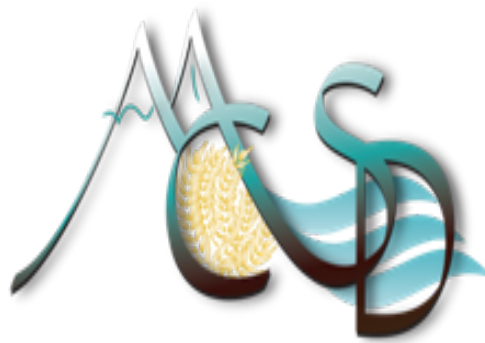


Morrow County Elementary Schools Parent/Student Handbook



2025-2026



**Windy River
Elementary**



**Sam Boardman
Elementary**



**Heppner
Elementary**



**AC Houghton
Elementary**



**Irrigon
Elementary**

Morrow County School District does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, pregnancy, familial status, economic status, veterans' status or genetic information in providing education, or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008.

If you are in need of special accommodations for any district activity including, but not limited to: public meetings, student activities, parent/teacher conferences, programs, graduations or athletic events, please contact Marie Shimer, Director of Educational Services at 240 Columbia Lane in Irrigon, OR or by phone at 541-922-4016 x 2370, or by e-mail at Marie.Shimer@morrowsd.org. Please give 48- hours prior notice of the event, so that appropriate accommodations can be procured.



NONDISCRIMINATION

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

The district prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admission and employment.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The following have been designated by the district:

Matt Combe, Title II, Title VI, Title VII Coordinator
Morrow County School District
240 Columbia Lane, Irrigon, OR 97844
235 E. Stansbury, Heppner, OR 97836
(541) 676-5705 or (541) 922-4016

Erin Stocker, Title IX Coordinator
240 Columbia Lane
Irrigon, OR 97844
(541) 922-4016 x2382

Marie Shimer, Section 504 Coordinator, ADA Coordinator
240 Columbia Lane
Irrigon, OR 97844
(541) 922-4016 x2370

The district's nondiscrimination and civil rights policy and grievance procedures can be located at https://policy.osba.org/morrow/search.asp?si=75853865&pid=r&nsb=1&n=0&_charset_=windows-1252&bcd=%F7&s=morrow&query=ac

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to policy [AC-AR](#). If you are in need of special accommodations for any district activity including: public meetings, student activities, parent/teacher conferences, programs, graduations, or athletic events, please contact Marie Shimer, Director of Educational Services at 240 Columbia Lane, Irrigon, OR 97844 or by phone at (541) 922-4016 x2370 or by e-mail at marie.shimer@morrow.k12.or.us. Please give 48 hours prior notice of the event so that appropriate accommodation can be procured.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office and the district office during business hours and the district website www.morrow.k12.or.us.

This handbook is not intended as a contract. Any information contained in this student handbook is subject to revision or elimination.

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

Parents objecting to the release of directory information on their student must notify the district office within 15 days of receipt of the student handbook.

This Handbook belongs to:

Name: _____

Telephone: _____

Morrow County Schools, in partnership with families and communities, provide each student the opportunity to develop values, knowledge, skills and self-confidence to become lifelong learners and responsible citizens.

MCSD Elementary School's Student Code of Conduct

1. As a student, I have the right to be safe. This means that students in the school, on the school grounds, at school activities, and on the way to and from school will not be allowed to hurt or endanger me with either words or weapons. No one will be allowed to push me, shove me, threaten me, say hurtful things to or about me, or fight with me for any reason.
2. As a student, I have the right to be treated with respect and understanding. This means that no one will be allowed to laugh at me, call me names, or do anything to try to hurt my feelings or to embarrass me.
3. As a student, I have the right to hear and be heard. This means that no one will interrupt me by disturbing me in my classroom or by making noise in the halls.
4. As a student, I have the right and responsibility to get the best education possible. I expect my teachers to be well prepared to teach me, and I, in return, will come to school on time and do my school work as well as I possibly can.
5. As a student, I have the right to a clean and safe school building. I will do all that is possible to make sure that my school and its materials are not damaged or misused.
6. As a student, I have the right to study and learn in a school that is free of all illegal drugs, including alcohol and tobacco.
7. As a student, I realize that I have the responsibility to always treat students and adults with respect and courtesy and to be sensitive to the feelings of others.
8. As a student, I am willing to accept responsibility for my actions. I will act like a good citizen and receive no office referrals, bus citations or tardy tickets. If I don't act like a good citizen, I am willing to accept the consequences and learn from my mistakes.
9. As a student, I will not keep evidence of an illegal act or violation of school rules a secret from my parents or an adult at school.

Welcome to Morrow County School District:

We plan to have a wonderful year. This handbook is intended as a method of communicating with students and parents regarding general district information, rules, and procedures. It is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Its contents may be superseded by Board policy, administrative regulation, or negotiated agreement. We hope that this information will help new and returning students and their parents get the most out of the educational, social, and extra-curricular activities at school. Subject areas are arranged alphabetically in this handbook. Information in this handbook is subject to unilateral revision to elimination from time to time without notice.

Morrow County School District programs include reading, language arts, social studies, math, science, physical education, music, computers, nutrition and health. We offer programs and activities for students who are identified as eligible for special education services and for talented and gifted activities. Students are placed in the appropriate program based on grades, test scores, and teacher recommendations. The academic progress of all of our students is tested and compared to state norms at grades 3, 4, 5 and 6.

You can call or visit teachers each day before school and after school. You can also leave a message for a teacher by calling the office and asking to be transferred to the teacher's voice mail or asking for the teacher's email address. Please leave your phone number and a message for the teacher.

Students are encouraged to take part in all school related activities. While we recognize that academics are the most important part of education, students should make the most out of their time at Irrigon Elementary so that they will become confident, contributing citizens of our community and world.

Please read these handbook pages and discuss them with your student. Let us know how we can make your experiences at Irrigon Elementary School more meaningful as we work as a partnership to prepare for the future.

Morrow County School District Contact Information – (541) 676-5705 Heppner/(541) 922-4016 (Irrigon)

Superintendent:	Mr. Matt Combe	541-922-4016 Ext. 2012
Executive Director of HR:	Mrs. Erin Stocker	541-922-4016 Ext. 2382
Director of Educational Services:	Mrs. Marie Shimer	541-922-4016 Ext. 2370
Director of Maintenance/Facilities:	Mr. Matt Combe	541-676-5705 Ext. 2511
Director of Special Education:	Mrs. Marissa Turner	541-922-4016 Ext. 2391

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Accident Procedure

Any student receiving an injury at school, no matter how slight, is responsible for reporting it to the teacher in charge. Parents are responsible for providing the school with accurate home and work phone numbers in case the school needs to contact a parent or designated emergency contact person.

