



Lake Creek Learning Center

21-22 Student Handbook

391 Lake Creek Loop Rd
Eagle Point, OR 97524
Phone: 541-830-6371 - Fax: 541-830-6369

www.lclc.eaglepnt.k12.or.us

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement.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

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

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, gender identity, 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 of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination A.

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues.

Ryan Swearingen, Director of Human Resources
11 N. Royal Ave, Eagle Point OR 97524
swearingenr@eaglepnt.k12.or.us, 541-830-6558

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

Ryan Swearingen, Director of Human Resources
11 N. Royal Ave, Eagle Point OR 97524
swearingenr@eaglepnt.k12.or.us, 541-830-6558

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

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

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

Dear Lake Creek Learning Center Community,

Welcome to LCLC! We host three multi-age classrooms, K-1, 2-3, and 4-5. We do many projects together in the spirit of the one room schoolhouse that used to stand across the field from our present location.

It is our goal to foster high academic achievement in all our students. We use individual and multi-age curriculum to reach this end.

We believe that strong partnerships with families and other community members is key to student achievement. We expect all families to be involved in their child's education. There are many opportunities including volunteering at school, helping at work party events, attending portfolio events and conferences and supervising your child's homework.

We are fortunate to have many community members who do not have children in our school, yet put in a lot of time reading with our students, helping write grants, and working in our library. They make LCLC a richer place.

We also want to foster this type of community involvement and responsibility in our students. To this end we engage the students in as many aspects of the school as possible. We have a school garden. Students help maintain our facility. There are many peer tutoring opportunities. We have daily school meetings.

This is your school and we encourage and invite you to join us as often as possible. We are looking forward to working with you.

Sincerely,

The Lake Creek Learning Center Staff

Eagle Rock Elementary Mission Statement:

In partnership with families and our community, every Eagle Rock Elementary School student will achieve personal success and become a responsible and productive citizen.

Eagle Point School District 9 Mission Statement:

Every Student, Every Classroom, Every Day!

DISTRICT 9 ADMINISTRATION AND SUPPORT SERVICES

Andy Kovach, District 9 Superintendent	541-830-6563
Joni Parsons, Director of Teaching & Learning, SpEd	541-830-6565
Ryan Swearingen, Director of Human Resources	541-830-6558
Scott Whitman, Director of Business Services	541-830-6559
Ginny Walker, Federal Programs Coordinator	541-830-6578
Betsy Farman, Special Education Coordinator	541-830-6196
Dean MacInnis, Communications Supervisor	541-830-6577
John Oliva, Health/Safety/SEL Coordinator	541-830-6248
Phil Ortega, Student Services Supervisor	541-830-6601
Lydia Tolley, Sodexo Food Service Supervisor	541-830-6552
John Harding, Building Services Supervisor	541-830-6376
Robert Allen, Technology Supervisor	541-830-6103
Rowdy Bates, Transportation Supervisor	541-830-1245

EPSD 9 BOARD OF DIRECTORS

Matt Stone
Randy Wolf
Josh Graves
Chery Stritenberg
Emily McIntire

stonem@eaglepnt.k12.or.us
wolfr@eaglepnt.k12.or.us
gravesj@eaglepnt.k12.or.us
stritenbergc@eaglepnt.k12.or.us
mcintiree@eaglepnt.k12.or.us

SCHOOL BOARD REGULAR MEETING SCHEDULE

Eagle Point School District 9 Board meetings begin at 6:30 PM at the Admin Board Room located at 11 N. Royal, Eagle Point on the second Wednesday of each month. Please refer to www.eaglepnt.k12.or.us for more details.

Please **[click here](#)** to access Eagle Point School District 9 Board Policy

21-22 School Calendar

Eagle Point School District 9
Family Calendar 2021-2022

Adopted 03/10/21

△ Holiday/Break-NO SCHOOL

◻ End of 9 weeks (school in session)

■ School in Session

○ Teacher Work Day-NO SCHOOL

⊠ Family Conf-NO SCHOOL

SEPTEMBER 2021							
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- September 7, 2021
- October 8, 2021
- November 4, 2021
- November 5, 2021
- November 11, 2021
- November 22-24, 2021
- November 25-26, 2021
- Dec 20, 2021-Dec 31, 2021
- January 3, 2022
- January 17, 2022
- January 20, 2022
- January 21, 2022
- February 21, 2022
- March 16 (pm only) 17, 18
- March 21-25, 2022
- April 7, 2022
- April 8, 2022
- May 30, 2022
- June 7, 2022
- June 10, 2022
- June 14, 2022

