

# FRENCHGLEN SCHOOL DISTRICT #16

Student Handbook



2024-2025

**FRENCHGLEN SCHOOL DISTRICT # 16**  
**Frenchglen Elementary School**  
**STUDENT & PARENT HANDBOOK**  
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# **Frenchglen School District #16**

## **Frenchglen School Board of Directors**

**Nevada Miller**

**Debbie Webb**

**Mary Murphy**

**Rene Villagrana Guzman**

**Corbin Hammond**

**Regular monthly School Board Meetings are held the second Tuesday of each month at 6:30 PM at the Frenchglen School. The public is welcome and encouraged to attend.**

## **Frenchglen School Staff**

|                                |                     |                 |
|--------------------------------|---------------------|-----------------|
| <b>Carolyn Koskela Whitney</b> | <b>Head Teacher</b> | <b>493-2404</b> |
|--------------------------------|---------------------|-----------------|

|                        |              |                 |
|------------------------|--------------|-----------------|
| <b>Earlyna Hammond</b> | <b>Clerk</b> | <b>493-2652</b> |
|------------------------|--------------|-----------------|

## **VISION STATEMENT**

Frenchglen School's vision focuses on providing a gifted-quality education to every child in an instructional setting appropriate for individuals' needs, giving all learners the essential knowledge tools, skills and attitudes to become flourishing, effective, independent and contributing members of our society. This vision is supported by the school's mission to provide an environment that fosters successful, lifelong learning opportunities to its students in a world that is increasingly global and technological. Through partnership with parents, the community and local resources, Frenchglen School is committed to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning.

## **PHILOSOPHY**

Through the effective education of our young, lies the future of our country. The school is the laboratory for exploring how to live in our Republic, and independence, self-direction and control must spring from its established programs and direction.

Teacher(s) must educate their students, allowing opportunity to lead, to create, to compete; to taste success and meet defeat when it comes. In this role, the teacher will act as a wise mediator and advisor, encouraging the maximum response from each student while overburdening none. The teacher shall be firm and just, both in work and example.

School should be a happy and fruitful experience for all children, regardless of external conditions. It must give each child a balanced, useful education, which prepares him or her to take his or her place as a citizen, one who is respected both by himself or herself and others.

The small, rural, individualized education system, unique to Frenchglen, has quality and opportunity for outstanding, individual development. The independence of this system is worthwhile and worthy of protection by all concerned.

It is the intent of the Frenchglen District to comply with all Federal and State Laws pertinent and relevant to Frenchglen School District and its students and employees. The Frenchglen District policy is not intended to surpass parental rights and responsibilities.

Cleanliness and organization shall be high priorities of the district, incorporating input and assistance from school board members, school personnel, students, parents, community members and visitors.

## **PREFACE**

The material covered within this student/parent handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Materials contained herein may therefore be superseded by such Board policy, administrative regulations or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Parents/Guardians must also give their signed and dated written permission for the district to release personally identifiable information. A written permission form is provided with registration materials.

## **WHAT YOU CAN DO TO HELP YOUR CHILD LEARN**

- A. Start each day right; a calm beginning at home makes the school day much better.
- B. Encourage your child to have a good breakfast and lunch
- C. Make sure your child gets enough rest each night
- D. Praise your child each day for something he/she has done
- E. Have a special place to put schoolwork or whatever is brought home
- F. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences
- G. Keep lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior.
- H. Stress organization of school notebook, materials, etc.
- I. Make sure your child has the necessary supplies (pencils, paper, glue, etc.)
- J. Work at home on the skills taught at school.

## **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. In connection with rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's school records.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Student's rights and responsibilities, including standards of conduct, will be made available to students and their parents through information distributed annually.

## **EQUAL EDUCATION OPPORTUNITY**

The Frenchglen School District will not tolerate discrimination against or harassment of any student on the basis of age, sex, sexual orientation, race, religion, color, national origin, disability, marital or parental status, linguistic background, culture, capability or geographic location 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; and the Americans with Disabilities Act.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination.

## **HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations.

## **SPECIAL EDUCATION**

It is the intent of the Frenchglen School District to provide support for school personnel, parents and students to enable all students to succeed in school. The district emphasizes collaboration between parents and regular and special education personnel to ensure school success. The staff will explore alternative approaches for meeting the individual needs of students who do not qualify as disabled under Individuals with Disabilities Education Act (IDEA) or section 504 of the federal Rehabilitation Act, but who need additional assistance for a successful school experience.

The district is committed to providing a continuum of services and programs to ensure that placement is based on individual needs. All placement decisions shall give consideration to providing an appropriate education in a least restrictive environment.

## **ADMISSION**

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

A parent or legal guardian when registering should accompany students who are new to our school. At this time a transfer slip from the school last attended should be presented. At the time of enrollment, parents/guardians should bring birth records, driver's license and insurance information for mileage purposes, and immunization records in order to complete the enrollment.



