

Estacada School District Leadership

Superintendent

Marla Stephenson

2016-2017 Board of Directors

Jeromy Adamson, Board Chairman Zone 2
Ben Wheeler, Vice Chairman Zone 6

John Miller, Director Zone 1
Jamie Smith, Director Zone 3
Rick Mudrow, Director Zone 4
Joe Behrman, Director Zone 5
Ken Riedel, Director Zone 7

Board Secretary

Mary Ann Swanson
Office phone: 503-630-6871

District Schools

Estacada High School
Estacada Middle School
Clackamas River Elementary
River Mill Elementary
Summit Charter Schools

Estacada School District

503-630-6871
503-630-8513 Fax

<http://www.estacada.k12.or.us>

Student Rights & Responsibilities Handbook

2016

About the Handbook

This handbook outlines the rights and responsibilities of students and the standards for student conduct in Estacada School District. It also provides information about the District and its services. Students and parents or guardians are encouraged to read this handbook carefully and retain it for future reference.

Individual schools in the District have the authority to create and implement school rules to assist them in implementing the policies established in this handbook and School Board policies. Each school has a student handbook that outlines more specific information about the rules and expectations for students in the building. Students and families are encouraged to become familiar with their home school's handbook.

The Board of Directors has instituted policies that ensure the fair treatment of students, families and the general public. The superintendent is responsible for following the governance policies of the Board of Directors. For questions or for more information, please contact the Estacada School District Office.

Information and policies contained herein are subject to change without notice.

A detailed listing of the Board of Directors' policies and procedures can be found at the District's web site:

<http://www.estacada.k12.or.us>

Estacada School District

Directory

503-630-6871 Office

503-630-8513 Fax

255 NE 6th Avenue

Estacada, Oregon 97023

Superintendent: Marla Stephenson

Exec. Dir. of Admin. Svcs. Donna Cancio

Exec. Asst. to Supt.: Mary Ann Swanson

A.P. & Purchasing: Julie Theander

Curriculum: Scott Sullivan

Facilities: John Simpson

Fiscal Services: Linda Guthrie

Grounds: Scott Fish

Human Resources: Sabrina LaLonde

Nutrition Services: Julie Theander

Nursing Services: Kelley Ferrera

Payroll & Benefits: Lisa Akins

Student Services: Tina Rhue

Technology: Cindy Rathbun

Transportation: Marcia Hahn

Secondary Schools

Estacada High School (9-12)

355 NE 6th Ave

Estacada, Oregon 97023

503-630-8515

503-630-8699 Fax

Principal: Ryan Carpenter

Assistant Principal: Trevor Syring

Principal's Secretary: Denise Pemberton

<http://www.ehs.estacada.k12.or.us>

Estacada Middle School (6-8)

500 NE Main Street

Estacada, Oregon 97023

503-630-8516

503-630-8693 Fax

Principal: Kristin Turnquist

Dean of Students: Deb Wexler

Principal's Secretary: Bayley Knutson

<http://www.ejhs.estacada.k12.or.us>

Elementary Schools (K-5)

Clackamas River Elementary

301 NE 2nd Avenue

Estacada, Oregon 97023

503-630-8552

503-630-8577 Fax

Principal: Amy Hudson

Principal's Secretary: Pam Hubbard

<http://www.cres.estacada.k12.or.us>

River Mill Elementary

850 N. Broadway

Estacada, Oregon 97023

503-630-8517

503-630-8676

Principal: Jennifer Behrman

Principal's Secretary: Christy Ward

<http://www.rm.estacada.k12.or.us>

District Sponsored Schools & Programs

Summit Learning Charters

(Formerly Estacada Charter Schools)

30391 SE Hwy 211

Eagle Creek, Oregon 97022

503-630-5001

Principal: Joni Tabler

Principal: Sean Gallagher

<http://summitlearningcharter.org>

Orchid Health Clinic

School and Community Based

Medical & Mental Health Services

535 NE 6th Avenue

Estacada, Oregon 97023

503-630-8550

503-630-8551 Fax

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INTRODUCTION

The mission of the Estacada School District is to equip every student with the skills necessary to be competent, resourceful, and successful.

All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors, and to protect their own rights and those of other people.

Although these rights and responsibilities are applicable to a total society, this document is related to and is in force for those times and events that are considered “school sponsored.” A school sponsored activity is one or more of the following:

- Activities on school grounds and in school facilities.
- Financing, transportation, or supervision provided by the school district.
- Any activity that is the direct result of an in-school program.

The purpose of the Student Rights and Responsibilities Handbook is:

- a) To establish clear expectations and standards of behavior that will provide a safe, effective, and rewarding learning environment.
- b) To notify parents and students of these educational rights and responsibilities.