- FIRST DAY OF SCHOOL
- State Wide In-Service - No School
- End of 1st 9 weeks
- Teacher Work Day - No School
- Veterans' Day Holiday - No School
- Family Conferences - No School
- Thanksgiving Holiday - No School
- Holiday Break - No School
- SCHOOL RESUMES
- Martin Luther King Day - No School
- End of 1st Semester
- Teacher Work Day - No School
- Presidents' Day - No School
- Family Conf-**No School March 17-18** (may be used to cover school closures if needed)
- Spring Break - No School
- End of 3rd 9 weeks
- Teacher Work Day - No School
- Memorial Day - No School
- Last Day for Seniors
- EPHS Graduation 7:30 p.m.
- LAST DAY FOR STUDENTS - EARLY RELEASE (End of 2nd Semester)

Eagle Rock Elementary General Information

School Phone: 541-830-6371

School Fax: 541-830-6369

District Website: www.eaglepnt.k12.or.us

School Website: www.lclc.eaglepnt.k12.or.us

Principal:

Grant Hayball

541-830-6162

hayballg@eaglepnt.k12.or.us

Instructional Coach: Heather Marrs

541-830-6173

marrsh@eaglepnt.k12.or.us

Principal's Secretary: Melissa Hvall

541-830-6190

hvallm@eaglepnt.k12.or.us

Registrar: Lisa Hydorn

541-830-6192

hydornl@eaglepnt.k12.or.us

Office Hours: 7:30 am - 3:00 pm Monday - Friday

Our school enrollment is approximated 60 students - Kindergarten through 5th grade.

Our school mascot is the Elk.

Our school colors are green and yellow.



Bell Schedule

Monday/Tuesday/Thursday/Friday: 8:00 am - 2:35 pm

Wednesday: 8:00 am - 12:35 pm

Messages and Phone Calls

Each classroom is equipped with a telephone for emergencies. We make every effort to prevent classroom interruptions. Student messages will be given to classrooms at the end of the day at 2:00 pm. Other messages can be left on a teacher's voicemail.

{Changes in school-to-home transportation should be prearranged}

If we do not receive instructions prior to 2:00 pm, we cannot guarantee that your child will get the message and we will instruct your child to follow "usual" arrangements.

Visitors at School

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

1. Parents will need to check into the office first and receive a visitor's pass.
2. Parents will have opportunities to observe their child/children in the classroom.
3. Other students in the classroom will not be the focus of observation or focus of concern for a visiting parent.
4. Confidentiality will be maintained at all times, including outside the classroom and the school.
5. Parents will support the current individual learning plans which include IEP's, 504's and/or behavior plans, without alterations, while in the classrooms and throughout the school.
6. Other staff will not be addressed by visiting parents with the intent to alter any student's learning plan/ IEP, 504 and/or behavior plan.
7. The learning environment and culture of the classrooms will not be affected by visitors. If at any time the presence of a classroom visitor becomes distracting to the teaching/learning environment, the visit will need to end.
8. Parents wishing to discuss observations, questions, or concerns about their visit may make an appointment with the school administrator.
9. Visiting privileges may be suspended or terminated for any parent who is verbally abusive or inappropriate to staff or students, or whose presence causes disruption in the classroom.
10. Visits will be infrequent and of short duration, however longer observation periods may be arranged and approved by the administration on a case-by-case basis.
11. Visiting parents who have an IEP, 504 and/or behavior plan questions or concerns may contact the IEP case manager and school administrator. (Office phone number 541-830-6371.)

Volunteers at School

Volunteers and community partners play an important role in Jackson County School District 9. Each day in every school, volunteers support and encourage staff and students, and take an active role in helping every student achieve. Through their contributions of time, energy, inspiration and expertise, volunteers often report they receive more than they give. Anyone may apply online to become a volunteer. Before taking part in a volunteer activity, applicants must complete a criminal background check.