## **VACCINATIONS**

Oregon law requires that students have a current immunization record or a medical or non-medical exemption at school. The required immunizations for the 2023-2024 school year are listed below. Students not in compliance with the immunization requirements may not attend school and will be excluded.

|                                                     |                                                                                                                                                          |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| A student entering Kindergarten or Grades 1-6 needs | 5 Diphtheria/Tetanus/Pertussis (DTaP)<br>4 Polio<br>1 Varicella (chickenpox)<br>2 MMR or 2 Measles, 1 Mumps, 1 Rubella<br>3 Hepatitis B<br>2 Hepatitis A |
| A student entering Grades 7-12 needs                | 5 Diphtheria/Tetanus/Pertussis (DTaP)<br>1 Tdap<br>4 Polio<br>1 Varicella (chickenpox)<br>2 MMR<br>3 Hepatitis B<br>2 Hepatitis A                        |

## **ALTERNATIVE PROGRAMS**

Students are informed of alternative programs available if they meet one of the following conditions:

1. Being or has been expelled.
2. Having repeated severe discipline problems.
3. Attending so erratically that he/she is not benefiting from the educational program.
4. The Alternative Learning Specialist at the Oregon Department of Education is the contact person for appeals regarding expulsions and alternative school placement. He/She may be contacted at 503-378-3600 ext. 2285.

## **ARRIVAL AND DEPARTURE**

Supervision at the school is from 8:00-3:30. Please have your child arrive at school no earlier than 8:00am. School begins at 8:10. Your child will be dismissed from school at 3:30. Please be prepared to pick up your child at 3:30, unless they are participating in a supervised after-school activity.

## **ATTENDANCE**

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Attendance is important for the success of a school and its students. Regular attendance is encouraged. Whenever possible, medical, dental, family trips, and personal appointments should be arranged outside the school day. The following are highlights from the school district policy that the board feels are important. For further attendance requirements, please refer to the policy book at the school.

**\* Excused absences will be in compliance with the Oregon Revised Statutes.**

### **339.065:**

(1) Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

(3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends.

\*Parents may come to the school board, at a regularly scheduled meeting, for unexcused absences to be reviewed and considered as excused absences, prior to the student's absence.

\*Appropriate homework will be assigned by the teacher(s) for days missed.

\*The parents of and the students who will be gone should notify the teacher as soon as possible prior to their absence so that missed work can be prepared when possible. Work will be prepared by the teacher when 24 hours notice is given, when possible.

\*Students who are absent due to illness will have the number of days absent plus an extra day to make up the work missed. Work that has not been turned in on time will be required to be completed during non-academic time IE: recess, before school, after school.

\*Students with an unexcused absence will be required to have work completed within the same number of days absent. When homework is given for a prearranged absence the homework is due upon the students' return to school. Work that has not been turned in on time will be required to be completed during non-academic time IE: recess, before school, after school.

\*All absences in excess of four full days during a four week period will be made know to the board of directors.

### **All absences require a note sent to the school.**

\*\*For a future absence please send a note as soon as possible before the absence so that the child can collect work to accomplish, or teacher plans can be flexed to accommodate the absence.

\*\*For a note due to illness, it would be appropriate to send the note upon the students return.

The note should include the child's name, the current date, the date and reason of absence and a parent signature.

## **BEHAVIOR GUIDELINES**

The school's goal is to provide a good atmosphere for growing academically and socially. To do this, students will experience freedoms, along with accompanying responsibilities. Hopefully, it is understood that these expectations are no different than what is expected at home and in the community. Central to this concept is the maintenance of mutual respect between students, parents and staff members. The main thrust at school will be towards helping to develop the student's self-concept. In doing so, effort will be made to help them find solutions to their problems, making them aware that people not following the rules and regulations must accept the consequences. Our focus is on positive discipline and consequences for appropriate, positive choices.

Students at Frenchglen Elementary School will:

1. Be Safe
2. Be Respectful
3. Be Responsible

## **CODE OF CONDUCT**

The Frenchglen Elementary School has authority and control over a student at school during the regular day and at any school related activity, regardless of time or location. Students will be subject to discipline including detention, suspension, expulsion, and/or referral to law enforcement officials for the following, but not limited to:

1. Theft
- \*\*\*2. Damage or destruction of district property and private property
- \*\*\*3. Assault or menacing of a district employee or another student.  
Menacing means by words or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury
- \*/\*\*\*4. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity.
- \*\*5. Substance abuse or any possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia
6. Violation of transportation rules
7. Plagiarism
8. Leaving school grounds or school sponsored events without permission
9. Using profanity, vulgar language, or obscene gestures
10. Being disrespectful to school staff
11. Insubordination, such as disobeying directives from school personnel
- \*\*\*12. Use of threats, targeted lists, intimidation, harassment, extortion, coercion, bullying or blackmail against any fellow student or district employee.
13. Name-calling, ethnic or racial slurs
14. Inappropriate physical or sexual contact including sexual harassment
15. Disruption of the learning environment
16. Hazing
17. Persistent failure to comply with rules
18. Dress Code Violation

\*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 a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person

who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13-17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days. Dangerous weapon is defined in Oregon Law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion. This included the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

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.

**\*\***In accordance with Oregon Law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

**\*\*\***In accordance with Oregon Law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use threats, intimidation, harassment or coercion against a district employee or another student.

A second request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the age of 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

Parents/Guardians will be notified of all conduct by their student that violates the weapons policy.

### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students involved in such action will be subject to discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

### **DISCIPLINE/ DUE PROCESS**

In order to *protect the rights of all of our students*, it is important that parents and students understand the consequences of misbehavior.

### **STUDENT DISCIPLINE**

Discipline in the Frenchglen School District #16 is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments.