SCHOOL BOARD & SUPERINTENDENT RESPONSIBILITIES

The School Board, through the Superintendent, has the responsibility to provide a quality educational program, to maintain highly qualified staff and give them full support in enforcing discipline that is consistent with District policies and regulations. When a disciplinary action is appealed, the Board will decide each case upon its merits.



Estacada High School

PARENT RESPONSIBILITIES

Whenever the term parent or parents is used in the handbook, it shall refer to legal guardian or person with power of attorney to act as a parent.

The parent has the ultimate responsibility for the student’s welfare. A parent needs to help the student learn, exercise self-control, and develop socially acceptable standards of behavior.

The parent has the responsibility to set an example for the student, especially as it affects respect for law, for the authority of the school, and for the rights and property of

others. By example, a parent can attempt to instill within the student a desire to learn, a respect for honest work and an interest in exploring various fields of knowledge.

The parent has the responsibility to know and review with his or her child the regulations that govern the student's school activities and the consequences of disobeying those regulations.

The parent should, if possible, become acquainted with the school in which the student is enrolled through back-to-school nights, parent/teacher conferences, school functions and classroom visitations. During school hours all parents and visitors are required to sign-in at the main office and obtain a visitor's pass.

The parent has the responsibility to have the student attend school regularly. Parents have the responsibility to inform the school in person, by phone or in writing of their child's absence and the reason. The student should be clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately.

ADMINISTRATOR RESPONSIBILITIES

Administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching and learning environment.

Administrators have the responsibility to carry out School District policies and regulations and to make these known to staff, students, and parents.

Administrators also have the responsibility to maintain an environment that is safe and conducive to an orderly education. Like

teachers and parents, administrators have the responsibility to be an example for students by showing respect for law and order and by demonstrating self-discipline and concern for all persons under their authority.

Administrators have the responsibility to be fair, firm and consistent, maintain open lines of communication and demonstrate respect in decisions affecting students. In regard to disciplinary action, Administrators may consult with teachers, counselors, and students.

Administrators have the responsibility to communicate with parents to establish procedures to improve student behavior when needed.

Administrators have the responsibility to follow processes as outlined in District regulations, inform parents of actions and related policies involving their student, and maintain records of disciplinary actions.

STAFF RESPONSIBILITIES

Staff members of the school have the responsibility to guide a student's educational and behavioral experience while he/she is involved in school and school sponsored activities. All members of the staff shall work with parents in a cooperative manner.

Staff members have the responsibility to model by their work and personal example, their respect for law and school rules. A staff member's conduct and guidance should encourage within the student a desire to learn, a respect for honest work, and an interest in various fields of knowledge.

Staff members have the responsibility to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations.

Staff members have the responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and encouraging the students for achievement and responsible behavior.

Staff members have the responsibility to be fair, firm, and consistent in active reinforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, library, school buses, school grounds, etc.) not only during the school day, but at all school sponsored activities.

Staff members have the responsibility to demonstrate respect for parents, students, and other staff members. School officials have the authority, rights, duties, and responsibilities similar to parents with respect to student behavior in the school setting and at school-sponsored activities.



Clackamas River Elementary

STUDENT RESPONSIBILITIES

Students have the responsibility to read and become aware of the contents of the school's handbook.

Students have the responsibility to follow staff directions and comply explicitly with requests given by a teacher, administrator, school employee and/or volunteer. Each student must comply with rules of the Estacada School District.

Students have the responsibility to promote a safe school environment by protecting their own rights and the rights of others.

Students have the responsibility to pursue the prescribed course of study, submit to lawful authority of teachers and school officials, contribute to a productive learning climate, and conduct themselves in an orderly fashion during the school day and school-sponsored activity.

Students have the responsibility to develop a positive attitude towards self-discipline.

Failure to comply with these responsibilities may result in the student being denied participation in extracurricular activities. Titles and/or privileges granted to students may also be revoked (ex: valedictorian, salutatorian, student body, class or club office position, senior trip, prom, social activities, etc) for failure to comply with these responsibilities.

STUDENT RIGHTS

Students have the right to have access to a copy of the “Student Rights and Responsibilities” handbook, the school’s handbook, and to appeal disciplinary decisions of staff and administration in accordance with district policy.

Students have the right to expect fair, consistent, and reasonable consequences for non-compliance with school rules and policies as outlined in this handbook and the individual school handbooks.

Attendance & Enrollment

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. All students 5 or 6 years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

School staff will monitor and report violations of the state compulsory attendance law. Students not attending school under the Superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance laws to the Superintendent or designee.

Schools have the right to determine placement of students as needed into alternative educational programs when erratic attendance, serious disciplinary issues or poor performance and effort are keeping the student from benefiting from his/her education program.

A violation is a Class C violation and is punishable by citation up to \$150 as per OAR 153.018 and ORS 339.010.