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

Notes:

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

Staff Directory

Lacey Strand	Kinder/1	541-830-6366
Heidi Daniels	2nd/3rd	541-830-6367
Robert Reimers	4th/5th	541-830-6370
Kerry Watson	Instructional Assistant	
Craig Patterson	Instructional Assistant	
Laura Keife	Title I Instructional Assistant	

SECTION 1: STUDENT INFORMATION

ADMISSION

A student seeking enrollment in the district must register online at https://eaglepoint.sis.k12.or.us/PXP2_OEN_Login.aspx. All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulations, may be required.

ADMINISTERING MEDICATION AT SCHOOL

Students may be permitted to take medication, and/or self-medicate at school, at school sponsored activities under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations and the following:

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

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

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

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

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

BICYCLES/SCOOTERS/ROLLER SKATES/SKATEBOARDS AT SCHOOL

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

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

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

Refer to Board Policy JHFC – Student Bicycle Use

GIFTS/ANIMALS AT SCHOOL

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

Please make prior arrangements with your child's teacher if you plan to bring an animal to school. All animals must be contained, leashed and accompanied by an adult while at school. Companion and comfort animals are not considered service animals.

EMERGENCIES AT SCHOOL

Eagle Rock Elementary School 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.

EXTREME WEATHER

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

Radio:

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

Television:

KDRV(12)
KOB1(5)
KTVL(10)
KMOV(26)

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

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

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in District-sponsored field trips. This means that students are subject to the school’s student conduct rules, applicable Board policies and other such rules as may be deemed appropriate by the field trip supervisor.

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 their own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

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

The District may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of the amount owed. A request to waive the student’s debt must be submitted in writing to the principal.

FRIDAY FOLDERS AND FAMILY NEWSLETTERS

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

The school newsletter, “The Owl’s Nest”, will be emailed to families each month. The newsletter contains information about current and future events and activities. It also has tips for helping your child be successful. The menu is sent home when we receive it from Sodexo. General information about District 9 can be found at: www.eaglepnt.k12.or.us. The Family Newsletters will also be posted on the school’s website, Facebook page, etc.

LOST AND FOUND

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

TOYS AND CELL PHONES AT SCHOOL

Please help your child keep toys at home. Toys from home often become a distraction in the classroom and disrupt student learning. As well, we cannot be responsible for toys that might get lost, broken, traded, or stolen. Trading cards (e.g. Pokemon, Yugioh, and baseball cards, etc.) are prohibited at school. Play equipment is available for student play on the playground. Toys from home are not needed on the playground. Students are prohibited from selling or purchasing items from other students while at school without prior principal permission. Cell phones and other electronics shall remain silent and in a child's backpack during school hours unless given permission by the teacher for educational use. As with toys, we cannot be responsible for cell phones and other electronics that might get lost, broken or stolen.

SODA POP, ENERGY DRINKS, GUM, CANDY AT SCHOOL

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

FUNDRAISING AND SELLING

ERE students will participate in one major fundraiser this year, a Walk-A-Thon. Students will collect pledges for the fundraiser event and the money they collect will be used by their class for field trips, special assemblies, program celebrations, etc. Students are not to go door to door to fundraise – this is unsafe.

It's easy to help our school by participating in the **Box Tops for Education**. We are collecting "Box Tops" to be redeemed for money. Many cereals, cake mixes, side dishes, and boxed snacks have the "Box Tops for Education" coupons. Clip them from the box and send them to school. Ask your neighbors, co-workers and grandparents to save these items too! Remit these items to our librarian all year long.

OREGON SCHOOL SAFETY HOTLINE

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

Toll-free Hotline: (866) 305-7745

Internet: www.oregonschoolsafety.com

PARENT GROUP – ERE PTO

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

The PTO is a dedicated group of parents who truly make a difference at school. Please call or come to a meeting. There are lots of little things you can do that help the parent club and only take a small amount of your time! If you are interested, please let the school office know. Check out our PTO Facebook page at Eagle Rock PTO!

PARENTVUE

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

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

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

SCHOOL LIBRARY – MEDIA CENTER

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

STUDENT RESPONSIBLE USE OF TECHNOLOGY

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

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

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

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

A link to our website with more information can be [accessed here](#).

