



# Parent and Student Handbook Greater Albany Public Schools

2015-16

## Every Kid Every Day!

Welcome to the 2015-2016 school year. Our outstanding and committed staff is thrilled to serve your children. We are committed to teaching and mentoring your children and believe we can make a difference with every kid every day. Our goal is to be the very best school district in the State of Oregon and we will accomplish this by making sure that all students graduate from high school and go on to a successful post high school placement (university, community college, military or certificate program). We are also committed to teaching the “whole child”; this means we will focus on insuring that kids are both physically and mentally healthy. I look forward to working in partnership with the community and dedicating myself to serving our students and staff. Have a great year!

Sincerely,

Jim Golden, Superintendent.

## Some Important Rights

The Albany School District is committed to protecting the personal rights of students. Some important student rights are outlined on the following pages. For a more complete listing of student rights, you may consult the district’s Board Policies and Administrative Regulations. Copies of these documents are available for review at the district office, 718 Seventh Avenue SW Albany or on the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us).

### A Free Public Education

School age students whose legal residence is within the district attendance area may attend school without paying tuition. This provision includes students who do not have a fixed place of residence or are not under the supervision of a parent. A student who is under expulsion from another district may be denied admission. (Policy JECA).

Students have a right to attend the neighborhood school within their attendance area. However, when overcrowding exists or a different school placement is considered to be in the best interests of a student, a student can be assigned to a different school.

Requests to transfer to another school within the district will be approved if space is available following procedures in district’s directives. (Policy JECC-AR/2).

### Access to Student Records

The district will keep and maintain a permanent record on each student. The record will include the student’s legal name, date and place of birth, parents’ (or guardians’) names, date of entry into school, courses of study and marks received, credits earned, attend-

ance and date of withdrawal from school. Student records will be kept at the school that the student attends. A parent or eligible student generally has a right to inspect or review the student’s education record.

A parent or eligible student also:

- May request that the records be amended to ensure that they are not inaccurate or violate the student’s rights. Requests should go to the building-level principal where the records are maintained.

- Must give consent before personally identifiable information from the student’s record is disclosed, unless the law allows disclosure without consent.

- May obtain a copy of the district policy on education records. All district policies are available on the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us)

- May file a complaint with the US Department of Education about alleged failure by the district to comply with federal law regarding education records.

When a student’s education records are requested by an authorized organization such as another school district, the district will forward the records within 10 days of receiving the request. (Policy JO/IGBAB)

### Belonging to Student Organizations

Students may belong to curriculum-related groups at school. The activities of these groups directly relate to the body of courses offered by that school. These groups are considered school-sponsored and must be approved by the school administration. They must have a school approved advisor. They

may raise funds under the name of the school and be portrayed in the school yearbook.

Students also may belong to non-curricular groups at school. These groups may focus on religious, political, philosophical or other interests. These groups are considered non-school-sponsored and must be approved by the school administration. Beyond providing space for meetings, the school may not expend public funds for such groups. Non-school-sponsored groups must have an unpaid, school-approved staff volunteer who attends the meetings but does not participate. These groups may meet at school during non-instructional time. They may not raise funds under the name of the school and may not be portrayed in the school yearbook. (Policy IGDA)

### Collection of Fees

Until such fees and restitutions are paid, students may be restricted from attending or participating in school activities or events that are beyond those provided as part of a free and appropriate public education. Students or parents will receive written notice at least ten days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents or guardians to request a hearing. (Policy JN-AR)

### Due Process

Students have the right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his or her rights. For more information on due process, please read the sections in this handbook on Student Discipline and on Resolving Differences. (Policy JF/JFA)

### Equal Educational Opportunity

Students shall receive equal educational opportunity and treatment. Students shall not be subjected to unlawful discrimination, or to insult, intimidation or harassment on the basis of age, race, religion, color, national origin, disability, marital status, gender or sexual orientation. This policy applies to both educational and activity programs. (Policy JB)

(continued on Page 2)

Any person with a Title IX, gender discrimination complaint has the option of contacting and requesting assistance from the district Title IX Specialist, Federal Programs Director, 541-967-4519 or from the office of Civil Rights in Seattle (US Department of Education, 915 Second Ave. Room 3310, Seattle, WA 98174-1099, (206) 607-1600.

