

BANKS SCHOOL DISTRICT

STUDENT

HANDBOOK



Banks School District Board of Directors

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Dan Streblow, Vice-Chair
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Superintendent
Director of Student Performance
Business Manager
Director of Technology
Maintenance Supervisor

School Leadership

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Assistant Principal - Banks Elementary School

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Principal - Banks Middle School

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Ben Buchanan

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Principal - Banks High School
Assistant Principal - Banks HS and Banks MS

Banks Elementary School

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Marjorie Salter, Principal
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Banks Middle School

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Caitlin Everett, Principal
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Banks High School

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Ben Buchanan/Asst. Principal/Athletic Director

Banks School District

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Brian Sica, Superintendent
Darla Waite-Larkin, Student Services,
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This 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.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 the district office and the district website.

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

The Banks Board of Education and School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation¹, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates. The Superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the District Office for additional information, complaints and/or compliance issues. For a complaint form please see Board Policy AC-AR. Please send the form to the Superintendent.

¹“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

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Student Code of Conduct

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district also has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. (see Board policy – JFC – Student conduct; ECAB - Vandalism/Malicious Mischief/Theft; JBA/GBN – Sexual Harassment; JFCF - Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying – Student; JFCFA/GBNAA – Cyberbullying; JFCG – Tobacco Use by Students; JFCJ – Weapons in the school; JFCM – Threats of Violence; JHFDA – Suspension of Driving Privileges; JF/JFA – Student Rights and Responsibilities)

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.

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to offenses listed in the "Code of Conduct - Level of Response Guidance" below.

DETERMINING THE DISCIPLINE RESPONSE

The Student Code of Conduct is intended to provide guidance to school staff in addressing student discipline issues in order to align practice within and across BSD schools. In determining how to best address inappropriate behavior, it is necessary to evaluate all of the circumstances surrounding the conduct.

The following facts should be considered prior to determining the appropriate disciplinary measures:

- The student's age, skill level, cultural background, and maturity;
- The student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention(s) applied for each);
- The nature, severity, and scope of the student's behavior;
- Who, how and to what degree harm was done (including how the harmed individual(s) will be involved);
- The circumstances/context in which the student's behavior occurred;
- The frequency and duration of the discipline incident;
- The number of persons involved in the discipline incident;
- The socio-emotional status/needs of all persons involved in the behavior;
- The student's IEP ([Procedural Safeguards](#)), Behavior Support Plan, and/or 504 Accommodation Plan, if applicable.

DISCIPLINE/DUE PROCESS

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

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

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

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

Disciplinary measures are applied, without bias, 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.

LEVELS OF RESPONSE TO STUDENT CODE OF CONDUCT VIOLATIONS

Level	Several Potential Options for Consequences and Interventions are Listed Below; Not All May Be Appropriate. Bolded interventions are required and non-bolded interventions are possible options, depending on the circumstances..	
1	Classroom Support These interventions aim to teach positive alternative behaviors so students can demonstrate safe and respectful behavior. Teachers implement a variety of classroom management strategies to support positive changes to behavior. Behavior expectations are explicitly taught, retaught at intervals, and reinforced.	
	Possible School-Based Interventions These interventions can involve support staff, administrators, parents, and/or community agencies, to engage the student's support system to ensure consistency of learning and consistency of interventions. Working together, the student and team can change the conditions that contribute to the behavior. When applicable, opportunities for repair are encouraged as a part of this process.	
	<ul style="list-style-type: none"> • Minor Referral • Parent or Guardian notification • Classroom Detention • Classroom system of positive reinforcement • Device check in • Deescalation strategies • Peer mediation • Proximity to staff 	<ul style="list-style-type: none"> • Restorative conversation • Reteaching, reminder, reflection • Seat change • Teacher/Student/Guardian conference • Other actions that reduce or repair harm • Daily behavior tracking sheet • Written reflection
2	Administrative Office Intervention These interventions involve school administration in partnership with the referring staff member(s) and aim to correct behavior by keeping the student in school. Facilitated restorative conferences are encouraged as an intervention when harm has occurred and all parties are willing to engage.	
	<ul style="list-style-type: none"> • Minor/Major Referral • Parent or Guardian notification • Discussion with Administrator • Notify case manager/counselor as appropriate • Admin/Teacher/Student/Guardian conference • Athletic/extracurricular activity participation may be impacted • Behavior plan or contract • Community Service or restitution • Detention (Lunch, After School) 	<ul style="list-style-type: none"> • Ensure Child Find obligations are fulfilled • Loss of privileges related to offense • Peer mediation/conflict resolution, including restorative practice methods such as formal conferences and more informal restorative conversations • Meeting to revise IEP/504 as needed • Safety/Additional Supervision Plan • Referral to Student Support Team (SST) • Change in schedule or class
3	Suspension & Referral Responses These interventions may involve removing the student from the school environment between 1 and 4 days, due to the severity of the behavior and focus on maintaining the safety of the school community, to end behavior that is harmful to the student and/or others, and to provide time for safety planning as necessary. The duration of a suspension, if issued, will be determined by balancing the student's educational needs with the school's need for safety and an adequate consequence. Repairing harm, skill-building, and sanctions/consequences are all important components of a thorough response to behavior. For K-5 students, suspensions are only warranted when the student's behavior results in non-accidental serious physical harm, a direct threat to the health or safety of students and employees, or is required by law, refer to ORS 339.250(2)(d) for more information.	
	<ul style="list-style-type: none"> • Major Referral • Parent or Guardian notification • Discussion with Administrator • Notify case manager/counselor as appropriate • Short Suspension - 1 to 4 Days - In School (K-8) or Out of School (K-12) • Athletic/extracurricular activity participation may be impacted • Behavior contract • Communication with Student Services for students on an IEP/504, as needed • Consider Child Find obligations are fulfilled • Change in schedule or class 	<ul style="list-style-type: none"> • Involvement of law enforcement as necessary • Loss of privileges related to offense • Reentry Meeting as needed • Referral to outside support or appropriate community organization • Peer mediation/conflict resolution, including restorative practice methods such as formal conferences and more informal restorative conversations • Meeting to revise IEP/504 as needed. • Safety/Additional Supervision Plan • Trespass • Referral to Student Support Team (SST)
4	Extended Suspension & Expulsion Responses These interventions involve removing the student from the school environment for 5 or more days because of the severity of the behavior. This may involve placing the student in an alternative environment that provides additional structure to address behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and/or dangerous behavior. Removal from the school environment for this level of an offense can be a long suspension (5-10 days) or an expulsion (11 to 365 days). The duration of an extended	

suspension or expulsion will be limited to the least amount of time necessary to adequately address the behavior and protect the school community. For K-5 students, suspensions and expulsions are only warranted when the student's behavior results in non-accidental serious physical harm, a direct threat to the health or safety of students and employees, or is required by law, refer to ORS 339.250(2)(d) , for more information.		
<ul style="list-style-type: none"> • Major Referral • Parent or Guardian notification required • Notify case manager/counselor • Out of School Suspension - 5 to 10 Days • Reentry Meeting • Athletic/extracurricular activity participation will be impacted • Behavior contract • Consider recommendation for Expulsion as appropriate • Communication with Student Services for students on an IEP/504 • Consider Child Find obligations are fulfilled • Involvement of law enforcement as necessary 		<ul style="list-style-type: none"> • Loss of privileges related to offense • Referral to outside support or appropriate community organization • Referral to drug diversion program • Peer mediation/conflict resolution, including restorative practice methods such as formal conferences and more informal restorative conversations • Revision to IEP/504 • Manifestation Determination, if necessary. • Safety/Additional Supervision Plan • Trespass • Referral to Student Support Team (SST)

Student Code of Conduct Violations - Level of Response Guidance

Offense	Offense Category	Level of Response				Required Interventions
		1	2	3	4	
Academic Dishonesty (Cheating, Plagiarism)	1st Offense	X				MINOR Referral <ul style="list-style-type: none"> • Teacher Warning, reteaching, and documentation
	Grades K-5 Repeated Offenses	X	X			MINOR/MAJOR Referral <ul style="list-style-type: none"> • Teacher Warning, reteaching and documentation
	Grades 6-12 Repeated Offenses		X	X		MAJOR Referral
Arson/Fire	1st Offense			X	X	MAJOR Referral <ul style="list-style-type: none"> • Suspended pending investigation. • Safety plan
	Repeated Offenses				X	MAJOR Referral <ul style="list-style-type: none"> • Suspended pending investigation. Possible expulsion. • Safety plan
Assault Consider also: <ul style="list-style-type: none"> • Safety planning • Threat assessment process, as applicable 	Category 1 - no injury		X	X		MAJOR Referral <ul style="list-style-type: none"> • Grades K-5: Level 2 • Grades 6-12: Level 3 w/ 1-2 Days suspension
	Category 2 - minor physical injury or repeated Category 1		X	X		MAJOR Referral <ul style="list-style-type: none"> • Grades K-5: Level 2 or 3 • Grades 6-12: Level 3, 3 Day suspension
	Category 3 - serious injury			X	X	MAJOR Referral <ul style="list-style-type: none"> • Safety Plan required, consider additional evaluation. • Grades K-5: Level 3 or 4 • Grades 6-12: Level 4
Offense	Offense Category	Level of Response				Required Interventions
		1	2	3	4	
Automobile Misuse	Minor Incident		X			MINOR Referral <ul style="list-style-type: none"> • Community Service