STUDENT INSURANCE

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

SECTION 2: STUDENT EXPECTATIONS AND CODE OF CONDUCT

EAGLE ROCK ELEMENTARY STUDENT EXPECTATIONS

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

- Be Safe
- Be Respectful
- Be Responsible

These expectations are taught deliberately throughout the school year. The emphasis is to help students develop problem solving skills.

When a student violates a rule, the first offense generally results in a warning with instruction to prevent a recurrence. The next offense may result in a “time out.” We also teach students how to positively resolve personal conflict. Parent calls and conferences are made when students continually choose to disregard the school standards.

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

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

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

STUDENT CODE OF CONDUCT

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

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

The District has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to: assault; hazing, harassment, intimidation, bullying or menacing; cyberbullying; domestic violence; 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/theft, including willful damage or destruction to District property; or to private property on District premises or at school-sponsored activities; sexual harassment; possession, distribution or use of tobacco products, inhalant delivery systems, alcohol or drugs or other controlled substances, including drug paraphernalia; use or display of profane or obscene language; open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials; violation of District transportation rules; violation of law, Board policy, administrative regulation, school or classroom rules.

The district prohibits student violence or threats of violence in any form. Student conduct that tends to threaten or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties party on school property. A student also may not use any electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to damage school property, will not be tolerated. Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

Refer to School Board Policy JFC Student Conduct and JFCM – Threats of Violence

BULLYING BEHAVIOR

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

Bullying is...

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

Behaviors Associated with Bullying...

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

CONSEQUENCES OF BULLYING

First Offense:

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

Repeated Offenses:

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

How to handle children who bully you...

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

Parents, if your child is being bullied...

- listen carefully to your child
- assure your child that it is not his or her fault
- stay calm
- get accurate details
- give your child some strategies to cope
- help your child to be proud of how they are unique
- if the problem persists, seek assistance from teacher
- if the problem continues, seek support from principal

If your child is bullying others...

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

CONDUCT ON SCHOOL BUSES

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

While riding a school bus:

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

***These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.**

DAMAGE TO DISTRICT PROPERTY

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

DISCIPLINE – DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrator. The District's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention, suspension; expulsion, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses, teen dating violence or any other criminal act, they may also be referred to law enforcement officials. Violations of the District's weapons policy, as required by law, shall be reported to law enforcement.

DETENTION

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

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

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

SUSPENSION

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

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

Refer to School Board Policy JG Student Discipline

Refer to School Board Policy JGE for expulsion information

D9 ELEMENTARY DISCIPLINE MATRIX

Discipline Continuum for Behavior Choices	Staff handled infractions		Major Office Referral		
	Classroom Management	Minor Referral			
	~ Student conference ~ Reteach and practice procedures ~ Classroom conseq.	~ Turn in minor - <i>after</i> parent has been contacted ~ Note who was contacted and result of conversation ~Assign consequence to student	~ Start Investigative Process ~ Note who was contacted and result of conversation ~Assign consequence to student and document our interventions	~ Refer to Progressive Matrix - Parent must be contacted ~Assign consequence to student and document our interventions	
Inappropriate or abusive language	Mild language, for example: shut up, name calling	Disrespectful language	Excessive swearing, abusive language	Repeated abusive language	See harassment & bullying columns to assist in accurate identification of behavior
Physical contact or aggression	Not keeping hands, feet, and objects to self, playfighting	Repeat play fighting, pushing, shoving, kicking	Student engages in actions involving serious physical contact.	Repeated problems or causes injury, hitting, kicking.	Fighting that results in serious injury
Fighting Assault			Mutual participation involving physical violence hitting, kicking, choking, scratching, biting, other types of attacks.	Premeditated act of violence involving hitting, kicking, choking, scratching, biting, or other attacks	Law Enforcement will be contacted for assistance.
Defiance	Poor attitude /non-compliance	Back talking, rude comments or actions, arguing, failure to serve detention	Willful refusal to follow directions, persistent arguing, refusal to serve detention, refusal to leave classroom	Continued refusal to follow directions	Threats of violence
Disrespect	Socially rude	Low intensity to adults & students	Direct opposition/willful disrespect		