### **Freedom of Expression, Inquiry**

Students have a general right of freedom of expression and inquiry within the school system (Policy IB)

Generally, students and student organizations are free to examine and discuss questions of interest to them, and to express opinions publicly and privately within the school system, provided such activities are fair, responsible and not disruptive. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

Materials such as leaflets, newsletters, cartoons, and other items may be prepared and distributed by students as part of the educational process and free expression in an academic community. Such materials may be restricted or prohibited for reasons including defamation, inappropriateness to the age or maturity of the audience, poor writing, bias, prejudice, disruption to the school, and a perception that the materials are sanctioned by the school district. (Policy IB)

Some student publications, such as yearbooks and school newspapers, may be part of the curriculum, to benefit primarily those who compile, edit, and publish them. Staff advisors will be assigned to guide students engaged in these activities.

Students may be required to submit publications for approval prior to distribution. School administrators will make available to students the specific standards that will be used to grant or deny permission to publish. School guidelines also will prescribe a procedure for appeals from students. (Policy IGDB)

### **Meeting, Demonstrating and Petitioning**

Students shall be permitted to hold meetings or demonstrations on school property. These are defined as small groups of people gathering for a common cause or interest.

Students shall be permitted to hold assemblies on school property. These are defined as large groups of people gathering for educational, entertainment or cultural purposes.

Meetings, demonstrations and assemblies shall be scheduled in advance. They may not disrupt normal class activities without per-

mission. All speakers and performers from outside the school shall be cleared through the principal's office. Every attempt should be made to present a balance of viewpoints on controversial or partisan issues.

Students may petition for a change in Board policies and school rules and procedures. Petitions must be reviewed by a building administrator prior to circulation on school grounds. The superintendent will forward petitions to the Board or building administrator as appropriate. (Policy JFI)

### **No Child Left Behind:**

The No Child Left Behind Act of 2002 has requirements related to the qualifications of school personnel, safe schools, academic progress of students and issues related to accountability and parent choice. Parents have the right to request information on the professional qualifications of their children's teacher. If a student is the victim of a violent crime while attending school or a school sponsored event, that student has a right to transfer to another school within the district. For specific information related to this law, please contact the Federal Programs Director, 541-967-4519

### **Privacy of Health Information**

The district shall protect the confidentiality of each student's health conditions and record to the extent possible. Students may be required to have immunizations and may be excluded from school to protect others from communicable diseases, as allowed in state law and county rules.

When a student is infected with any communicable disease for which he or she may not be excluded from school, the school will take steps to organize and operate its programs in a way that furthers education and protects student health. (Policy JHCC)

The district will adhere strictly in policies and procedure to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS. (Policy JHCCA)

### **Privacy of Student Information**

Students have the right to privacy, which includes privacy with respect to their records. (Policy JF/JFA)

The school district considers it generally appropriate to release certain information about students. This information consists of a student's name; photograph; age and grade level; participation in officially recognized sports and activities; weight and height of athletic team members; dates of enrollment; degrees, honors, awards or certificates received; and most recent previous schools or

programs attended. The district's term for this information is "directory information."

A parent or eligible student may prevent the release of this information by filing a written request with the principal of the school the student attends. The request should be submitted not more than 15 days after the district sends annual notice of its student information policy to parents and students. (Policy JOA)

The district will not ordinarily disclose other personal information about a student. This information included the names of the student's parents and other family members, the address of the student or student's family, biometric records, the student's Social Security number, the Secure Student I.D., and any other information that would make the student's identity easily traceable. The district's term for this information is "personally identifiable information."

The district may disclose personally identifiable information with prior written, dated consent from a parent or eligible student. The district may also disclose this information without prior consent to appropriate parties including district personnel with legitimate educational interests, another school or college where the student intends to enroll, law enforcement or other state agencies. As required by the federal Elementary and Secondary Education Act of 2001, student names and addresses for students in grades 11 and 12 will be released to the nation's armed forces unless the parent has requested through the counseling office that this information not be shared with military recruiters. (Policy JOB)

There could be a time when the district is asked for personal contact information for either students and/or parents through a Public Records Request. On each registration card, there is a question asking  Yes  No **PERSONAL CONTACT INFORMATION:** Do you give permission to have your parent/student contact information provided under a formal Public Records Request? Marking Yes, may allow ANYONE access to your personal contact information that provides an appropriate Public Records Request. Marking No, means you do not give permission for the District to release that information.

School administrators may grant media access to students in schools and may release student information to the media, in line with district policy. When access has been granted, the media does not have to obtain parental approval before publishing information obtained from students. Parents who do not want their student interviewed or photographed by the media must direct their children accordingly. (Policy JOD)

The Greater Albany Public School District participates in the Oregon Medical Assistance Program. Student directory information may be submitted periodically, to this program. If you do not wish for your student's directory information to be released to OMAP, you must notify the Office of Special Programs in writing within fifteen days of receiving this information.

