately. Students will receive a discipline referral for inappropriate public displays of affection.

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. Effective RUPs create an opportunity to teach students, while in school, to become responsible digital citizens, which will help them thrive in a connected world.

User Agreement

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

I understand that my 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. I understand that if I violate this agreement,

the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

The EPSD9 Responsible Use Policy can be viewed in its entirety at https://www.eaglepnt.k12.or.us/teaching_learning/digital_learning

Photography at School

Digital cameras (including camera phones or ipads) of any kind may not be used on campus or at school events except as part of an approved school program. Students must have permission to photograph audio or pg. 29 video and to post. Posting inappropriate or illegally obtained pictures or information on personal electronic devices or on the internet may result in disciplinary action and a referral to law enforcement.

Cell phones and other electronics

Cell phones and other electronics shall be turned to silent and checked-in to the school secretary during school hours unless given permission by the teacher for educational use. If a student is using an electronic device when asked not to use it, it will be confiscated until picked up by the student's parent. The district will not be responsible for the loss of, or damage to, personal property.

After School | Off-Campus Student Behavior

Students are to go directly home unless participating in an authorized after school activity.

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.

Physically Dangerous Behavior, Overt Insubordination and Illegal Acts

Consequences for the dangerous behaviors listed below may result in suspension for up to 10 school days with possible recommendation for expulsion.

Students who encourage or dare other students to take part in the behaviors listed below may also receive consequences.

- Assault and/or fighting.
- Logging onto a school computer or mobile device under any log-in other than your own, tampering with a school device or falsifying documents.
- Open acts of defiance, disrespect toward teachers, or other school staff on or off campus extending outside the regular school day.
- Unlawful interference with school authorities by force, violence, threat, or coercion. ● Profane, obscene, or abusive language or actions toward school staff, patrons, or students, including public nudity.
- Theft or unauthorized entry.
- Malicious destruction of or damage to school or personal property.
- Trespass (unauthorized presence or refusal to leave when ordered to do so by school officials or by other authorized personnel).
- Refusal to properly identify oneself to school staff at any time or refusing the lawful request of any school staff member.
- False alarms, bomb threats.
- Use or possession of explosive devices, smoke bombs, firecrackers, etc.
- Setting of fires.
- Tampering with any fire extinguishing device or alarms.
- Possession or use of all types of firearms/ammunition, replicas of firearms/ammunition, including but not limited to bb/pellet guns, paintball guns, air soft guns or other potentially dangerous instruments or weapons, including but not limited to knives, nunchucks, ninja stars, tasers, or materials of destruction.
- Possession or use of all types of irritating or poisonous gases, e.g., mace and pepper spray.
- Extortion, blackmail or unlawful coercion.
- Drug and alcohol offenses (including, but not limited to possession, distribution, use, paraphernalia, under the influence) on or near campus, during the school day or at any school activity/event.
- Intimidation, racial slurs, or threat of harm to others.
- Harassment: Behavior which causes the victim or victims to feel pestered, tormented, or persecuted. Harassment includes verbal as well as physical misconduct, particularly when the action is based on race, sex, national origin, religion, age, or disability. Sexual harassment includes solicitation of a sexual nature, inappropriate physical contact, sexual insults, and unwelcome sexual jokes, sounds or actions.
- Possession of medications or prescription drugs by students is prohibited.

ALL ACTIONS TAKEN ARE AT THE DISCRETION OF ADMINISTRATION WHICH TAKES INTO CONSIDERATION EXTENUATING CIRCUMSTANCES AND PRIOR DISCIPLINARY ACTION.