In addition, under policy JHFDA – Suspension of Driving Privileges, the District may report students with 10 consecutive day’s unexcused absence or 15 cumulative days of unexcused absence in a single semester to the Oregon Department of Transportation.

Students have the right:

- To attend school if they have reached the age of five by September 1, have not completed graduation requirements, or reached the age of 19. If a student’s 19th birthday occurs during the school year he/she shall continue to be eligible for the remainder of the school year. Students may attend school until the age of 21 if the student is receiving special education or the student is shown to be in need of additional education in order to receive an appropriate diploma or certificate.
- To receive information about alternative education programs when erratic attendance, serious disciplinary issues, or poor performance and effort are keeping the student from benefiting from his/her educational program.

Students have the responsibility:

- To attend school in the attendance area in which they reside unless otherwise approved through the transfer process.
- To attend classes on all scheduled school days at the school in which they are enrolled.
- To be punctual and observe policies governing absences or late arrivals.

Parents have the responsibility:

- On the day of the absence to inform the school by phone or in writing of their child's absence and the reason.
- 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 failed to attend school as required.

Freedom of Assembly

All formal student meetings that occur on school grounds shall function only as a part of the educational process and as authorized in advance by the principal. Students gathered formally or informally shall not be a disruption to the educational process or infringe upon the rights of others.

Freedom from Discrimination

All students are entitled to attend Estacada Public Schools free from discrimination based on disability, national origin, ancestry, race, religion, creed, gender, sexual orientation, or marital status.

Students have the right:

- To be free from discrimination and are protected in this right by board policy, state and federal law. If a student believes they have been discriminated against because of their race, color, creed, gender, ancestry, sexual orientation, religion, national origin, or disability they should inform their parent and immediately report the incident to a school administrator or counselor.

Students have the responsibility:

- To not discriminate against others. The board expects students to

contribute to a productive learning environment and respect all individuals in the school community. Students who are found to have discriminated against persons in the school setting, to and from school, or at school sponsored events shall subject themselves to disciplinary action leading up to and including suspension and expulsion.

Dress and Grooming

Students have the right:

To dress and groom as they and their parents choose within the guidelines set by board policy and each school.

Students have the responsibility:

- To maintain their person in such a manner as to comply with health, sanitary, and safety standards.
- To dress and groom so that the teaching/learning process is not disrupted.
- Dress and grooming shall be age-appropriate and reflect the norms and values of the community.
- Students who represent the school in voluntary activities may be required to conform to dress and grooming standards defined by the school and approved by the Superintendent.
- Student participation may be denied if those standards are not met.
- Clothing shall be free from advertisement slogans related to alcohol, drugs, tobacco, sexual innuendoes, weapons, and gang symbols.

Freedom of Expression

Students have the right:

- To express themselves in writing, verbally, or by assembly, as long as that expression does not violate the rights of others or substantially disrupt the educational environment.
- To attend a school in an atmosphere free from assault (verbal and physical), name-calling, profanities, obscenities, racial or ethnic slurs, ridicule, bullying, threats of physical harm, harassment, and privacy invasion.
- To express their feelings for friends, staff, or anyone else in an appropriate manner.

Students have the responsibility:

- To respect another person's justifiable right to privacy. Not to invade, either verbally or in publications, another person's lawful right to privacy without that person's consent.
- For the effects of their expression on other individuals or groups. Students must follow the school rules. These include but are not limited to: no verbal or written assaults, menacing, profanities, obscenities, harassment, ridicule, bullying or cyber bullying. All such behavior may result in disciplinary action.
- To restrain from public display of affection.

Freedom of Speech

- The student is entitled to verbally express his/her personal opinion. The use of verbal assaults; profanity; language and/or material that are lewd, vulgar, and obscene; harassment or ridicule will not be

tolerated and may result in disciplinary action.

- Students may not distribute material that is defamatory or libelous; threatens or intimidates an individual or group; is obscene; contains vulgar or offensive language; advocates breaking school or District rules or advocates unlawful acts.

Distribution Guidelines:

- Arrangements to distribute non-school sponsored publications must be made with the administrators or principal. Guidelines will be set and must be followed. Not obeying or checking with the administration can result in disciplinary action.
- The District cannot take responsibility for non-school related publications. The authors, editors, publishers, distributors, and all others in any way associated with a non-school publication remain solely liable for any claims or litigation which may result and should not in any way rely upon any District permission to distribute, but should rely upon the advice of their own attorney.

Equal Educational Opportunity/ Anti-discrimination

The Estacada School District shall provide programs and activities based on equality for all students. Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, marital status, linguistic background, culture, capability or geographic location be excluded from participation in, be denied the benefits of, or

be subjected to discrimination under any educational program or activity administered or authorized by the Estacada School Board in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Distinctions on the basis of age are permitted where district policy, statutes, regulatory agencies and the welfare of the child or other children dictate.

