

Falls City Elementary School K-8
Student/Parent Handbook



2024-2025

MISSION STATEMENT

Falls City School District provides well-rounded opportunities for students to become productive positive citizens and life-long learners.

Welcome to Falls City School District. It is our great pleasure to tell you that we have an extraordinary staff excited about working collaboratively with you to ensure that your child receives the best education possible. Our small class sizes focus on reading and math, and collaborative problem-solving opportunities enable us to provide our students with support, skills training, and academic rigor. We look forward to meeting each one of you. Please feel free to contact me by email or phone. My email is: corrine.symolon@fallscityschools.org. The phone number is 503.787.3521

Sincerely,

Corrine Symolon, Dean of Students

Approved 8/24/23

Elementary Staff List 2024-2025

Superintendent:	Cory Ellis
K-8 Principal:	Cory Ellis
Reading Specialist:	Dani Simington
Dean of Students:	Corrine Symolon
District Operations Manager:	Donna Creekmore
Facilities Manager:	John Gilbert
Transportation Manager:	Ray Morley
Special Education Director:	Stephanie McEwen
Art:	Andy Rommel
Behavior Support Lead:	Bryan Walton
Athletic Director:	Dennis Sickles
State and Federal Program Coordinator:	Amy Houghtaling
FACES Afterschool Site Coordinator:	Nicole Clark
ES Office Secretary:	Renee Smith
Athletic/Publicity/DO & HS Secretary:	Natascha Perkowski
PreK:	Bethany Cornutt
Kindergarten:	Dustin Platt
1:	Amy Camille
2:	Amy Camille
3:	Pennie Freeburg
4:	Pennie Freeburg
5:	Lynnell Van Patten
6:	Nicole Nixon
7:	Mike McDowell
8:	Whitney Francis
P.E.	Nic Jaeger
ES Special Education:	Medina Moes
Title ES Instructional Assistant:	Andy Rommel
Pre K ES Instructional Assistant:	Isabelle Michelini
RESET ES Instructional Assistant:	Yana Lynch
SPED ES Instructional Assistant:	Tami Bookey
SPED ES Instructional Assistant:	Nicole Annecharico
SPED ES Instructional Assistant:	Melodie Fournier
ES Instructional Assistant:	Dameon George
ES Instructional Assistant:	Michael Lynch
ES Instructional Assistant:	Geino Annecharico
ES Instructional Assistant:	Denise Concannon
ES Instructional Assistant:	Nikki McKee
ES Lead Instructional Assistant:	Bryan Walton
ES Night Custodian:	Alex Ogden
ES Morning Custodian:	Justin Maxfield
Food Staff:	Sharrie Inman, Dee Moore

For your information: Every Student Succeeds Act (ESSA) is a federal law. Among its many requirements it is a stipulation that all schools inform parents of their right to ask about the training and experience of personnel. If you would like information, please contact the district office at 503-787-3521.

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Non-Discrimination Policy

The Falls City School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status or sex in providing education or access to benefits of educational services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans With Disabilities Act.

The following have been designated to coordinate compliance with these legal requirements and may be contacted for information on compliance issues:

Discrimination in Employment

Administrative Assistant Discrimination in Educational Programs

Discrimination Because Of Disability

Donna Creekmore, District Operations Manager

Cory Ellis, Superintendent

Cory Ellis, Superintendent

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“SCHOOL” DEFINED: The term “school” found throughout this handbook means the entire high school and elementary school premises including the science and shop buildings, the main classroom/office building, the gymnasium, the athletic field, and all grounds and parking areas associated with these locations. “School” is conducted from 8:05 am to 3:05pm but also includes any event at any time on school grounds conducted under the auspices of Falls City School District. “School” also includes all athletic, social, and academic events conducted in association with Falls City School District, whether on campus, on the bus, at an event center, on some other campus, during a field trip, or anywhere else.

REMIND © - Communication is Important! Falls City School District # 57 uses a service called Remind to communicate announcements and emergencies to District families. We also use this App to communicate directly between teachers and families regarding your child's progress, celebrations, and class information. Remind allows you and your child's teacher to communicate directly via text, phone, or email without sharing personal phone numbers. We ask that you please download the app on your phone and join Falls City School District # 57 and your child's school (be sure to join Falls City, Oregon--there are other Falls Cities on the app). You will be automatically enrolled in your child's classes when school starts. Here's a short, helpful video: https://www.youtube.com/watch?v=W3_UQAC9hro

EMERGENCY SCHOOL CLOSURE

It may be necessary to send students home early or cancel part or all of the school day because of extreme weather conditions or other emergencies. To protect the safety of students during such time, we urge parents/guardians to do the following:

1. Choose a “second home” in the neighborhood where your child could stay in the event that you are away and school is cancelled or students are sent home early. This information must be provided to the school office.
2. Be to update phone information when you register or change numbers. Falls City uses Remind phone calling system to notify parents of all closures and late starts.

Please contact your building secretary, Renee Smith at 503-787-3521 ext. 2207 or renee.smith@fallscityschools.org to update your contact information.

Procedure for Sending Students Home Early

If weather conditions or emergency situations arise during the school day, the school district administration may send students home early. Depending on the kind of emergency, children may be kept at school until conditions improve, or they may be sent home directly. The safety of students will be the deciding factor.

If parents wish to come to school personally to pick up their child, they must check in with the school office before going to the classroom.

Delayed Morning Opening or Cancellation of the School Day

Emergency conditions may occur during the night or prior to the beginning of the school day. If such circumstances indicate hazardous road conditions for school buses, the school administration will usually make one of two decisions:

1. Cancel the entire school day including all bus transportation and all school sponsored events, or
2. Delay the opening of school and bus service for one or two hours. If road conditions do not improve at that time, the remainder of the school day will also be cancelled. We will send a Remind message and post to social media in the even school is postponed or canceled.

TELEPHONING THE SCHOOL

PLEASE do not call the school during such times except in extreme emergencies. Such a large volume of calls floods telephone lines making it impossible for the school to use the telephone for school emergencies. It also exceeds our capacity to answer all calls.

VISITORS

Parents and other district citizens are encouraged to visit Falls City Schools to observe the work of students, teachers, and other employees. To minimize disruptions to learning activities, visitors are requested to make advance arrangements for visits to instructional programs.

To ensure school security, all visitors must sign in at the school office upon entering the building. The visitor will then receive a visitor's pass giving them authorization to visit elsewhere in the building. Expectations for visitors include participation in class only, at the direction of the teacher, sitting in a location designated by the teacher and minimizing any distraction, which may detract from the learning environment. A visitor's length of stay is ultimately the discretion of the teacher.

Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Police will be called if the situation warrants such measures.

Students will not be permitted to bring visitors to school.
(Board Policy Code: KK)

ACADEMIC INFORMATION

QUALITY OF OUR INSTRUCTION

The quality of our instruction and our success at guiding the learning experience for each of our students is of greatest importance to the school staff. This experience in learning requires cooperation from all students in the following:

1. Attendance
2. Participation in all classroom instruction
3. Completion of practice work
4. Meeting Common Core Standards

TALENTED AND GIFTED

In accordance with ORS 581-22-403, Falls City School District identifies and provides services for students with exceptional academic talents or intellectual gifts. Our goal is to provide appropriate educational programs and services through instructional, curricular, and administrative modifications to create educational opportunities for TAG students, which will maximize their potential.