### Special Programs and Services

Students ages kindergarten through 21 living in the district that have been evaluated by qualified personnel and found eligible for services for students with disabilities shall be provided a free and appropriate public education. The district will determine whether a student is both eligible for and in need of special education services. Whenever appropriate, students with disabilities will be educated with students without disabilities. Special placements or separate schooling will be provided only when the nature of the student's disability prevents some educational benefits in the regular classroom, or affects the health or safety of the students or others. (Policy IGBA)

Parents with a child identified for Special Education Services and who intend to enroll the student in private school MUST notify the district in writing of their intent. This notification can be given at the most recent IEP meeting or ten business days (including any holidays that occur on a business day) prior to the removal of the child from the public school. In section 8 of the Parent Rights for Special Education Handbook, OAR 581-015-0156, District Special Education Handbook: Children in Private Schools enrolled by their Parents."

The district also is committed to an education program that recognizes, identifies and serves the unique needs of talented and gifted students. These are students who have been identified as academically talented and/or intellectually gifted. (Policy IGBB)

The district also shall provide alternative education programs for students who are not making satisfactory progress toward the attainment of learning and behavior standards. These programs may be established directly by the district, or the district may cooperate with other agencies to provide them. (Policy IGBHA)

Students whose primary language is other than English will be provided appropriate assistance in a manner that allows effective, relevant participation in regular classroom instruction. (Policy IGBI)

The district has targeted six elementary schools, two middle schools and one high

school as sites where specialized English language instruction is provided.

Students who are pregnant and/or parenting shall be encouraged to continue with an educational program and to participate in school-sponsored activities unless physically unable. The district shall ensure that pregnant and parenting students receive special services as temporarily necessitated by their condition. Contact the FACT program (541-924-3720) for service information. No student shall be excluded from public school on the basis of pregnancy or parenthood, and students who are pregnant or parenting are not exempt from Oregon's compulsory attendance law. (Policy JFE)

### Rules of Behavior

The Albany School District is committed to providing a safe learning environment. We encourage every student, parent and staff member to act with respect, self-discipline, honesty, kindness, courage, justice, personal responsibility and social responsibility. These are the key elements of our character education program.

In the interests of safety, we have developed rules for students to follow. The list below outlines important rules. Please review them. For a more complete listing of this information, you may consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review in all school offices and the district office, 718 Seventh Avenue SW or the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us)

### Attendance

Students have the responsibility to attend school regularly and comply with the attendance policies of the school. Compliance includes completion of assigned makeup lessons within a reasonable period of time.

Compulsory attendance from age 7 to age 18 or graduation is established by state law, with provisions for exceptions. The district may deny regular school admission for the period of the expulsion to students who have become residents and have been expelled from other districts.

Persons having legal control of a student age 7-18 who has not completed 12<sup>th</sup> grade are required to have the student attend school. Violations are punishable by a fine. Also, all students five or six years of age who have been enrolled in a public school are required to attend regularly. (Policy JE/JEA)

Absence from school or class may be excused by an administrator or designee for reasons of illness of the student or a family member, emergency, school approved active

ty, medical or dental appointment, or other reason where arrangements are made in advance. Truant students may be subject to detention or suspension and/or may be declared ineligible to participate in athletics or activities. (Policy JED)

Lower grades and loss of credit may result when students fail to achieve certain course goals because of unexcused absences or failure to make up work. (Policy IKAD)

If a student fifteen years of age or older accumulates more than 10 consecutive days of unexcused absences or fifteen days of unexcused absences in a single semester, the superintendent may notify the Oregon Department of Transportation that the student has withdrawn from school. The Department of Transportation will notify the student that driving privileges may be suspended 30 days after the date of the notice. (Policy JHFDA)

### Authority Over Student Conduct

Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner. These guidelines apply to students at school during the school day, enroute to and from school, and during school sponsored activities. (Policy JFC)

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

### Bus Transportation

Transportation to and from school will be provided for elementary students (Grades K-5) living more than one mile from the school they attend and for secondary students (grades 6-12 living more than one and one-half miles from the school they attend. (Policy EEA)

Students who violate bus rules of conduct may be denied the use of district transportation. These rules include:

- Promptly obeying the directions of the driver.
- Being courteous to the driver, fellow students and passersby.
- Conversing in normal tones without the use of loud or vulgar language.
- Avoiding fighting, wrestling or boisterous activity.
- Remaining seated while the bus is in motion.
- Keeping the bus clean and not damaging it (Policy EEACC)

### **Closed Campus**

Campuses are closed from the time the student arrives until classes are dismissed at the end of the school day. No student is to leave during this time, with the following exceptions:

1. A specified need verified by a parent and approved by an administrator.
2. A parent and school approved work release privilege.