The Estacada District Director of Curriculum has been designated to coordinate compliance with these legal requirements and may be contacted at the District office for additional information and/or compliance issues.

Prohibition of Secret Societies, Gangs, Hate Groups

Secret societies, gangs, hate groups, or any other groups, which advocate hatred, discrimination, or violence on any issue, are banned from the Estacada School District. Likewise any of the activities of such groups and their members are prohibited in district facilities and at school functions.

Prohibited activities include, but are not limited to: congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, writing or displaying gang graffiti, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors, weaponed attire, insignia, and such language, codes and gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Religious Instruction

A student attending public school may be excused from school for periods not exceeding two hours in a week for elementary pupils and five hours in any week for secondary pupils to attend weekday schools giving instruction in religion. Parent or guardian must apply to the school in which the student is enrolled for release for instruction in religion.

Search and Seizure

The School Board seeks to assure a climate in the schools that is appropriate for institutions of learning and that assures the safety and welfare of personnel and students. To assist the Board in attaining these goals, school officials may search the person and the personal property, including the facility or property provided by the school.

Students shall be provided notification that district-owned lockers, desks, and storage areas are subject to routine inspection and they may be present, whenever reasonable, when his or her property or school property in use by such students is being searched. There may be occasions, however, when school officials believe it is in the best interests of the safety of the students or the general welfare of the school to conduct a search in the student's absence.

Searches may also be conducted in areas such as personal property, that may include but not inclusive of, back packs, wallets, clothing, and private vehicles brought onto campus by a student. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reason to believe an illegal act or a violation of school rules and regulations is

being committed or is about to be committed.

Students and parents have the responsibility:

- To cooperate with the school staff and/or law enforcement.
- Not to bring upon school premises dangerous weapons or “look-alikes,” unlawful drugs or other prohibited substances or items constituting a threat to the health or safety of any person.

Student/Parent Complaints

A student or parent who has a complaint concerning instructional materials or a specific staff member should first bring the matter to the staff member. If the outcome is not satisfactory, a conference with the principal, superintendent or designee may be requested. Appeals may be made to the School Board in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination of a student should contact the school administrator.

Student Records

The Family Educational Rights and Privacy Act (FERPA) require that parents and eligible students be notified annually of their rights relating to student records.

Parents and students have the right:

- To inspect and review the student’s records.

- To request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights.
- To provide written consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that state law and applicable board policy authorize disclosure of personally identifiable information without consent.
- To file with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and
- To obtain a copy of the district’s education records policy.

Parents and students have the responsibility:

- To make a request to the principal to inspect any of the student’s educational records. The request should specify as precisely as possible the record to be inspected.
- To make a written request to the principal to amend any of the student’s educational records to ensure that they are accurate, not misleading or otherwise in violation of the student’s privacy or other rights. The request should identify the part of the record they want changed and specify why it should be changed. If the school denies the request to amend the record, the parent or eligible student may request a hearing regarding the request for amendment.
- To make a written request to the principal within 15 days of receipt of this information if they do not wish to have their directory information

disclosed. If no written request is received, the district may disclose information deemed to be directory information in compliance with district policy.

The district forwards education records requested under OAR 581-021-0255 (Transfer of Student Education Records). Digital recordings, depending on how they are used in student disciplinary proceedings, may become a part of a student's education record

Release of Directory Information

Current Oregon law allows the release of "Directory Information" of a student without prior permission from the student's parent or guardian (or the student, if 18 years of age or older). If the parent or guardian (or student if 18 years of age or older) wishes to keep the information confidential, he/she must contact the school the student attends, in writing, and direct the school to keep directory information confidential.

Directory information is information contained in a student education record which is not generally considered harmful or an invasion of privacy if released for use in local school publications, other media and for such other purposes as deemed appropriate by school administration. It is defined as the student's name, address, telephone number, name of parent or guardian, picture, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, height, year in school, dates of attendance, degrees and awards received, and the most recent previous school attended by the student.

Directory information considered by the District to be detrimental will not be released. In order to protect student privacy, and to prevent unwanted solicitation of students and their families, the district will release either students' names or students'

addresses. The district will not release names and addresses together, except in a health or safety emergency to law enforcement or other agencies as designated by law.

Disclosure of Information to Military Recruiters & Colleges

In accordance with the Elementary and Secondary Education Act of 1965 (ESEA), and with the district's desire to promote higher education, upon written request the District will release student names, telephone numbers, and addresses to recruiters for the United States military and to colleges and other post-secondary educational institutions. Parents who do not want information released on their students have the opportunity to decline during registration of their student at the beginning of each school year.

School Environment

Students have the right:

- To attend school in a safe environment free of harassment, theft, drugs, vandalism, intimidation, or any threat to personal safety.
- To attend a school that is free of fighting or physical abuse.
- To attend school without disruptions.