The major objectives of the school discipline program are to teach the following fundamental concepts for living:

1. Honesty;
2. Understanding and respect for individual rights, dignity and safety;
3. Understanding and respect for the law, district policies, procedures, rules and regulations;
4. Understanding of and respect for public and private property rights.

The Board seeks to assure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The Board will develop rules, procedures and standards whereby those students who disrupt the educational setting or who endanger the safety of others will receive corrective counseling and be subject to disciplinary sanctions.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended or expelled in accordance with administrative procedures and rules established by the Board. Such rules and procedures will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

### **IN SCHOOL AND OUT OF SCHOOL SUSPENSION**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reason(s) for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

While under out of school 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.

While under an in-school suspension the student maybe required to attend school although not participating in the class as a whole. The student may not attend after school activities and athletic events.

Every reasonable and prompt effort will be made to notify the parents/guardians of a suspended student.

The deadline for schoolwork missed by a student while on suspension is due the day they return to school.

Missed tests may be made up.

## **DRESS AND GROOMING**

The District's dress code is established to promote appropriate grooming and hygiene, prevent disruption of the teaching-learning process and avoid safety hazards. Dress and grooming while in school at Frenchglen School or while traveling on behalf of the school is basically the individual responsibility of the student and his/her parents.

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

Obscene, lewd, and/or sexually suggestive statements or pictures on clothing are considered disruptive and not allowed on school premises. Clothing that advertises or gives reference to alcohol, drugs, tobacco, violence, or anarchy is prohibited.

All clothing worn to school should fit, reflect cleanliness, good taste and be of acceptable length. Acceptable length shall be considered to be no shorter than mid thigh when in the sitting position. Clothing should be worn properly buttoned or snapped and with appropriate undergarments.

- a. The following examples of clothing that are **not acceptable** at any time of the year: See-through clothing or the showing of undergarments, clothing worn above mid thigh, half shirts or immodest necklines, jerseys, tank tops, shirts with spaghetti straps or sweatshirts in bad taste, of immodest nature, and any form of clothing that is dirty or slogans which are profane or suggests the advertising of any form or drug or alcohol, short shorts or pajama bottoms of any nature.
- b. Shoes must be worn at all times. Sandals are acceptable but students wearing them do so at their own risk. For the sake of cleanliness and good hygiene, it is recommended that stockings or socks be worn at all times. Thongs/flip flops are not a preferable choice of attire although it is acknowledged that thongs or flip flops are trendy. Students and parents must be aware that if your child is enrolled in a shop class or has a PE class, thongs and flip flops are not acceptable. Elementary students, wearing thongs or flip flops should have tennis shoes or other shoes that they can wear outdoors and run in. Thongs have a tendency to fall apart when students are running and playing assertively.
- c. Students may not wear hats during regular school hours inside the school buildings, but hats may be worn at extra-curricular activities. Scarves and headbands may be worn if appropriate.

In general terms, the guidelines listed here are to encourage students to dress in a clean, attractive manner so that all students can function in a normal classroom atmosphere and be proud of their fellow students and their school. The guidelines excluding certain modes of dress and grooming were established in the belief that to permit this conduct would lead to a substantial disruption of the educational process within the school. It is our hope that students and parents will recognize the need for such guidelines and that they will cooperate by complying with these guidelines.

Enforcement of this dress code will be by the schoolteacher(s).

## **DRILLS AND OTHER EMERGENCY SIMULATIONS**

Fire drills and/or earthquake drills will be held regularly. In case of a fire or earthquake drill, all students are to leave the building immediately according to the evacuation procedure established for each room in the school. **WALK, DO NOT RUN.**

Unauthorized use of the fire extinguisher or fire alarm system is dangerous and illegal. Students tampering with fire equipment or creating false alarms may be fined, suspended or expelled from school.

Other emergency drills or simulations (i.e., bus evacuation, armed intruder, tsunami, chemical spill, etc.) may be held periodically.

## **EMERGENCY PROCEDURES**

Depending on the proximity of an event, teacher(s) will monitor the school grounds as opportunities arise and take measures to ensure student safety. This may include moving students within the school to a safe position, reporting information to authorities if necessary, and or initiating a lockdown. Please see District Policy book for further information on emergency procedures.

## **EMERGENCY MEDICAL TREATMENT**

In cases of sudden illness or injury to a student or staff member, school staff will give first aid. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency. School staff is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility. Each school and school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas. Designated employees in each building shall hold current first-aid cards.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

On occasion, emergency situations may arise while school is in session that makes it necessary to send students home early. No procedure covering all possible situations can be written to alert parents when early dismissal is necessary. Each family should make plans to cover this possibility. It is important for the safety of the children that plans be made in advance and updated when necessary to cover this possibility. Parents are encouraged to leave an emergency contact name and phone number at the school office. Reporting work phone numbers are also encouraged if both parents work out of the home. This information is kept up to date on the school system. Parents should make sure their children know what to do if school dismisses early on short notice.

## **SCHOOL CLOSURES AND LATE OPENINGS**

In cases of school closures, due to inclement weather or an emergency, the school will notify individual households of school closure.

## **HEALTH SERVICES**

Frenchglen Elementary School does not have a nurse on site. If a child has a specific medical problem that can affect his school-life, parents should be sure that this information is in the student's school records and that school personnel are fully informed. Please call the teacher if this situation applies to you or your child. If a child is ill, he or she should not be in school. Every attempt will be made to contact parents when a child becomes ill at school. Parents should provide the school with the name of an emergency contact that can care for the child if the parent cannot be reached.