STUDENT RIGHTS AND RESPONSIBILITIES

The board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. With these rights come responsibilities that must be assumed by students.

Rights	Responsibilities
★ Civil rights, including equal educational opportunity and freedom from discrimination.	★ Do not discriminate against others.
★ Due process of law with respect to suspension, expulsion, and decisions that the student believes injure his/her rights.	★ Attend school regularly and observe school rules essential for permitting others to learn at school.
★ Free inquiry and expression.	★ Observe reasonable rules or legal precedents regarding student rights.
★ Privacy, including the student's school records.	★ Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
★ Have access to student's own records within appropriate guidelines.	★ Strive for academic growth.
★ Study and learn in a positive atmosphere free from verbal and physical threats and harm.	★ Have proper conduct on school grounds, school buses, at bus stops, at any school related activity, and in the classroom, so as not to interfere with the rights of other students to learn.
★ Receive fair discipline without discrimination in every aspect of the educational system.	★ Follow discipline guidelines presented in this handbook.

★ Discuss educational concerns with teachers and other school staff.	★ Discuss educational concerns with teachers and other school staff.
★ Receive a copy of this handbook.	★ Be familiar with handbook and know the behavior standards and consequences for misbehavior.

Student's rights and responsibilities, including standards of conduct, will be made available to students and their parents through information distributed annually. (*Board Policy Code: JF/JFA*)

GENERAL STUDENT INFORMATION

NAME AND COLORS

The Associated Student Body of Falls City Schools shall be the name of this organization. Its colors are purple and gold. The mascot is MOUNTAINEERS.

BUSES/TRANSPORTATION

For all bus information and concerns please contact Ray Morley, Transportation Director at ray.morley@fallscityschools.org

School Bus Rules

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in the case of an emergency.
4. Pupils shall be on time for the bus, both morning and afternoon.
5. Pupils shall not bring animals, firearms, weapons, drugs, alcohol, drug paraphernalia or other potentially hazardous objects onto the bus.
6. Pupils shall remain seated while the bus is in motion.
7. The bus driver may assign pupils bus seats.
8. When necessary to cross the road, pupils shall cross in front of the bus, or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or head through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or at school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and to passers-by.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Bus Rule Violations (per school year)

First Citation (Warning): The driver verbally re-states behavior expectations and issues a warning citation.

Second Citation: Parents contacted. Written citation signed by principal and parent. Conference with student, parent, driver, and principal may be required.

Third Citation: Two (2) day suspension from riding the bus; conference with student, parent, driver and principal before riding privilege will be restored.

Fourth Citation: Five (5) day suspension from riding the bus; riding privilege may be restored following a conference with student, parent, driver and principal.

Fifth Citation: Indefinite suspension from riding the bus. Student, parent, driver and principal conference will be held. This citation may result in a transportation suspension for the rest of the year.

NOTE: 1) CONSEQUENCES MAY BE ASSIGNED OUT OF THE ABOVE ORDER IF THE INFRACTION IS SEVERE.

2) SEVERE INFRACTIONS MAY RESULT IN SUSPENSION FROM SCHOOL.

OTHER TRANSPORTATION

Walkers, Bike Riders, and Others

Students are asked to proceed to school and home as safely and directly as possible. They must obey all traffic and trespassing laws and cross at designated crosswalks.

Bicycle Safety

Students who ride a bike to school must park it in the rack upon arrival to school. All students riding bikes must obey the laws of the road and wear a helmet (ORS 414.486). All students are to leave the bicycles alone during the school day. Bikes should be locked. The District does not accept responsibility for stolen bicycles or their parts.

NEW Parent Drop-off/Pick-up

Please approach Falls City Elementary from the west along Prospect Avenue during morning drop-off and afternoon pickup. Please have your child/ren ready to unload on the passenger (right) side of your vehicle or be picked up on the right side of the vehicle. To create better safety, we have created a “loading zone” along the front of the elementary. Please pull up to a cone and allow your child to be dropped off or picked up from there each day. Please use caution and patience around all District schools. Students sometimes move quickly and unpredictably. Thank you for your help.

Lunchtime

FCES students may NOT leave campus during lunch.

LUNCHROOM RULES AND EXPECTATIONS

Rules and Expectations

1. **Be Safe:** Refrain from horseplay or other activities that would be unsafe.
2. **Be Respectful:** Treat everyone with courtesy and respect.
3. **Be Responsible:** Use garbage cans provided in the lunchroom and around the outside of the school for all trash and litter. If you spill something, clean it up.

Drinks and Snacks

During the school day, students are welcome to bring a water bottle to class. No other drinks are allowed in the classrooms. Students are not allowed to bring or consume energy drinks or caffeinated beverages on campus. All food and candy wrappers should be disposed of in garbage cans. If you need a snack, you may bring a healthy one from home and most classrooms provide a healthy snack during the day. Occasionally there may be an exception to this for planned classroom events.

ASSEMBLIES

Falls City Schools will have regular assemblies on various topics and activities. Students are expected to attend assemblies unless excused by a teacher or administrator. Appropriate, courteous behavior is always expected. Good assembly behavior requires that the audience be attentive and quiet, and treat the speaker with proper respect, regardless of the quality of the program. Disruptive behavior during assemblies may result in suspension from all assemblies or other disciplinary procedures.

CARE OF SCHOOL PROPERTY BY STUDENTS

It is each student's responsibility to show respect for all school property. Any student who willfully damages or defaces school property will be disciplined to the extent allowed by law and Board policy.

The Board declares its intent to hold students and their parents responsible for loss or damage of district property. (*Board Policy Code: JFCB*)

DRESS AND GROOMING

Student dress is expected to be clean, in good taste, and appropriate to a school setting. The dress code is based upon the fact that clothing worn by students does not detract from the academic atmosphere or have the potential to create a safety hazard. Footwear must be always worn. Inappropriate clothing, decorations or items will need to be removed immediately. The following is a partial list of items, attire, and dress styles that are not allowed in Falls City Schools, or in connection with school-sponsored extracurricular activities.

1. Clothing or material, which advertise or represents tobacco, alcohol, or any controlled substances (through word or design).
2. Clothing or items, which contain inappropriate: language, profanity, or obscenity, sexual, gang affiliation, gender messages, or racial references (through word or design). (Clothing and jewelry shall be free of writing, pictures, or any other insignias which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing may not depict bombs, weapons, or illegal acts, or religious prejudice, unlawful acts, or tobacco, drugs or alcohol are prohibited.)
3. Brief and revealing clothing are not appropriate apparel in school. (Students shall not wear, halter-tops, garments with strapless garments, or large arm holes. Half shirts or muscle shirts are not allowed. Garments that are see-through, cut low, or expose one's midriff or under garments while the wearer is engaged in normal activity are not acceptable.)
4. Pants must be worn with no visible undergarment (no sagging pants).
5. Clothing intended to be worn as undergarments may not be worn as outer garments. No undergarments shall be exposed.
6. Shorts, skirts and dresses maybe worn with no visible undergarments.
7. Attire that may be used as a weapon may not be worn. Metal-studded collars, armbands, wristbands, and/or metal-studded clothing are not permitted.
8. Gang-related apparel or paraphernalia, including symbols, emblems, insignias, or any other gang identifiers, may not be worn or displayed.
9. Hoods or any item that covers the student's face and/or ears must be taken down when inside the building.