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

- Assault
- Hazing, harassment, intimidation, bullying, menacing, or teen dating violence/domestic violence, cyberbullying or comments posted by students on social media websites when the student is not engaged in district activities and not using school equipment
- Coercion
- Violent behavior or threats of violence or harm
- Disorderly conduct, false threats and other activity causing disruption of the school environment
- Bringing, possessing, concealing or using a weapon
- Vandalism, malicious mischief and theft including willful damage or injury to district property, or to private property on district premises or at district-sponsored activities
- Sexual harassment
- Use, possession, sale or distribution of tobacco products, nicotine, alcohol, drugs or Inhalant Delivery Systems--including legal or medical marijuana or drug paraphernalia prohibited
- Use or display of profane or obscene language
- Disruption of the school environment
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
- Violation of district transportation rules
- Violation of law, Board policy, administrative regulation, school or classroom rules

ALL ACTIONS TAKEN ARE AT THE DISCRETION OF ADMINISTRATION WHICH TAKES INTO CONSIDERATION EXTENUATING CIRCUMSTANCES AND PRIOR DISCIPLINARY ACTION.

Drug, Alcohol, Tobacco and Nicotine Prevention

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

Since drug, marijuana, alcohol, tobacco and nicotine use is illegal for students and interferes with both effective learning and the healthy development of students, the

district has a fundamental and ethical obligation to prevent drug, marijuana, alcohol, tobacco, and inhalant use and to maintain a drug-free educational environment.

Suspensions (In-School and Out-of-school)

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons:

- a) willful violation of Board policies, administrative regulations or school rules;
- b) willful conduct which materially and substantially disrupts the rights of others to an education;
- c) willful conduct which endangers the student, other students or staff members; or
- d) willful conduct which damages district property.

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

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

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

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

Expulsions

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

- 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 in this handbook.

Sexual Harassment

A STUDENT'S GUIDE TO UNDERSTANDING SEXUAL HARASSMENT AT SCHOOL AND ON THE JOB

WHAT IS SEXUAL HARASSMENT?

Simply stated, it is a form of discrimination based on sex, and if it occurs at school or work, you're probably protected by state and federal law. More specifically, it is unwelcome sexual overtures in the workplace or school when (1.) Your education or employment depends on your putting up with or giving in to the overtures, or (2.) the sexual overtures create a hostile environment.

WHAT IS MEANT BY UNWELCOME?

For example, one person may do or say something and it's enjoyed or taken as a compliment; a different person may do or say the same thing to the same person and it's unwelcome.

DOES THIS MEAN I CAN BE ACCUSED OF SEXUAL HARASSMENT EVEN IF I DIDN'T INTEND TO SEXUALLY HARASS ANYONE?

Yes. Intent is not part of the definition. Even though you may have thought it was harmless teasing, flirting, or being funny, it's how the other person feels about the words or acts. In other words, you have to think about how your message will be received.

Since I can't read someone's mind, how do I know if my behavior is welcome, or if I'm sexually harassing? Try asking yourself these questions:

- Have I been told my actions are unwelcome or inappropriate?
- Would I say or do the same to someone of the same gender?
- Would I say or do this if my parent, girlfriend, boyfriend, or teacher were present?

- Would I want someone to say or do this to my sister or brother or girlfriend or boyfriend?
- Would I want my actions to be on the evening news?
- Is the person to whom I'm saying or doing this in an equal position of power as me?
- Do my words or actions show respect for the other person? If you answer "no" to two or more of the questions, there is a good chance your behavior is unwelcome.

SO, IF THE WORDS OR ACTS ARE WELCOME, THERE IS NO SEXUAL HARASSMENT?

Not necessarily. If other people in the same area who observe the behavior find it offensive and unwelcome, this can create a hostile environment which is a form of sexual harassment.

WHAT ARE SOME EXAMPLES OF SEXUAL HARASSMENT?

Here are some actions that are likely to be viewed as sexual harassment: dirty jokes, sexual name calling, comments about a person's physical/sexual development, requests for sex, nude pictures, touching, grabbing, pinching, generalizations about members of one gender or different expectations based on gender, graffiti or repeated requests for a date.