						<ul style="list-style-type: none"> Loss of Parking Privileges
	Major Incident			X	X	MAJOR Referral <ul style="list-style-type: none"> Referral to law enforcement
	Repeated Offenses			X	X	MAJOR Referral
Biased Behavior and Hate Speech (see also: harassment and intimidation) <u>Every Student Belongs</u> Refer to the <u>Bias Incident Response</u> section and <u>resources and guidance from ODE</u> . Board Policy <u>ACB</u>	Grades K-5: First Offense	X	X			MINOR/MAJOR Referral
	Grades K-5: Repeated Offenses		X	X		MAJOR Referral
	Grades 6-12: Non-Targeted		X	X		MAJOR Referral
	Grades 6-12: Targeted		X	X		MAJOR Referral
	Grades 6-12: Repeated and/or Targeted			X	X	MAJOR Referral *In all bias cases, response will include reteaching and/or formal lessons on the specific bias.
Bus Misconduct	Minor Incident	X	X			MINOR Referral <ul style="list-style-type: none"> Meet w/ administrator, parent contact See transportation of students for repeated offenses.
	Major Incident		X	X	X	MAJOR Referral <ul style="list-style-type: none"> Meet w/ administrator, parent contact Consequences to be determined based on the specific violation.
Cell Phone Policy Violation		X	X			MINOR Referral See individual school cell phone policies
Controlled Substances (Drugs & Alcohol)	Possession/Use/Intent to Use			X	X	MAJOR Referral <u>With Intervention Participation:</u> <ul style="list-style-type: none"> 1st Incident: 3 Day Suspension, Safety Plan, Reentry Meeting 2nd Incident: 7 Day Suspension <u>Without Intervention Participation:</u> <ul style="list-style-type: none"> 1st Incident: 5 Day Suspension, Safety Plan, Reentry Meeting 2nd Incident: 10 Day suspension pending expulsion hearing 3rd Incident: <ul style="list-style-type: none"> 10 Day suspension pending expulsion hearing *If the circumstances of the case warrant increased concern for the safety of students, the consequence level may be increased by the administrator.
	Selling/Distribution/Sharing				X	MAJOR Referral <u>With Intervention Participation:</u> <ul style="list-style-type: none"> 1st Incident: 10 Day Suspension, Safety Plan, Reentry Meeting 2nd Incident: Expulsion Hearing <u>Without Intervention Participation:</u> <ul style="list-style-type: none"> 1st Incident: Expulsion Hearing *If the circumstances of the case warrant increased concern for the safety of students, the consequence level may be increased by the administrator.
Offense	Offense Category	Level of Response				Required Interventions
		1	2	3	4	
Defiance of Authority	1st Offense	X				MINOR Referral

	Repeated Offenses	X	X			MINOR/MAJOR Referral
Disruption to School Community (Formerly Disorderly/Disruptive Conduct)	Category 1 - minimal disruption	X				MINOR Referral
	Category 2 - repeated minimal disruption and/or larger disruption	X	X			MINOR Referral
	Category 3 - large disruption requiring extensive staff attention and/or frequent minimal disruption		X	X		MAJOR Referral <ul style="list-style-type: none">Conference with student, teacher, Administrator as appropriate.Behavior PlanCommunity service and other restorative actions as determined by meeting.
Fighting	Category 1 - no injuries		X	X		MAJOR Referral <ul style="list-style-type: none">Grades K-5: Level 2Grades 6-12: Level 3 w/ 1-2 Days suspension
	Category 2 - minor physical injury or repeated Category 1		X	X		MAJOR Referral <ul style="list-style-type: none">Grades K-5: Level 2 or 3Grades 6-12: Level 3, 3 Day suspension
	Category 3 - serious physical injury			X	X	MAJOR Referral <ul style="list-style-type: none">Safety Plan, consider additional evaluation.Grades K-5: Level 3 or 4Grades 6-12: Level 4
Fight Promotion			X	X		MAJOR Referral
Fire Tool & Ignition Sources (possession) - see Arson for use of - tool must be confiscated	1st Offense		X			MAJOR Referral
	Repeated Offenses		X	X		MAJOR Referral
Forgery/Lying	1st Offense	X	X			MINOR Referral <ul style="list-style-type: none">Conference with teacher, family and administrator as appropriate. Consider detention and community service.
	Repeated Offenses		X	X		MAJOR Referral <ul style="list-style-type: none">Conference with family and Administrator. Community service, detention, consider ISS.
Harassment, Hazing, & Bullying	1st Offense		X	X		MAJOR Referral
	Repeated Offenses		X	X	X	MAJOR Referral
	Harassment w/Bias and/or Hate Speech		X	X	X	MAJOR Referral <ul style="list-style-type: none">Conference with family and administrator.If bias is involved, response to include education on the bias and its impacts.Presence of bias in the incident merits a higher level of consequence and intervention compared to harassment without bias.
Offense	Offense Category	Level of Response				Required Interventions
		1	2	3	4	
	Inappropriate Language	X	X			MINOR Referral

Inappropriate Behavior	Excessive PDA/Lewd Conduct	X	X			MINOR Referral
	Unkind behavior	X	X			MINOR Referral
	Dress Code Violation	X	X			MINOR Referral <ul style="list-style-type: none"> Conversation with staff as appropriate. Contact home as needed. Provide alternate clothing.
	Profanity Directed At Staff		X	X		MINOR or MAJOR Referral
	Sexual Misconduct On Grounds/At School Sanctioned Event		X	X	X	MAJOR Referral <ul style="list-style-type: none"> Sexual Incident Response protocol will determine next steps.
	Repeated Offenses		X	X	X	MINOR or MAJOR Referral
Misuse of Facilities (Including Restrooms)	1st Offense	X	X			MINOR Referral
	Repeated Offenses		X	X		MINOR/MAJOR Referral
Physical Aggression Minor	1st Offense	X	X			MINOR Referral
	Repeated Offenses	X	X	X		MINOR/MAJOR Referral, depending on age and circumstances.
Sexual Harassment	Category 1 - incidents causing minimal harm	X	X	X		MINOR/MAJOR Referral, depending on age and circumstances.
	Category 2 - incidents causing significant harm			X	X	MAJOR Referral <ul style="list-style-type: none"> Refer to law enforcement for sexual assault Possibly use of Sexual Incident Response Committee (SIRC) protocol
Skiping Class (Leaving without permission)	1st Intervention Cycle	X	X			MINOR Referral <ul style="list-style-type: none"> lunch detention
	Repeated Offenses		X	X		MINOR Referral <ul style="list-style-type: none"> additional interventions
Tardiness	1st Intervention Cycle	X				MINOR Referral
	Repeated Offenses		X			MINOR Referral
Technology Misuse	Unauthorized Recording: 1st Offense		X	X		MAJOR Referral <ul style="list-style-type: none"> Ensure video/photo is deleted.
	Unauthorized Recording: Repeated Offenses			X	X	MAJOR Referral <ul style="list-style-type: none"> Ensure video/photo is deleted
	Misuse of School Tech: 1st Offense		X	X		MINOR to MAJOR Referral, depending on severity and circumstances.
	Misuse of School Tech: Repeated		X	X	X	MAJOR Referral
Threat of Violence For all threats of violence, a threat assessment screener should be conducted to determine the credibility and substance of the threat.	Transient Threat - the threat is not substantive and there is no sustained intent to harm		X	X		MAJOR Referral <ul style="list-style-type: none"> Threat assessment screener
	Substantive Threat - potential for serious or lethal injury and/or involves planning and preparation			X	X	MAJOR Referral <ul style="list-style-type: none"> Suspension pending investigation and Threat Assessment process. Safety Plan.
Offense	Offense Category	Level of Response				Required Interventions
		1	2	3	4	
Theft & Burglary	Category 1 - value less than \$100	X	X			MINOR/MAJOR Referral
	Category 2 - value \$100-\$1,000		X	X		MAJOR Referral