Students who leave school grounds without authorized permission are considered truant. (Policy JEFA)

### **Controlled Substances and Alcohol**

Students may not use, possess, sell, distribute or be under the influence of controlled substances including alcohol. This directive applies while students are on district premises, at district-sponsored activities or otherwise under the jurisdiction of the district. Violations are sufficient cause for discipline, suspensions or expulsion from school. (Policy JFCI, Administrative Regulation JFCI-AR)

### **Dress and Appearance**

A student's dress and grooming shall be within reasonable standards of health, safety and sanitation. Dress or grooming that is immodest or disruptive to the educational process shall not be permitted at school. Clothing or materials will not be permitted at school if they represent or advertise tobacco products, inhalant delivery systems, alcohol, illegal drugs or violence; or if they contain racial or sexual messages, or inappropriate language. In addition, gang clothing and symbols are unacceptable for students under the school's jurisdiction. Students who violate this policy may be subject to disciplinary action up to and including expulsion. (Policy JFCA)

### **Electronic Communication System**

The district provided an electronic communication system for the purpose of the advancement and promotion of teaching and learning. The system shall be used to provide statewide, national and global communications opportunities for staff and students. For the protection of our staff, students and to remain in compliance with provisions of the federal Children's Internet Protection Act, the district purchases a content filter intended to protect against access to inappropriate matter. All students using the district's electronic communication system will have on file with the school of their attendance a parent signed Acceptable Use and Internet Safety Policy form found in the district Administrative Regulation IIBGA-AR.

Principals may permit grade appropriate use and possession of personal communication devices on district property and at school-

sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school sponsored activities or violate Board Policies, Administrative Regulations, or classroom rules, state and federal law. Personal communication devices may be confiscated and will be released to the student's parents. (Administrative Regulation JFCEB-AR)

### **Electronic Surveillance Notification**

The district may utilize electronic devices in public areas on school grounds and buses to monitor behavior and to create a safer and more secure school environment. Evidence of violation may be used in disciplinary hearings. (Policy ECAC)

### **Food Service**

The district is pleased to serve nutritious meals at breakfast and lunch at very reasonable prices. Meals purchased at school are pay-as-you-go. Parents and students are encouraged to deposit sufficient funds in the student's meal account to ensure adequate funds are available when the student purchases a meal. Each school may set its own policy, but elementary and middle school students may charge no more than three (3) meals. No charges are allowed at the high school level. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full.

### **Grades and Credits**

Schools are expected to make regular reports of student academic and social progress to parents. At the beginning of the grading period, students will be informed of the basis of the grades and the methods to be used in determining them. (Policy IKA)

In determining grades, teachers will emphasize student achievement in relation to state standards and course goals. Students will be permitted the opportunity to achieve learning goals missed during absences through teacher-prescribed independent study or other assigned activities whenever practical and appropriate. Both grades and attendance data will be exhibited on a student's report card and permanent record.

Lower grades and loss of credit may result when students fail to achieve certain course goals because of unexcused absences or failure to make up work. (Policy IKAD)

### **Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Dating Violence**

Hazing, harassment (including harassment through electronic means) intimidation, bullying, cyberbullying and menacing by stu-

dents, staff or third parties are strictly prohibited. Students who violate this policy will be subject to discipline, up to and including expulsion. Individuals may be referred to law enforcement officials. In addition, the district may ask the Oregon Department of Transportation to suspend the driving privileges of any student fifteen years of age or older who has been expelled for bringing a weapon on to school property, or has been suspended or expelled twice for menacing another student or employee, for damaging or injuring district property, or for using threats, bullying, intimidation, harassment or coercion. (Policy JFCF/GBNA)

Sexual harassment of and by students is prohibited. Students in violation of this policy shall be subject to discipline up to and including expulsion (Policy JBA/GBN)

### **Making Up Emergency Closures**

Full days lost due to inclement weather or other factors will be made up as determined by the School Board in consultation with the employee associations.

### **Materials Distribution**

From time to time, schools are asked by community organizations to distribute flyers describing programs that may be of interest to students and their families. Generally, the manner in which materials are distributed in the schools is decided by the building principal but recent court decisions have directed that material distribution be done fairly and consistently within each individual school. Parents and students should understand that the flyers may describe athletic, educational, or religious activities that are not sponsored or endorsed by the school district.