WHAT CAN I DO IF I FEEL LIKE I'M BEING SEXUALLY HARASSED AT SCHOOL OR WORK? Let the person know that you don't appreciate their words or acts. Be clear. Some people still think "no" means "yes." If you don't feel comfortable talking to the person, write a letter and keep a copy. Talk it over with a friend or your parents. Ask for help. Report it to a teacher, counselor, or principal if it occurs at school or to your employer if it occurs at work. If it doesn't stop, file a complaint. If this is occurring at school, you can file a discrimination complaint with your school district and appeal the matter to the State Superintendent. If it's a work situation, it can be reported to the Oregon Bureau of Labor and Industries. School Officials and employers have a legal responsibility to put a stop to the harassment.

State Rules Governing Student Conduct (OAR 581-53-010)

WHAT IF I'M SEXUALLY HARASSED SOMEWHERE OTHER THAN AT WORK OR AT SCHOOL? The law provides specific protection in these places. In other places, like at a party or at the mall, you will need to rely on your assertiveness and your ability to avoid the person or leave the place. If the acts are severe enough, they may be the basis for criminal charges or a civil suit.

Harassment, Intimidation, and Bullying

What is “harassment, intimidation and bullying? “Harassment, intimidation, or bullying,” including cyber-bullying, means any act that:

- (a) Substantially interferes with a student’s educational benefits, opportunities or performance;
- (b) Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop;
- (c) Has the effect of:
 - (A) Physically harming a student or damaging a student’s property;
 - (B) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
 - (C) Creating a hostile educational environment, including interfering with the psychological well-being of a student; and
- (d) May be based on, but not be limited to, the protected class status of a person.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability.

WHAT IS “HAZING”?

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district sponsored/work activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate.

It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

WHAT IS “TEEN DATING VIOLENCE”?

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person.
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person.

ANYONE WHO HAS INFORMATION OF HARASSMENT OR BULLYING SHOULD REPORT IT TO A PARENT, TEACHER, OR ADMINISTRATOR IMMEDIATELY.

Discipline Guidelines

URCEO follows the guidelines set forth by the Eagle Point School District 9 Board Policies. Consequences are up to administrator discretion based on student schedule and structure of the URCEO program. (i.e.loss of privileges)

Student Searches

All searches for evidence of a violation conducted by the district shall be subject to the following requirements:

- The district official shall have individualized, “reasonable suspicion” based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.
- The search shall be “reasonable in scope”, that is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities and the area(s) which could contain the item(s) sought and the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.
- Drug Dogs: We take drugs and alcohol use at URCEO very seriously. To assist in the ongoing pursuit of creating a safe and drug-free school setting, we are working with the Eagle Point Police Department to bring trained narcotics dogs on campus. We will conduct searches randomly. Here are a few things we want all parents and students to know:
 - The police dogs are highly trained and use their sensitive noses to sniff out drugs.
 - When these dogs go on alert they sit down passively.
 - The dogs will be used throughout our facility, including lockers, parking lots, and surrounding areas.
 - The dogs will be accompanied by local law enforcement in the event any illegal substances are discovered.

As always, our greatest concern is the safety and well-being of our students. It is our hope

this will be a deterrent to illegal drugs at school and will encourage our students to make safe and healthy decisions.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Routine inspections of district property assigned to students may be conducted at any time.

Transportation

School Bus Code of Conduct: The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus both morning and afternoon;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students shall cross in front of the bus or as specifically instructed by the bus driver;
10. Students will not extend their hands, arms, or heads through bus windows;
11. Students will have written permission to leave the bus other than at home or school;
12. Students will converse in normal tones. Loud or vulgar language or obscene gestures are prohibited;
13. Students will not open or close windows without the permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, to fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Students that are truant during any portion of the school day will not be allowed to ride school district transportation home that day.

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

Students who violate bus rules of conduct may be denied the use of district transportation. END OF POLICY

Legal Reference(s): ORS 339.240 - 339.250 ORS 820.100 - 820.190 OAR 581-021-0050 to -0075 OAR 581-023-0040 OAR 581-053-0002 OAR 581-053-0010 27

In the interest of safe transportation, students will be expected to treat others with dignity and respect, demonstrate safe behaviors and obey all school and bus rules.