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent/guardian, person in parental relationship, or school official.

PHYSICAL RESTRAINT AND REMOVAL

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming self, others, or doing harm to district property. Physical force shall not be used to discipline or punish a student.

(Board Policy Code: JGA)

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district. An alternative program or activity for credit may be provided. All requests for program exemptions must be directed to the principal by the parent, must be in writing, and must include the specific reasons for the request.

LOST AND FOUND

Lost and found items are kept in a designated area. If you find an item that does not belong to you, please turn it into the office or put it in the lost and found rack. Lost and found items that are not collected by the end of each semester will be donated to a local organization.

TELEPHONE USE BY STUDENTS

The telephone in the office is available for student use ONLY WITH PERMISSION FROM OFFICE PERSONNEL. Please keep calls brief to avoid tying up the phone line for long periods.

ELECTRONICS, CELL PHONE AND LASER POINTERS

If misused, laser pointers may cause damage to the retina and loss of vision. They are not allowed for student use.

Students are not permitted to use personal electronics or cell phones at school. Cell phones are considered a distraction if it is not turned off and put away while in the school building during school hours. They need to be turned off and put away during school hours. If it has been determined by administration that cell phones were being used by the student during the school day, they will be taken, and parent notification will be made. If there are repeated infractions of cell phone use, parent pick-up may be required, and a student consequence could occur.

1st offense – student may pick up item at end of day from administration.

2nd offense – item must be picked up by parent

3rd offense – student and parent must meet with administration to discuss additional consequences.

The Falls City School District will not be responsible for any damage to, or loss of such equipment brought to school.

SCHOOL OFFICE

The school office is available to help students. Students are reminded that the office is a place of business and is not to be used for social purposes. The office is open from 7:30 am to 3:30 pm but may only be accessed with approval from the secretary and with a pass from a teacher.

ILLNESS/MEDICATIONS

If a student becomes ill or is injured while in school, efforts will be made to contact the parent or guardian to take the student to his/her home, or to get necessary medical help if the parent or guardian cannot be contacted. The health room, located on the first floor, is a temporary waiting place for students to rest until parents can be notified and the student is picked up. The health room is not a place where ill students can wait until they are feeling better. Students are to report to the office before going to the health room.

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication signed by the parent along with information as outlined below. If the parent does not provide the required information, the school personnel will notify the parent on the day the request to administer has been received that medication will not be administered until all requirements have been met. In case of an emergency the administrator will contact the school nurse and/or physician.

Administration of prescription medication requirements:

1. Physician's written instructions to include name of medication, dosage, time interval and method of administration.
2. Medication in original container.
3. Container label clearly showing the students and doctor's name and instructions (either on label or separate communication from physician).

Administration of over-the-counter medication requirements:

1. Parent's written instructions.
2. Physician's written instructions only if other than instructed on the box.
3. Medication in original container.

Over-the-counter medication may include, but is not limited to: vitamins, food supplements, eye/ear/nose drops, inhalants, aspirin, cough drops, and antacids.

All medications will be kept in the office in a locked cupboard, drawer, or safe, unless a student *must* carry the medication on his/her person during the school day. A written statement signed by the physician and parent must be provided that instructs the school to allow a student to carry medication.

Students who are emancipated or allowed by statute to self-medicate for sexually transmitted diseases without parent permission must provide a physician's written statement that declares self-medication is needed. Otherwise only designated school employees may administer medications.

Each time medication is administered, a record noting date, time, amount, and name of person administering medication will be made.

Teachers will assist students in remembering when a medication is to be administered. Parents will be notified if a student refuses medication. Notification will be made on the day of the student's refusal. (*Board Policy Code: JHCD*)

Please call Renee Smith at 503-787-3521 ext. 2207 or at renee.smith@fallscityschools.org for assistance in your child's medical needs.

HIV/AIDS/OTHER COMMUNICABLE AND BLOOD BORNE DISEASES

Basic assumptions

1. All students in Oregon have a constitutional right to a free public education.
2. Because of ways the disease is transmitted, most students with an HIV infection pose no health risk if appropriate procedures are followed.
3. As a general rule, an infected student is entitled to remain in a regular classroom setting, be eligible for all rights, privileges, and services privileged by law and Board policy.
4. Decisions regarding educational programs and school attendance will be made on a case-by-case basis, taking into consideration all available information on the immediate case.

The need for confidentiality is paramount because of the potential for social isolation should a student's condition become known to others. (*Board Policy Code: JHCC-AR*)

The district will adhere strictly in policies and procedures to the Oregon Revised Statutes Policy regarding HIV+ Students 6 Years & Older and Without Special Needs: The District will adhere strictly in politics and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV.

The district recognizes a student (parent) has no obligation to inform the district of an HIV+ condition, and that the student has a right to attend school.

If the district is informed, written guidelines shall be requested of the student (parent). These guidelines shall include who may have the information, which information will be given, how the information will be given, and where and when the information will be given.

When informed of the infection, and with written permission from the student (parent), the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk, as well as any modification of activities. The team shall continue to monitor the student's condition.

Notification of alternative educational programs shall be made if an HIV+ student withdraws from school. (*Board Policy Code: JHCCA*)

Policy Regarding HIV+ Students Under 6 Years, HIV+ Special Needs Students and All Students with AIDS: The district shall adhere strictly in policies and procedures to the Oregon Revised Statutes and Oregon Administrative Rules as they relate to a student infected with HIV or AIDS.

The district recognizes a student (parent) has no obligation to report an HIV+ condition or an AIDS diagnosis to the school district. The district also recognizes the student's legal right to attend school. The school superintendent shall be notified if the parent wishes to continue educational services.

If the district is informed, written guidelines shall be requested of the student (parent). These guidelines shall include who may have the student information, which information will be given, how the information will be given, and where and when the information will be given.

After the Oregon Health Division or local health department evaluates the child's risks to others, including any restrictions that may be required, this condition will be reported by the parents to the district.

When informed, and with written permission from the student (parent), the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. Monitoring of the student's condition shall be included.

If the parent or student does not notify the school district, the Oregon Health Division or local health department will issue an order to exclude the child from school, or the student (parent) may voluntarily withdraw from school. In either case, the district will notify the student and parent of alternative education programs. (*Board Policy Code: JHCCB*)

Communicable Diseases

The Falls City School District follows both state and local health authorities' rules and regulations pertaining to communicable diseases. A student with certain diseases is not allowed to attend school while the disease is contagious. Please look on the school website for current guidance on sick protocol at Falls City.