	Category 3 - value over \$1,000			X	X	MAJOR Referral
Tobacco	First Offense: Possession/Consumption			X		MAJOR Referral • 1-2 day suspension
	First Offense: Distribution				X	MAJOR Referral
	Repeated Offenses			X	X	MAJOR Referral • Escalation of previous consequence
Trespassing or Entering Off Limits Area	1st Offense	X	X			MINOR Referral
	Repeated Offenses		X	X	X	MAJOR Referral • Refer trespass violations to Law Enforcement.
Unsafe Action	Category 1 - minimal to no injury and minimal disruption	X	X			MINOR Referral
	Category 2 - Repeated Offenses and/or serious injury/potential injury and/or major disruption		X	X	X	MAJOR Referral
Vandalism	No Destruction of Property: 1st Offense	X	X			MINOR Referral • Consider Community Service
	No Destruction of Property: Repeated Offenses		X	X		MINOR/MAJOR Referral • Consider Community Service
	Destruction of Property: 1st Offense		X	X	X	MAJOR Referral • Consider Community Service • Possible financial restitution.
	Destruction of Property: Repeated Offenses			X	X	MAJOR Referral • See above and possible referral to law enforcement
Weapons Weapons and dangerous items must be confiscated	Firearms, Explosives, Deadly Objects				X	MAJOR Referral • Suspension pending investigation and safety planning • Expulsion hearing, 1 year expulsion see JECJ
	Knife			X	X	MAJOR Referral • First occurrence -2 Day Suspension • Repeated offenses - 3+ Days Suspension • Can be a level 2 offense if the student inadvertently brought the knife and volunteered to turn it in.
	Lookalike Weapons		X	X	X	MAJOR Referral

Student Code of Conduct Explanations

Academic Dishonesty/Cheating/Plagiarism

Cheating, plagiarizing, presenting another person's work as your own or any misrepresentation of the truth about your work. Academic dishonesty, including cheating and plagiarism, interferes with the rights of other students to have a fair education. Therefore, students that cheat or plagiarize may be referred for disciplinary action and may fail the assignment, test, or project with a zero grade. If a zero grade is issued, the teacher will notify the parents or guardians and keep a record of the action.

Arson/Fire

Attempting to, aiding in, or setting any fire on district property. This includes unauthorized possession of flammable liquid or materials with the intent to set fire.

Assault

Intentionally, knowingly or recklessly causing physical injury to another.

- **Category 1:** Assault with no injury.
 - **Category 2:** Assault that results in minor bodily injury.
 - **Category 3:** Assault that results in serious bodily injury.
-

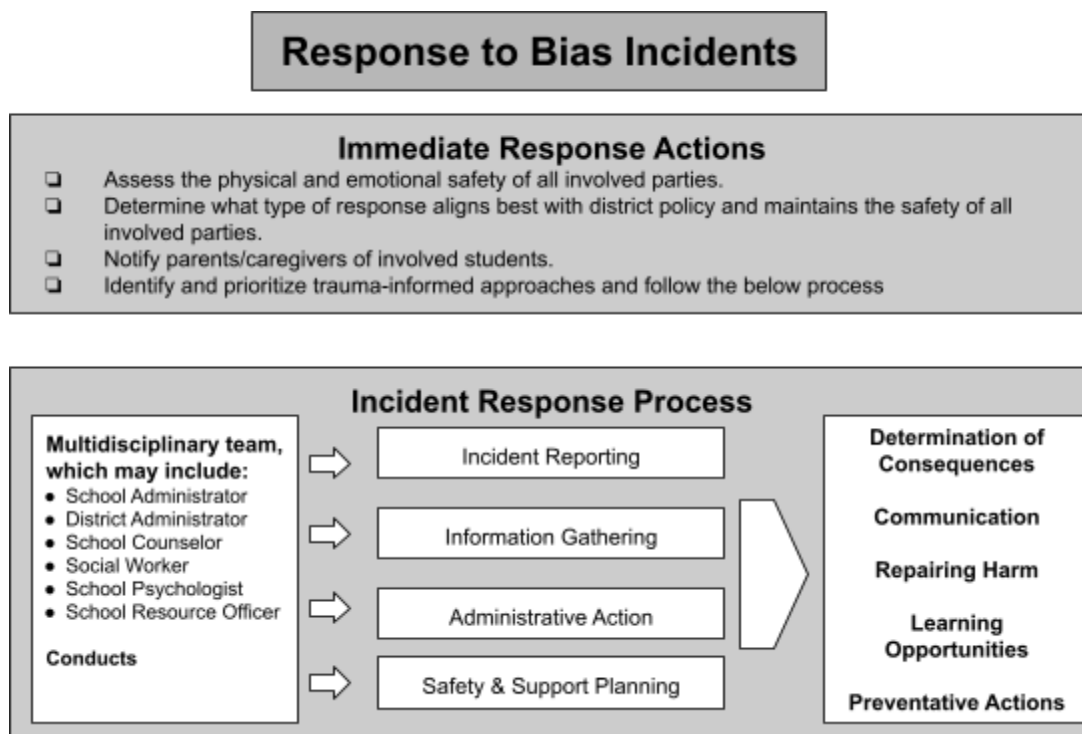
Automobile Misuse

Not following rules and regulations concerning vehicles on school premises. Students driving licensed motor vehicles shall register the vehicle with the school office and should park in the designated areas. Registered cars are not to be used during the school hours without parental permission and/or school authorization.

Biased Behavior and Hate Speech

An offense, verbal, written, or symbolic in nature, committed against a person or property which is motivated by the student's bias, a negative opinion or attitude toward a group or persons based on their race, religion, ability/disability, sexual orientation, gender, home language or ethnicity/national origin.

Biased Incident Response



The Every Student Belongs rule, [OAR 581-022-2312](#), prohibits the use or display of any noose, swastika, or confederate flag on school grounds or in any program, service, school, or activity where the program, service, school, or activity is financed in whole or in part by moneys appropriated by the Legislative

Bus Misconduct

Not following the posted instructions governing riding school buses may forfeit the student's privilege to District provided bus transportation and may result in the stated consequential actions. See ["Transportation of Students"](#) for more information.

Cell Phone Policy Violation

Students using cell phones and/or personal electronics of any kind at school, on the bus or at any district sponsored event that violate any behavior expectations may result in school taking the device away from the student. Students must comply with staff directives regarding use of personal electronics and have no expectation of privacy in regard to personal electronics that are brought onto school grounds. The school and the District are not responsible for the loss, theft or damage to any electronic device brought to school.

Controlled Substances: Alcohol & Drugs

Including but not limited to alcoholic substances; inhalants or other intoxicants; and controlled dangerous substances, including prescription drugs, narcotics, over-the-counter medications, look-alikes, and substances represented as controlled substances, and drug paraphernalia.

- **Possession:** The student has on their person, or within the student's personal property, or has under the student's control, any of the substances listed in this offense.
- **Consumption/Use:** The student has intentionally consumed, ingested, assimilated, inhaled, or injected any of the substances listed in this offense and/or is under the influence of these substances on school grounds and/or at a district-sponsored activity.
- **Selling/Distribution:** A student has disseminated or transferred any of the substances listed in this offense with compensation of some kind.

Drug and Alcohol Prevention Program

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

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

A comprehensive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need. It is the parent's responsibility to pay for outside resources.

If a student is found in violation of the district's drug and alcohol policy, the administration may reduce the length of the student's suspension or avoid expulsion if the student participates in the interventions assigned by the administrator, as

outlined below. It is at the discretion of the administrator which interventions are required of each student, based on the individual student's offense and overall context.

Intervention Menu for Drug and Alcohol Prevention Program:

- Drug and alcohol evaluation (cost is parent's responsibility)
- Drug and alcohol counseling (cost is parent's responsibility)
- Online cessation classes (cost is parent's responsibility)
- Random searches
- Drug test via urinalysis (cost is parent's responsibility)
- Grade and attendance contract
- Check-ins with School Counselor

Consequences for violation of the drug and alcohol policy, with or without participation in the intervention program, are as follows:

Possession or use with intervention participation:

- 1st Incident: 3 Day Suspension, Safety Plan, Reentry Meeting
- 2nd Incident: 7 Day Suspension

Possession or use without intervention participation:

- 1st Incident: 5 Day Suspension, Safety Plan, Reentry Meeting
- 2nd Incident: 10 Day suspension pending expulsion hearing

Possession or use - 3rd Incident:

- 10 Day suspension pending expulsion hearing

Sharing/Distribution/Selling with intervention participation:

- 1st Incident: 10 Day Suspension, Safety Plan, Reentry Meeting
- 2nd Incident: Expulsion Hearing

Sharing/Distribution/Selling without intervention participation:

- 1st Incident: Expulsion Hearing

*If the circumstances of any drug or alcohol case warrants increased concern for the safety of students, the consequence level may be increased by the administrator.