Section 4: Attendance and Absence Information

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.

Eagle Point School District 9 supports the compulsory school attendance laws as set by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. As per state statute ORS 339.010, all children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school, unless otherwise exempted by law. All students five or six years of age who have been enrolled in a public school are required to attend regularly.

Any parent person who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements [may] be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925 095.

URCEO will notify the parent in writing that, in accordance with law, the administration will schedule a conference with the non attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The principal or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. The parent has the right to request: (a) An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one (HB 2597); or (b) A review of the student's current IEP.
5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4. above, if requested by the parent, has been completed.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not

attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Excused Absence Defined ORS 339.065

Because the law authorizes the school, not the parent, to determine which absences may be excused; the district has established the following criteria:

- Personal illness
- Illness of an immediate family member when the student's presence at home is necessary
- Emergency situations that require the student's absence
- Field trips and school-approved activities
- Medical or dental appointments; confirmation of appointments are required
- Pre-Arranged Absences

Definitions Of Attendance Codes

Pre-Arranged Absences

An absence that is arranged prior to the student's time away from school/not accessing online content after deemed appropriate by the school's administrator and satisfactory arrangements have been made in advance of the absence. (Pre-arranged/Extended Leave Absence forms are available in the school office.)

Excused Absence

Parent/Guardian has contacted the attendance office verifying that the student is absent for one of the above listed criteria.

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.

Verified Unexcused

Contact has been made with parent/guardian to verify absence; however, absence does not meet the above listed criteria to be coded as an excused absence.

Tardy

A student arriving to class or school after the start time.

Tardy Absent

The student is tardy and has missed 50% or more of the instructional time.

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” URCEO will generate letters of attendance concerns at the following intervals: 4, 7, 10 and 14 days of absences. At 14 days of missed instructional time (Excused and/or Unexcused - both are missed instructional time), the student has dropped below the 92% attendance expectation (ORS 339.065) – at which time a conference summons will be sent home. The intent of these communications is to create a proactive strategy to improve attendance and maximize student learning opportunities. Parent meetings with the attendance team may be requested at any time during the school year to make an attendance improvement plan.

Safety Calls

URCEO 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.

URCEO Exemplary Attendance Honors

Exemplary attendance honors graduating seniors who have consistently “shown up” all four years of high school. These students meet the following criteria:

- Have attended URCEO or EPHS freshman through senior year (Class of 2021, 2022, 2023) OR have attended URCEO freshman through senior year (Class of 2024)
- Have not missed more than 3 days, or equivalent periods, each year of high school, maintaining a 98% attendance average each year.
- Has a minimal number of tardies each school year-no more than 6.

Students meeting this criteria will be recognized with a green honor cord to wear at graduation. Green represents the citizen trait of Responsibility.

Reporting Absences

URCEO’s attendance SMT member is Kyla Stockton, 541.830.6670. Calling in on the day of absences is greatly appreciated; however, you do have 24 hours to report.

Section 5: District Programs

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 EPSD9 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 and advocate. We anticipate your active involvement in the education of your child. Each family will have the formal opportunity to conference with teachers two times. These events will be led by our scholars. Additionally, you can request a conference with your child's teacher, the principal, or specialist at any time.

Quarterly report cards and progress reports will be available through ParentVue. 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.

Meal Program

The EPSD9 participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs. Additional information can be obtained in the office. Breakfast and lunch are both served at URCEO. Student breakfast and lunch are free,

Adult Breakfast: \$2.05 (includes milk)

Adult Lunch: \$3.65 (includes milk)

Breakfast is available from 8:05 AM – 8:30 AM for students who wish to eat at school. Students should arrive at school no sooner than 8:05 AM for breakfast as there is no supervision.

Volunteers at School

Volunteers and community partners play an important role in EPSD9. 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. Go directly to the application: [Become a Volunteer](#) to learn more.