Alternative Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of

Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Homeschooling shall not be used as an alternative education program placement.

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

To access District Policies: Go to the district website www.morrow.k12.or.us

To access these policies: <https://policy.osba.org/morrow/I/IGBHB%20D1.PDF> and <https://policy.osba.org/morrow/I/IGBHB%20R%20D1.PDF>

Establishment of Alternative Education Programs

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

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

Proposals for alternative education programs shall include the following:

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

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

Asbestos

The district has complied with the Asbestos Hazard and Emergency Response Act (AHERA) by having its building inspected by accredited inspectors and the development of management plan for the control of this substance. The management plan is available for public inspection in the district office. Matt Combe

serves as the district's asbestos program manager and may be reached for additional information at 541-676-9128.

Assemblies

Assemblies will be held on a quarterly basis to recognize our student's successes. Students will be personally responsible for proper conduct and courtesy during each assembly. Unacceptable conduct would include whistling, booing, and talking during an assembly. Our school pride will be evident in the way we conduct ourselves during our assemblies. Students who repeatedly misbehave may be excluded from assemblies.

Assessment Program -

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

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

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

To access District Policies: Go to the district website www.morrow.k12.or.us

To access this policy: <https://policy.osba.org/morrow/I/IL%20G1.PDF>

Attendance

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having control of a child between the ages 6 and 18 who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term,

All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having control of a child, who is five years of age and who have enrolled the child in a public school are required to send the child to school and maintain the child in regular attendance during the school term.

Staff will monitor and report violations of the state compulsory attendance law.

A parent will be issued a written notification, in the native language of the parent,, the superintendent will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a notice by the district for the student's failure to attend school.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation.

Absences and Excuses

In order for an absence to be excused within five days after an absence, a student must bring a note signed by the parent that describes the reason for the absence, or a parent must communicate the reason for the absence by phone, or email. A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health 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. A student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
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 a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

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 or religious considerations.

A student who must leave school during the day, must bring a note from their parent/guardian, or must have a parent visit the office to pick up the student, or must have a parent send a communication to the school via phone, or email. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The nurse or designated staff will decide whether 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. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

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.

To access District Policies: Go to the district website www.morrow.k12.or.us

To access these policies: <https://policy.osba.org/morrow/J/JEA%20G1.PDF>, <https://policy.osba.org/morrow/J/JEA%20G1.PDF>, <https://policy.osba.org/morrow/J/JEA%20R%202%20G1.PDF>, <https://policy.osba.org/morrow/J/JED%20G1.PDF>, <https://policy.osba.org/morrow/I/IGBHD%20G1.PDF>

Sick Room Use

We encourage students who are ill to stay home and recover.

Assessment Program

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Students may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment. The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

To access District Policies: Go to the district website www.morrow.k12.or.us

To access this policy: <https://policy.osba.org/morrow/I/IL%20G1.PDF>

Behavior

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state law.

Students have the right to a safe, pleasant environment in which to learn. It is important that students be encouraged to conduct themselves in a manner that will maintain such a climate that everyone is given the greatest opportunity to achieve and succeed. When every person in a school is doing their best, the school becomes an exciting and warm place where every person is learning new things every single day.

We have a Code of Conduct which centers around three concepts:

Be Respectful – Be Responsible – Be Reliable

This Code of Conduct is further defined, but not limited to the following:

Be Respectful

- ☐ Address all adults formally.
- ☐ Talk and move quietly in the building.
- ☐ Pick up litter when you see it.
- ☐ Say kind things about others.
- ☐ Use all equipment for its intended purpose: chairs for sitting, desks for writing, etc.
- ☐ Look for people who look like they need a friend, and be one.

- ☐ Accept and follow playground game rules.
- ☐ Keep hands/feet to yourself.
- ☐ Follow directions promptly and politely.
- ☐ Use appropriate table manners and eat only your own food.
- ☐ Welcome all players to playground games.

Be Responsible

- ☐ Do all your school work.
- ☐ Turn in class work promptly.
- ☐ Be on time for school daily.
- ☐ Come to school every day.
- ☐ Bring a note to school following every absence.
- ☐ Turn off lights if you are the last one to leave a room.
- ☐ Take care of all school equipment; especially school Chromebooks and chargers.
- ☐ Be safe in all of your activities.
- ☐ If you borrow something, return it.
- ☐ If you open something, close it.
- ☐ If you take something out, put it away.
- ☐ If you break something, fix it or report it to an adult.
- ☐ Leave all electronic devices in a personal bag and use only as directed by staff.
- ☐ Learn from your mistakes.
- ☐ Settle disagreements calmly and peacefully. Ask for adult help if needed.

Be Reliable

- ☐ Come to school every day ready to learn.
- ☐ Be committed to doing your best.
- ☐ Arrive at school on time.
- ☐ Get plenty of rest, exercise, and eat right so you are ready to learn.
- ☐ Report anything that is not safe to the teacher or principal immediately.
- ☐ Stand up for what is right.
- ☐ Act with honesty.
- ☐ Practice integrity.
- ☐ Complete what you start.
- ☐ Always tell the truth.

Recognition for RESPONSIBLE BEHAVIOR

- ☐ Recognition at Student Body Assemblies
- ☐ Participate in field trips
- ☐ Positive phone calls to your parents
- ☐ Positive notes sent home
- ☐ Consideration for involvement in extracurricular activities

Redirection for BEHAVIOR INFRACTION

- ☐ Warning
- ☐ Apologize or clean-up
- ☐ Problem Solving session with principal

- ☐ Office Time-out
- ☐ Parent contact
- ☐ Detention time
- ☐ Risk Assessment
- ☐ In School suspension
- ☐ Out-of-school Suspension
- ☐ Expulsion

Conduct

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules, and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state law.

Student Code of Conduct

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

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

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation;
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm;
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon;
8. Vandalism, malicious mischief, and theft, including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment;
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia;
11. Use or display of profane or obscene language;
12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;

14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.

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

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

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

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.¹

To access District Policies: Go to the district website www.morrow.k12.or.us

To access these policies: https://policy.osba.org/morrow/G/GBN_JBA%20D1.PDF , <https://policy.osba.org/morrow/J/JFC%20D1.PDF> , <https://policy.osba.org/morrow/J/JFCF%20R%20D1.PDF> , https://policy.osba.org/morrow/J/JFCG_JFCH_JFCI%20G1.PDF , <https://policy.osba.org/morrow/J/JFCJ%20D1.PDF> , <https://policy.osba.org/morrow/J/JFCM%20G1.PDF> , <https://policy.osba.org/morrow/J/JG%20D1.PDF>.