Blood Borne Diseases

The Falls City School District always uses universally recognized precautions for infection control. Each staff member and student are therefore treated as though an HIV, AIDS, or Hepatitis B infection exists. The district has an exposure control plan that is on file in each school office.

The staff has had, and has yearly, in-service training regarding infection control. First aid kits are readily available in both schools, and in all district vehicles. Correct procedures for cleaning up and disposal of body fluid spills are strictly followed.

HAZING/HARASSMENT

Hazing, harassment, intimidation, or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion, or referral to law enforcement officials.

Threats of physical violence are not appropriate at any time and are considered a serious violation of behavior expectations. Any student who threatens to physically injure another student or staff member will be subject to serious disciplinary consequences including suspension or expulsion and referral to law enforcement officials. (*Board Policy Code: JFCF*)

For any questions about hazing or harassment behaviors please contact either Corrine Symolon, Dean of Students at corrine.symolon@fallscityschools.org.

BULLYING DEFINITIONS

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time.

The Board and administration of Falls City School District are firmly committed to not tolerating bullying in the school district. Students who engage in bullying other students may receive discipline consequences up to and including out-of-school suspension, loss of privileges including sports and activities participation, and community services activities.

A. Definition of Bullying

1. Bullying involves an imbalance of power, such as popularity, physical strength, or access to embarrassing information. This power is used to control or harm others. Power imbalances do change over time and in different situations.
2. Bullying behaviors happen more than once or have the potential to happen more than once.

B. Types of Bullying

- 1) Verbal bullying: writing or saying mean things, including
 - a) Teasing
 - b) Name calling
 - c) Inappropriate sexual remarks
 - d) Taunting
 - e) Threatening to cause harm
- 2) Social bullying: involves hurting someone's reputation or relationships, including
 - a) Leaving someone out on purpose
 - b) Telling other students not to be friends with someone
 - c) Spreading rumors about someone
 - d) Embarrassing someone in public
 - e) Making false accusations

- 3) **Physical Bullying:** hurting a person's body or possessions including
 - a) Hitting, kicking, punching
 - b) Spitting or biting
 - c) Tripping, pushing
 - d) Taking or breaking someone's things
 - e) Making rude or mean hand gestures

C. Where and when bullying happens

- a) During or after school hours
- b) In school and on the playground
- c) Traveling to and from school, either walking or riding the bus
- d) In the neighborhood
- e.) On the Internet
- f.) Social Media via cellphones

adapted from the website www.stopbullying.gov

For any questions about bullying behaviors please contact either Corrine Symolon, Dean of Students at corrine.symolon@fallscityschools.org.

SEXUAL HARASSMENT

Falls City School District is committed to maintaining a learning environment that is free of sexual harassment.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature made by a member of the staff to a student, or by a student to another student.

Any student who is subject to, or knows of, sexual harassment should immediately notify contact either Corrine Symolon, Dean of Students at corrine.symolon@fallscityschools.org or Cory Ellis, Superintendent at cory.ellis@fallscityschools.org. All complaints will be promptly and thoroughly investigated.

Sexual Harassment Complaint Procedure

Any student who believes he/she has been subjected to sexual harassment should immediately report the incident to a staff member, counselor, or administrator. All reported incidents will be documented and forwarded to the superintendent. The superintendent will investigate the complaint and respond to the complainant by scheduling a conference within seven (7) calendar days. A written response will be issued. If this reply is not acceptable to the complainant, he/she may file a formal complaint according to the steps below.

STEP 1. If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the Board. The appeal should be filed within seven (7) calendar days of receipt of the superintendent's decision.

STEP 2. The Board will consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within fourteen (14) calendar days after the Board meeting.

STEP 3. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174- 1099.

Changes to the above procedure may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment

STUDENT BEHAVIOR

For any questions about behaviors or dispositions about behaviors please contact either Corrine Symolon, Dean of Students at corrine.symolon@fallscityschools.org.

STUDENT CONDUCT

The Falls City School Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner during the school day or during school-sponsored activities. This conduct applies to students in route to and from school and school-sponsored activities.

Careful attention is given to procedures used to assure fairness and consistency in discipline to all students. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate. *(Board Policy Code: JFC) (See page 13 for additional penalties including potential suspension by DMV for driving privileges.)*

Every Student Belongs (Board Policy Code: ACB)

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. All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin. All visitors are entitled to participate in a school or educational environment that is 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.

Students shall be subject to discipline, suspension, or expulsion for misconduct including, but not limited to:

1. Obscene, vulgar or abusive language or actions either aimed directly at any person or expressed in a general way which either creates a disturbance or interferes with the teaching/learning process. *(ie: behaving in an unlawful manner or engaged in inappropriate internet/electronic communications)* This definition shall also include profanities.
2. Harm or bodily injury, other than accidental, to any person or serious threat of harm or bodily injury.
3. Deliberate or willful damage or destruction or theft of school property or the personal property of others.
4. Willful disobedience or open defiance of the lawful and reasonable request of a licensed staff member, a classified staff member acting within the scope of his/her duties, or other designated supervisor acting within the scope of his/her assignment.
5. Inappropriate dress and/or grooming which may disrupt the learning process, affect the individual student, other students or the learning climate of the school.

6. Other actions which may significantly endanger the health and/or safety of others or which result in the material interference with the teaching/learning process or environment.
7. Engaging in actions that are unlawful under the various statutes of the federal, state, county or local governments.
8. Possession or use of alcoholic beverages, tobacco or illegal substances.
9. Possession or use of weapons including, but not limited to: firearms; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs; or anything fashioned with the intent to harm. (*Board Policy Code: JFC-AR*)

WEAPONS IN THE SCHOOLS

1. Weapons are forbidden on school property and at school-sponsored activities regardless of location. Any student who possesses a weapon on school property or at any school-sponsored activity may be expelled for a period of not less than one year. Upon appeal, the superintendent may modify the expulsion requirement on a case-by-case basis. Students with disabilities will continue to be disciplined consistent with district discipline procedures. When weapons are taken from students, this will be reported to their parents and may be reported to law enforcement.
2. Weapons shall include but not be limited to: firearms, metal knuckles, straight razors and explosives. Other items which could be used, to sell, harm, threaten or harass students, staff, parents or patrons may be treated as weapons in the scope of this policy, including but not limited to: knives; drugs; and noxious, irritating or poisonous gases. The term “firearm” includes any weapon that will or may be converted to expel a projectile by action of an explosive. Firearms include, but are not limited to: the frame of a weapon; firearm muffler or silencer; explosive, incendiary or poisonous gas; bomb, grenade, rocket, missile, or mine, with a propellant charge of more than four ounces or an explosive charge of more than one-quarter ounce. Firearms include guns of all kinds, including starter pistols, and parts of weapons which may be readily assembled.
3. In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Administrators shall promptly notify the appropriate law enforcement agency. Employees who report directly to law enforcement shall also immediately inform an administrator.
4. Weapons under the control of law enforcement personnel are permitted on school property. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

K – 4 Behavior Levels

Level 1 – Teacher/Staff Redirection

Immediate and appropriate classroom consequences, including: verbal redirection; verbal warnings, time-outs; conferences; behavior contracts; and, parent contacts. (After 3 warnings the level of response increases to major)

Level 2 – Lunch Detention

A 30-minute detention will be assigned by teacher/staff member for minor behavior infractions and be served during the student's assigned lunch. Students will eat their lunch in the detention room. Parents will be notified via the student copy of the detention slip. If the detention rules are not followed, the student may receive one additional day of lunch detention or further consequences. Excessive lunch detentions will result in moving up to the next level of behavior consequences.