Students have the responsibility:

- To respect the rights of staff, students, community and others.
- To seek the assistance of authority when they have knowledge of any situation that would violate the safety of an individual or the school community.

- To resolve personal disputes in a peaceful and responsible manner that will maintain and contribute to a productive learning environment.
- To treat fellow students and staff respectfully.
- To keep disruptions from devices (e.g. pagers, cell phones) and negative behavior such as altercations, name calling, or fighting out of the school environment.
- To respect the authority of the school and law enforcement when dealing with lawful requests. They also have a responsibility to assist the authority in resolving conflicts when possible.

Academics

Students have the right:

- To be informed of and participate in an appropriate course of studies.
- To be informed of the teacher's expectations for them in their classes.
- To be informed of their academic progress.

Students have the responsibility:

- To participate in class and complete the assigned work in a timely manner.
- To behave in a manner that does not disrupt the school environment.
- To demonstrate a high degree of academic integrity.
- To refrain from plagiarism or any form of cheating.
- To monitor their own academic performance.

Campus Mobility

Students have the right:

- To know that all schools have a closed campus. Movement of

students during required school hours is confined to school property except when specifically released for reasons such as medical appointments or educational programs such as cooperative work experience and field trips.

- To be released from campus with parent and/or administrative permission on file in the school office.
- To remain on campus at all times unless released and signed out to leave campus.
- To know and comply with individual school campus regulations.

Students have the responsibility:

- To know the specific regulations concerning campus mobility will vary from school to school and affect age groups differently. Where these rules apply, students are required to sign in and out when arriving or departing from school. All schools have regulations concerning signing in and out.

Motor Vehicles

Students have the right:

- To drive licensed motor vehicles only to high schools subject to availability of parking and compliance with school vehicle policies.

Students have the responsibility:

To adhere to the following rules and regulations:

- Student vehicles operated on school premises are subject to local and state traffic ordinances and all traffic citations double in school zones.

- Student drivers must hold a valid driver's license and the vehicles must be licensed, insured and registered with the school administration.
- All vehicles parked on school property are under the jurisdiction of the district and will be subject to search when there is a reasonable suspicion to believe an illegal act, violation of student conduct or district policy has occurred.
- Students shall not loiter in cars or in the parking lot during the school day.
- The speed limit on campus is 10 miles per hour.
- Student vehicles will be cited and towed away at owner expense if they are parked in unauthorized areas.
- Student drivers are subject to additional regulations defined in the high school parent/student handbook.

Personal Communication Devices

Students and staff should be allowed to complete their tasks without the interruption of personal communication devices such as pagers, cell phones, or audio headsets (other than for school use) while attending school or school associated activities, on or off the school property including school buses.

If the communication device disrupts the educational environment or impacts the safety of others it is subject to being confiscated and forfeited to the district.

Exceptions are: police officers, school administrators, staff, and active members of the emergency medical technicians.

A personal communication device is one that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

If the personal communication device disrupts the educational environment it is subject to being confiscated and forfeited to the district for disposition determination.

Technology

The Estacada School District will provide students with access to the district's electronic communications network. This network includes communications between all of the district's local area networks and Internet access. Students will be held accountable when they promote or teach the misuse of the district's electronic communications network.

Students have the right:

- To use the district's network for educational purposes including classroom activities and professional or career development

Students have the responsibility:

- To abide by the District's Responsible Use Agreement while accessing the district's electronic communications network.
- Responsible use of Estacada School District's technology resources is to be ethical, respectful, academically honest, and supportive of the district's mission.
- Each user has the responsibility to respect every other person in our community and on the Internet. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with school district policy.

- Estacada School District reserves the right to deny or limit access to technology and/or Internet to anyone. Violating any portion of the Responsible Use Agreement may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action.

Illegal Acts & School Violations

Violation of school rules and regulations, based on severity and frequency, may result in reprimand and warning, detention, removal of privileges, suspension, or expulsion. In matters other than minor and routine instances, parents will be involved and informed. In all cases of suspension or expulsion, due process procedures will be no less than those required by District policy and law. (Those procedures are described throughout this handbook.)

In addition to rules and regulations of Estacada School District described in this publication, students are expected to obey the laws of the State of Oregon and of the United States. On school property, and at school-sponsored activities, violations of public laws will result in disciplinary action taken by school authorities regardless of whether or not law enforcement is involved.

The following conduct will constitute grounds for disciplinary action:

Arson

Arson is the intentional setting of fire to property or facilities. Setting off false alarms is also grounds for disciplinary action.

Schools are required to report a deliberately set fire to local fire authorities.

Authority Figures

Willful disobedience, insubordination, open defiance, intimidation, or threat of force or violence against a school employee is a violation of State Law.

Closed Campus

Once a student arrives on a campus, he/she is not allowed to leave except for authorized reasons. Schools may have areas of the building or campus that are restricted to students and unauthorized persons.