Section 6: Required Notices

English Language Learners

The district provides special programs for EL or emergent bilingual students. A student or parent with questions about the program should contact our school principal.

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: KOBI(5), KTVL(10), KDRV(12), KMVU(26)

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, students 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 student to a different destination, please be certain we have that information on file.

Emergency at School

URCEO is a safe school. Every precaution is made to keep children and school adults 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 541-830-6551. It would be important to keep the school lines clear for emergency personnel access.

Emergency Medical Procedure

Parent signature on the registration form permits staff to call emergency services if a serious injury or illness occurs. Required transportation to a hospital will be determined by the ambulance team. Every attempt will be made to contact a parent or guardian as soon as an illness or injury occurs.

Medication

A parent (guardian) permission form must be submitted for all prescription and nonprescription medications. Students may not possess medications at school. See the office for more information.

State Notices

Alternative Education

“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. 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 and for students who have not met or who have exceeded all of Oregon’s academic content standards.

Such programs consist of instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement. All final decisions on placement rest with school administration.

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee. Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available.

Contact our principal or district office for additional information on submitting proposals, the evaluation and approval process.

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.

Asbestos

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

Attendance

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Exemptions from Compulsory Attendance-The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student meets certain requirements.

Bilingual Students

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

Complaints

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the 30 superintendent following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Instructional Materials Complaints

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

Placement/Enrollment of Homeless Students Complaints

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

Conduct

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

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. The district will notify the students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and student's grade reports, diploma and records may be withheld.

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

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Discipline of Disabled Students-When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parent 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.

Discipline of Disabled Students

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

Distribution of Material

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Dress and Grooming

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

Fees, Fines and Charges

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits.

Grade Reduction/Credit Denial

Punctual and regular attendance is essential to the academic success of student. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy.

Homeless Students

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

Infection/Disease Instruction

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

Lunch/Breakfast Program

The district participates in the National School Lunch and Commodity Programs and offers free and reduced-price meals based on a student's financial need. 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 certain content.

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 of 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 parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisal 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 parent;
- 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 purposes of special education students, parents also include a surrogate parent, an adult student to whom rights have been transferred or a foster parent, as defined in OAD 581-015-2000.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used

to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

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

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

Personal Communication Devices and Social Media

Students permitted to possess a personal communication device are prohibited from having the device on active mode during class time. Personal communication devices brought to school may be used for appropriate/approved classroom or instructional related activities. Use and possession of such devices at school sponsored activities or at other times during the school day will be determined by the building principal. The district will not be liable for personal communication devices brought to district property and district sponsored activities. The district will not be liable for information/comments posted by students on social media Web sites when the student is not engaged in district activities and not using district equipment. Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Program Exemptions

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

Student Education Records

Education records are those records related to a student maintained by the district. Education records are maintained in a minimum one-hour fire-safe place in the high school office of the Registrar. Certain personally identifiable information is considered directory information and is generally not considered harmful or an invasion of privacy if

released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and by prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

Student Restraint and Seclusion

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others. Except in the case of an emergency, only staff current in the required training in accordance with the district designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee (or volunteer) as necessary to prevent a student from harming his/herself, students, staff or others or from causing damage to district property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, others or district property. Any student being restrained or secluded within the district, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention. Parents will be notified if their student has been restrained or secluded as described above.

Talented and Gifted Program

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

Title I Services

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

Transfer of Students

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

Truancy

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

Board Policies

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection at the District Office. The Superintendent serves as the district's asbestos program manager and may be reached for additional information. For the full list of Board Policies, please refer to the JCSD 9 webpage, www.eaglepnt.k12.or.us, Parents & Students/Parent Resources/District Policies and Rules.

Directory Information

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be

submitted in writing to the principal by the parent, students 18 years of age or emancipated students within 15 days of annual public notice. 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 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 this policy. Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released. Information will not be given over the telephone except in health and safety emergencies. At no point will a student's Social Security Number or student identification number be considered directory information.

Student Education Records

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by board policy and law.