Defiance of Authority

Refusal to follow the reasonable requests of District personnel and/or designated authority

Disruption to School Community

Language or behavior which disrupts and/or interferes with the educational process.

- **Category 1** - minimal disruption
 - **Category 2** - repeated minimal disruption and/or larger disruption
 - **Category 3** - large disruption requiring extensive staff attention and/or frequent minimal disruption
-

Fight Promotion

Encouraging others (in person or online) to engage in a fight, whether or not the fight occurs, including taking video of the fight and showing or sharing it with others.

Fighting

A hostile physical encounter between two or more individuals.

- **Category 1:** Physical confrontation between two or more students with mutual aggression with no injury.

- **Category 2:** Physical confrontation between two or more students with mutual aggression that results in minor bodily injury.
 - **Category 3:** Physical confrontation between two or more students with mutual aggression that results in serious bodily injury.
-

Fire Tools & Ignition Sources

Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited.

- **Fire Tools:** Any tool that creates a form of heat by creating a flame or spark, including, but not limited to, matches, cigarette lighters, and multipurpose lighters (BBQ).
 - **Ignition Sources:** Any form of heat, which instigate or may be used to propagate fire and includes, but is not limited to, candles, road flares, fuses and fireworks.
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Forgery/Lying

Writing or giving false or misleading information to school officials by forging parent's, guardian's, or any other person's signature on any letter, electronic communication, or other school document; and/or any other misrepresentation of the truth.

Harassment/Hazing/Intimidation/Bullying/Cyberbullying/ Menacing/Violence/Coercion

Harassment, hazing, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to the Teacher Standards and Practices Commission.

"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 or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

"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 or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.

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

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or district property (equipment) to violate this policy.

"Menacing" includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

"Retaliation" means hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying or retaliation.

"Coercion" means using threats or force to obtain money or other property or force someone to do something against his or her will.

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

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with administrative regulations and district complaint procedures.

The district shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

(See board policy JFCF-Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying)

Inappropriate Behavior

Behavior or actions that interfere with instruction, learning, and a safe and orderly environment, including but not limited to excessive Public Displays of Affection, sexual misconduct mutually agreed upon by both parties, inappropriate language directed at staff or students, unkind behavior, and violation of the school dress code.

Misuse of Facilities

Improper use of school facilities including extended time in unauthorized areas and/or improper use of school equipment (that does not constitute vandalism).

Physical Aggression Minor

Confrontation, tussle, or physical aggression that does not result in injury.

Sexual Harassment

Sexual harassment is prohibited conduct. It may be verbal, visual, written, electronic, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited. (See Codes 5, 28 & 18: Bullying/Harassment/Hazing, Threats/Menacing/Hate Lists and Lewd Conduct/Profanity.) Examples of sexual harassment may include, but are not be limited to:

1. Physical touching or graffiti of a sexual nature
2. Displaying or distributing of sexually explicit drawings, pictures, photos and written materials
3. Sexual gestures, obscene jokes, or sexual teasing
4. Touching oneself sexually in front of others
5. Spreading rumors about or rating other students
6. Making accusations regarding sexual orientation as to appearance, sexual activity or performance
7. Deliberate touching, leaning over, cornering, pinching, or attempting to remove the clothing of another student
8. Pressuring another student for dates or sexual favors

- **Category 1** - incidents causing minimal harm
 - **Category 2** - incidents causing significant harm
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Skiping Class

Not attending an assigned class without permission.

Tardiness

A student will receive an unexcused tardy if she/he arrives in the classroom after the bell, unless the student has written permission excusing them from an authorized school employee (which includes date and Main Office departure time). Students more than 10 minutes late to class are counted unexcused absences, not tardy. **Missed bus or ride, oversleeping and car problems are not accepted as excuses for tardiness.**

Technology Misuse

Computer, electronics and Internet use is a privilege, not a right. Students have no expectation of privacy in regard to personal electronic equipment, mobile devices, and cellular phones that are brought onto school grounds. Any unauthorized or inappropriate use of technology-related resources may result in disciplinary action. Devices may not be used in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or video in locker rooms, hallways, classrooms or bathrooms, academically cheat, or otherwise violate student conduct expectations.

Threat of Violence

A threat of violence is an intentional, serious threat by word (electronic, telephone, written or spoken) or act (including physical, verbal and/or bullying/threatening), which places another person in fear of imminent serious physical injury (ORS 339.250[3]). This includes, but is not limited to, words, target lists, surveys or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, gender, color, religion, national origin, sexual orientation or disability. Violation could result in a referral to an appropriate law enforcement agency.

A student shall not intentionally do bodily injury to any person or threaten to harm another person. A school board may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the

past pattern of the student's behavior shall be considered prior to the student's suspension or expulsion. Menace is defined as "by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury."

For all threats of violence, a threat assessment screener should be conducted to determine the credibility and substance of the threat. If the threat is credible or poses a continuing risk, a threat assessment should be conducted.

Threats can be categorized in one of the two following ways:

- Transient Threat - the threat is not substantive and there is no sustained intent to harm (determined by a threat assessment screener)
- Substantive Threat - potential for serious or lethal injury and/or involves planning and preparation

All substantive threats will be assessed and addressed through the Level 1 and/or Level 2 Threat Assessment process, as necessary, based on the facts of the case. Students may be suspended or expelled for substantive threats. If suspended, students are able to return to school only after the investigation and safety planning processes have taken place.

Theft & Burglary

Taking or attempting to take property of another person or institution without permission or knowledge of the owner.

Administrators may require the student to repay the value of the stolen property or return the property..

- **Category 1:** Value of stolen property is less than \$100.
 - **Category 2:** Value of stolen property is less than more than \$100, but less than \$1000.
 - **Category 3:** Value of stolen property is more than \$1000.
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Tobacco

The Banks School Board is committed to a high standard of personal and public health and safety. The District acknowledges that it is illegal for a student under the age of 18 to use or possess tobacco products. As the dangers of the use of tobacco products are well documented it is the desire of the Board to provide a tobacco free environment for its students. Tobacco use, possession, sharing, and/or distribution includes:

1. Tobacco, including any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, chewing tobacco, and any other smoking product or other items containing or reasonably resembling tobacco or tobacco products
2. Spit or smokeless tobacco, dip, chew, snuff in any form
3. Nicotine or nicotine delivery devices
4. Electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content.

Use, possession, sharing, selling and/or distribution of electronic cigarettes, electronic hookahs, "vape" pens and other vapor emitting devices may be classified as a violation of Alcohol & Drugs if there is evidence to suggest that such device is being used in conjunction with dangerous drugs.

Students who use or possess a tobacco product on the school premises or while attending school-sponsored activities are subject to the following disciplinary actions:

First offense: The administrator will:

- confer with the student regarding the tobacco policy
- suspend the student from school for one to two school days
- notify the parents via the telephone and in writing of the student's violation and the consequences of repeated violations

The administrator has the option to recommend that the suspension not be implemented if the student signs a contract verifying the intent to participate in a smoking cessation program, which extends over an eight-week period. Failure to complete the eight-week course will result in the implementation of the three-day suspension.

Repeated offense: The administrator will:

- Confer with the student regarding the tobacco policy

- Repeated violation of the tobacco policy will result in an escalation of consequences for each offense.
- Interventions such as the student consenting to random searches, and/or participating in tobacco cessation programs, may be used to reduce the length of suspensions or to avoid expulsion. If participating in a tobacco cessation program, a student must sign a contract that they intend to participate in the program. If they do not complete the program, they will be suspended for additional days.
- Notify the parents via the telephone and in writing of the student's violation and the consequences of repeated violations.
- Notify the appropriate authorities.

Distribution: The administrator will:

- Confer with the student regarding the tobacco policy
- Suspend the student for 5 days.
- Interventions such as the student consenting to random searches, and/or participating in tobacco cessation programs, may be used to reduce the length of suspensions or to avoid expulsion.
- Administrators will notify law enforcement of the student's distribution of tobacco products, a Class A violation.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

Trespassing or Entering Off Limits Area

Being present in unauthorized places or refusing to leave when asked to do so by District personnel and/or designated authority. Entering or remaining unlawfully in School District buildings or on any part of District property or adjacent areas.