D9 ELEMENTARY DISCIPLINE MATRIX

Disruptions	Talk outs, off task, interrupting	Continual interruptions, distracting others	Disrupting in exchange class or other detention(buddy) room.	Disruptive during ISS.	
Property misuse-damage vandalism	Inappropriate use of an object, throwing object	Unsafe use of an object, throwing objects at others, inappropriate objects at school	Object used to threaten others, unsafe object at school. riding vehicles in restricted area, destruction/disfigurement of property	Object threatened to be used or used as a weapon.	Object threatened to be used or used as a weapon.(Repeat from previous column)
Sexual Harassment	Naïve sexual comments, boyfriend/girlfriend inappropriate mild comments (Primary)		Obscene gestures, cyber, electronic, unzipping or pulling down pants, inappropriate touching-kissing, Sharing pictures/drawings of a sexual nature.	Repeated Sexual content, behaviors viewed as sexual harassment	Touching another person sexually Exposing privates
Racial Harassment	Naïve use of racist terms.		Derogatory racially based comment, cyber, electronic, continuous comments	Threats of violence based upon race (threat assessment likely to occur)	Race based attacks (threat assessment likely to occur)
Bullying	Naive mistreatment of someone vulnerable	Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.	Repeated abuse, harassment-cruel, thoughtless hurtful comments, cyber, electronic, intimidation	Threats of violence (threat assessment to occur) Possible Law Enforcement	Threats of death (Threat assessment to occur) Involve Law Enforcement
Arson Combustibles	Naïve possession of matches/combustible - self report		Intentional possession of matches/lighter, failure to self report	Displaying Lighter or combustibles to peers or threat of use.	Damage to property due to matches, lighters (If necessary, involve Law Enforcement)
Gang Affiliation Display	Wearing clothing, flashing gang signs, student unaware of meaning (Elementary)		Wearing gang clothing, displaying gang pictures, displaying gang signs	Uses gang clothing, signs, pictures to intimidate others	Gang Contract - Law Enforcement contacted

D9 ELEMENTARY DISCIPLINE MATRIX

Dress Code Violation	Change Clothes	Re-occurring offence becomes Minor defiance	Repeated offence after repeated instruction becomes Major defiance.		
Forgery Theft Plagiarism	Reteach for naïve offense.		Theft - or being a part of/accomplice to. Forgery, plagiarism - to use with/without owners knowledge or permission. (possible community service)		Law Enforcement Involvement
Lying Cheating	Student delivers message that is untrue and/or deliberately violates academic integrity policy.	Repeated lying.	Student delivers message that is untrue and/or deliberately violates academic integrity policy.	Lying that allows self or others to avoid significant consequences after further investigation by staff.	Lying or cheating that results in a crime to be referred to School Resource Officer or Deputy for further investigation.
Skip / Class Cutting	Dawdles on way back from other school-wide area when has a pass.		Leave without a pass, skips class.		
Truancy			Leaves school campus, willfully not showing up. (0.5 day absence or more)		
Weapons			Student shares with a peer that he or she has a dangerous object	In possession transports or uses a knife, firearms or toxic materials. use of any object in a dangerous way	Possible Risk assessment & Law Enforcement involved.
Inappropriate display of affection	Inappropriate Hugging	Repeated inappropriate hugging and/or kissing	Persistent kissing or hugging	Persistent kissing, grabbing private areas, both parties consenting,	Sexual activity

D9 ELEMENTARY DISCIPLINE MATRIX

Technology Electronic violation	Goes to inappropriate website or uses unacceptable search engine	Downloads information from an unauthorized website, no inappropriate content (temporarily loses access to technology	Downloads inappropriate content (possible loss of privilege)	Downloads inappropriate content from a website or causes breach of district network (loss of privilege)	Uses school district technology to commit a crime Law Enforcement Involved
Drugs/Alcohol Tobacco/Vapor Pens/E-Cigs			Student shares with a peer that he or she has paraphernalia or illegal object Delivering a message of possible explosive materials, In possession of possible combustibles and or bomb paraphernalia .	Use/possession of drug/alcohol/controlled substance/tobacco/vapor pens /e-cigs /paraphernalia. (Follow Board Policy)	Distribution or intent to distribute - Law Enforcement Involved. Law Enforcement Involvement
Bomb Threat False Alarm					

Note: This is a recommended guideline for most discipline situations. Some incidents may result in an out of school suspension the first time, and there may be repeated in-school suspensions, as necessary. We will investigate any situation that poses harm to any one of our students or staff.