Behavior of Students with Disabilities

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including ten consecutive school days for violations of the Student Code of Conduct.

When a student with disabilities is suspended more than ten consecutive school days or for more than ten cumulative school days during a school year or is being expelled, the student’s parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student’s IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student’s disability. Should the IEP team conclude the misconduct has no relationship to the student’s disability; the student may be disciplined in the same manner, as would other students.

If the IEP team concludes the misconduct is a consequence of the student’s disability, the team may review and revise the student’s IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior, which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to

1

discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

Bicycles and Scooters

Students may ride bicycles or scooters to school. They are to be taken directly to and parked in the bicycle stand in front of the school. It is recommended that the bikes/scooters be locked to the rack with a chain or cable. With the heavy congestion of bus and car traffic at school, students riding a bicycle/scooter need to be extra careful. Bicycles/scooters are not to be ridden on school grass or sidewalks. After school, bikes/scooters are to be ridden directly off school property in a safe manner. By law, students must wear protective helmets when riding to and from school. If a student rides to school without a helmet, their bicycle/scooter will be held until they bring a helmet. The district assumes no responsibility or liability for loss or damage to bicycles/scooters.

Books

All basic textbooks are loaned to students for their use during the school year. Library books and textbooks are to be kept clean and handled carefully. Students will be required to pay for lost or damaged books. Students that have lost books will be required to pay the replacement cost. An administrator will determine the fine for damage to text or library books. Failure to pay fines or damages causes a student to fall from good standings as a member of the Student Body and their report card held for payment.

Bus Regulations

The Morrow County School District provides bus transportation to all students in Morrow County living more than one mile from school. The local administrator or the bus supervisor establishes bus routes. Any request for a route change must be made to the bus supervisor, as the driver does not have the authority to alter the bus route.

Bus students must go home on their regular bus unless the office has a note from the parents requesting otherwise. Parents are asked to place their phone number on the note. This note must be approved by an administrator and given to the driver. Students and parents should understand that riding the bus is a privilege, not a right, and this privilege may be denied if the student chooses not to follow the Oregon Board of Education Regulations, the district guidelines, and/or our school's Student Code.

The state regulations governing students while riding school buses are posted on each school bus. Any violation of these rules may cause loss of bus privileges.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animals on the bus.
7. Students will remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.

9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students will have written permission from an administrator to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.

SPECIAL NOTE TO PARENTS: The transportation policy has been discussed with your son or daughter. An administrator will make the final decision regarding consequences for inappropriate behavior. Students who have been denied bus-riding privileges due to abuse of bus rules must still attend school. Parents are required by law to get students in this situation to school.

Bus Citation

A bus citation, usually issued by the bus driver to the student before the student leaves the bus, informs the student, parents, and the school that the student's misbehavior on the bus or at a bus stop has been referred to the office for administrative action. Students will be given an assigned seat on the bus to and from school. We believe all students can behave appropriately and safely while riding on a school bus, and we will tolerate no student stopping drivers from doing their job or preventing other students from being transported safely.

To Access District Policies: go to the district website at www.morrow.k12.or.us
 Then to School Board - District Policies - Board Policies Online
 Then type in Search Box: EEA/EEACC

CELL PHONES/PERSONAL COMMUNICATION/ENTERTAINMENT DEVICES/HEADPHONES/SMART WATCHES

A "personal communication device is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. Such devices are only allowed prior to the start of school and after school. Students are not permitted to use personal electronic devices from the start of instructional hours until the end of regular instructional hours time. Headphones are only allowed in the classroom for instructional purposes, they are not allowed to be used in the classroom to listen to music.

Child Abuse

Oregon law requires school employees to report any suspected child abuse (any physical injury which has been caused by other than accidental means, neglect, or sexual molestation) to the Services to Children and Families Agency, who alone may notify parents of an investigation of the suspected abuse. Therefore, if a student is accidentally injured in such a way as to even resemble possible child abuse, parents are advised to notify an administrator and explain the injury before the school reports that injury as required by Oregon Law.

To Access District Policies: Go to the district website at www.morrow.k12.or.us
 Then to School Boards – District Policies – Board Policies Online
 Then type in Search Box: JHFE

STUDENT/PARENT COMPLAINTS

Discrimination Complaints –

Any Person, including students, staff, visitors, parents, and third parties may file a complaint. The person with a complaint regarding possible discrimination on any basis protected by law should contact the district's civil rights coordinator.

Erin Stocker, Executive Director of Human Resources. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-075-0001 - 581-075-0045.

To Access District Policies: Go to the district website at www.morrow.k12.or.us
Then to School Board – District Policies – Board Policies Online
Then type in Search Box: KL

Bias Incident Complaints –

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

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

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

Division 22 Education Standards Complaints

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district's compliance with Division 22 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, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a complaint with the district (whichever occurs first), any complainant may appeal directly to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaints

Concerns and complaints regarding instructional materials from students or parents should be handled in accordance with Board policy IIA - Instructional Materials and associated administrative regulations. Should the student or parent, following initial efforts at informal resolution of the concern, desire to file a formal complaint, a “Challenge Request for Instructional Materials” may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

Placement/Enrollment of Students Experiencing Houselessness 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 the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students navigating housing instability..

Public Complaints

Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the administrator. That administrator shall attempt to resolve the complaint within 10 working days of initiation by the complainant with the administrator. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the administrator. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon Law.

The timelines may be extended upon written agreement between the district and the complainant.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. 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 shall decide, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may file an appeal^[1] to the Deputy Superintendent of Public Instruction under OAR 581-001-0001 – 581-001-0023.

[1] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District

Sexual conduct by district employees, contractors, agents, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to Board policy [JHFF/GBNAA](#) – Suspected Sexual Conduct with Students and Reporting Requirements.

https://policy.osba.org/morrow/search.asp?si=75853865&pid=r&nsb=1&n=0&_charset_=windows-1252&bcd=%F7&s=morrow&query=jhff%2Fgbnaa

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.

Students with Sexual Harassment Complaints

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures. When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Erin Stocker	Exc. Director of H.R.	541-922-4016	erin.stocker@morrowsd.org

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

https://policy.osba.org/morrow/G/GBN_JBA%20D1.PDF -

Talented and Gifted (TAG) Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should follow the complaint procedures outlined in Board Policy IGBB – AR - Complaints

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. A copy of the OAR will be provided upon request.