Copyright Violations, Plagiarism or Cheating

It is the intent of Estacada School District to adhere to the provisions of copyright laws. Students in violation of copyright laws will be subject to discipline. Academic dishonesty/cheating involves use of prohibited information or plagiarizing material that is not one's own.

Cyber bullying

Cyber bullying means the use of any electronic communication device to harass, intimidate, or bully.

Disruptive or Unsafe Behavior

Disruptive, unsafe, or abusive conduct that deprives other students of the right to learn or that interferes with the instructional program in the classroom will not be tolerated.

Drugs and Alcohol

It is unlawful for a student to possess, purchase, use, distribute or be under the influence of an illegal substance, or an imitation illegal substance; or to possess, purchase, use, distribute or be under the influence of a restricted or controlled substance for which the student does not

have a prescription. It is also unlawful for a student to distribute his/her own prescription drug to others. Everyday items to alter mood or state of mind are prohibited. Contact your school office for information about required student medical forms.

Forgery

Forgery includes any attempt to deceive. Examples are signing another's name to an excuse, assignment, or other document as well as changing or altering school documents.

Gang Activity or Conduct

Any student behavior promoting or imitating gang involvement or activity through attire, language, or nonverbal gestures (including graffiti) is prohibited.

Harassment, Intimidation, Bullying

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, and that may be based on, but not limited to, the protected class status of a person, or that has the effect of physically harming a student or damaging a student's property, knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or creating a hostile educational environment, including interfering with the psychological well-being of a student.

Hazing

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any

District-sponsored activity or grade level attainment. Hazing includes, but is not limited to, forced consumption of any drink, food, or drug, forced exposure to the elements, forced exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental, or physical health or safety of a student, or that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Menacing

Menacing includes, but is not limited to, any act intended to place a school employee, student, or third party, in fear of imminent serious physical injury.

Physical Violence and/or Threats of Physical Violence

Physical violence is conduct resulting in physical harm to one's self, to others, or to property, including fighting in a school building, on the school grounds or nearby vicinity, on District vehicles, or at school-sponsored activities. Threats of physical violence include threats of harm to one's self, to others, or to school property, and menacing.

Profane or Obscene Language

Words and/or acts that infringe on the moral standards of most students cannot be tolerated in an atmosphere where attendance is required by law.

Reporting

Students who believe they are being hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence or discriminated against should report the situation to any of the following persons immediately:

- Guidance counselor or teacher
- Assistant principal of the school
- Principal of the school

Any employee receiving a report of harassment or discrimination from a student shall report the matter to the principal immediately.

In the event the complaint involves the principal, the matter shall be reported to the superintendent or a compliance officer.

In addition, any employee who becomes aware of a harassment or discrimination situation involving a student has a duty to report this situation to the principal, superintendent, or compliance officer immediately.

Any student who becomes aware that a fellow student is being hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence or discriminated against should report the incident to a teacher, counselor, the assistant principal, or the principal.

Sexual Harassment & Complaints

All persons associated with the School District including but not limited to the Board of Directors, employees, volunteers, and students are expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment.

Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. The student and/or parent with a complaint should contact a school administrator, compliance officer or the superintendent. Examples of sexual harassment are, but not limited to:

- Visual - ogling, staring, inappropriate gestures.

- Verbal - unwanted request for dates, questions about personal life, lewd comments, dirty/sexual jokes, whistling.
- Recorded - unwanted written comments, abusive words or images (this includes digital messages such as e-mails and text messages).
- Touching - violating space, patting, grabbing, pinching, caressing, and kissing.
- Power-relationships - using power to request dates, sex, etc.
- Intimidation - threats, demands.
- Force - rape, physical assault.

Teen Dating Violence

Teen dating violence is defined as use or threats of physical, mental or emotional abuse to control another individual who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Theft

Theft is the act of stealing personal or public property. Any student who commits or attempts to commit an act of theft against another student, the School District, or any other party, will be subject to disciplinary action and referred to the appropriate law enforcement agency. (Students are urged not to bring valuables or large amounts of money to school. Beyond the teaching of personal responsibility and honesty, the school cannot assume direct responsibility for a student's personal belongings.)

Tobacco

The possession, use, or distribution of tobacco or its imitation in any form by students violates Oregon Law and District policy. Tobacco products, including e-cigarettes, will not be allowed on school property, in School District vehicles, or at school events or activities.

Trespassing

Students who have been suspended or expelled from school and persons of school age who are present but not enrolled in the school may be subject to the appropriate State Law or City Ordinance related to trespass. Criminal trespass charges may be made when a person's presence has been denied or restricted from a campus. Parents/guardians under court order restraint pertaining to a student will also be denied campus access.

Unsafe or Improper Use of a Vehicle

While on school property, all vehicles will be used in a safe and non-disruptive manner. Parking regulations are enforced. Unsafe vehicle use leads to campus restrictions or law enforcement contact. Any student leaving campus by vehicle is responsible for his or her own actions.