Level 3 – After School Detention (30 or 60 Minutes)

A 30-minute or 60-minute detention will be assigned by teacher/staff member for repeated minor misbehavior. After-school detention will be served from 3:15-3:45 p.m. on the day following the infraction. Parents will be notified by detention slips and /or phone contacts. Excessive after-school detentions will result in moving up to the next level of behavior consequences.

Levels 1 – 3 target minor misbehaviors as described below:

Type of minor misbehavior	Behavior that earns detention	Appropriate behavior choices
Defiance/Disrespect/ Non-compliance	Refusing to follow directions or complete class work.	Follow directions of the teacher the first time given; be on time and prepared to learn.
Disruption – minor	Any behavior interfering with the teaching and learning process.	Be on task and appropriately participate in the learning process.
Dress Code Violation	Wearing inappropriate or unsafe clothing, accessories, and attire.	Wear modest clean clothing and attire that does not present a safety hazard or disrupt the educational process.
Inappropriate Language	Using anything other than G-rated language. Putting others down, talking back, name calling.	Use kind and appropriate words and actions.
Other Classroom Rule Violations	Not following classroom specific expectations (May vary in classrooms)	Follow classroom specific expectations. (May vary in classrooms)
Physical Contact/Aggression & Unsafe behavior	Horse playing, running, throwing objects, holding hands, hugging w/o consent.	Walk and keep hands, feet, body and objects to self.
Property Misuse	Damaging property; using it without permission or in an unsafe manner.	Take proper care of property belonging to others, the school, or yourself.
Inappropriate location/Out of bounds	Being outside of student designated areas without permission	Keep hands, feet, body and objects to self.
Lying/Cheating	Being untruthful or misleading; falsifying or presenting another's work as your own.	Be honest.

Level 4 – Office Referral

Student's receiving an office referral may be assigned by FCES administration to out-of-school suspension for major misbehaviors and/or patterns of repeated minor misbehaviors. ISS will be assigned for a minimum of one class period and up to several consecutive full school days. Parents will be notified by phone and/or mail when their child has been assigned in-school suspension and may be required to meet with school administration. If a student fails to follow the ISS rules, they may be assigned out-of-school suspension, and/or repeat a day of ISS up on return to school.

FCSD Administration may modify consequences based upon severity of misbehavior or unique circumstances

Levels 4 – 6 target major misbehaviors as described below:

Type of major misbehavior	Behavior that earns an Office Referral	Appropriate behavior choices
Abusive Language/Inappropriate Language/Profanity	Using profane or hurtful words towards peers or adults.	Use kind and appropriate language.
Arson	Intentionally or accidentally lighting something on fire	Take proper care of school, personal and other's property.
Bomb Threat/False Alarm	Intentionally or accidentally lighting something on fire.	Show respect for the safety of others.
Defiance/Disrespect/Insubordination/Noncompliance	Disobeying or defying the lawful authority of school personnel.	Follow the directions of all school adults the first time given.
Disruption – Major	Using words or actions that stop the teaching and learning process in the school.	Appropriately support and participate in the learning process.
Fighting/Physical Aggression	Intentionally or attempting to cause physical harm.	Keep hands, feet, body, and objects to self.
Forgery/Theft	Taking the property of others; falsifying the identity of others.	Respect the property of others.
Gang affiliation/Display	Affiliating or displaying affiliation with a secret society within a public school – see District Code of Conduct	Use appropriate words and actions in peer relationships to support respect and safety.
Harassment/Bullying	Using any form of communication or actions that intimidates, harasses, or otherwise intended to harm another in a deliberate and unwanted manner.	Use words and actions that create a safe and positive learning environment.
Inappropriate display of affection	Participating in or displaying any sexually explicit behavior.	Keep hands, feet, body, and objects to self.
Property damage/Vandalism	Willfully damaging the property of others or the school.	Respect the property of others and keep the school clean.
Skipping	Deliberately missing a class or a portion of a class.	Be on time and prepared to learn.
Technology violation	Using school or personal technology to access or send inappropriate messages and materials.	Use technology for designated educational purposes.

Truancy	Deliberately missing all or part of a school day.	Attend school on a regular basis in accordance with attendance policy.
Use or possession of alcohol, tobacco, or drugs.	Using, possessing, or distributing alcohol, tobacco products, or drugs – illegal, prescription, or over-the-counter medications.	Follow school expectations for personal and school-wide safety.
Use or possession of combustibles	Using, possessing or distributing any combustible item or substance – i.e. matches, lighters, etc.	Follow school expectations for personal and school-wide safety.
Use or possession of weapons	Using or possessing an item which could reasonable be considered a weapon or is readily capable of causing death or serious injury.	Follow school expectations for personal and school-wide safety.
Repeated major misbehaviors	Failing to change behavior after additional levels of consequences.	Change behavior after redirection and with additional behavior support.
Making False Accusations	Falsely accusing another person of violating a rule or law; making an untrue allegation that results in investigation of or discipline of another person.	Only report incidents that are true and be honest about all information and details.

ATTENDANCE

Both the Falls City School Board and the State of Oregon consider regular attendance essential for educational success. All students are expected to attend school as required by law and by Board Policy. **Excessive absences may result in denial of credit** (*Board Policy Code: IKAD*).

Oregon School Law 339.010 requires all children between the ages of 7 and 18 to regularly attend school unless they have completed the 12th grade or have legally been exempted from attendance. *Parents have the responsibility under the law to maintain their child in regular school attendance at the designated school within the attendance area. (ORS 339.020)*

A district must admit an otherwise eligible person who has not yet attained 21 years of age if the person is shown to need additional education in order to receive a diploma or is receiving special education and has not yet received a regular high school diploma.

The school principal is responsible for assessing and acting upon requests for students to be excused. The principal has the authority to excuse students for absences due to illness, educational/occupational interviews, quarantine, bereavement or serious illness in the family, inclement weather, religious instruction, or emergencies. Physicians, psychiatrists, psychologists, dentists, and other similar professionals may request permission for students' excused absences.

Students may be excused on a limited basis from a particular preplanned classroom activity or from selected portions of the established curriculum based on personal, religious or ethnic considerations. A student who is excused is still expected to fulfill school and teacher requirements.

Violations of the attendance law are punishable, upon conviction, by a fine of not more than \$150 or by imprisonment in the county jail for not more than 30 days or both.