To access District Policies: Go to the district website www.morrow.k12.or.us

To access this policy: <https://policy.osba.org/morrow/index.asp> - Policy IGBB-AR and Policy KL
<https://policy.osba.org/morrow/KL/KL%20D1.PDF>

Communicable Diseases

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation GBEB-AR – Communicable Diseases – Students in Schools. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to contact the school so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

Conferences

Parents are encouraged to become involved in the education of their children, and are always welcome at our school. We are happy to arrange a conference with a parent whenever necessary during the school year. Scheduled Parent-Teacher conferences will be held following the first and third nine weeks of school. These conferences provide the teacher the opportunity to share progress and grade reports; and the student, samples of the quality of work and an explanation from their perspective of their progress. For safety reasons, all parents and other non-school personnel must check in at the office before going to a classroom.

Counseling Services

Morrow County School District provides a variety of counseling support for students. This may include in-classroom guidance lessons, presentations, one-on-one and group counseling for social/emotional issues, career counseling, etc. These services may be provided by school counselors employed by MCSD, and/or by school-based mental health counselors contracted by MCSD. If you do not wish your student to receive these services, please inform the school, in writing, of your wishes.

Custody Issues

The school does not wish to pry into personal matters, but please discuss with an administrator any guardianship matters that may concern a student. This is especially important if there is a possibility of custodial problems. The parent who has custody of a son or daughter should note that the non-custodial parent (the ex-spouse) has a legal right of access to the son or daughter at school and to their school records, **unless** there is a court order preventing this. A copy of such an order must be filed with the school if the school is to deny any access to the student or to the student's records. Please notify the school immediately of changes that occur during the school year.

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 use approaches that are shown through research to be effective.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol and/or tobacco-related offenses, or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

Expulsion

A student may only be expelled for the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion. No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year. When a recommendation for expulsion is made the Board will meet and review the recommendation. The Board will hold or arrange for the expulsion hearing unless it is waived.

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations, or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students, or staff members; or d) willful conduct which damages or injures district property.

Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may not attend after-school activities and athletic events, be present on

district property nor participate in activities directed or sponsored by the district.

To access District Policies: Go to the district website www.morrow.k12.or.us

To access these policies: <https://policy.osba.org/morrow/index.asp> - Policies JG and JGD

Discrimination

The 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 orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates. The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student

assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

To Access this District Policy: Go to the district website at www.morrow.k12.or.us
Then to School Board – District Policies – Board Policies Online
Then type in Search Box: AC

Questions or complaints about this nondiscrimination policy, you should be submitted to the principal or by contacting:

Mrs. Erin Stocker – Title IX Coordinator
Morrow County School District
490 SE Wyoming
Irrigon, OR 97844
(541) 922-4016 ext.2382

Dress and Grooming

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

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the [principal] and may be denied the opportunity to participate if those standards are not met.

To access District Policies: Go to the district website www.morrow.k12.or.us
To access these policies: <https://policy.osba.org/morrow/J/JFCA%20G1.PDF>

In general, students should dress in neat, clean appropriate clothing that does not disrupt or distract the educational process and protects the rights of others.

This specifically includes the following.

1. Shirts and/or tops must be worn at all times including practices, games and activities.
2. No bare midriffs (pants & shirt must meet at all times including when seated).
3. No Pajamas or nightwear
4. Sunglasses are not to be worn inside the building.
5. Hats, stocking caps, hoods or any other head coverings are not to be worn before school or during the school day.

The following may be in violation of the District's gang policy and could result in more severe disciplinary action: The following guidelines are subject to change based upon recent gang trends.

6. Clothing must fit. "Saggy", "Slouchy", or extremely oversized clothing is not to be worn.
7. No clothing advertising/symbolizing/insinuating alcohol, tobacco, drugs, sexually inappropriate, obscene or discriminating messages.
8. No personalized messages, inappropriate nicknames, no "In memory of..." or "Smile now, cry later" logos or other gang affiliated messages are permitted.
9. Clothing / accessories with known drug, sexual or gang number affiliations is not allowed.
10. Chains and other noisy or dangerous items are not allowed and must be removed for safety purposes.

11. Stocking hats knotted in back, hairnets, and hanging belts are not allowed at school or any school activity including practices, games and other events.
12. Bandanas worn in any manner, including as head coverings, headbands, around the neck or wrist, hanging out of pockets or in any other manner, are not allowed at school or at any school event.
13. Gloves are not allowed.

Students found to be in violation of these guidelines will be asked to conform immediately and will be subject to disciplinary action according to the student management policy.

Drugs, Alcohol

Law and school district policy prohibit the possession

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products, and inhalant delivery systems 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 policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

FStudents pretending to have, sell, supply, use, or are under the influence of narcotics, habit forming drugs, or alcohol will be subject to disciplinary action commensurate with the seriousness of the act.

Drug-Free Workplace

The district is committed to do all that it can to foster and maintain a drug-free workplace and all district employees are expected to recognize that, as adults with extensive contact with students as part of their jobs, they must conduct themselves as appropriate role models for students at all times. To that end, the unlawful manufacture, distribution, possession of alcohol and/or use of a controlled substance(s) (drugs) as defined by Schedules I through V of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation 21 CFR 1308.11-1308.15; and ORS 475.005 through 475.285 and prohibited drug paraphernalia as defined in ORS 475.525, regardless of quantity, is prohibited in our workplace except as prescribed by a physician and used as directed.

To Access District Policies: Go to the district website at www.morrow.k12.or.us
Then to School Board – District Policies – Board Policies Online
Then type in Search Box: GBEC

CELL PHONES/PERSONAL COMMUNICATION/ENTERTAINMENT DEVICES/HEADPHONES/SMART WATCHES

A “personal communication device is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. Such devices are only allowed prior to the start of school and after school. Students are not permitted to use personal electronic devices from the start of instructional hours until the end of regular instructional hours time. Headphones are only allowed in the classroom for instructional purposes, they are not allowed to be used in the classroom to listen to music.

Student Education Records

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

English.

“Education records” are those records directly related to a student and maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent 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.

Providing a student’s social security number is voluntary and will be included as part of the student’s permanent record only if provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student’s social security number or student identification number be considered directory information.

Education records are maintained in a minimum one-hour fire-safe place in the front office.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date; Name of parents/guardians;
4. Date of entry into the school;
5. Name of school previously attended
6. Courses of study and marks received
7. Data documenting a student’s progress toward the achievement of state standards and must include a student’s Oregon State Assessment results.
8. Credits earned
9. Date of withdrawal from school

A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB – Education Records/Records of Students with Disabilities.

Emergency Drills

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

Fire drills will include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year. At least two drills on earthquakes will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as , "cover and hold on" drills related to safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a safety threat. A map/diagram of the fire escape route 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.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify their 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 submitted by parents. Parents are encouraged to update this information as often as necessary.

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.

Fees

Refer to your student's main office regarding possible student body fees.