### **Promotion and Retention**

Students will normally progress from grade to grade annually. Exceptions may be made when, in the judgment of the professional staff, they are in the best educational interests of the student. Exceptions will be made only after prior notification and explanation to the student's parents. However, the final decision will rest with school authorities. (Policy IKE)

### **Resolving Differences**

The Albany school district is committed to the prompt resolution of differences with parents, students and other members of the public. People who have differences with the district or a school should first attempt to resolve problems in an informal, timely manner with the staff primarily involved. If this is not sufficient, the next step is presentation to the administrator with primary responsibility for the areas related to the concern.

If the complaint is not satisfactorily resolved and the person filing the complaint wishes to carry it further, a written complaint should be submitted to the superintendent. The complaint should include the reason for the complaint with supporting statements and evidence. If the complaint relates to a specific policy or procedure, the policy or procedure should be cited. The superintendent or designee may meet with the involved parties if advisable and will provide a written decision.

If the person filing the complaint is not satisfied, he or she may appeal to the school board. A detailed description of this process may be found in Board Policy KL, Public Complaints. Copies of this policy are available in all schools and the district office at 718 Seventh Avenue SW Albany or on the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us)

### **Secret Society/Gang Activity**

Student membership in secret societies and/or gangs in the school environment are prohibited. Students may not wear, possess, use, distribute, display or sell anything that is evidence of membership in or affiliation with a gang. Students also may not solicit others for gang membership, request others to pay protection or otherwise intimidate them; or incite other students to hurt or harass any other person. Students who violate this policy will be subject to disciplinary action up to and including expulsion. (Policy JFCEA)

### **Student Activities**

Students participating in school activity programs will be expected to adhere to the code of conduct outlined in the school's parent and student handbook. That code includes:

- Not using tobacco, alcohol, and illegal drugs.

- Respecting the property of others, including avoidance of theft and vandalism.

- Exhibiting appropriate conduct. Responding courteously and promptly to the requests of authorities such as parents, teachers, principals, or activity officials.

If a student is suspended from participation in an activity, a phone call will be made to parents and a letter sent home informing them of the suspension and its length. The student and/or the parents may request a conference with the principal regarding the action taken. (Administrative Regulation JFBA-AR-4)

### **Student Medical Insurance**

The School District endeavors to provide a safe environment for all students during recess and other school activities. The School District does not carry no-fault premises liability insurance for injuries suffered by stu-

dents. Information regarding school-based medical insurance available to all students can be obtained from your student's school office.

### **Student Searches**

District officials may search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. Searches for evidence of a violation may be conducted subject to the following requirements:

- A district official has individualized, reasonable suspicion based upon specific and articulated facts that the student is personally in possession of some item that poses an immediate risk of serious harm to the student and/or others.

- The search is reasonable in scope. That the measures used are reasonably related to the objective of the search and the area which could contain the item(s) sought.

District officials may seize any item which is evidence of a violation of law, Board Policy, Administrative Regulation or school rule. District officials also may seize any item whose use or possession is prohibited.

Students may be searched by law enforcement officials on district property when the student is under the jurisdiction of the district, upon the request of the law enforcement official. Law enforcement requests ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parents in advance and will be present for all such searches, whenever possible. (Policy JFG)

### **Textbook and Library Management**

Textbooks and library books are checked out to students through their schools. If student books are overdue or have been lost or damaged, the student/parent may be asked to pay fines, replacement costs and/or processing fees. Textbooks and library books may be replaced with a school-approved, used book purchased by the parent. Fees that were paid for book replacement where later the item is found can be refunded up to one year after payment. If a student owes other fees or fines, the amount to be refunded will be applied to any outstanding fees or fines. In the event a student/parent is not able to pay the cost of fines, replacement cost and processing fees, a student may be provided with an opportunity to work out the balance owed. Assigned work duties are at the discretion of the building principal. Fees/fines may be waived by the principal in accordance with Board Policies JN and JN-AR.

### **Threats of Violence**

Student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, will not be tolerated on district properties or at activities under the jurisdiction of the school district. Students are responsible for informing a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others are encouraged to do the same.

Students found in violation of this policy will be subject to discipline up to and including expulsion. A referral to law enforcement will be made in cases involving weapons and destructive devices.

Whenever a student makes threats in violation of this policy, the principal of the school shall consider the following actions: removing the student from the classroom setting; placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others; and requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom.