Elementary - Any student who has received an out of school suspension should be referred to BAT and a behavior plan/intervention must be developed to prevent future incidents.

ADMINISTRATION HAS A FINAL DETERMINATION.

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. As well, the weather in Oregon can change two or three times a day. 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.
- Shorts and skirts should be longer than the student's longest finger when they are standing with their arms at their sides.
- Blouses, tops, T-shirts and pants should fully cover students' torso, midriff areas, and undergarments. Strakjps shall be at least 2 fingers wide.
- All pants are worn at the waist line. Underwear should not be seen.
- Students may not wear, bring or apply make-up at school. Cologne and perfume should also stay at home.
- Students should wear appropriate jackets, sweatshirts and shoes for inclement weather.
- Dressing in layers allows for comfortable weather changes throughout the day. Please be sure to label your child's clothing.
- Students should wear comfortable clothing that will allow them to participate in school activities.
- Student shoes should be appropriate for playground play and PE. Flip flops, platform sandals, or high heels are not safe footwear at school and are highly discouraged.
- All students must wear shoes at all times at school. Shoes with attached wheels (Example: "Heelys") are not allowed at school.
- Hats and hoods are not allowed in the school building. Cold weather headgear is allowed for outdoor activities/recess.

OFF-CAMPUS STUDENT BEHAVIOR

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

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

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

UNDERAGE DRINKING HOTLINE

If you see or know of underage drinking, contact the Party Dispersal Tipline, 541-973-7756 or 1-888-608-7632.

WEAPONS AT SCHOOL

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

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

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

Violation of this Oregon State law may result in expulsion from school and the Federal Gun Free Zone Act.

Possession or discharge of a firearm in a school zone is prohibited. A school zone as defined by federal law means in or on school grounds or within one thousand feet of school grounds.

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

Refer to Board Policy JFCJ Weapons in the Schools

SECTION 3: REGULAR SCHOOL ATTENDANCE

DISTRICT ATTENDANCE POLICY

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

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

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 that 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 attend school regularly unless otherwise exempted by law. All students five years of age who have been enrolled in a public school are required to attend regularly.

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

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and 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's Student Services Supervisor 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. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

DEFINITIONS:

Excused Absence: 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 (dental) appointments; confirmation of appointments are required.
- Pre-Arranged Absences

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

Tardy: A student arriving after the 8:20 bell rings

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

Unverified Absence: A students absence was not verified by a parent/guardian as required. This includes:

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

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

STUDENT ABSENCES

Your child may be absent if:

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

Your child may **NOT** miss school:

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

If you or your student needs assistance with resources to help find solutions, please contact our school. **541-830-1275**

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the principal or office so that other students who have been exposed to the disease can be alerted. A student with certain communicable diseases will not be allowed to come to school while the disease is contagious. These diseases include chicken pox, cholera, diphtheria, measles, meningitis, mumps, live lice infestations, whooping cough, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu. Parents with questions should contact the school office.

HEAD LICE

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

STUDENT ILLNESS

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

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

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

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

ILLNESS GUIDELINES

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

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

*please note: Due to Covid-19, guidelines may change. Please refer to the school office or [EPSD 9 Covid-19 Protocols](#)

SAFETY CALLS

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

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

SECTION 4: 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 District 9 schools. More info about curriculum standards can be found at www.ode.state.or.us.

CONFERENCES AND REPORT CARDS

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

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

Check our school's Facebook page and website for dates that report cards and progress reports are posted.

Conference Schedule:

- | | |
|--------------------------------------|------------------|
| • Open House ~ Virtual | September 2 |
| • Title I Presentation | October 27 |
| • Parent-Teacher-Student Conferences | November 22 - 24 |
| • Parent-Teacher-Student Conferences | March 17 - 18 |

EMERGING BILINGUAL STUDENTS

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

HOMELESS STUDENTS

The District provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a District school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student.

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact **541-830-6262**, the District's liaison for homeless students.

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

MEAL PROGRAM

Meals are provided for free again for the 21-22 school year.

STUDENTS WITH DISABILITIES

School District 9 provides programs and services for students with disabilities. A student or parent with questions should contact the principal.

TALENTED AND GIFTED STUDENTS

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, economically disadvantaged, culturally different, underachieving gifted and students with disabilities. Students will be identified based on:

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

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

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.