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers, and notebooks) and may be required to pay certain other fees or deposits. Any required fee may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

A written or verbal notice will be provided to the student and his/her parent(s) or guardian of the district's intent to collect fees, fines & charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma & records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

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. Parents who want to help chaperone field trips must have an approved Volunteer Application, including background check completed and given to the office two weeks before the field trip.

Fighting

The section on “Intimidation or harassment” is very clear about what will not be allowed. If a student is being harassed or intimidated, he/she or another student must report it to a teacher or an administrator immediately, rather than fighting. Students involved in a fight will be suspended from school from one to five days. In some cases, police may cite students. Any student(s) encouraging or “egging on” a fight in any manner may also be assigned consequences. Any unsafe behavior, such as “Fooling around,” or “We were just playing,” are not an acceptable explanation of physical or disruptive verbal behavior between students.

Flag Salute

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

Food and gum in the school

Gum is not allowed at school, except for special circumstances. Food, candy, and beverages (except for water in a bottle with a cap) are not generally allowed. Students may bring food or snacks to eat at snack or lunch, but they must be kept in a bag or lunch sack while they are in the classroom before lunch. Students cannot share their food with other students. There are classroom/holiday parties during the school year where students are asked to bring food to celebrate.

Freedom of Expression

Students are entitled to express their personal opinions in a lawful and orderly manner that does not disrupt the conduct of school. The use of profane or obscene language and threats of harm to persons or property are prohibited. Willful disobedience, or open defiance of a teacher or school official’s authority, is not freedom of expression and is sufficient cause for suspension from school.

Gang Activity/Secret Societies

It is the policy of this district that participation in secret fraternities or sororities in other clubs not sponsored by established agencies or organizations or in gangs is prohibited on district property or at school functions.

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on district grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, harassment, menacing, bullying, intimidation and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

Harassment Guidelines

- I. Forms of Harassment (unfair)
 - a. General Harassment: General work/school-related harassment is a form of offensive treatment or behavior, which to a reasonable person creates a hostile, intimidating or abusive work/school environment.
 - b. Offensive Treatment
 - i. Mistreatment is being cruel or thoughtless toward a person.
 - ii. Rudeness us to disregard.
 - iii. Rudeness is controlled through invalidation.
 - iv. Unfocused Rudeness: Generic comments, looks, or sounds
 - v. Conflict is an expressed struggle between at least two interdependent parties
- II. Harassment, Intimidation and bullying (unlawful)
 - a. "Harassment, intimidation or bullying" means any act that:
 - i. Substantially interferes with a student's educational benefits, opportunities or performance;
 - ii. 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;
 - iii. Has 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; or
 3. Creating a hostile educational environment, including interfering with the psychological well-being of a student; and
 - iv. May be based on, but not limited to, the protected class status of a person.
 1. "Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, marital status, familial status, source of income or disability.
 - b. "Cyberbullying" means the use of any electronic communication device to harass, intimidate or bully.

"ANY ACT"

1. **REPEATED VERBAL AGGRESSION**
 - Mocking; name calling
 - Teasing about clothes/things
 - Teasing about appearance
 - Verbal threats of aggression against things
 - Verbal threats of violence or bodily harm
2. **REPEATED PHYSICAL AGGRESSION**
 - Pushing, kicking
 - Stealing
 - Physical acts that are demeaning/humiliating
 - Physical violence
 - Threatening with weapon
3. **REPEATED INTIMIDATION**
 - Taking possessions
 - Extortion

- Threats of coercion against family/friends
 - Coercion
4. REPEATED VICIOUS SOCIAL INTIMIDATION
- Gossiping
 - Spreading rumors
 - Public humiliation
 - Malicious exclusion
 - Threatening with isolation from total peer group
 - Threatening to reveal personal information

Ways to know the difference between bullying and normal conflict:

- The student doing the bullying:
 1. Picks on their target day after day (**repetition**).
 2. The bully wins because their target is smaller, younger or less socially able to cope (**power imbalance**).
 3. The bully enjoys seeing their target afraid and upset (**intent to harm**).

Health Services

The Morrow County Health Department is available to administer immunizations, assist in clinics, distribute health materials, and to meet with discussion groups.

Head Lice

Head lice (pediculosis capitis) is a highly contagious condition. The parents of students found to have live lice, will be immediately contacted and asked to pick up their child from school. The child may not return to the classroom. Upon returning to school, the following procedure must be followed:

- An adult must accompany the child.
- The adult must describe what treatment was done.
- The child must be checked and deemed free of all live lice before granted reentry into the classroom.
- If live lice are found, the child must leave school until the condition is remedied.

Students may return to school only after being screened by the office. The principal will make the final determination about head lice.

To Access District Policies: Go to the district website at www.morrow.k12.or.us
 Then to School Board – District Policies – Board Policies Online
 Then type in Search Box: JHCCF-AR

Students Experiencing Homelessness

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

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Marie Shimer, Director of Educational Services], the district's liaison for homeless students

Homework

Homework gives each student a chance to practice and reinforce things learned in class. The amount assigned will vary depending upon the teacher and the grade level of the student. Parents should provide a quiet place at home for homework. We ask parents to reinforce good study habits, help students prioritize homework, and communicate with teachers when questions come up about homework or academic achievement. When students are absent, requests for homework should be done by 8:00 a.m. to allow teachers time to collect the work to be in the office for 3:30 p.m. pickup. We will collect assignments for students that have been absent for two or more days upon the request of a parent.

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

To access District Policies: Go to the district website www.morrow.k12.or.us

To access these policies: <https://policy.osba.org/morrow/I/IGAI%20D1.PDF>

Infection Control and Bloodborne Pathogens

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, 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 bloodborne pathogens.

Insurance

The Morrow County School District has arranged to make student insurance coverage available with a private carrier at a very reasonable cost. The insurance is available to all students on a voluntary basis. Although care is exercised to prevent accidents, neither the school board nor the school can assume responsibility for accidents or injuries to students participating in school work in the classrooms, laboratories, shop, locker rooms, physical education activities, on the stage, or at any school sponsored activity at home or away. If you need an insurance application, please see the office secretary.