In addition, whenever a student makes threats in violation of this policy, the building principal will notify the parent of any student whose name appears on a targeted list that threatens violence to the student or who has been threatened by another student. (Policy JFCM)

### **Tobacco**

Students may not possess or use tobacco products or inhalant delivery systems in any form on district premises, while under the jurisdiction of the district or while attending district sponsored activities. (Policy JFCG)

### **Vandalism**

Any student who willfully damages or defaces school property will be disciplined. Students and their parents will be held responsible for loss or damage of district property. (Policy ECAB)

### **Weapons**

Students shall not bring, possess, conceal or use a weapon on or at district property, or activities under the jurisdiction of the district. Weapons include:

- Dangerous weapons: Devices that are used, attempted to be used or threatened to be used to cause harm.

(Continued on Page 6)

- Deadly weapons: Any instruments, articles or substances designed for and capable of causing death or serious injury.

- Firearms: Any weapons designed to, or readily convertible to, expel a projectile by action of an explosive.

- Destructive devices: Weapons with an explosive, incendiary or poison gas component, or any combination of parts designed to cause destruction and harm.

Replicas of weapons, fireworks and pocket knives are also prohibited.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy may be expelled for a year.

Administrators also will notify the appropriate law enforcement agency. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement agencies.

Possession or discharge of a firearm within a school zone is prohibited by federal law. A school zone is defined as in or on school grounds or within 1,000 feet of school grounds.

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

Disciplinary and/or legal action will be taken against students or others who assist in prohibited activities. The district is authorized to ask the Oregon Department of Transportation to suspend the driving privileges of students who violate this policy. (Policy JFCJ)

## Safety and Security, Emergency Procedures

### Visitors:

To ensure the safety of students and staff, preserve the educational environment, protect district property, and prevent disruptive activity, district officials must know if any person who is not a member of the staff or student body is inside the building or on the facility grounds. Visitors may enter school buildings only through designated entrances and must check in with the front office before proceeding further into the building. (Policy KK)

### Standard Response Protocol

In the event of an emergency, the school district and school staff will do everything to safeguard students and staff. To accomplish this, the district has adopted the standard response protocol developed by the I Love You Guys Foundation. Responses are **Lockout**, **Lockdown**, **Evacuate** and **Shelter** and have procedures corresponding to the threat. Each

protocol has specific staff and student actions that are unique to the action. (Admin Regulation EBCB-AR 4)

### Lockout:

Lockout may be called when there is a threat or hazard outside of the school building that could become a safety issue for everyone on campus. Law enforcement, staff or building administrators could direct the school to initiate Lockout procedures due to violence or criminal activity in the immediate neighborhood or a dangerous animal in the playground, or other concern by building staff or administrators. The public address for Lockout is: "Lockout! Secure the perimeter" and is repeated twice each time the public address is performed.

Students are trained to return to the inside of the building and conduct business as usual. Staff will recover students from outside the building, lock exterior doors, increase situational awareness, take roll and account for students, and conduct business as usual.

There may be occasions where students expect to be able to leave the building - end of classes, job commitment, end of the school day, field trips, etc. Depending on the condition, permission to leave the building may be denied. Students and staff will remain inside the building until the Lockout situation is cleared. Law enforcement personnel may hold school buses and family member vehicles from approaching the school until the campus is released from the Lockout condition.

### Lockdown:

Lockdown is called when there is a threat or hazard inside of the school building. Examples might include a dangerous animal within the school building or intruders. Lockdown uses classroom security to protect students and staff from threat. Law enforcement, staff or building administrators could direct this security level. The public address for Lockdown is: "Lockdown! Locks, Lights, Out of Sight!" and is repeated twice each time the public address is performed.

Students are trained to move away from sight and maintain silence. Staff will lock classroom doors, turn off lights, move away from sight, take roll and account for students, maintain silence and wait for law enforcement to open classroom doors.

If near the end of the school day, students and staff will remain inside the building until the Lockdown situation is cleared.

Law enforcement personnel will hold school buses and family member vehicles from approaching the school until the campus is released from the Lockdown condition. Release from a Lockdown shall only occur with direct in-person release notification by an administrator or uniformed law enforcement personnel.

### Evacuate:

Evacuate may be called when there is a need to move students and other building occupants from one location to another.

The public address for Evacuate is: "Evacuate! Type/Location" and is repeated twice each time the public address is performed.

Students are trained to leave personal possessions behind and form a single file line and depart the building. Staff will lead students to the evacuation location and take roll and account for students. Students and staff should be prepared to follow specific instructions given by staff or first responders.

### Shelter:

Shelter is called when the need for personal protection is necessary in such instances as tornado, earthquake or airborne irritants. The public addresses for shelter might be "Shelter for Earthquake! Drop, Cover and Hold" and is repeated twice each time the public address is performed.