## **PRESCRIPTION MEDICATION AT SCHOOL**

School personnel cannot administer or supervise the taking of prescription medicine unless Oregon State Health Department guidelines are followed:

1. A note from the parent is necessary.
2. Medicine must be kept in the original prescription bottle.
3. A note from the doctor is necessary. (Or at least specific instructions on administration of the prescription must be on the front of the bottle.)
4. The prescription must be in the child's name. By law, we cannot dispense medication prescribed for another family member to your child.



## **ALLERGIC REACTIONS**

Certain allergic reactions from such sources as bee stings, insect bites and chemical imbalances in the body may cause a life-threatening situation for students or employees. Designated district employees may administer a shot or injection if the following criteria have been met:

1. The parent, guardian or employee has notified the teacher that their student or themselves are allergic to bee stings, insect bites or that they have some disease or condition which may require the administration of a shot or injection.
2. The parent, guardian or employee has provided the building teacher or his/her designee with a letter of instruction from a physician concerning the problem of the student or person, the symptoms which they will exhibit when a quantity of the medication should be administered and site of the injection;
3. The parent, guardian or employee will sign a form provided by the district requesting the administration of the injection, consenting to the administration of the injection and releasing the district and any employee who shall administer the shot from any liability for administering the injection.

The teacher will notify all staff who may come into contact with students or employees who are potential candidates for such allergic reactions and shall provide them with the name of employees who may administer shots or injections. The person or persons designated to administer shots or injections shall familiarize themselves with the condition and symptoms and the proper manner of administering injections.

## **INFECTION CONTROL/HIV, HBV, HCV AND AIDS**

Although HIV, HBV, HCV and AIDS are serious illnesses, the risk of contracting the disease in school 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, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, HBV, HCV AIDS and/or other infectious diseases.

## **INFECTION/DISEASE INSTRUCTION**

An age-appropriate plan of instruction about infections/diseases including HIV, HBV, HCV and AIDS has been included as an integral part of the district's health curriculum. Any parent/guardian may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the administration for additional information and procedures. Students of parents/guardians with questions about the district HIV, HBV, HCV and AIDS health education program should contact the school.



## **DRUGS/ALCOHOL/TOBACCO**

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Oregon State Law ORS 474 and 475 prohibits the possession, use or sale of alcohol, narcotics, and habit-forming drugs. This obligates the school district to enforce a policy prohibiting the possession, use, sale or source of supply of alcohol, narcotics and habit-forming drugs (or look alikes) on or near the school grounds, or at any time students are going to or from school or while being transported to and from any school sponsored activity. Use of a drug authorized by medical prescription from a registered physician, and within the guidelines of the policy on medication, shall not be considered a violation of this rule.

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes drug possession, drug paraphernalia, selling and/or use at school 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 drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate.

Students have the right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal, harmful, and interferes with both effective learning and the healthy development of students and adolescents, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

## **DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

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The district's drug, alcohol and tobacco curriculum will be age appropriate, reviewed annually and updated as necessary to reflect current research.

Drug, alcohol and tobacco prevention instruction will be integrated in the district's health education courses.

Instruction shall minimally meet the requirements set forth in Oregon Administrative Rules.

Intervention is defined as the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of prohibited drug, alcohol and tobacco use.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, or while participating in any district sponsored activity, whether on district property or at sites off district property, will:

1. Call the police if deemed appropriate;
2. Call the parents/guardians for a meeting;
3. Discuss the incident with the student, parents if available and police if contacted;
4. Impose the penalty for violating using due process procedures;
5. Provide information to parents/guardians about resources that offer treatment or assistance for young people suffering from drug, alcohol or tobacco related problems.

## **MEDIA ACCESS TO STUDENTS**

The board recognizes the important role the media serves in reporting information about the district's programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not be unduly disruptive and shall comply with board policies and district goals.

Media representatives shall be required to report to administration prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by a media representative directly from students does not require parental/guardian approval prior to publication. Parents/Guardians who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing information and personally identifiable information.

## **DISTRIBUTION OF MATERIAL**

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

Materials not under the editorial control of the district must be submitted to the administration 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 including advertising that are 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 school district will not be distributed.

## **RECORDS – DIRECTORY INFORMATION**

The following types of information shall be known as directory information and will be released unless a specific request that it not be released is made by a parent/guardian or student of consenting age (18); the student's name, address, telephone listing, date and place of birth, major field of study, height, weight and grade of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency and institution attended by the student. Student pictures will be allowed in school publications (i.e., school newspaper, yearbook, newsletters) unless specific request that it not be allowed is made by a parent/guardian or student of consenting age.

## **REPORTS AND REPORT CARDS**

Report cards are issued four times each year for all grade levels, fall, winter, spring and the end of the year. At the end of the school year, report cards will be mailed shortly after school is out.

## **CONFERENCES**

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Regular conferences are scheduled to review student progress. Conferences are held at the end of the first and third nine-week grading period. Grades or marks earned are dependent on the grade level of the student. Students and parents may also expect to request a conference if the student is not maintaining passing grades or achieving the expected level of performance; if the student is not maintaining behavior expectations; and/or in any case the teacher considers necessary.

The district encourages a student or parent/guardian in need of additional information or with questions or concerns to confer with the teacher. A parent/guardian who wishes to confer with a teacher may call for an appointment before or after school, or request that the teacher call the parent/guardian to arrange a mutually convenient time for a conference.