Integrated Pest Management

Morrow County School District adopted IPM ORS 634.700-634.750. 9/10/2012. This plan ensures the health and safety concerns of students, staff, and community members by using low-impact pesticides for use within the IPM plan. For further information on this plan you can view our policy EBB on our website at www.morrow.k12.or.us

Intimidation, Bullying, Cyber-Bullying or Harassment

No student shall intentionally bully, harass, annoy, or alarm another person, subject another person to offensive physical contact, publicly insult another person by abusive or obscene words or gestures, or otherwise conduct him or herself in a manner likely to provoke annoyance, alarm, or a violent or disorderly response. This can happen on or off school grounds, or during other off campus school related activities which affects the educational environment of students related back in school. No student shall intentionally attempt by word, act, or conduct, to place another person in fear of imminent bodily injury; to recklessly engage in conduct which creates a substantial risk of bodily harm or injury to another person; or to intentionally cause or attempt to cause bodily pain or injury to any person. "Fooling around" or "Just playing" is not an acceptable explanation and/or excuse for this type of behavior. Any student seen harassing and/or using intimidation on any person must be reported to a teacher or an administrator immediately. This misbehavior will not be tolerated and may result in a suspension or expulsion. Sometimes harassment constitutes a citation for violation of the law in areas such as assault, disorderly conduct, menacing, etc.

To access this policy: MCSD board policy GBNA/JFCFA – Cyberbullying can be accessed through the district website: www.morrow.k12.or.us
>School Board>District Policies>Board Policies Online – then type in the search box: Cyberbullying

Bullying Behavior Chart

Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety		Social Bullying Harm to someone's group acceptance	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
LEVEL ONE					
<ul style="list-style-type: none"> • Expressing physical superiority • Blaming the victim for starting the conflict 	<ul style="list-style-type: none"> • Making threatening gestures • Defacing property • Pushing/shoving • Taking small items from others 	<ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing about possessions, clothes, physical appearance 	<ul style="list-style-type: none"> • Giving dirty looks • Holding nose or other insulting gestures 	<ul style="list-style-type: none"> • Gossiping • Starting or spreading rumors • Teasing publicly about clothes, looks, relationships with boys/girls, etc. 	<ul style="list-style-type: none"> • Ignoring someone and excluding them from a group
LEVEL TWO (some of these behaviors are against the law)					
<ul style="list-style-type: none"> • Threatening physical harm 	<ul style="list-style-type: none"> • Damaging property • Stealing • Starting fights • Scratching or biting • Pushing, tripping, or causing a fall • Assaulting 	<ul style="list-style-type: none"> • Insulting family • Harassing with phone calls • Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Defacing school work or other personal property, such as clothing, locker, or books • Saying someone is related to a person considered an enemy of this country. 	<ul style="list-style-type: none"> • Ostracizing using notes, Instant Messaging, e-mail, etc. • Posting slander in public places (such as writing derogatory comments about someone in the school bathroom) 	<ul style="list-style-type: none"> • Playing mean tricks to embarrass someone

LEVEL THREE (most of these behaviors are against the law)

<ul style="list-style-type: none"> ● Making repeated and/or graphic threats (harassing) ● Practicing extortion (such as taking lunch money) ● Threatening to keep someone silent: "If you tell, it will be a lot worse!" 	<ul style="list-style-type: none"> ● Destroying property ● Setting fires ● Physical cruelty ● Repeatedly acting in a violent, threatening manner ● Assaulting with a weapon 	<ul style="list-style-type: none"> ● Harassing you because of bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> ● Destroying personal property, such as clothing, books, jewelry ● Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> ● Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> ● Arranging public humiliation
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Source: US Department of Education. *Exploring the Nature and Prevention of Bullying*. Washington, DC: Office of Safe & Drug Free Schools.

Immunizations

No student will be allowed to enroll or continue school attendance without first presenting evidence of compliance with Oregon Revised Statutes and Oregon Administrative Rules requiring immunization.

The building administrator/designee is authorized to exclude any student from school attendance for noncompliance with the statutes and rules. The building administrator/designee will notify the parent in writing of the reason for the exclusion, stating that the student will continue to be excluded until the student has complied with the requirements. The notice will also inform the parent that a hearing will be afforded upon request.

The district will comply with the Oregon Health Services rules related to the district's immunization registry and the associated tracking and recall systems. This compliance shall include the waiver of the requirement of consent for release of information from or providing information to and the waiver of issues of confidentiality in regard to immunization records.

The policy is in effect for all students not exempted for religious or medical reasons.

Library Procedures

The library is here as an aide to student learning and as a source of leisure reading materials. The librarian makes every effort to help the students, but she needs their cooperation, too. Students may have two books checked out at any time. If they need more books, or other materials, they are to check with the librarian. Books are checked out for two weeks. Students are to check out books, magazines, etc. only in their own name, and they are to return them by the due date. Reference books are not checked out. Current magazines are to stay in the library. Students should return books and magazines to their proper place or to the circulation desk. The student is responsible for the care of all library material checked out.

The student will be charged the replacement cost of lost or damaged materials. Report cards and/or grade transcripts will be held until payment is made.

Lost and Found

Articles found in and around the school should be turned in to the office immediately. The owner may claim the property by going to the office and identifying it. Any property not claimed in a timely manner will be disposed of. Keeping “found” property might be considered theft.

Meals

Meal payment has changed for this coming school year. Many MCSD schools will be participating in the Community Eligibility Provision (CEP). For CEP eligible schools there is **NO CHARGE** for enrolled students to receive a healthy breakfast and/or lunch. Parents may not need to fill out or submit a free or reduced application for your child/children who attend depending on CEP eligibility, contact your school’s office for further information.

Breakfast: Free to all students Adults - \$3.00
Lunch: Free to all students Adults - \$ 5.00
Milk: \$.70

Students are not permitted to share food or give it away. Parents wishing to join a student for a meal should buy a meal ticket in the school office. Soda pop is not allowed as a meal time beverage. Students who bring their lunch from home should bring a beverage other than soda pop or purchase milk or juice.

To Access District Policies, go to the district website at www.morrow.k12.or.us
Then to School Board – District Policies – Board Policies Online
Then type in Search Box: EFAA-AR

Medication Policy

When a student is required to take prescription and/or nonprescription medicine at school, these requirements must be met:

1. The school receives a written parental request asking the school to comply with the physician’s order.
2. The school receives prescription medicine from the doctor indicating the student’s name; name of the medication, dosage, route, and time interval the medication is to be taken. A prescription label meets the requirements for written instructions from the physician, if the information above is included.
3. All medication to be administered by the district is to be brought to school by a parent in its original container. Medication not picked up by a parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.
4. For nonprescription medication, written instructions are required from a parent, which include the information above.
5. For prescription and nonprescription medications, the student may not have those medications in his/her possession. All medications must be taken to the office.
6. A parent should contact an administrator for details when a student must carry medication such as an inhaler for use at school or at school-sponsored activities.

To Access District Policies: Go to the district website at www.morrow.k12.or.us
Then to School Board – District Policies – Board Policies Online

Student Publications and Materials

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 and in accordance with IB - Freedom of Expression and IGDB - Student Publications K-8.

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 must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed 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, 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 or approval of the district.