Vandalism

Vandalism is defacing or damaging property. A student who commits an act of vandalism may be disciplined, suspended, or expelled. The parent or guardian of the student is liable for the payment for such damage if the student is younger than 18. (ORS 339.260)

Weapons

Students shall not bring, possess, conceal or use 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 (i.e., Oregon School Activities Association). This includes destructive devices, replicas of weapons, and any item used as a weapon. Weapons include all types of firearms plus any weapon, device, instrument, material, or substance that is capable of causing serious physical injury or death under the

circumstances in which it is used, attempted to be used, or threatened to be used.

Students found to have brought, possessed, concealed or used a dangerous or deadly weapon; firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.

Disciplinary Procedures

Students/Parents have the right:

- To be presented with a verbal or written statement of the charges.
- To be given the opportunity to be heard and present his/her view of the occurrence.
- To all due process guarantees contained in the school district's stated procedure for suspension and/or expulsion.

Students/Parents have the responsibility:

- To comply with school rules and regulations at school and at all school related activities as outlined in the introduction of this handbook.
- To obey all federal, state, and local laws.
- To submit to the lawful authority of school personnel.
- To conduct themselves individually and collectively in an orderly fashion.

Suspension

Suspension temporarily removes the privilege and duty of a student to attend school and/or school activities for a period of time up to, but not exceeding, ten school days. In determining the length of the suspension, the principal will take into account the severity of the act and the previous behavior of the student. Suspension periods are not to exceed ten consecutive school days. Depending upon the circumstances and the infraction, attempts to notify parents should begin as quickly as possible when a suspension looks imminent.

Suspension may be made by the principal or his/her designee. Temporary suspension may be necessary while officials review evidence and possibly take further action. In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event. When the decision to suspend is made, parents are notified and a procedure for reinstatement and appeal is explained.

When a student with an Individual Education Plan (IEP) is being considered for suspension or expulsion from school, all procedures mandated by Individuals with Disabilities Education Act (IDEA) will be addressed.

A conference may be required for the student and/or the student's parents before reinstatement takes place.

Any reinstatement requirements other than simply returning to class shall be presented in written form and contained in the suspension letter or referral form.

Upon return to school, students have the right to make up assignments missed during the time of suspension and to be granted credit. It shall be the responsibility of the

student to take the initiative to obtain make-up assignments. It will be the responsibility of the instructor to provide any additional instruction.

Expulsion

Expulsion means that a student is removed from school and all school-related activities for an extended period of time not to exceed beyond one calendar year.

Expulsions are recommended by the principal or his designate to the District Hearing Officer. The decision by the hearings officer will be communicated to the superintendent for School Board action. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

The decision of the hearings officer may be appealed to the School Board. Expulsion is used in cases of extreme severity or for repeated serious violation of school rules or District regulations.

District procedure provides for written notification to the students' parents, identification of alternate education options, the right to a hearing, all rights guaranteed by due process, and rights unique to students with an IEP or students subject to IDEA.

Recommendation for expulsion will be considered in the first instance, but not limited to, in the following cases:

- Possession of any type of weapon.
- Alcohol or controlled substances.
- Serious endangerment of others.
- Activity in secret societies, gang activity or hate groups.
- Fighting.
- Assault or menacing against any fellow student or school employee.
- Willful disobedience.

- Willful damage or injury to school property.
- Use of threats, intimidation, harassment or coercion against any fellow student or school employee.
- Open defiance of a staff member's authority.
- Use or display of profane or obscene language.

Admission of Students on Expulsion

The School Board shall deny for a period not to exceed one calendar year from the date of the expulsion, regular school admission to students who have become residents and who are under expulsion from another school district for a weapons policy violation.

The Board may also deny regular school admission to students who have become residents and who are under expulsion from another school district for reasons other than a weapons policy violation.

Bus Transportation

Transportation services is for student grades K-8 who live more than one mile from school and secondary students in grades 9-12 who live more than one and one-half miles from school. Exceptions may apply for the health, safety, or disability in accordance with the District's approved supplemental plan. Buses travel only on city, county, or state maintained paved roads.

Students have the responsibility:

- To be at the bus stop five minutes before the scheduled pickup time.

- To follow the instructions posted and listed in District regulations.
- To participate in a bus evacuation drill each year.
- Students must follow the rules governing behavior on school buses or may forfeit the right to ride.
- Students should understand that the bus driver is responsible for the safety of students.
- A licensed teacher is responsible for establishing departure times of field trips and or maintaining order during field trip activities.

Driver Qualifications

To become an Oregon School Bus Driver, a person must meet very specific requirements established by federal and State Law. Drivers for Estacada School District are expected to maintain discipline while operating the bus in a safe manner. Each driver has received several types of training. In addition to behind-the-wheel training, the drivers are required to attend on-going instruction annually and to be proficient in first aid procedures and student behavior management.