## **PROGRAM EXEMPTIONS**

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

## **STATE AND DISTRICT TESTING**

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Students in grades 3 - 8 are required to take the state standards tests and district tests unless they are exempted in writing by parents/guardians. Students on IEPs will have their district and state testing requirements identified within their IEPs as required by law. The school will communicate with parents/guardians about what state and district tests their students will be taking prior to the testing period.

Why does participation matter? While no single test can give a complete picture of your child's progress, having your child take the statewide tests provides educators and administrators with information about what educational approaches are working and where additional resources are needed. Your child's participation is important to ensure schools and districts receive the targeted resources they need to help all students succeed.

Description of rights House Bill 2655 permits parents and adult students to annually optout of Oregon's statewide summative tests in English Language Arts and Math by submitting an annual form to the school the student attends. Schools will provide parents with the annual form at least 30 days prior to the start of testing. Visit this link to learn more about House Bill 2655: <http://tinyurl.com/OR-HB2655>.

## **STUDENT/PARENT/GUARDIAN COMPLAINTS**

Complaints are handled and resolved as close to their origin as possible.

Although no community member will be denied the right to petition the board for redress of a grievance, complaints will be referred to the teacher for solution before investigation or action by the board. Exceptions are complaints that concern Board actions or Board operations.

The board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher;
2. Board

The board will not hear charges against employees in open session.

While speakers may offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning school personnel nor against any person connected with the school system. To do so would expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The chairman will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

## **DISCRIMINATION COMPLAINTS**

A student and/or parent/guardian with a complaint regarding possible discrimination of a student should follow the complaint procedure in the District Policy AC-AR. Discrimination must be based on race, religion, color, national origin, disability or marital status providing education or access to benefits of education services, activities and programs in accordance with federal law. (See Equal Educational Opportunity)

## **EDUCATION STANDARDS COMPLAINTS**

Any resident of the district or parent of a student attending Frenchglen Elementary School 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. Persons who feel that there is a violation of educational standards should follow the following procedures as outlined in the District policy book, code LGA-AR.

## **CURRICULUM/INSTRUCTIONAL/LIBRARY MATERIALS COMPLAINTS**

Complaints by student or parents/guardians about instructional materials should first seek to resolve the complaint through discussions with the teacher. If the informal complaint is not resolved, complaints by student or parents/guardians about instructional materials should be directed to the Board in writing. Board Policy KLB-AR will be filled out as completely as possible and the matter will go before the board.

## **SEXUAL HARASSMENT COMPLAINTS**

Sexual harassment by staff and/or students 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 studies or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual Harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature that creates a hostile environment.

The administration has the responsibility for investigations concerning sexual harassment. All complaints shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

When reporting a complaint of sexual harassment complainants should follow the outline in the District Policy Book using Code: JBA and the subsequent form.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

## **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 administration.

## **TALENTED AND GIFTED PROGRAM**

The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted (TAG) students are those who have been identified as academically talented and/or intellectually gifted. Students and parents/guardians interested in the TAG program should contact the district TAG Coordinator or the office.

## **TAG PROGRAM AND SERVICE COMPLAINTS**

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should follow appeals procedure outlined in the District Policy book Code IGBBA-AR.

## **ALL OTHER COMPLAINTS**

Students or parents/guardians with complaints not covered by this student/parent handbook should contact the Board.

## **STUDENT EDUCATIONAL RECORDS**

The information contained below shall serve as the district's annual notice to parents/guardians 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/guardians of minor students who have a primary or home language other than English.

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

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

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

Permanent records shall include:

1. Full legal name of student
2. Name and address of educational agency or institution
3. Student birth date and place of birth
4. Name of parent/guardian
5. Date of entry into school
6. Name of school previously attended
7. Courses of study and marks received
8. Data documenting a student's progress toward the CIM and CAM
9. Credits earned
10. Attendance
11. Date of withdrawal from school
12. Other information, including, but not limited to testing, discipline records, behavior records, social security number, and IEP's

## **TRANSFER OF EDUCATIONAL RECORDS**

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

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

## **REQUEST FOR EDUCATIONAL RECORDS**

The district shall, within ten (10) calendar days of a student seeking enrollment in services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's educational records.

## **ACCESS/RELEASE OF EDUCATIONAL RECORDS**

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

Parents/Guardians of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours. If parents/guardians or eligible students want copies of the education records, the district may charge a copy fee.

## **PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS**

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

1. Complainant shall make a request for a hearing in which the objections are specified in writing to the Board.
2. The Board shall establish a date and location for the hearing agreeable to both parties.
3. The hearing panel shall consist of the following:
  - A. The Board
  - B. A member chosen by the parent/guardian or eligible student
  - C. A disinterested, qualified third party, appointed by the Board
4. The hearing shall be private. Persons other than the parent/guardian or eligible student, witnesses and counsel shall not be permitted.

The Board Chair or his/her designee shall preside over the panel. The panel may hear evidence from witnesses and the parents/guardians or eligible student to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education records. Such actions are to be made in writing to the parents/guardians or eligible student.

If, after such hearing is held as described above, the parents/guardians or eligible students are not satisfied with the recommended action, the parents/guardians may appeal to the Board where the action of the hearings panel will be reviewed.