Excused Absences

Absences will be excused for the following reasons (ORS 339.065)

- Illness
- Illness or death of a family member
- Medical/dental appointment
- Emergency
- Authorized school activity
- Approved pre-arranged absence

Unexcused Absences

The following absences will be considered unexcused:

- Unless pre-arranged, absences for reasons not stated in Oregon law or board policy
- Absences where *NO NOTE* is brought in within three (3) days
- Truancy or cutting class
- Oversleeping
- Shopping/haircut appointments
- Birthdays or other celebrations

Excused Absence Without Prior Notice

When the student returns to school, he/she should report to the office with a note from the parent or guardian. If no note has been received, the absence will be entered into the computer as unexcused. The note should contain the following information:

- Date
- Student's name
- Date(s) and/or time of student absence
- Reason for absence
- Parent or guardian signature

Students, at the request of the school administration, may be asked, at any time, to bring a doctor's excuse upon return to school.

An absence must be cleared as excused within three (3) school days in writing. If the parent or guardian does not contact the school to clear the absence, the student's absence will remain on their record as unexcused.

Pre-arranged Absences: are excused if the student has carried a request for class work to each class prior to the absence. Teachers may or may not assign work for each class.

Activity Absence: Students participating in a school activity/field trip will be marked as having an excused absence after the attending coach/teacher turns the slip into the office. The student must be on the eligible list to attend. (See eligibility guidelines).

Leaving School: Students who leave school during class hours must check out at the office, and must receive approval to leave school from the office.

Tardiness: Students are considered tardy to school after 8:05 a.m. Students are expected to be in the classroom by the beginning of every period. Being on time is essential for a student's success in school.

Tardiness interrupts instruction and shortchanges the educational process for all students. A student is tardy who is not inside the classroom and on the way to his/her seat. *Consequences resulting from one or more tardies are at the discretion of the teacher and may include after school detention or loss of grade points.* ORS 339.250 (8) states, “a school district may require a student to attend school during non-school hours as an alternative to suspension”.

Please call Renee Smith at 503-787-3521 ext. 2207 or at renee.smith@fallscityschools.org or your classroom teacher for assistance in your child’s attendance questions.

EXPULSION

An administrator, after reviewing available information, may recommend that a student be expelled.

No student may be expelled without a hearing unless the student’s parents, or if the student is 18 years of age, or the parent or 18 year old student waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agrees to abide by the findings of a hearings officer.

1. Notice of the charges and the specific facts that support them shall be given to the student and the parent/guardian by personal service or certified mail.
2. When notice is sent to a parent/guardian by certified mail the notice shall be mailed at least five (5) days before the date of the hearing.
3. Notice will contain a statement regarding the student’s right to counsel.
4. When the student or student’s parent cannot understand the spoken English language, the district shall provide an interpreter.
5. A hearing will be held to determine if the student is to be expelled, or if appropriate, what other action will be taken in lieu of expulsion.

Expulsion hearing procedure

1. The superintendent may act as hearings officer for the school board. The district may appoint an individual who is not employed by the district to serve as hearings officer. Student expulsion hearings will be conducted pursuant to ORS 332.061.
2. The student may have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school district’s attorney may be present.
3. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits.
4. The student shall be permitted to be present and hear the evidence presented by the district.
5. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include relevant past history and student records. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer’s decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the board, the student and the student’s parents or guardians at the same time.
6. The hearings officer or the student may make a recording of the hearing.
7. The decision of the hearings officer is final. However, this decision may be appealed to the Board. The Board will affirm, modify or reverse the decision of the hearings officer. Parents of students who wish to appeal the hearings officer’s decision will have the opportunity to be heard at the time the Board reviews the decision.
8. Expulsion hearings will be conducted in private and Board review of the hearings officer’s decision will be conducted in executive session unless the student or the student’s parent request a public hearing. If the

Board or a private hearing by the hearings officer holds an executive session, the following will not be made public:

- A. The name of the minor student
- B. The issues involved
- C. The discussion
- D. The vote of Board members, which may be taken in executive session

Prior to expulsion, the district will present, in writing, alternative educational programs to the student. (*Board Policy Code: JGE*)

DISCIPLINE REFERRALS

If a student's behavior violates classroom and/or school rules, the student may be referred to the office or Reset Room (removed from the classroom) at the teacher's discretion. This action may result in an "discipline referral" being filed by the teacher and/or other staff members.

If a student is sent to the office, an "incident report" (referral) will be filed in the office by the end of the day. Administration will conduct a follow up interview with the student and assign a consequence. This may include a written apology, time spent in the office, individualized instruction, detention, loss of privileges, in-school suspension, out-of-school suspension, conference with parents, Friday School, or expulsion.

STUDENT EXCLUDED FROM REGULAR INSTRUCTION

- Students excluded from instruction will consult with administration, student, and teacher as soon as the teacher and administrator can schedule it.
- Current, point-accumulating work will be sent with the student when that student must be excluded from any classroom.
- Not benefiting from classroom instruction is not a basis for exclusion, rather be communicated to our behavior health counselor, and team so that we can become involved in the problem.
- A lack of success with integrating a student back into the classroom, for whatever reason, will result in a phone call from the school staff to the parent, and one of the things that will be discussed (along with enlisting the involvement and support from home) will be the expectation for a parent/teacher/counselor/administrator conference. In that meeting the focus should be prepared for strategies to try, including (but not required), a behavior contract for the student that all will sign off on, and an understanding that if such strategies do not work, an alternative placement in a different school or setting may occur (this procedure is supported by board policy and administrative rule).

FREEDOM OF EXPRESSION

One of the basic purposes of education is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the 1st and 14th Amendments of the United States Constitution. Student citizens have limited rights of free expression and must bear responsibility for the consequences of and are responsible for such expressions. The matter of free expression for students, however, must be viewed as a part of the learning process in the public school environment, and must be balanced against the school's duty to educate pupils in a decent, orderly and safe fashion to protect the rights of all students. The district's obligation to protect the rights of expression is always based in and guided by current state and federal law.

Student rights of free expression:

1. Students are entitled to express their personal opinions under reasonable circumstances.
2. Students are encouraged to express personal opinions and writings in school publications and participate in publishing school publications under school guidance.
3. Students may refuse to participate in patriotic exercises as long as the manner of such nonparticipation does not disrupt the educational process.
4. Students may wear certain distinctive insignias so long as they do not trespass on the rights of others or interfere with the orderly operation or conduct of the school.

Student responsibilities of free expression:

1. The use of obscenities and threats of harm to person or property are prohibited.
2. Students are encouraged to express personal opinions in writings in school publications. Students must assume responsibility for materials they have written.
3. Libelous and obscene matters are prohibited from all school publications.
4. Student publications may be distributed in the main hall before school, at noon, and after school. Special permission must be obtained for the distribution of school publications at other times.
5. Students shall be permitted to hold meetings on school property. Such meetings shall be scheduled in advance, shall not disturb classes and shall cause no hazard to person or property.
6. Students shall obtain the authorization of school authorities prior to selling materials or engaging in activities that solicit students' financial contributions.