Migrant Education

Morrow County School District receives federal funding for Migrant Students Title I-C services. Parents of students new to the district may be contacted by the district Migrant Recruiter and asked if they have newly moved to Morrow County and if they have sought work in a qualifying agricultural occupation. Migrant services to children will include:

1. Medical accidental insurance
2. Free Lunch program
3. Migrant educational support services during school
4. Summer School supports
5. Other parent programs supported by district Migrant Educational services

The district Migrant Director is Mrs. Marie Shimer, who can be contacted at (541) 922-4016.

Modified/ Extended Diplomas & Alternative Certificate

Our school district offers other graduation diploma programs. Parents also must consent to these programs for their student(s). Parents must notify the district in writing that they wish for their student to be entered in a modified diploma program. Students who are 18 years or older can make this decision on their own. Starting at the fifth grade, the schools must let parents know that there are other modified diploma opportunities other than the regular diploma program. You can contact the principal if you want more information on modified diplomas.

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

Physical Education

If for any reason a student cannot take part in full physical education activities, the school office must be contacted. **A note from a doctor is needed for longer times or repeated use. The note must state the reason(s) why the student is not able to participate.**

Personal Property

Large sums of money, devices and articles of real or sentimental value should not be brought to school. Bags too large to fit into a cubby are discouraged.

Roller blades and skate boarding are **not allowed** on school grounds during the school day due to safety and liability concerns.

Students assume the responsibility for loss of or damage to their personal property, electronic devices, clothing, equipment, books, or instruments. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.

Program Exemptions

The Board may excuse students from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

Student Publications and Materials Meetings, Assembly of Students, 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. On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns in accordance with Board policy IB – Freedom of Expression and IGDB – Student Publications K-8.

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 and in accordance with IB - Freedom of Expression and IGDB - Student Publications K-8.

Other 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 in compliance with board policy.

Other materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed 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, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials that 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 or approval of the district will not be allowed. All requests for such materials distribution require approval of the administration. The district may designate the time, place, and manner for distribution. If material is not approved within [48] hours of the time that it was submitted, it must be considered denied. **Receiving Stolen or Illegal Items** Students should refuse to receive and/or hold illegal items. Students should not accept or bring to school items given to them by other students. Students should share these details with parents if the event happens before school. At school, students should inform an adult immediately.

Relationships

Students are expected to observe an acceptable code of conduct at school and everywhere they represent MCSD. Students are allowed no physical contact (holding hands, grabbing, fooling around, hitting, holding, hugging, kissing, pushing, shoving, touching, wrestling, etc.) during school hours or at any school functions. Exceptions will be acceptable contact when allowed/directed to do so by a teacher or coach. Such behaviors will result in parent notification and/or consequences.

Restroom Policy

Students have time before and after school, during recess, during lunchtime, and at the teacher's discretion to use the restrooms. In case of an emergency, illness, or a medical problem, a student should let the teacher know and/or bring a note from their parent or physician indicating the problem. For safety and accountability students may not be allowed free access to restrooms and must ask permission before leaving the playground or classroom.

Restraint and Seclusion

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

Retention

For more information about retention, please contact the principal.

Rumors and Other Hurtful Talk

Rumors, gossip, and other hurtful talk get started in many different ways. Overhearing private talk, asking personal questions, and passing on information about someone without that person's permission can embarrass or hurt people's feelings. The best advice here is to ask yourself, "Is this my business?", and "Would my parents/guardians want me involved in this?" Say things that are nice about someone else or don't say anything at all. It is not your responsibility to tell someone that people are saying things about them.

Safety at School

Safety at school is the responsibility of everyone. Dangerous, threatening, or potentially dangerous situations seen or heard about should be reported immediately to an adult or via SafeOregon. If you overhear someone talking about hurting themselves or harming someone else, please tell an adult immediately. Even if you may have to share a secret, your safety and the safety of others is much more important.

Student Searches

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and 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 seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or 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, or the Student Code of Conduct or Student/Parent Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

To access District Policies: Go to the district website www.morrow.k12.or.us

To access these policies: <https://policy.osba.org/morrow/J/JFG%20G1.PDF>

Questioning of Students –

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

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

To access District Policies: Go to the district website www.morrow.k12.or.us

To access these policies: https://policy.osba.org/morrow/J/JHFE_GBNAB%20R%201%20D1.PDF

School and Community Relations

All members of the school community are expected to contribute generously to the establishment of community order in which rights and duties are effectively acknowledged and fulfilled.

A. Board Responsibility

The Board holds all school personnel, through the superintendent, responsible for the maintenance of order within the school and supports all personnel acting within the framework of district policy and administrative regulations. Full support and mutual cooperation shall be expected of all school personnel in the administration of district policy.

B. Staff Responsibilities

Staff responsibilities for school community relations include, but are not limited to, the following:

1. The administration and staff will recognize the needs and rights of individual students in managing its disciplinary program to provide a safe and productive learning environment for all students;
2. Each school will develop a student behavior management program that emphasizes positive behavior and individual responsibility. Each program will include the use of a problem-solving form and a referral form;
3. Applicable provisions of Board policies, administrative regulations and school rules including due process provisions will be outlined in each individual school's student/parent handbook.
4. District personnel will explain any policy, regulation or rule upon request;
5. District personnel will seek communication with the some regarding student's behavior and academic progress;
6. District personnel will assist parents and provide consultation and recommendations regarding student's school problems;
7. District personnel will respond in a cooperative manner with parents in working to solve student behavior and academic achievement problems.

C. Parent Responsibilities

Parent responsibilities in working with the district to promote positive school community relations include, but are not limited to, the following:

1. Parents are expected to become familiar with student handbooks in each school;
2. Parents are expected to ensure regular attendance and conformance with the rules and regulations of the school as required by state law and Board policy;
3. Parents are expected to communicate with the school when they see a student behavior or academic achievement problem developing;
4. Parents are expected to respond in a cooperative manner with the school and its staff in working to solve student management problems;
5. Parents are expected to supervise their students and support a positive attitude toward the programs of the school.

D. Student Responsibilities

Students are expected to participate in the district's efforts to promote positive school community relations. Student responsibilities include, but are not limited to, the following:

1. Students are expected to become familiar with the school handbooks;
2. Students are expected to attend school as required by state law and Board policy;
3. Students are expected to conform to the school and classroom rules, pursue educational goals and comply with the authority of teachers and administrators, as required by state law;
4. Students are expected to communicate with the staff and the administration when they recognize problems and need help solving them.

Selling, Advertising in School

According to school board policy, no ticket or raffle sales or sales of articles or services except those approved by the Student Council and/or the administration may be made on school property or at school activities. An administrator must approve any advertisements for any events, activities, or contests other than those sponsored by the school or district before they are announced or posted.