Procedures for appeal beyond the Board follows the prescribed actions as set forth in federal regulations. The parent/guardian or eligible student may file a complaint with the Federal Family Compliance Office, U.S. Department of Education, Washington D.C., 20202, regarding an alleged violation of the Family Education Rights and Privacy Act.

## **SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT**

The district is required by law to inform parents/guardians/students about the district use of the student Social Security Numbers. The following is provided for parent/guardian/student information:

Providing student Social Security Number (SS#) is voluntary. If it is provided to the school district, the district will use the SS# for record keeping, research, and reporting purposes only. The school district will not use the SS# to make any decision directly affecting the student or any other person. The SS# is not to be given to the general public. No student will be denied any rights as a student for not providing the SS#. Providing the SS# means that the parent/guardian/student consents to the use of the SS# in the manner described.

The school district and the Oregon Department of Education may also match the SS# with records from other agencies as follows:

1. Oregon State System Colleges, private colleges, community colleges, and/or vocational schools which require SS# for financial aid;
2. Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends.

The SS# will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.



## **TELEPHONE USE AT SCHOOL**

Students are allowed to use the telephone during class time for **EMERGENCIES WITH--TEACHER PERMISSION ONLY**. They should not expect to use the telephone for social arrangements. With permission, students may be able to make phone calls home during their free time.

## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection at the school. The Clerk serves as the district's asbestos program manager and may be reached for further information.

## **STUDENT GUIDELINES FOR USE OF ELECTRONIC MAIL AND THE INTERNET**

Individual users of the District computer networks and the Internet are responsible for their behavior and communication over those networks, just as they are in a classroom or anywhere on school grounds. Access is a privilege, not a right, and entails responsibility. Users must protect the integrity and reliability of the network. All users shall comply with District policy and the agreements they have signed.

The District may review files and communications to maintain system integrity and ensure that the system is being used responsibly. Users should not expect that files stored on District servers would be private.

### **Guidelines for Use:**

Electronic mail and the Internet shall be used for educational purposes consistent with District Policy. Students must obtain permission from their teacher to use email services on the District network. Students may not reconfigure any elements of computer systems without permission.

Suggested online etiquette for email:

- \* Clearly and accurately identify both sender and recipient.
- \* Make your 'subject line' as descriptive as possible
- \* When appropriate, include a salutation before your message.
- \* Whenever possible, acknowledge your receipt of a document.
- \* Communicate in a positive and constructive tone.
- \* Check your message once per day and delete messages once you have read them.
- \* Don't send personal messages on conferences, bulletin boards, or digests.
- \* Exercise caution in posting personally identifiable information, such as a home address, telephone number, etc.
- \* Proofread and edit all messages.

### **Requirements:**

#### **USERS SHALL NOT:**

- \* Access the Internet without permission from their teacher, nor access sites without direct teacher-supervision during Internet sessions.
- \* Send, view, or display sexually explicit or offensive messages or pictures.
- \* Communicate using obscene, harassing, insulting, or attacking language.
- \* Do anything that will damage computers, computer systems, or computer networks.
- \* Intentionally waste District resources such as paper, printer ink, or disks.
- \* Violate copyrights laws.
- \* Use others' passwords, trespass in others' folders or files, report personal communications without the author's prior consent, or in any way violate others' privacy rights.
- \* Employ the network for commercial purposes or financial gain.
- \* Employ the network for illegal activity.
- \* Employ the network for promoting the use of tobacco, alcohol, or other drugs.



\* Attempt to degrade, disrupt, or monitor the content of transmissions of others.

**Violation of any of these provisions may result in loss of network access. Additional disciplinary action may be determined in line with existing disciplinary practice for inappropriate language or behavior when applicable. Law enforcement agencies may be involved when determined appropriate and necessary.**

## **FRENCHGLEN DISTRICT BOARD INTERNET POLICY**

Frenchglen School has accessed email and Internet services and has developed a policy that provides use of its networked system. Additionally, student guidelines and permission from have been developed. This document includes the use of the system for classroom activities and other uses pre-approved by the School Board. The board will govern alternatives uses of the system. The teacher(s) will serve as coordinators to monitor student-use of the network.

### **District Limitation of Liability**

The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the ESD and District harmless from any losses sustained as the result of misuse of the system by a user.

### **Acceptable Use**

Internet access is provided through an agreement with Harney ESD. District staffs are authorized to use the system for educational purposes related to the curriculum and school business. The District Staff is also allowed access to personal sites outside of school hours as long as those activities are in compliance with CIPA regulations.

### **Filtering**

There is a filter in place through the HESD filter. Frenchglen School will use this filter with District teacher(s) able to use an override. This enables teacher(s) the ability to resolve most of their filtering issues immediately.

Teacher(s) need to keep their passwords secure so students cannot use the override.

Overrides will be reviewed monthly by the Frenchglen board to ensure the override is not being abused.

The override will be used only for bona fide educational purposes and for teacher personal use outside of educational hours. Teacher(s) will document overrides when used and those documents will be attached to the override journal provided to the board from the HESD (EOT)

It is understood that if inappropriate sites are accessed by teacher(s) deliberately the teacher risks censure and other consequential actions including loss of employment.

### **Due Process**

In the event there is an allegation that the District Policy has been violated, the responsible party will be provided with a notice and an opportunity to be heard in the manner set forth in the student disciplinary code. Disciplinary actions will be applied to meet specific concerns related to the violation and to assist the responsible party in gaining skills to use the system appropriately.