Failure to comply with the above rules and regulations may render students subject to suspension and/or expulsion under ORS 339.250.

Any publication sponsored or in any way funded by the school, shall be known as a school publication as opposed to a student publication. Example—a school newspaper should reflect the total life of the school community. Even though the publication may be accomplished by a student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matters are prohibited from all school publications. Faculty advisors shall advise on matters of style, grammar, format and suitability of student publication. The final decisions as to the suitability of material shall rest with the advisor.

F.A.C.E.S.

FACES is our district's K-12 afterschool program. It runs most days that school is in session. We focus on math and literacy skill building as well as introduce students to new activities such as youth sports, art classes, science classes and many more. We look forward to working with your students!

Your student must be registered for FACES afterschool program to attend the program. There is a paper registration form and a google form link available.

It may take 2-3 school days for the registration to be processed and for your student to attend FACES. If your student is taking the bus from FACES it may take the same amount of time to set up bus transportation.

If there are any changes in your students after school dismissal plan or after FACES plan please notify FACES staff and your students' teacher about the changes. You may notify FACES staff via Remind, email or phone. FACES staff checks email and voicemail frequently throughout the day.

FACES after school program follows the same rules and behavior expectations as the school day. FACES staff may decide to suspend your student from FACES if your student is consistently exhibiting inappropriate behavior.

Please contact Amy Houghtaling, FACES Director for more questions or changes in your child's participation and attendance at 503-787-3521 ext. 2101 or amy.houghtaling@fallscityschools.org.

LIBRARY

It is the responsibility of students to know and observe all library rules when using the library.

Any questions about library books that your student might have checked out please call Andy Rommel or email at andy.rommel@fallscityschools.org

STUDENT RECORDS

STUDENT DIRECTORY INFORMATION DISCLOSURE

School District #57, Falls City, Oregon, intends to classify as directory information available for release pursuant to ORS. 336.175 and 20 USC Sec. 1232 g, the following:

Student's name; parent's name; address; telephone number; date and place of birth; participation in activities or athletics; weight and height of athletic team members; illness and accident information as required in health and safety emergencies; honors, degrees and awards received; most previous school attended; student's social security number; and photographs appropriate to class or school activities.

Directory information may be released to the media and for use in other local publications upon the direction of the principal. Directory information will not be released without administrative direction, or be given over the telephone.

PARENT NOTIFICATION REGARDING STUDENT RECORDS

1. Oregon schools maintain two types of student records that are designated as "progress records" and "behavior records." Student progress records, including a copy of the permanent record, shall be forwarded to other public schools upon notice of student's enrollment, provided that parents are notified of the records to be transferred, and a reasonable time is allowed for review of the records.

Student behavioral records shall be forwarded to other public schools only upon request of the parents of the student. The parent may sign such a request upon withdrawal of the student or upon entry into the new school.

2. As a parent or a student who is over 18 years of age or attending a post secondary institution, you have the right to:
 - inspect your child's or your own educational records.
 - a hearing should you choose to challenge the content of such records to insure that the records are not inaccurate, misleading, or otherwise in violation of your child's or your privacy or other rights
 - have an opportunity to delete any inaccurate, misleading, or otherwise inappropriate data contained in the records

- include in the records a written statement by the parent or eligible student regarding the content of the records. Your statement will remain as a part of the record as long as the disputed portion of the record exists.

Your request to inspect the records shall be complied within 30 days from the request, but in no case more than 45 days from the request. The same time limits apply for a request for a hearing to challenge the content of such records.

3. The principal has a copy of the district's student records policy that you may examine. You may obtain a copy of the policy on records for the cost of the copy. You have the right to file a complaint with the Office of the Secretary of Education concerning alleged failures of the district to comply with the requirements of Public Law 93.380. The principal is the person in charge of the records in each building.

NOTIFICATION OF RIGHTS

The Educational Amendments Act of 1974 (FERPA) requires that parents and students be notified of their rights relating to student records:

1. The right of a student's parents or an eligible student to inspect and review the student's education records and to obtain a copy at cost of photocopy.
2. The intent of the school district to limit the disclosure of information contained in a student's education records except:
 - a) By the prior written consent of the student's parent or the eligible student
 - b) As directory information, or;
 - c) Under certain limited circumstances, as permitted under FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or otherwise in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request.
4. The right to obtain a copy of this policy by requesting one from the building principal.
5. The right to report violations of FERPA to the U.S. Department of Education.
6. The right to be informed about FERPA rights.
7. All rights and protection given parents under FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The district will provide translations of this notice to non-English speaking parents in their native language.

The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records without written consent but requires that a record be maintained indicating specifically the legitimate educational or other interest that the person, agency or organization has in seeking this information. This statement is to become a permanent part of the record only for inspection by the parents or students over 18 and the school official who is responsible for the custody of such records.

COMPLAINTS

STUDENT COMPLAINTS AGAINST STUDENTS

It is recognized that a school official as a public officer shall not be examined as to communication made to him/her in official capacity when the public interest would suffer by such disclosure. In recognition of the special jeopardy in which student witnesses may be placed, and the possible traumatic effects of adversary proceedings conducted by attorneys, police officers, or court officials, that complaining student is not required to face the accused, nor have their identities revealed. However, the administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony.

PARENT COMPLAINTS

A parent who has a complaint concerning a classroom/teacher issue must first bring the matter to the appropriate teacher. If the outcome of a meeting with the teacher is not satisfactory, a conference with the administrator can be requested within five calendar days of the event or events causing the complaint. If the outcome of this conference is not satisfactory, the parent may file a written, signed complaint to the Board in care of the superintendent within ten calendar days following the conference with the administration, and may request to appear before the school board in accordance with school board policy.

DISCRIMINATION ON THE BASIS OF SEX COMPLAINT

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

EDUCATION STANDARDS COMPLAINT

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

INSTRUCTIONAL MATERIALS COMPLAINT

Complaints by parents or district patrons about instructional materials should be directed to administration. Should the parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a form may be obtained from the school office. The administration will be available to assist in the completion of such form as requested. All forms must be signed by the complainant and must be filed with the district office.

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

The complainant may appeal the superintendent's decision to the school board, whose decision will be final.

STUDENTS WITH DISABILITIES COMPLAINT

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 Coordinator. Please contact Stephanie McEwen, Special Education Director, at 503-787-3521 ext. 1204 or stephanie.mcewen@fallscityschools.org.

PUBLIC CONDUCT ON SCHOOL PROPERTY

No person on school property will:

1. Injure or threaten to injure another
2. Damage the property of another or of the district
3. Violate parking regulations
4. Drive a vehicle in an unsafe manner
5. Impede, delay, or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on school property that has been authorized by the Board, superintendent, building principal or other authorized administrator.
6. Enter any portion of school premises at any time for purposes other than those that are lawful and authorized by school officials.
7. Consume, sell, give or deliver tobacco, drugs or alcoholic beverage.
8. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as any group of 2 or more persons whose purposes include the commission of illegal acts.
9. Willfully violate other rules and regulations adopted by the Board designed to maintain public order on school property.
10. Display of Affection - School is a place of business; therefore, displays of affection are not appropriate at school. No body-to-body contact that may be construed as a display of affection is allowed.