Refer to School Board Policy IGBBA Identification – Talented and IGBBC - Gifted Students for appeal process.

TITLE I SERVICES

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

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

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

SECTION 5: REQUIRED NOTICES

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

ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established 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.

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the Superintendent or designee prior to November 1 for programs to be implemented the following school year. "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.

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.

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

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on District property by a student or a non-student without the approval of the administration.

PUBLIC COMPLAINTS

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within [five] working days.

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

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

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

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

Refer to School Board Policy KL Public Complaints

DISCRIMINATION COMPLAINTS

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

EMERGENCY DRILLS - FIRE, EARTHQUAKE & SAFETY THREATS

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

Instruction takes place at the beginning of the year and after extended breaks from school. (Winter & Spring Breaks) At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. The first fire drill will be conducted within the first 10 days of the school year.

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

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

***Alert**-Initial Alert: may be gunshot, Intercom Announcement, etc. (Don't use code words)

Lockdown-If Evacuation is not a safe option, barricade entry points. Prepare Evacuation or Counter if needed.

Inform-Communicate real time info on shooter location. Use clear and direct language using any communication means possible.

Counter-Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.

Evacuate-When safe to do so, remove yourself from the danger zone.

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

IMMUNIZATION, VISION SCREENING AND DENTAL SCREENING

Every student must be fully immunized against certain diseases or must present a certificate or statement that, for religious, philosophical beliefs and/or medical exemption, 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 they have 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.

INFECTIOUS 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. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

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

INSTRUCTIONAL MATERIALS COMPLAINT

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

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

Refer to School Board Policy IJA-AR Instructional Materials Selection

PARENTAL RIGHTS

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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;

Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.
- As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in OAR 581-015-2000.

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PRIVATE SCHOOL ATTENDANCE

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

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

PROGRAM EXEMPTIONS

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

PROGRAMS AND SERVICES COMPLAINTS

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

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

SCHOOL REPORT CARD

Each year the Oregon Department of Education evaluates the student performance, student attendance and participation rate of assessment of every public school and District.

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

SEARCHES/QUESTIONING

District officials may search a student, his/her personal property and property assigned by the District for the student's use at any time on District property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, school rule, or the Student Code of Conduct is present in a particular place.

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the District. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate. Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

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

SEXUAL MISCONDUCT, HARASSMENT

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment.

The person designated to receive sexual conduct reports is Ryan Swearingen, 541-830-6558. In the event the designated person is the suspected perpetrator, the Superintendent shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

Sexual harassment of or by staff, students, board members, volunteers, parents, visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district or where the employee is engaged in district business.

Refer to School Board Policy JHFF and JBA/GBN

STATE & DISTRICT-WIDE ASSESSMENT

Students in grades 3, 4 and 5 will be assessed with the Oregon State Assessment Tests in reading and mathematics. At grade 5, science is also assessed. Generally students complete the assessments after Jan 1. Please do not hesitate to ask your child or your child’s teacher how they did on the assessment.

Parents may opt-out of the statewide summative assessments as provided by state law for their scholar. The necessary forms for opting out of the statewide assessments are available from the principal.

Students also participate in District-wide assessments including Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and STAR360 Early Literacy and/or Reading and Math. Your child’s teacher will keep you informed of your scholar’s performance on assessments.

Information regarding State Assessment information, including opt-out forms, can be found on our District website under Parent Resources.

STUDENT EDUCATION RECORDS

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

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

Education records are maintained in a locked, fire-safe cabinet in the school office. By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the District is provided evidence that there is a court order, state statute or legally binding document relating to such matters of divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular school hours.

STUDENT INFORMATION PROCEDURES

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

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

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

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

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 behavior poses a threat of imminent serious physical harm to self or others.

Except in the case of an emergency, only staff who are 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 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 imposes a reasonable threat of imminent, serious bodily injury to the student or to others.

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.

TRANSFER OF STUDENT

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

Eagle Point School District 9 will not release students to attend a school in another District except under hardship status. Please visit our website (www.eaglepnt.k12.or.us) for detailed transfer information under Parents & Students. School Board policies [JECF](#), [JECF-AR](#), [JECB-AR](#), [JECBB](#), [JECBB-AR](#) speak specifically to transfers and Principals are to adhere to the guidelines described within.

TRANSPORTATION OF STUDENTS

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