Unsafe Action

Any action that has the potential to cause danger or physical harm (with or without intent) to self or others including forceful actions, rough housing, putting substances in/on another person's food/drink/body, etc.

- **Category 1** - minimal to no injury and minimal disruption
 - **Category 2** - Repeated Offenses and/or serious injury/potential injury and/or major disruption
-

Vandalism

Intentionally damaging, defacing (including tagging/graffiti), or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required (ORS 339.270). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the torts committed by their child. See also Board Policy ECAB - Vandalism/Malicious Mischief/Theft.

Weapons

A student shall not knowingly possess, conceal, handle or transmit any object that can reasonably be considered a weapon on or about the school grounds or at any school-sponsored activities. Weapons include dangerous weapons, deadly weapons, and destructive devices as defined in state law and firearms as defined by federal law

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

- “Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.
- “Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.
- “Destructive device” is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

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. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA – Discipline of Students with Disabilities, and accompanying administrative regulation.

Weapons under the control of law enforcement personnel or a person who has a valid license under ORS 166.291 and 166.292 are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

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

“Gun-Free School Zone” signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

District Policies and Procedures

ADMISSION

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

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services may be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district. (see Board policy JEC – Admissions; JECA – Admission of Resident Students; JECAA – Admission of Part-time Private School Students; JECB – Admission of Nonresident Students)

ANIMAL DISSECTION

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection. (see Board policy INI – Animal Dissection)

ASBESTOS

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

The management plan is available for public inspection in the district office.

The superintendent serves as the district's asbestos program manager and may be reached for additional information. (see Board policy EB – Safety Program; EBA – Buildings & Grounds Inspection) (see Board policy EB – Safety Program; EBA – Buildings and Grounds Inspection)

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations.

Parent requests to place a student in a particular class may be submitted to the principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the principal. Final decisions are the responsibility of the principal or designee.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law.

While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs.

ATTENDANCE

Except when exempt by Oregon law, all students between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

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

student who is five years of age and has enrolled the child in a public school, are required to have the student attend and maintain the child in regular attendance during the school term.

Under the superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation.

A parent who is not supervising his/her student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577 (1)(c). Failing to supervise a child is a Class A violation.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public schools full-time:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Students being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
4. Students being educated in the home by a parent:
 - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Northwest Regional Education Service Compulsory Attendance - JEA 2-2 District (ESD) in writing within 10 days of such occurrence. In addition, when a homeschooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue homeschooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
 - b. Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10: (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew; (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3; (3) Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
 - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
 - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - e. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD superintendent, the parent shall submit the results of the examination to the ESD;
 - f. All costs for the test instrument, administration and scoring are the responsibility of the parent;
 - g. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
5. Students excluded from attendance as provided by law.
6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615. (see Board policy JEA – Compulsory Attendance; JED – Student Absences and Excuses; IGBHD – Program Exemptions)

Absence and Excuses

When returning to school after an absence, a student must bring either a note signed by the parent or the parent can directly notify the office via email or phone. The parent notification should include the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;

4. Field trips and school-approved activities;
5. Mental health day (up to 5);
6. Medical or dental appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be by telephone. If the parent/guardian cannot be notified by the above method, a message shall be left, if possible. Banks School District uses an automated call system to notify parents of daily unexcused absences.

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

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

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

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

Truancy

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

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the principal or designee (see Board policy IKC – Class Rankings)

CLOSED CAMPUS

Closed campus school hours for Banks Schools are from 8:20 AM until 3:01 PM. Banks High School students may leave campus during lunchtime without consent from the administrative office provided they are back in time for the next afternoon class. Leaving campus during lunchtime is at the student's risk. Car problems of any kind or slow restaurant service will be counted as an unexcused tardy or absence. Any misconduct or inappropriate behavior while off school grounds during lunchtime may result in loss of leaving privileges and/or other appropriate disciplinary action.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. (see Board policy IGD – Co-curricular and Extracurricular Activities)

COMMUNITY RELATIONSHIPS

Students and other community residents have the right to privacy, private property and freedom from abusive behavior. Students must not loiter, litter, trespass, or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students en route to and from school, school personnel will make reasonable efforts to help resolve problems. School personnel have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported. For the purpose of defining "school grounds" this includes the area in front of the school district buildings.

COMMUNICABLE DISEASES

Parents of a student with specific communicable or contagious diseases (see list below) are asked to telephone the school office so that other students who have been exposed to the disease can be alerted as necessary. A student with certain school-restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school employee. These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu. For head lice, the restriction may be removed after assessment by designated personnel to confirm no lice or nits are present. Parents with questions should contact the school office. (see Board policy JHCC – Communicable Diseases; JHCCF - Pediculosis)

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers must follow general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations.

The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and safely interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet is denied;
5. Procedures are in place to help ensure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems.

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

CONFERENCES

Regular conferences are scheduled annually in the fall to review student progress.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; and/or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

COUNSELING

Academic Counseling

Students are encouraged to talk with a school counselor, teachers, and/or building administrators in order to learn about the curriculum, course offerings and high school graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. (see Board policy IJ – Guidance Counseling; JHH – Suicide Awareness and Prevention)

CREDIT FOR PROFICIENCY

In addition to credit by completing classroom or equivalent in a course, a student may receive credit toward a diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence; and/or
4. Providing documentation of prior learning experiences

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

DANCE REGULATIONS

Banks High School: Dances are provided for Banks High School students. Dancing must be respectful; dancing inappropriately will not be tolerated. Guests will ONLY be allowed at Homecoming, Winter Formal, and Prom dances. Dance Guest Pass Forms should be completely filled out and returned three days before the dance. Guest passes are subject to administrative approval, and will not be valid unless signed by an administrator. Guests must be 19 years old and no younger than a freshman in high school; I.D. will be required at the door. Students going to after-game dances should note, the doors will be closed 30 minutes after the dance starts; and no after-game dance will last longer than 11:00 pm. Times will be posted for special dances. Appropriate dress must be adhered to for all dances.

Banks Middle School: Dances are provided for Banks Middle School students. Dancing must be respectful; dancing inappropriately will not be tolerated. No guests are allowed at BMS dances with the exception of homeschooled students who live within the district boundaries (a dance guest form must be completed ahead of time).

DISTRIBUTION OF MATERIAL

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

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

Materials not under the editorial control of the district may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

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

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. The superintendent's decision shall be final and binding on all parties. (see Board policy IB – Freedom of expression; KJA – Materials Distributions; KIA - Public Solicitation in District Facilities; KL – Public Complaints)

DRESS CODE

While student dress is the responsibility of the student and parent/guardian, dress guidelines are necessary in order to protect the health and safety of the school environment, to foster students' success, and to avoid disruptions to the school environment. Students shall follow the guidelines that follow for all school-sponsored activities, including athletic events. Appropriate dress for school dances, graduation activities, and other special events will be communicated to parents and students by the school. Banks School District may prohibit any attire that is disruptive to the educational process.

- Students have the responsibility to keep within health, sanitary, and safety standards.
- Students may not wear clothing with writing, slogans, or images that portray or suggest alcohol, tobacco, other drugs, or weapons.
- Students may not wear clothing with writing, slogans, images, or symbols that depict or suggest obscenities, vulgarity, racism, violence, illegal activities, sex, gang affiliation, or hostility to the ethnicity, gender, culture, or religion of others.
- Students may not wear jewelry or other accessories (e.g. chains and spikes) that present a safety or health hazard.
- Students may not go barefoot.
- Clothing should provide adequate coverage of the torso and undergarments should not be seen. .
- Students who represent the school in an activity or athletic event may be required to meet additional dress and grooming standards.
- Students may not wear clothing with the Confederate flag, Nazi, nooses, racist or White supremacy symbols.

EMERGENCY DRILLS

Instruction on fire, earthquake, safety threats, dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill will be conducted each month for students in grades K-12, the first one within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12.

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. (see board policy EBCB – Emergency Drills)

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. (see Board policy EBBA First Aid)

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. (see Board policy EBCD - Emergency Closures; EBC/EBCA - Emergency Procedures and Disaster Plans)

ENGLISH LANGUAGE LEARNERS

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

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
 - a. Detailing the right to have their student immediately removed from such program upon their request;
 - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district. (see Board policy IGBI – Second Language)

EXPANDED OPTIONS PROGRAM

Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student. By February 15th, the high school will send a notice about the program explaining

eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan. (Board Policy IGBHE-Expanded Options Program)

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. (See Board policy IGD - Co-Curricular/ Extracurricular Activities
Interested students should contact the office for additional information.