Persons having no legitimate purpose or business on school property or violating or threatening to violate the above rules may be ejected from the premises and/or referred to law enforcement officials. (*Board Policy Code: KGB*)

DRUGS/ALCOHOL/TOBACCO

FALLS CITY SCHOOL DISTRICT POLICY

It is the school's obligation to protect the health, welfare, and safety of students. In the light of scientific evidence that use of tobacco is hazardous to health, and to be consistent with the content of the curriculum and Oregon law, the possession or use of tobacco in any form on the school premises or while attending school sponsored activities is prohibited. The Board of Directors of Falls City School District 57 declares its schools and properties to be tobacco and drug free zones.

Possession of tobacco or marijuana, **controlled substances, and related paraphernalia**, in any form on campus may lead to immediate suspension. Drugs or alcohol use on school property is explicitly forbidden by school policy and/or state law.

Procedures will be developed to implement this policy.

DELIVERY OF DRUGS/TOBACCO

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,00 fine, or both.(Board Policy Code: JFCK)

TOBACCO-FREE CAMPUS

A rule passed by the State School Board in May 2004 requires all school district property to be tobacco-free. The intent of this measure is to protect students, staff and visitors from the harmful effects of secondhand smoke to prevent students from using and becoming addicted to tobacco. This rule complies with Department of Education goals to provide students and those working for them, a safe and healthy environment in which they can learn, work, and grow.

The policy reads as follows: OAR 581-021-0110, Tobacco Free Schools

- 1.) For the purposes of this rule "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.
- 2.) No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew, or sell tobacco at any time, including non-school hours:
 - a. in any building, facility, or vehicle owned, leased, rented, or chartered by the school district, school, or public charter school; or
 - b. on school grounds, athletic grounds, or parking lots.
- 3.) No student is permitted to possess a tobacco product:
 - a. in any building, facility, or vehicle owned, leased, rented, or chartered by the school district, school, or public charter school; or
 - b. on school grounds, athletic grounds, or parking lots.

Definitions

Alcohol - any substance with alcohol content, no matter what the percentage of that content may be. This includes mouthwashes and over the counter medications containing alcohol.

Drugs - any illegal or controlled mood-altering chemical, medication, look-alike drug, narcotic, marijuana, inhalant (such as glue or white-out), mushrooms, habit-forming drugs, unauthorized prescription drugs, abused chemicals, dangerous drugs, non-prescription (over the counter) drugs used in a manner potentially dangerous to the user, codeine, cocaine, heroin, stimulants, depressants, hallucinogens, substances used for mood altering recreational purposes, or any paraphernalia associated with the use of such substances. Tobacco shall be defined as having been processed for smoking or chewing, and as material that is harmful to the body.

Drug Paraphernalia - any device that has been used, or could reasonably be used, to facilitate the use of an illegal drug or controlled substance. This includes, but is not limited to: "pot pipes", "crack pipes", "roach clips", syringes, tobacco pouches, cigarette papers, "stash boxes", pill holders, etc.

Jurisdiction - on the school grounds, around the school grounds, any time the school has jurisdiction over the student, which would include coming to school in the morning and going from school in the afternoon; any

school event at or away from school during the day or evening. This would include field trips and activity trips, including all athletic contests and state athletic events. This section is also meant to include any public or private facility or home that is hosting a school event to which school students are invited as a school approved event. The school district will also consider any vehicle used to transport students to a school event as its jurisdiction for purposes of this policy.

SEARCH AND SEIZURE/INTERROGATIONS/WEAPONS

SEARCHES

The Falls City School Board seeks to assure a climate in the schools which is appropriate for institutions of learning and which assures the safety and welfare of personnel and students. To assist the Board in attaining these goals, school officials may search the person and the personal property, including the facility or property provided by the school. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reason to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

The following procedures will be followed:

1. A search of a student's person may be conducted when there is reason to believe the particular student is concealing evidence of an illegal act or school violation.
2. Illegal items (firearms, weapons, narcotics, etc.) or any other possessions determined to be a threat to the safety or security of the students and/or school, will be seized by officials.
3. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

General search of school properties including, but not limited to, lockers or desks may occur at any time. Items that belong to the school, which are unlawful or are in violation of school policy may be seized. Students will be notified that searches of school property have occurred and will be notified of any items seized.

At the time school equipment is assigned to students for their use, students will be informed of conditions for the use of such equipment of the intent of school personnel to conduct routine searches. (*Board Policy Code: JFG*)

INTERROGATIONS

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present when permitted by the police. An effort will be made to contact the parent, if approved by police, so that the responsible adult may be notified of the situation. However, in suspected child abuse cases, Services for Children and Families and law enforcement officials may exclude school personnel from investigation procedures and prohibit school personnel from contacting the parents without police permission.

If custody or arrest is involved, the principal will request that law enforcement officials observe all procedural safeguards prescribed by law. (*Board Policy Code: JFG*)

POLICE INVOLVEMENT

School officials have the option to notify police authorities and may press charges. If the police authorities are notified, legal guardians will be contacted unless suspected child abuse is involved. Any action taken by police authorities will be in addition to action by the school.

School officials, guided by District procedures, will cooperate fully with police authorities during legal investigations.

STUDENTS RIGHT TO DUE PROCESS

All students are entitled to due process. This means that no disciplinary action will be taken against a student until everyone involved has presented the facts, and a judgment has been made. There are certain procedures that school officials must follow prior to taking appropriate disciplinary action. There are also procedures that students must follow if they do not agree with the school's action.

The due process procedure allows for the following steps:

1. Informal conference between the parties concerned.
2. Written appeal to the principal for a hearing when step one (1) does not resolve the problem.
3. Written appeal to the superintendent, requesting a hearing when step two (2) does not resolve the problem.
4. Written appeal to the Board, requesting a hearing when step three (3) does not resolve the problem.

It is the purpose of appeals and hearings to provide access to appropriate school officials when an informal conference cannot resolve the problem. It is not the purpose of appeals and hearings to provide a forum through which non-related issues are conveyed. It is recommended that as many student problems as possible be handled through informal conferences.

(Board Policy Code: JFH)

FIRE AND EARTHQUAKE DRILLS

Fire and earthquake drills are conducted under the direction of the principal. Safety drills will be held monthly to ensure that all staff and students know procedures for evacuating the school in case of emergency.

Every student should know the location of all primary and secondary escape routes.

Consult the chart posted in each room, or ask the instructor. Students are to move quickly and quietly to the exit and out to the designated area, where roll will be taken. DO NOT RUN. At the end of the fire drill, students and teachers will return to the classroom.

Teachers will see that all doors and windows are closed, and the lights are off before leaving classrooms. If you happen to discover a fire, report it immediately to the nearest staff member and follow his/her instructions.