Parent Responsibility

- Take the time to go over the bus rules and make certain your child understands them.
- Be sure your child is at the bus stop 5 minutes prior to the signed stop time. (Most school buses run multiple routes and the driver cannot wait for a child who is late.)
- If your child needs to leave the bus at a scheduled stop other than his/her normal home stop, provide the bus driver with a note of authorization with your signature. If the afternoon school bus becomes overloaded at

the school, the students with notes will be asked to get off and go to the office to call home.

- Instruct your child to safely walk to and from the bus stop.
- Instruct your child to stand to the side of the road when waiting for the bus.

The following items are not allowed on the bus: animals, glass containers, aerosol cans, skateboards, hover boards, fishing poles, snowboards, hockey sticks, weapons or look-alike weapons, golf clubs, helium balloons, skis, shovels, or laser pens. Roller blades and shoes with wheels must be transported in a duffle bag or backpack. Craft projects must be in a bag or box.

Any item used in an unsafe manner may be confiscated and the student must bring a parent to the office to retrieve it.

Route Information

Bus route information is available at each school, the transportation office and online at <http://www.estacada.k12.or.us>

Bus routes and stop times may be adjusted at any time. If your child fails to return home at his/her expected time, contact the school first. Please keep in mind there may be many reasons for a bus to be late on its route. A bus could be late if there is a substitute driver, if there are mechanical problems, traffic tie-ups, inclement weather, or poor road conditions.

Transportation State Regulations

OAR 581-53-010: ORS: Chapter 820: 332.405, OAR: 581-21-010

- Pupils being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.

- Pupils shall use the emergency door only in case of emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
- Pupils shall not bring animals, except approved assistance guide animals on the bus.
- Pupils shall remain seated while the bus is in motion.
- Pupils may be assigned seats by the bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms, or head through bus windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of the driver.
- Pupils shall keep the bus clean and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.



River Mill Elementary

Other Additional Information

Education Standards Complaints

Any resident of the District or parent of a student attending district schools may make an appeal or complaint alleging violation of the District's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the school principal. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

Interscholastic Athletics

The Estacada School District 108 is a member of the Oregon School Athletics Association (OSAA). In all athletic matters, the Board will adhere to the policies, rules and regulations of that body.

Instructional Materials Complaints

Complaints by students or parents regarding instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All reconsideration request forms must be signed by the complainant and filed with the Superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the Superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Legal Notices

Child Find

Public schools must ensure that all students in their attendance area with disabilities are identified and provided with needed services to ensure a free and appropriate public education in the least restrictive environment. The rights of students with disabilities and their parents will be protected in accordance with State and Federal laws. School District must locate and identify individuals who have disabilities from birth to age 21. If you have or know of a child with a disability who may be in need of special education and related services, you can initiate a referral through your local schools. Call 503-630-6871 Ext. 2905 for any of your local schools or the Student Service Department.

Disabilities Notice

Notice to persons having questions about, or requests for special needs and accommodations in order to attend an Estacada School District or school sponsored event: Please contact the student Services Department by call 503-6630-6871, Ext. 2905. Contact should be made two (2) full business days in advance of the event.

District Policies and Administrative

School district policies and regulations are periodically adjusted to comply with changes in state and federal laws. While Estacada School District makes every effort to keep the Student Rights and Responsibilities Handbook up to date, some changes to policies may be made after publication. A complete listing of district policies and regulations is available at: http://www.estacada.k12.or.us/about_us/district_policies

Homeless

If your family or you are an unaccompanied minor student who lives in any of the following situations, please call 503-630-6871 #2905.

- in a shelter, motel, vehicle, or campground.
- on the street.
- in an abandoned building, trailer, or another inadequate accommodation.
- Temporarily “doubled up” with friends or relatives due to inability to afford housing.

Your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Act.



Estacada Middle School

Annual Asbestos Notification

A Federal law titled “Asbestos Hazard Emergency Response Act (AHERA)” requires school districts to inspect their buildings and develop plans for the management of asbestos-containing materials in their buildings.

Any questions regarding this matter can be directed to the District Administration Office at 503-630-6871, or the principal of the school.

Notice of Integrated Pest Management Plan

Oregon Revised Statutes Chapter 634.700-634.750 requires all Oregon public schools, kindergarten through community college, to implement Integrated Pest Management (IPM) practices. It is mandatory for each school facility to provide notice of pesticide application to students, families and the community. Application notices are posted at the site of application as well as the facility’s website and district website. A list of potential pesticide products that could be used as well as procedures for pest emergencies can be found online on the district website at:

http://www.estacada.k12.or.us/UserFiles/Servers/Server_122516/File/Migration/EBB-AR%203.pdf