FEES, FINES AND CHARGES

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

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

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

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of the amount owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

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

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district. (See Board Policy polices JN - Student Fees, Fines and Charges and JO/IGBAB - Education Records/ Records of Students with Disabilities)

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 students are subject to the school's student conduct

rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. (See Board Policy IICA- Field Trips)

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute. (See board policy INDB- Flag Displays and Salute) -

FOREIGN EXCHANGE STUDENTS

Exchange students must meet the regulations and expectations of local students, including the immunization requirement. Foreign exchange students admitted to school under an F-1 Visa status may only attend secondary schools within the district and will be required to pay tuition as required by law and at the rate established by the Board. The period of attendance may not exceed 12 months. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded a high school diploma at regular commencement exercises upon satisfactory completion of the school's prescribed course of study. Exchange students may also be awarded an honorary diploma (See board policy JECBA – Admission of Exchange Students)

FREE EXPRESSION

All students have the right to free expression under the First and Fourteenth Amendments to the United States Constitution and also under the State Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the consequences of such expression.

Students are encouraged to participate in and contribute to school publications (any publication sponsored or in any way funded by the school shall be known as a school publication). Students are encouraged to express personal opinions in these publications, but shall follow the written policies of the school. Obscene or profane materials, knowingly or recklessly false libelous statements, or any material, which would disrupt classes or other school activities, are prohibited from all school publications (ORS 339.250).

Students may hand out printed material to inform the community of school activities, but care shall be taken to avoid false, libelous or obscene material designed to harm the school or members of the community. The principal/assistant principal must choose a time and place for the distribution of material and he/she will apply this policy in a manner, which is nondiscriminatory.

Students may refuse to participate in patriotic exercises as long as the manner of such non-participation does not deny other students their right to participate, nor disrupt the educational process. Students may wear distinctive insignia as long as they do not violate the rights of others, interfere with the orderly operation of the school, or be in violation of the Dress and Grooming Code (see Student Conduct and Discipline OAR 581-21-050 through 075).

FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal.

All funds raised or collected by or for school-approved student groups will be given receipts, and deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds (See board policy IGDG-Student Activities Funds and IGDF-Student Fund-Raising Activities)

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct. (See board policy JFCEA–Secret Societies – Gangs, JFCM-Threats of Violence)

GRADE REDUCTION/CREDIT DENIAL

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

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons. (See board policy IKAD – Grade Reduction/Credit Denial)

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

Dress for commencement shall consist of the commencement robe, appropriate academic/recognition pins and honor cords and mortarboard. Shorts, thongs or clothing which detracts from the seriousness of the commencement ceremony are unacceptable. Students not meeting acceptable dress standards will be excluded from the commencement ceremonies.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee. (See board policy IKFB-Graduation Exercises, IKF-Graduation Requirements)

GRADUATION DIPLOMA REQUIREMENTS

The Board establishes graduation requirements for the awarding of a high school diploma, an honorary diploma, a modified diploma, an extended diploma and an alternative certificate, which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or emancipated. Applications for early graduation shall be submitted to the high school counselor prior to the start of the school year in which the student plans to graduate.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at the high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation. (See board policy IKF-Graduation Requirements)

Essential Skills

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skill of Applied Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

The district will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

Essential Skills Appeal

The district will establish an appeal process in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

GRADUATION - ON TRACK

In order to maintain being on track to graduate on time, high school students are expected to earn at least 3 credits per semester and 6 credits per school year. Each high school course is worth 0.5 credit. Students have the opportunity to earn up to 8 credits per school year. The Oregon High School Diploma requires a minimum of 24 credits in specific courses throughout high school.

On Track:

After 9th grade year - 6 or more credits earned

After 10th grade year - 12 or more credits earned

After 11th grade year - 18 or more credits earned

After 12th grade year - 24 or more credits earned

HOMELESS STUDENTS

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

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information

concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the Director of Student Services and the district's liaison for homeless students. (See board policy JECBD - Homeless Students)

IMMUNIZATION AND PHYSICAL EXAMINATIONS

Proof of immunization must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the district. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious, philosophical beliefs and/or medical exemption.²

The Board recommends that all students initially enrolling in school have a physical examination. Parents will be asked to complete a district Health History form when initially enrolling their students in the district. All students participating in district athletic programs are required to submit to the district a School Sports Pre-participation Examination form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent and physician giving permission for the student to participate. A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation in extracurricular sports.

Students who continue to participate in school-sponsored extracurricular sports in grades 6 through 12 shall be required to complete a physical examination once every two years, thereafter. (See board policy JHCA/JHCB – Immunizations and Health Examinations)

INCLEMENT WEATHER

We strive to inform families of changes to our transportation services, as well as school closures, as clearly and as quickly as possible. Parents should subscribe to Flash Alert to receive notifications about changes to transportation and school delays or closures. In November, the Bus company gives your students a letter with details of their snow route and limited route information. Please save this letter where it can be accessed until school ends in June so you know your student's transportation options on inclement weather days.

Be aware the routes run the same in the afternoon as the morning, unless you have been notified by Flash Alert, email, or phone of a change.

Snow route: Buses can pick up many, but not all, of the stops at the assigned time.

Limited route: Buses will be picking up a minimal amount of the stops at the assigned time.

INFECTION CONTROL/HIV, HBV AND AIDS

Although HIV, AIDS and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where nonintact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases. (See board policy JHCC/JHCCA - Communicable Diseases -Students - HIV, HBV and AIDS)

HIV, HBV, AIDS – Students

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

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent (See board policy JHCC/JHCCA - Communicable Diseases -Students - HIV, HBV and AIDS).

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. (See Board policy IGAH- Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education)

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. (See Board policy IGD-AR – Co-curricular and extracurricular activities)

LASER PENS

Laser pens pose a serious issue to student's eyesight when misused. Therefore, laser pens may only be used under the close supervision of a teacher at school.

LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity, or receive instruction on nutrition or maintaining healthy lifestyles. (see Board policy EFA – Local Wellness Program)

LOCKERS

Equipment, such as lockers and desks, belongs to the school district. Students are allowed to use this equipment as a convenience. The school insists that such equipment be properly cared for and not used for the storage of illegal items. An individual's locker and/or desk may be searched by a building administrator when there is reasonable cause to believe that district property contains contraband. At the time of locker and/or desk assignments, students will be informed how the equipment may be used and the following guidelines will be in effect.

1. Illegal items (firearms, weapons, etc.) and other possessions determined by the proper school authorities to be a threat to the safety or security of the student or others may be seized by school officials.
2. Items, which may be used to disrupt or interfere with the education process, may be temporarily removed from the student.
3. From time to time, a general inspection of school properties, including, but not limited to, lockers or desks may be conducted. Items belonging to the school may be seized.
4. All items seized shall be returned to the proper authority or true owner.
5. Students shall be given the opportunity to be present when a search of personal possessions is conducted, if they are in attendance at school, and if there is no reason to believe that their presence would endanger their health and safety.
6. The Banks School District is not responsible for lost or stolen items left in a locker or classroom.
7. Lockers that appear to be damaged beyond what would occur under normal wear and use, may have a repair charge and/or painting charge assessed to the student assigned to the locker.

Students shall not bring to school firearms or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of themselves or others. Students shall not conceal evidence of an illegal act or school violation. (see Board policy JFG/JFG-AR – Student Searches)

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Any remaining unclaimed articles will be disposed of at regular intervals throughout the school year.

Loss or suspected theft of personal or district property should be reported to the school office. (see Board policy ECA – Buildings and Grounds Security)

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. (See Board policy JOA – Directory Information; JOB – Personally Identifiable Information)

MEDICATION

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer, to themselves, prescription (injectable and non injectable) and/or nonprescription (non injectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE).

Current first-aid and CPR cards are strongly encouraged for designated personnel.

When a licensed healthcare professional is not immediately available, personnel designated by the district may administer to a student epinephrine, glucagon or another medication as prescribed and/or allowed by Oregon law.

The district reserves the right to reject a request for district personnel to administer, or to permit a student to administer to themselves, a medication when such medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

A request to the district to administer or allow a student to self-administer prescription medication or a nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a signed prescription and treatment plan from a prescriber or an Oregon licensed health care professional.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed auto injectable epinephrine is kept at a reasonably secure location in the student's classroom or office.

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

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self administration of medication, when that person in good faith assisted the student in self-administration of the medication, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages, when that person in good faith administers auto injectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, subject to state law.