In the event of an earthquake, students and staff will be directed to DROP, preferably under a desk or table. Stay away from windows, bookcases, file cabinets and other objects that could fall. COVER their heads with their hands and stay under cover until the shaking stops. HOLD onto the desk or table; if it moves, move with it. Other responses may be situationally appropriate.

## Student Discipline

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. The major objectives of the discipline program are to teach understanding and respect for:

- Individual rights, dignity and safety.
- The law, district policies and safety.
- Public and private property rights.

The district will enforce consistently and fairly all student rules, procedures and standards.



Students who violate these guidelines will be offered corrective counseling or be subject to disciplinary sanctions.

A student whose conduct or condition is seriously detrimental to the school's best interest may be suspended or expelled in accordance with Board policies and administrative procedures and rules.

The information below summarizes key points of the district's disciplinary procedures. For a more complete listing of this information, consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review in all school offices and the district office, 718 Seventh Avenue SW or the district website at [www.albany.k12.or.us](http://www.albany.k12.or.us)

### **Corporal Punishment and Physical Force**

Corporal punishment is strictly prohibited in the district, and physical force shall not be used to discipline or punish a student.

Corporal punishment is defined as the willful infliction or willfully causing the infliction of, physical pain. Corporal punishment does not mean physical pain or discomfort resulting from a student's voluntary participation in athletic competition or such recreational activity.

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

A district staff member is authorized to use physical force when necessary to prevent a student from harming self or others. A staff member also may use reasonable physical force on a student to maintain order in the school or classroom, or at a school activity or event. (Policy JGA)

### **Discipline of Disabled Students**

When a student being served by an individualized education program (IEP) engages in conduct that could warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified within 24 hours of the circumstances of the misbehavior, and the time and location of the IEP meeting to address the infraction and its relationship to the disability.

Should the IEP team conclude that the misconduct is not a manifestation of the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a manifestation of the student's disability, the team may review and revise the student's IEP, and determine whether a change in placement is needed.

Under circumstances involving weapons, drugs and/or the infliction of serious bodily injury, the district may remove the student to an interim alternative educational placement (Policy JGDA/JGEA-AR)

### **Expulsion**

A principal or designee, after reviewing available information, may recommend to the superintendent that a student shall be expelled. Expulsion of a student shall not extend beyond one calendar year unless a weapon is involved.

No student may be expelled without a hearing by the superintendent or designee unless the right to a hearing is waived by the parents or by the student if 18 years old. The right to a hearing may be waived in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parents agree to abide by the findings of a hearings officer.

When an expulsion hearing is to be held, the student and parents will be given written notice by personal service or certified mail at least five days before the scheduled hearing. Notice shall include the specific charge or charges, the conduct constituting the alleged violation and the reason for expulsion, recommendation for expulsion, the student's right to a hearing and right to representation.

If the student or parent has difficulty understanding or speaking English, the district will provide an interpreter. At the hearing, the student may have a representative present. The representative may be an attorney or a parent. The student will be afforded the right to present his or her version of the events and to introduce evidence. The student shall be permitted to be present and hear the evidence presented by the district.

The hearings officer will determine the facts in the case and decide upon disciplinary action including the duration of the expulsion if an expulsion is imposed.

The hearings officer's decision may be appealed to the School Board. Parents of stu-

dents who wish to appeal will have the opportunity to be heard at the time the Board reviews the decision. The Board will affirm, modify or reverse the decision.

Before expulsion, the district must propose alternative programs of instruction, or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. (Policy JGE)

### **Suspension**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion (Policy JG)

Students may be suspended for willful violation of school regulations, conduct which materially and substantially disrupts the rights of others to an education; conduct which endangers the student, other students or staff members and conduct which damages or injures district property. Suspension may take the following forms:

- In-school suspension: Exclusion of the student from class attendance for a designated period of time to be determined by the administration.
- Out-of-school suspension:
  - A temporary exclusion from school for not more than 10 school days.
  - Exclusion in cases being investigated and/or pending exclusion.
  - Exclusion until some specific pending action occurs such as a physical or mental examination; incarceration by court action; a hearing by the superintendent, or designee; and/or official Board action

Saturday school, detention before school, and/or detention after school may be assigned as disciplinary consequences in the place of suspension when appropriate.

