

If the IEP team determines that the student's behavior is a manifestation of the student's disability, the district cannot proceed with the disciplinary action (unless the district is initiating removal to an interim alternative educational facility for a weapons or drug violation or is seeking a hearings officer's removal for injurious behavior). The IEP team, however, may review and revise the student's IEP and placement.

If the IEP team determines that the student's behavior is not a manifestation of the student's disability, the district may proceed with the disciplinary action. If the district takes such action, the district will ensure that the special education and disciplinary records of the student with a disability are given to the expulsions hearings officer. The district will provide appropriate educational services during the period of disciplinary removal, as determined by the IEP team.

Removal for Weapons or Drugs

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but not for more than forty-five calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than forty-five days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

Removal by a Hearings Officer

A hearings officer may move a student to an interim alternative educational setting for up to forty-five days at a time if the student would be substantially likely to cause injury to the student or others. The process of removal by a hearings officer may be repeated.

Admission of Expelled Students

The district shall deny regular school admission to a student who is expelled from another school district for the offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district, or who applies for admission to the district as a non-resident student. Alternative educational services will not be provided to resident students expelled for violations of applicable state or federal weapons law.

CONFERENCES

Regular conferences are scheduled annually to review student progress. Teachers or parents may request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance; 2) if the student is not maintaining behavior expectations; or 3) in any other case the teacher or parent considers necessary. The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, or request that the teacher call the parent to arrange a mutually convenient time.

CREDIT BY EXAMINATION

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery or identified standards (knowledge and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

CYBERBULLYING

The district prohibits any form of harassment, intimidation, or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify the student and parent of all such charges. If the amount due is not paid within ten calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines, and Charges.

Essential Skills

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

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

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

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

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

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. This requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

Beginning in grade five, the district will annually provide information of the availability of a modified diploma, an extended diploma, and an alternative certificate and the requirements for the diplomas and certificate to the parents or guardians of a student taking an alternate assessment. A student who receives a modified diploma, extended diploma, or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program ("IEP") completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education ("FAPE") until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma, or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

GRADUATION EXERCISES

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

The valedictorian(s), salutatorian(s), or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. Student speeches shall be reviewed and approved in advance by the building principal or designee.

HARASSMENT / INTIMIDATION / MENACING / BULLYING / CYBERBULLYING / TEEN DATING VIOLENCE

Harassment, intimidation, menacing, bullying, cyberbullying, or teen dating violence by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district.

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

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

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

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

"Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

"Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district equipment to violate this policy.

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

"Retaliation" means harassment, intimidation, menacing, bullying, or acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation, menacing, bullying, or acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Building administrators will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation, bullying, or acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building administrator. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated, menaced, or bullied, a victim of teen dating violence, and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the building administrator. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

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

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

All complaints will be promptly investigated in accordance with the following procedures:

Step 1 Any harassment, intimidation, menacing, bullying, or acts of cyberbullying, and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building administrator. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The building administrator (district official) receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The building administrator will arrange such meetings as may be necessary with all concerned parties within ten working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The building administrator conducting the investigation shall notify the complainant and parents, as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within five working days after receipt of the Step 3 decision. The Board shall, at their next scheduled regular or special Board meeting, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

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

Documentation related to the incident may be maintained as a part of the student's educational records. Additionally, a copy of all harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

HOMELESS STUDENTS

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

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students, Katie Bradford, at 541-998-6311, extension 621.

IMMUNIZATION AND VISION SCREENINGS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

The parent or guardian of a student who is seven years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that:

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parent or guardian of the student.

INFECTION CONTROL / HIV, HBV, AND AIDS

Although HIV, AIDS, and HBV, are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where 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 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 bodily fluids is regarded as known to be infectious for HIV, AIDS, and HBV and/or other infectious diseases.

HIV, HBV, AIDS - Students

A student infected with HIV (Human Immunodeficiency Virus) or HBV (Hepatitis B Virus) is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district. If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures. Individuals with questions regarding these requirements of law or district procedure should contact the district nurse.

Human Sexuality, AIDS/HIV, and Sexually Transmitted Disease Instruction

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

INSURANCE

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

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

District-Administered Medication

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions, with permission of the parent which include the information above are required for all requests to administer nonprescription medication.

All medication to be administered by the district must be brought to school by the parent in its original container. Medication not picked up by the parent at the end of the school year will be disposed of by the district (unless other arrangements are made with the health assistant at their student's school).

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine be kept at a reasonable, secured location in the student's classroom.

Premeasured Doses of Epinephrine

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

Self-Medication

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request and permission of the parent and the principal's approval, subject to age-appropriate guidelines. In the case of prescription medication, permission from the physician or other licensed healthcare provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted to their school's health room. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited. Students engaging in such borrowing or sharing of medication may be disciplined.

Permission to self-medicate may be revoked if the student is found to be in violation of any of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

NON-DISCRIMINATION

The Junction City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Tom Endersby, Human Rights Officer
Junction City School District, Administration Office
325 Maple Street, Junction City, OR 97448
(541) 998-6311