The district and the members of the Board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers auto injectable epinephrine to a student or individual, subject to state law.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and the implementation of this policy. (see Board policy JHCD/JHCDA - Medications)

ONLINE LEARNING

The district may grant credit for approved online courses offered by district-approved institutions. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation that student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Board policy IGBHE - Expanded Options Program)

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the districts asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter, school newsletters, "Back to School" nights in the fall and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's Parent Teacher Organization and booster organizations. (See Board policy JECAC/GBH - Staff/Student/Parent Relations).

PARENTAL RIGHTS

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

more of the following items:

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

A student's personal information (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. (See Board policy KAB - Parental Rights and administrative regulation.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may use and possess personal electronic devices on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;
2. Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal electronic devices may be used during the student's lunch break. They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times;
3. Personal electronic devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or at district-sponsored events; in areas where people have a reasonable expectation of privacy, such as in restrooms, locker rooms and showering areas. Additionally, individuals have the right to revoke consent to being photographed or videoed by others.
4. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
5. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
6. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
7. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
8. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;
9. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative. (See Board policy JFCEB – Personal Electronic Devices and Social Media)

School-Specific Cell Phone Policies	
BES	Student use of cellphones or smart watches during school hours (including arrival and dismissal), without permission from a staff member, is prohibited. Cell phones, smartwatches, and other

	<p>electronic devices, if brought to school, must be powered off and remain in the child's backpack upon arrival at school as well as throughout the school day. If students use these items or their personal play-type items during the school day, they will be confiscated and taken to the office. The principal will call the parents to pick up the items. If parents need to get a message to their child during the school day they should call the front office.</p>
BMS	<p>Cell Phones are not allowed during the school day. Phones must be turned off and placed in the locker after 8:15am. Students may not turn the cell phone on again until the end of the school day.</p> <ul style="list-style-type: none"> • Students using their phone during the school day, (calling, texting, or phone rings in class) will have their phone taken and may pick it up in the office at the end of the day. • After a second offense, parents will be required to pick up the phone from the office. • For repeat offenses, the student will be required to check the phone into the office in the morning. Students who need to contact parents during the school day should use the office phone.
BHS	<ol style="list-style-type: none"> 1. Cell phones may be used in the hallways before/after school, during passing times between classes, and during lunch. 2. Students are not to use them in the halls when on a bathroom break or using a hall pass. 3. Students should turn their phones off while in their academic classes. <p>If these very simple rules are broken the following consequences will be followed:</p> <ol style="list-style-type: none"> 1. A first offense will result in the student being politely reminded of the rule and asked to put the phone away. 2. A second offense will result in the phone being taken from the student and the teacher will return it at the end of the class period. 3. A third offense will result in the phone being taken from the student, given to the assistant principal or principal to be returned to the student at the end of the school day. Students will be assigned a lunch detention. 4. A fourth or repeated offenses will result in the phone being given to the assistant principal or principal. The administrator will call home and arrange a time for the parent/guardian to retrieve the phone and discuss the use of the student's cell phone in the school environment. Students will be assigned an after school detention.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the Superintendent or designee. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. (See Board policy KJ – Advertising in District Facilities; KJA – Materials Distribution)

PROGRAM EXEMPTIONS

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

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

All such requests should be directed to the principal by the parent in writing and include the reason for the request. (See Board policy IGBHD – Program Exemptions)

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate. (See Board policy IKE – Student Retention)

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. See Sign In and Sign Out Procedures. (see Board policy JEDB – Student Dismissal Precautions)

SCHOOL LUNCHES – CHARGING PROCEDURE

Accessing School Meals and Charging Policies

The district participates in the National School Lunch, School Breakfast, and Commodity Programs. Our meals meet all federal requirements for a nutritious and balanced lunch.

School administrators manage school day schedules and identify serving times for breakfast and lunch. Meal prices for the school year are posted on the district website. A meal account for students may be established with the district. Parents may deposit money into their student's account in two ways:

- Cafeteria staff are able to receive cash or check payments for student meal accounts. Please make checks payable to the Banks School District.
- The online account management service mymealtime.com enables management of student accounts online. Parents can register to deposit funds, monitor account balances and set up low balance emails. Links to mymealtime.com can be found on our website.

When your student graduates to the next school level, his/her account balance will transfer also.

Account Management and Collection of Delinquent Accounts

In accordance with HB3454 passed by the Oregon Legislature in 2017, the district will provide a meal to all students who request a meal unless the student's parent or guardian has provided written permission to the district to withhold a meal from the student, regardless of whether the student has the money to pay for the meal or owes money for meals. Students will not be notified in the lunch line of low or negative account balances. There will be no direct conversations about unpaid account balances (unless the student asks directly) and no hand stamps or identifying markers

For clarification purposes, it is the responsibility of the parent or guardian to pay for school meals, provide a meal from home or complete an application establishing eligibility for free or reduced-price meals.

A la carte items cannot be charged to accounts with negative balances, only meals that meet the National School Lunch Program and School Breakfast Program guidelines can be charged.

When funds are not available in a student's account to cover the cost of a meal that has been served, the negative balance is considered delinquent debt. The Banks School District will pursue efforts to collect unpaid meal charges or delinquent debts according to the following:

- Every Friday the district will notify parents of negative balances via email for families who have provided an email address.
- Notices will be mailed out at the beginning of each month for all balances over \$10. These notices will be mailed to the primary mailing address on record. Mailed notices will include information about application for free meal benefits

and requests for a repayment plan.

Free and Reduced-Price Meals

The purpose of the Free and Reduced-Price Meal Program is to make meals available to all school children regardless of the household's ability to pay. The Banks School District strongly encourages families to apply that may be eligible according to the income guidelines specified by the State each school year. Please see the district website for complete information, guidelines and an application form.

A new application must be made each school year. For previously eligible students, eligibility carries into the first 30 days of the new school year. New applications can be submitted at any point during the school year, should circumstances change in a household. Families are responsible for any meal charges incurred before the Free and Reduced-Price application is approved. (See Policy EFAA/EFAA-AR– District Nutrition and Food Services))

SEARCH AND SEIZURE

Searches

District officials may search the 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, or school rule 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 school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning

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. (see Board policy JFG – Student Searches and Interrogations)

SIGN IN AND SIGN OUT PROCEDURES

Students arriving to school late or leaving early are expected to sign in/out through the main office. Students leaving campus during lunchtime and not coming back that afternoon must sign out as well.

Students who become ill at school or who need to leave for appointments with a dentist or doctor must check out with a secretary or administrator in the main office before leaving. Leaving campus and then phoning back is not acceptable. A note or phone call from a parent/guardian must be received by the attendance secretary before a student signs out for a medical or dental appointment.

No student (regardless of age) may sign out, except at lunchtime (HS only), without a note or phone call from his or her parent/guardian prior to signing out.

SKATEBOARDS, IN-LINE SKATES, ROLLER SKATES & HOVERBOARDS

Skateboards, in-line skates, roller skates and hoverboards are not to be used on school property at any time, due to safety concerns.

STUDENT RIGHTS AND RESPONSIBILITIES

Among these student rights and responsibilities are the following:

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

STUDENTS WITH DISABILITIES

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director. (see Board policy IGBA – Students with Disabilities)

TITLE I SERVICES

The school provides supplemental reading services for Banks Elementary School students targeted for reading assistance. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator. (see Board policy IGBC – Title I/Parental Involvement)

The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final. (see Board policy JB – Equal educational Opportunity and AC – Nondiscrimination)

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the district superintendent.

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 individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

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

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, 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. (see Board policy IIA – Instructional Resources/Materials)

Placement/Enrollment of Homeless Students Complaints

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

Staff Sexual Conduct with Students Complaints

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 definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. (see Board policy JHFF – Reporting Requirements Regarding Sexual Conduct with Students)

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director. (see Board policy ACA – Americans with Disability Act; IGBAB – Special Education – Procedural Safeguards)

Students with Sexual Harassment Complaints

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties on or immediately adjacent to district property, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes: district facilities; district premises and non-district property if the student or staff member 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 staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the

alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter. The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

- Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.
- Step 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

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

Education records are maintained in a minimum one-hour fire-safe place in the building office. Permanent records shall include:

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

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker. (see board policy JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information; JOB – Personally identifiable Information)

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent(s); and
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education

records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such a hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

REQUESTS FOR EDUCATIONAL RECORDS

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

SOCIAL SECURITY NUMBER

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

TRANSFER OF EDUCATIONAL RECORDS

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

STUDENTS NOT LIVING AT HOME

Students residing in the district under the age of 18, obtaining a court awarded emancipation statute, will have all rights and privileges of other residents providing there is proof of emancipation in the school office file.