Parents or guardians will be notified by telephone whenever possible and will be sent a letter in cases of an out-of-school suspension stating the date, time and charges for the suspension and the procedures for reinstatement. The statement may include a plan for the student to make up school work. The parents or guardians may request and be given a conference with the building principal. Suspensions may be appealed to the School Board. Out-of-school suspended students are not to be on school grounds without administrative permission. (Policy JGD)

**Your Guide to District Services**

<b>Service</b>	<b>Department</b>	<b>Phone</b>
After-School Programs	Assistant Superintendent	541-967-4525
Alternative Learning Programs	Albany Options School	541-967-4563
Assessment	Student Services	541-967-4519
Athletics	School	
Attendance Boundaries	Transportation	541-967-4626
Bidding-District Contracts	Business	541-967-4505
Board Policies / Regulations	Executive Assistant	541-967-4511
Budget Committee	Business	541-967-4505
Buildings & Grounds	Physical Plant	541-967-4513
Buses	Transportation	541-967-4626
Business-School partnerships	Assistant Superintendent	541-967-4525
Calendar	Human Resources	541-967-4503
Character Education	Instruction Department	541-967-4525
Curriculum	Instruction Department	541-967-4525
Distributing Materials	Assistant Superintendent	541-967-4525
English Language Learners	Student Services	541-967-4519
Extended School Year Programs	Special Programs	541-967-4518
Federal Title Programs	Instruction Department	541-967-4525
Graduation Requirements	Assistant Superintendent	541-967-4525
Health & Social Services	FACT	541-924-3720
Home Schooling	Assistant Superintendent	541-967-4525
Instructional Materials	Instruction Department	541-967-4517
Instructional Standards	Instruction Department	541-967-4517
Lunch & Breakfast Program	Nutrition Services	541-967-4622
Medically Fragile Students	Special Programs	541-967-4518
Renting District Facilities	Physical Plant	541-967-4513
Report Cards	Instruction Department	541-967-4525
Residency Requirements	Instruction Department	541-967-4525
Special Education Programs	Special Programs	541-967-4518
Student Behavior	Special Programs	541-967-4518
Student Records or Transfers	Instruction Department	541-967-4525
Swimming	Albany Community Pool	541-967-4521
Talented & Gifted Program	Instruction Department	541-967-4525
Textbooks	Instruction Department	541-967-4525

**School Board Members**

Jerry Boehme, Vice Chair	541-926-8815
Frank Bricker, Chair	541-926-9808
Sandi Gordon	541-905-5544
Micah Smith	541-791-6355
Lyle Utt	541-791-3145

**Superintendent**

Jim Golden	541-967-4511
------------	--------------

**Assistant Superintendent**

Tonja Everest	541-967-4525
---------------	--------------

**Instruction Department And Student Services**

Lori Greenfield, Curriculum and Instruction Director	541-967-4519
Jason Hay, Leadership and Supervision Director	541-967-4517
Heather Huzefka, Federal Programs Director	541-967-4519
Ryan Mattingly, Special Programs Director	541-967-4518

**Schools**

Central Elementary, Lisa Shogren, Principal	541-967-4561
Clover Ridge Elementary, Elisa Stephens, Principal	541-967-4565
Fir Grove Elementary, Jerrie Matuszak Principal	541-967-4570
Lafayette Elementary, Gina Ayers, Principal	541-967-4575
Liberty Elementary, Rich Sipe, Principal	541-967-4578
North Albany Elementary, Tracy Day, Principal	541-967-4588
Oak Elementary, Kelly Bussard, Principal	541-967-4591
Oak Grove Elementary, Jerrie Matuszak, Principal	541-967-4596
Periwinkle Elementary, Bob Daugherty, Principal	541-967-4600
South Shore Elementary, Kraig Sproles, Principal	541-967-4604
Sunrise Elementary, Jodi Smith, Principal	541-967-4608
Takena Elementary, Lisa Shogren, Principal	541-967-4613
Tangent Elementary, Lori Greenfield, Principal	541-967-4616
Timber Ridge School, Jodi Deder, Principal	541-704-1095
Waverly Elementary, Anne Griffith, Principal	541-967-4617
South Albany High School, Brent Belveal, Principal	541-967-4522
Julie Foster-Teeter, Asst Principal	
Richard Shaw, Asst Principal	
West Albany High School, Susan Orsborn, Principal	541-967-4545
Rich Engel, Asst Principal	
Brett Davisson, Asst Principal	
Albany Options School, John Hunter, Principal	541-967-4563
Albany On Line Program	541-924-3759
Calapooia Middle School Pat Weidman, Principal	541-967-4555
Scott Smith, Asst Principal	
Memorial Middle School Ken Gilbert, Principal	541-967-4537
Michael Ann McIlvenny, Asst Principal	
North Albany Middle School Jon Dilbone, Principal	541-967-4541
Leo Huot, Asst Principal	
Timber Ridge School Jodi Deder, Principal	541-704-1095
Tristan Heisley, Asst Principal	