Sexual Harassment

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

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal 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 their; 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; 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 subjected 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 or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building 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.

Special Programs

ELL (English Language Learner) Students

The school provides services for bilingual students (English language learners). A student or parent with questions about these programs should contact the principal or Director of ELL services, Mrs. Marie Shimer, (541)922-4016

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

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program.

- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement.
- 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.
- How the program in which their student is or will be participating will meet the educational strengths and needs of their student.
- How such programs will specifically help their student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
- The specific exit requirements for the program, including the expected rate of transition from such programs into classrooms that are not tailored for limited English proficient students and the expected rate of graduation from secondary school for such programs.
- In the case of a student with disability, how such programs meet the objectives of the individualized education program (IEP) of the student.
- Parent rights that include written guidance:
 - o Detailing the right to have their student immediately removed from such programs upon their request.
 - o Detailing the options that parents have to decline to enroll their student in such programs or to choose another program or method of instruction, if available.
 - o Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

To Access District Policies: Go to the district website at www.morrow.k12.or.us

Then to School Board – District Policies – Board Policies Online

Then type in Search Box: IGBI

Referral for Special Education

A Referral for Special Education services may be completed by anyone concerned about the child. Referrals for Special Education may be made at any time. If a parent or guardian would like to refer their child, they should contact the school and the Special Education teacher will assist the parent or guardian in completing the referral. If the referral is made by anyone other than the parent or guardian, the parent or guardian will be contacted by the school before further action is taken.

Students with Disabilities

The school provides services for students with disabilities. A student or parent with questions should contact the Director of Special Education Programs, Mrs. Marissa Turner. (541)922-4016 Ext 2391.

Title I Services

The school provides services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or the Director of Title I services, Mrs. Marie Shimer at 541-922-4016.

Program Exemptions

The Board may excuse students from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

Talented and Gifted Program

The district serves academically talented and gifted students in grades K-12. In order to serve talented and gifted (“TAG”) students in grades K-12, the district directs the superintendent or designee to establish an identification process. See policy IGBBA – Talented and Gifted Students Identification.

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student’s assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

Spitting

Any student spitting on or at another student or on school property will be disciplined due to the seriousness of disease(s) being spread and due to the unacceptable nature of the act.

State Testing

State tests are given each year during periods of time called testing windows. Within these windows, each school determines on which days it will administer state tests.

Student Work Samples

Each student may need to complete work samples (writing, math problem solving, and speaking) in grades 3-8.

Telephone

The office phone is to be used only for school business or in case of an emergency. Students will not be allowed to use the phone unless it is an emergency. Communication concerning where and how a student is to get home, should be taken care of before school or via a note to the office. Because of the busy nature of the office, we cannot promise that such messages will be delivered to a student prior to dismissal time. Important phone messages will be taken at the office and given to the student through the student’s teacher or the student will be called to the office after school to pick it up.

Theft

Stealing or borrowing without permission is not allowed. Keeping “found” property will be considered to be theft. Theft is cause for police to be notified, suspension, and/or parents being liable for replacement or costs incurred. Students who receive property later (determined to be stolen) will receive similar penalties. Students should mark personal items to aid in recovery. **Theft or loss of property should be reported immediately.** Proof of ownership may be required.

Tobacco

Students who are in possession of tobacco will be cited by police and parents will be contacted. A tobacco violation will result in an informational workshop, Friday School or suspension.

To Access District Policies: Go to the district website at www.morrow.k12.or.us
Then to School Board – District Policies – Board Policies Online
Then type in Search Box: JFCG-AR

Transfer of Students

With the superintendent's approval, the district may grant the request of a resident student to attend another school in the district, provided the receiving school agrees to that request. Students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a safe public school in the district, including transfer to a public charter school in the district.

Transportation Services

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or others may result in the loss of district-approved transportation services.

Truancy

A student who is absent from school without a valid excuse or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, or ineligibility to participate in athletics or other activities.

Vandalism, Damage to School Property

Oregon School Law states, "No person shall willfully write, make marks, or draw obscene pictures on the walls or any other part of any schoolhouse or outbuildings or furniture thereof, or deface or damage any school building. The district school board shall prosecute any person who violates this section."

Vehicles/Bicycles/Scooters/Skateboards 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 they hold 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.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles, or skateboards, or to injuries caused in the use of them.

To Access District Policies: go to the district website at www.morrow.k12.or.us
Then under Shortcuts go to School Board – Policies – MCS D Policies Online
Then type in Search Box – JFG, JHFD

Video Surveillance (Drones)

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.

- The district shall comply with all laws pertaining to the use of surveillance 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 and on transportation vehicles.

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.

Video recordings may become 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. Video recordings may be provided to law enforcement agencies.

Visitors

For safety, state law does require that **all visitors must be cleared at the office** before going to any other part of the school during regular school hours (7:00 am to 4:00 pm). Parents and community members are encouraged and welcome to visit our school, but they must first get permission from the office. Visitors are not allowed to be on the playground during school hours, unless cleared by MCSD as a volunteer. Students from other schools may not visit school during class time.

Volunteers

Parents and patrons can be helpful volunteers in our school. The district has a Volunteer approval process that includes a volunteer application, background checks, and Safe School trainings. The school principal will talk with you, and set up a schedule for helping out within the school.

Weapons

At any time when students are subject to school rules, students shall not knowingly possess, handle, or transmit any object or instrument that can reasonably be considered a weapon and/or any object used with the threat or intent to commit bodily harm. For example, a bat is legal for use in P.E.; however, if it is used to threaten or harm someone, it becomes a weapon. Weapons also include mace, pepper spray, or any other device sold as a method of protection or as a weapon. State and federal law requires expulsion for one calendar year for weapon offenses. Law enforcement authorities will also be contacted.

Withdrawal from School

If your family is leaving this area, please inform the office as soon as possible so that the paperwork can be done before you leave. That will help the staff here, and it will make it easier and faster for you to enroll in the new school.

Any information contained in this handbook is subject to unilateral revision or elimination without notice. Morrow County School District reserves the right to make changes, update, delete or add to this handbook at any time.

Website

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

MCSD Online Policy Manual

<http://policy.osba.org/morrow/>

School Closure and Late Start Information Due to Bad Weather

In the event of hazardous weather conditions, school may be canceled or started late. School closure information will be broadcast over these radio stations:

AM stations: KORD 610, KUMA 1290, KOHU 1360, KWHT 1240, KLWJ 1090, KONA 610

FM stations: KORD 102.7, KOHU 100.5, KWHT 103.5, KQ104 104.5, KONA 105.3