### **Search and Seizure**

System users have a limited privacy expectation in the contents of their personal files and records of their online activity while on the district system. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code. District employees should be aware that their personal files may be discoverable under ORS 192.410 (the state public records law.)

### **Academic Freedom, Free Speech, and Selection of Material**

Board policies on Academic Freedom and Free Speech will govern the use of the Internet and email practices. When using the Internet for activities, teacher(s) will:

- Select material that is age and academically appropriate
- Preview and/or monitor accessed sites
- Provide guidelines for appropriate Internet use
- Relate Internet activities to the State Curriculum Guidelines
- Assist learners in developing skills to distinguish fact from opinion, and to respect/have tolerance for others who hold divergent views.

### **Parental Notification and Responsibility**

Parents must sign an agreement to allow their student to have access to email services and the Internet. Parents have the right at any time to investigate the contents of their child's email and Internet access files. They may terminate their child's Internet access or email account immediately. The district's Acceptable Use Policy contains restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. The District recognizes that parents bear the primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their children what material is and is not acceptable accessing through the system.

### **Access**

The following levels of access will be provided:

- Classroom accounts (optional)  
Elementary aged students may be granted Internet access through a classroom account. Alternatively, elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent.
- Individual Accounts for District Employees  
Employee use is covered by existing contracts and policies through Harney ESD.
- Community Users  
Users will comply with the above rules when accessing the Internet through the District system. A log-in/log-out sheet at the computer lab must be completed with each access. Activities such as entering non-educational chat rooms, arranging personal meetings with others, or posting messages on bulletin boards is prohibited during school hours. Due to limited availability of internet services in our remote location District staff may use the computer access for personal use such as internet shopping, chat rooms and bulletins board outside of school hours but must still adhere to guidelines regarding inappropriate sites. . The District or its employees may terminate the user's privileges immediately if this policy is violated.

## **VISITORS**

It shall be the policy of the Board to encourage parents and citizens to visit the schools throughout the school year.

However, because of the school's responsibility for the protection of the students and the operation of an uninterrupted instructional program, visitors will report to the teacher of the building prior to their visitation.

Parents are asked to arrange times to talk with the teacher(s) before or after school allowing as little disruption to the classroom as possible.

Visitors shall be expected to observe rules for visitors established by the school.

1. Visitors will not disrupt classroom activities.
2. Pre-school children will not be allowed in classroom except for pre-planned, supervised activities.

## **SCHOOL VOLUNTEERS**

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. All volunteers will be screened and approved by the Board.

The Board recognizes the value of volunteer participation, but also recognizes its responsibility to the education and safety of our children. Therefore all volunteers will be screened and approved by the Frenchglen School Board at the meeting prior to their classroom involvement. People wishing to volunteer need to attend a scheduled school board meeting prior to entry into the classroom. They will then be interviewed by the Board.

Only children of legal Oregon school age will be allowed in school classrooms during school hours. The exception to this is if they are participating in an organized school function.

## **COMMUNITY USE OF SCHOOL FACILITIES**

The Frenchglen School District #16 Board supports the community education concept, which encourages the reserved, responsible and supervised, usage of district facilities by community members for recreation, education and service activities. The following categories have been determined in order of priority for building and grounds usage.

1. Activities directly related to the required K-8 school program, including graduation.
2. Activities related to the extracurricular K-8 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Youth-related non-school activities;
5. Adult-related non-school activities.

The Board expects the users to treat the facilities with respect. A Building Use Request form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines on the Building Use Request form. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

Approval for using the facilities will be granted for each request individually. Requests must be resubmitted if the user desires to continue usage.

## **GYM SHOES ONLY POLICY**

All students are required to wear “Gym Only” shoes while in the school gymnasium. If these shoes are not worn, students will “sit out” of the event/class.

## **SPORTS EXTRA-CURRICULAR ACTIVITIES PHYSICAL EXAMS**

Students in grades 7-8 are to have physical examinations performed prior to participation in extracurricular sports. “Participation” as used in this policy means participation in sports practices and interscholastic competition. The physical exam must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician’s assistant, a certified nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

A physical exam is required every two years.

## **FIELD STUDIES AND EXCURSIONS**

The Frenchglen School District #16 recognizes the value of special activities in the total curriculum and agrees that student’s profit from carefully planned learning experiences.

Field studies and other student activities involving travel may be authorized by the Board when such trips or activities contribute to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration will be given to: the educational values derived from the planned event; the safety and welfare of all of the students involved (taking into consideration students ages, grade-level, etc.); and specific length of the trip or excursion.

All travel must have prior Board approval. The board will provide suggestions/guidelines for the planning of the event(s) and will make decisions after receiving tentative agendas, estimated expenses/budgets, etc. Travel options may include, but are not limited to: Bus/minibus or Van, private vehicles.