- A. students, 18 years of age or older, who move out of their parent's or guardian's home and reside in our district must show proof of age, report change of address and phone number to the Main Office.
- B. Students, who turn 18 years old during the school year, living with or without parents, must continue to have their parents be accountable for them regarding school.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. (see Board policy JHFA – Supervision of Students)

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from historically marginalized or underserved populations. Banks School District uses multiple data points for Talented and Gifted identification, including standardized assessment scores, checklists/inventories, work samples, and teacher/parent/student input. Detailed information regarding identification can be found in the [Banks School District Plan for Talented and Gifted Education](#).

Programs and Services

The district's TAG program and services are available to view in the [Banks School District Plan for Talented and Gifted Education](#). All TAG services are delivered through the general education classroom (see Board policy IGBBC – Talented and Gifted Program and Services).

Appeals and Complaints:

Parents or families wishing to appeal a decision regarding their child's identification or file a complaint about services may contact the Student Services office for specific procedures. See also, Board policy IGBBA-AR – Appeals Procedure for Talented and Gifted Identification and Placement.

TOBACCO-FREE ENVIRONMENT

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. The Board wishes to establish a school and working environment that is free of smoke, aerosols and vapors containing inhalants. Student possession, use, distribution or sale of tobacco products or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles, on all district grounds, including parking lots or otherwise, while a student is under the jurisdiction of the district, is prohibited.

Use, distribution or sale of tobacco products or inhalant delivery systems by staff on district property, including parking lots, at district-sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Use, distribution or sale of tobacco products or inhalant delivery systems by others on district property, in district vehicles or at district-sponsored events, on or off district premises, on all district grounds, including parking lots, is also prohibited. Staff and/or all others authorized to use any private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, vape pens and vape fluid, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form.

For the purpose of this policy "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marketed and sold solely for the approved purpose.

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco or inhalant delivery system products are prohibited on all district grounds, including parking lots, at school-sponsored activities or in district vehicles. Advertising is prohibited in all school-sponsored publications, in all school buildings, on district grounds, including parking lots, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco products and inhalant delivery system industries is similarly prohibited. The district will not contract with other public or private alternative schools that allow student use of tobacco products or inhalant delivery systems on campus.

Student violations of this policy will lead to disciplinary action up to and including expulsion. Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). School and/or community service may be required. A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

When considering disciplinary action for a child with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination, and an interim alternative educational setting.

Staff violations of this policy will lead to disciplinary action up to and including dismissal.

Violations by others will result in appropriate sanctions as determined and imposed by the superintendent or the Board.

Information about community resources and/or cessation programs to help staff and students will be provided.

The district will promote cessation resources and other positive alternatives to discipline. Tobacco use cessation programs may be established at district schools. Attendance or completion of tobacco use cessation programs by students may be allowed as a substitute to, or as a part of student discipline for possession, use, distribution or sale of tobacco products or inhalant delivery systems at the discretion of the principal. Attendance at cessation programs not offered by the district is voluntary and related costs are the individual responsibility of the staff member, student and his/her parent and private health care system.

As part of the district's tobacco use prevention activities, the superintendent shall ensure that tobacco use instructional programs as recommended by the Oregon Department of Human Services, Health Services, Tobacco Prevention and Education Program and the Oregon Department of Education, are an integral part of its drug and alcohol prevention curriculum. Programs must be integrated within the health education program and age- and developmentally-appropriate instruction provided at every level, pre-kindergarten through grade 12, with particular emphasis on grades 6 through 8. It is the expectation of the Board that prevention concepts will be integrated into the instruction of other subject areas as practicable.

Staff responsible for teaching prevention will be encouraged to collaborate with agencies and groups that conduct prevention education and to participate in ongoing professional development activities that provide basic knowledge about the effects of use of tobacco products, effective instructional techniques and program-specific activities.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by minors on or off district grounds. This policy shall be enforced at all times. The superintendent will develop administrative regulations as necessary to implement this policy, including provisions for notification of the district's policy, through such means as student/parent and staff handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district's policy (see Board policy JFCG/KGC/GBK – Tobacco-Free Environment)

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. (see Board policy EEACC - Student Conduct on School Buses; JFCC – Student Conduct on Buses)

Transportation Rules

Students, staff, and coaches being transported are under the authority of the bus driver. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The following rules, if violated, will result in a **minor referral**. If a student has more than three minor referrals for the same offense, a major referral will be written:

1. Students will be courteous to the driver, fellow students and passersby.
2. Students, staff, and coaches will remain seated while the bus is in motion.
3. Students will sit in their assigned seat. Seat assignments are at the discretion of the bus driver.
4. Students will converse at a normal volume.
5. Students will use respectful language free of vulgar or offensive language.
6. Students will not open or close windows without permission of the driver.
7. Students will keep the bus clean.
8. Students will not extend their hands, arms or heads through bus windows.
9. Students will keep hands, feet and all objects to themselves.
10. Students shall not consume food or beverages on buses during regular bus runs. Consumption of food is only allowed on buses during sports and activity trips longer than 1 hour from destination.
11. Students will promptly get on the bus in the afternoon. Students should arrive at their bus stop 5 minutes before their morning pickup time to avoid missing the bus.
12. All animals except guide animals are not allowed on the bus.
13. When necessary to cross the road, students will cross in front of the bus as instructed by the bus driver.
14. Students will have change of destination sheets signed by the office prior to getting on a bus other than for home or school.
15. Students transported during sports or activity trips must have a teacher or coach's permission to not ride the bus home.

The below rules, if violated, will result in a **major referral**:

1. Students will not damage or vandalize the bus
2. Fighting and assault are strictly prohibited.
3. Unsafe actions, such as rough housing and wrestling, are prohibited.
4. All weapons (knives, guns, and explosive devices), as well as hazardous materials, are strictly prohibited.
5. Sexual conduct on the bus is prohibited.
6. Use of tobacco, alcohol, or drugs.
7. Bullying, hazing, and harassment are prohibited.
8. Photographing or recording other students without consent is prohibited.

All matters related to the operation of the bus are the responsibility of the bus driver. The bus driver may overrule a teacher's request if, in his/her judgment, he/she feels the safety of his/her passengers will be affected.

The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle. Students who violate bus rules of conduct may be denied the use of district transportation.

Driver steps before writing referrals

- verbal warnings
- assignment to the front seat

All minor referral forms are removed from files every 3 months

BUS DISCIPLINARY PROCEDURES FOR MINOR VIOLATIONS

Number and Type of Violations	Required interventions	Possible Interventions
1st minor	<ul style="list-style-type: none">• Student meets with administrator for reteaching• Contact parent/guardian	<ul style="list-style-type: none">• Conflict resolution meeting between students and administrator• Seat change
2nd minor	<ul style="list-style-type: none">• Meet with administrator• Call parent/guardian	<ul style="list-style-type: none">• Conflict resolution meeting between students and administrator• Seat change
3rd minor	<ul style="list-style-type: none">• Meet with administrator• Call parent/guardian• School assigned detention (lunch/recess or after school)	<ul style="list-style-type: none">• Positive behavior support and tracking• Conflict resolution meeting between students and administrator• Seat change• Short bus suspension (1-4 days)

BUS DISCIPLINARY PROCEDURES FOR MAJOR VIOLATIONS

- For all major violations, administrators will meet with students and call parents/guardians.
- Administrators will refer to the district code of conduct to assign consequences based on the violation and its severity. Consequences may include detention, suspension, up to expulsion from the bus.

(see Board policy EEACC – AR - Discipline Procedures for District-Approved Student Transportation)

TRAVEL SERVICES

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services is prohibited on school property. (see Board policy KI – Sellers of Travel Services)

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

(see Board policy JHFDA – Suspension of Driving Privileges; JFG – Student Searches & Interrogations)

UNAUTHORIZED ENTRY

Students are reminded that any area on school grounds that is locked or in a restricted area is not to be entered by students without school staff supervision.

UNSPORTSMANLIKE CONDUCT AT GAMES AND ACTIVITIES

The following will apply at all OSAA sanctioned events, including regular and postseason competitions;

- A. Spectators are not permitted to have signs or banners (larger than 8 ½" by 11"), confetti, balloons or glass containers. Spectators are required to wear shirts.
- B. Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
- C. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language or actions.
- D. All cheers, comments and actions shall be indirect support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: turning backs, holding up newspapers or jeering at cheerleaders during opposing team introductions; disrespecting players by name, number or position; negative cheers or chants; throwing objects on the floor.
- E. Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Upon review of video recordings students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be

referred to law enforcement agencies.

Descriptions or images of student and/or staff conduct on video recordings obtained during District video surveillance may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. (see Board policy ECAC – Video Surveillance)

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property, and will sign in and pick up a visitor's pass. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. (see Board policy KK – Visitors to the Schools)