All field studies taken by Frenchglen School District #16 students will be planned as enrichment activities and as extensions of integral parts of the regular class work. For ease of scheduling and for the control and protection of students, the following procedures will be followed:

1. Each advisor will notify the student prior to each field study giving the destination, date and special needs for the particular trip;
2. Students will be well briefed on rules and regulations covering the school trip or outing. This will be done most thoroughly if the trip is to an unusually hazardous area as the coast. Students should be always aware that when he/she volunteers to participate in an extracurricular activity he/she automatically becomes a representative of the school and must abide by school rules. Students participating in extracurricular activities may be disciplined, suspended, or expelled for the same actions outlined in Board policy.
3. An itinerary of each trip including departure and return time, a list of participating students and any necessary additional supervisors {teacher(s) or parents} will be filed with the administration at least two (2) school days prior to the trip. During the supervision of students, chaperones shall observe ethical standards of professional conduct as outlined in Board policy. The consumption of alcoholic beverages by chaperones is strictly forbidden within the duration of an activity. Driving a school vehicle after consuming alcohol is prohibited. The use of alcohol may be cause for dismissal.

4. A written statement on overnight trips showing that all responsible measures for adequate and sustained supervision by a responsible staff members will be provided that covers both the period of time during transportation and at the destination;
5. In all cases transportation should be arranged for at least two (2) days prior to the trip.
6. Special transportation arrangements must be approve by the Board.
7. Proof of insurance; copy of current Oregon Drivers License; and signed permission statement allowing students to travel in Board authorized vehicles.

The Board shall be responsible for approving field study experiences and the basic criteria for the decision shall be the educational value to the children involved.

When the trip is a required part of the regular educational program, budgeted school district funds shall be used to pay any admission charges or other costs involved in providing the field study experience for the students.

There shall be no money-raising activities by pupils, parents, or teacher(s) to provide revenue for any school-sponsored activity or study (trip) without permission granted by the Board.

Except as provided herein, school groups, teams, bands and other school organizations may not make studies out of the school district without permission of the Board.

Any school-sponsored trip which is dependent on any kind of fund-raising activity will only be considered and approved by the Board after the procedures outlined in this policy have been followed.

All requests for approval of trips and special activities shall be initiated in writing by the “sponsor” through administrative channels. The request shall contain the following minimum essentials:

1. Date of proposed trip;
2. Number of students;
3. Anticipated financial requirements;
4. Sources of revenue including the kinds of money-raising activities planned;
5. Educational objectives to be realized;
6. Plans for supervision of students.

#### **WASHINGTON D.C. FIELD STUDY/ONE-DAY FIELD STUDIES/SALEM CAPITOL FIELD STUDY**

The 6<sup>th</sup>, 7<sup>th</sup> and 8th grade students will be taken to Washington D.C. for approximately seven days, every third year. While these students are gone, the Primary Teacher will take K-5<sup>th</sup> graders on a maximum of three, one day field studies, not to include over-night unless special permission is granted by the board.

The 4<sup>th</sup> and 5<sup>th</sup> graders will be taken to Salem to the state capitol for approximately three days, every two years.

Budgeting considerations and factors will determine these field studies.

## **PARENT INVOLVEMENT IN THE 21<sup>ST</sup> CENTURY COUNCIL AND THE PARENT-TEACHER ORGANIZATION**

Parents are also encouraged to be a part of the Parent-Teacher Organization (PTO) and the 21<sup>st</sup> Century Site Council (Site Council). The PTO organizes activities for the students and the school to earn money to supplement the students at Frenchglen School in a variety of ways that go beyond the state expectations. The Site Council is designed to work to improve the school through activities that supplement and improve academic growth.

## **MUSIC POLICY**

The Frenchglen School Board believes in expanding a student's education to include music. Varied programs have been offered from hiring a private music instructor to contracting with the Harney ESD. The Frenchglen School Board believes that the music program is a worthwhile program whether financed through the general budgeting process, when the funds are available, or through other partnership programs.

In order to offset the added cost of the music instruction, the parents/guardians wanting their child(ren) to have instruction on a second instrument, may be asked to help pay a portion of that cost.

In addition, the Board also believes in the "ownership" of the student and his or her dedication to the music program. Therefore, if the School District owns an instrument that a child wishes to play, the student will be allowed to rent that instrument, on a first come first served basis at \$30.00 per instrument per quarter. Students who wish to play an instrument that the school does not own will need to make arrangements to acquire and/or finance that instrument. Each student may play one (1) band instrument for the entire year, the exception based upon recommendation of the music instructor for board approval.

The Board also requires each student using a school owned instrument to complete and sign a Musical Instrument Responsibility Agreement. This agreement will be completed with the music instructor and kept on file with the clerk.

## **PERSONAL COMMUNICATION DEVICES—STUDENTS-**

### **CELLULAR PHONES:**

Cell phones may be brought to school, but may NOT be taken to class unless the phone/smartphone is needed in the daily lesson/instruction and permission has been given by the teacher. They must be turned OFF and left in your backpack. Calls and text messaging are not allowed during school hours. Students with cell phones, not having permission, during school hours will have them temporarily confiscated. The first offense will result in the phone being kept by the teacher where the student may pick it up after school. The second offense will result in the phone being kept by the teacher, where it must be picked up by a parent. After the second offense, the student is no longer allowed to bring the phone to school.

### **PERSONAL ELECTRONIC COMMUNICATION DEVICES**

Electronic Devices (including but not limited to cell phones, iPads, MP3 players, and iPods) are encouraged for use as academic tools. They may be used in any classroom when, and only when, the teacher has given permission. Electronic Devices should not be visible or heard during any class time when a teacher has not given approval. They are to be kept in the student's backpack until permission is given for the device to be used. Violation of these rules will lead to the consequences previously described regarding to cell phones.

Frenchglen School is not responsible for lost or damaged electronic devices.