

Academia Aguilitas

Preschool



**Parent-Student Handbook
2019-2020**

Preface

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Revisions will be posted on the online version of this handbook.

Eagle Point School District 9 prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with 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; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

Academia Aguilitas Pre-School

3275 Avenue G White City, OR 97503
Phone: (541) 830-6243 • www.eaglepnt.k12.or.us
Karina Rizo, Principal
www.facebook.com/AcademiaAguilitas

Welcome to Academia Aguilitas Pre-School!

Eagle Point School District #9 is s excited to offer a community dual immersion preschool program in White City. We know that in order to be successful in life, skills and positive habits need to be taught and reinforced. Our staff works hard to do just that. We dedicate ourselves to assist every student to gain these skills so that they can go on and become the best that they can be.

Rules at AAP are simple and easy to remember. Strictly adhering to them makes life much easier for all and ensures a safe learning environment. We encourage our students to:

- ❖ Be Safe
- ❖ Be Respectful
- ❖ Be Responsible

We look forward to a great school year together!

Yours in teaching and learning,

Karina Rizo
Principal

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Academia Aguilitas Pre-School

Belief Statement

Academia Aguilitas Pre-School educators create an enriched learning environment. All students are viewed as individuals and provided with positive direction as they continue on the path of learning.

Academia Aguilitas Pre-School is dedicated to preparing students as lifelong learners for our community through diverse experiences with caring professionals.

The goal is to increase student success and achievement.

AAP Students will be safe, responsible and respectful at all times.....

- *Be on time to every class every day*
- *Leave backpacks and coats in assigned space*
- *Respect all school property, clean up after yourself*
- *Respect all school personnel*
- *Demonstrate appropriate behavior at all times*
- *Use appropriate language*

Eagle Point School District #9

Mission Statement:

*The mission of Eagle Point School District #9,
in mutual partnership with families and local community,
is to prepare every student to be a self-directed, lifelong learner, a productive worker,
and a responsible, contributing member of society.*

Four Characteristics of Improved School Districts:

- ❖ *Effective Leadership*
- ❖ *Quality Teaching and Learning*
- ❖ *Support for System-wide Improvement,*
- ❖ *Clear and Collaborative Relationships*

Academia Aguilitas Pre-School

Section 1: Attendance and Absence Information

Assignment of Students to Schools

Students are required to attend the school in the attendance area in which they reside, unless otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office for additional information.

Attendance Policy - District 9

Eagle Point School District 9 supports the compulsory school attendance laws as set by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement.

As a District, we understand that sometimes absences are outside of our control. As part of our Attendance Initiative, "*Creating a Culture of Showing Up*" we expect students to follow the district attendance guidelines to begin the habit of being at school every day.

Definitions:

Tardy: A student arriving after the scheduled start time

Excused Absence: [ORS 339.065](#)

- Personal illness
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergency situations that require the student's absence.
- Field trips and school-approved activities.
- Medical (dental) appointments; confirmation of appointments are required.
- Pre-Arranged Absences

Pre-Arranged Absences: an absence that is arranged prior to the student's time away from school after deemed appropriate by the school's administrator and satisfactory arrangements have been made in advance of absence. (Pre-arranged absence forms are available in the front office.)

Unverified Absences: A student's absences were not verified by a parent/guardian as required. This includes:

- Not arriving at school as expected by parents and school authorities
- Leaving school before the end of the session without following the checkout procedure

- **Excessive Absenteeism/Tardies:** Parents of students who have excessive absences will be required to meet with the principal. Students who are absent for ten consecutive days will automatically be withdrawn from school (Oregon State Law)
- **Excessive Absences:** May lead to either in school suspension or out of school suspension. Students with excessive absences may be required to provide note from a physician or clinic verifying illness or appointments in order to be excused.

Parent/Student Responsibilities

- Ensure that your student is on time to school and attends all classes.
- If your student is late to school, call to excuse the tardy.
- For Extended Absences: Send a note/call/email upon the student's return to school.

Call the AAP Office to report a student absence **each day** the student is out.
(24 hour timeline to excuse absences).
541-830-6242

Staff Responsibilities

- Contact parent when absences or tardies are impacting academic achievement.

Your student **MAY BE** absent if he/she:

1. Is sick. If the illness lasts more than a couple of days, you should take them to the doctor to obtain a medical excuse.
2. Is needed because of a family emergency (please call the school and let them know how long you expect to have your child out of school.) This does not include interpreting for other family members.
3. Has *live* head lice. This must be taken care of quickly. Your student should not miss more than (2) days of school. If you need help or advice, please call our school nurse or public health nurse.

Your student **MAY NOT** miss school:

1. For Vacation
2. Because he/she just does not want to go to school
3. Because he/she slept in
4. For head lice for an extensive period
5. Due to lack of school supplies, clothes or an alarm clock
6. Because he/she is afraid to go to school
7. Because of a family emergency that took place a long time ago

If you or your student need assistance with resources to help find solutions, please contact our school.

Excused or Unexcused Absences

If your student is absent, call the school office to report the absence **AND** the reason for the absence. If you receive a recording, please leave a message. 541-830-6242.

When returning to school after an absence, a parent/guardian must call the office or send a note signed by the parent/guardian that describes the reason for the absence. All unexcused absences must be excused by a parent/guardian within two school days. Absence from school will be excused under the following circumstances:

- Illness of the student.
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergency situations that require the student's absence.
- Field trips and school approved activities.
- Medical or dental appointments. Confirmation of appointments will be required (please bring a note from the doctor or dentist).
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
- Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements.

Physical Education Excused Absence

To be excused from participation in a physical education class activity due to health and/or injury, a student must bring a note from home stating the day or days to be missed, signature of parent/guardian, phone number and date. If a student is to be excused for more than three days from P.E., a doctor's excuse is required.

Pre-Arranged Absence

Parents must pre-arranged absences when known by contacting the school office. A parent or guardian may request missing work for students who have a pre-arranged absence of three or more days.

Tardy

Students are tardy if they are not in the school before the scheduled start time.

Leaving School

If A student becomes ill during the school day, the teacher will complete a basic assessment and determine whether or not the student should be sent home and will notify the student's parent/guardian, as appropriate. Parents/guardians must sign out students leaving school during the school day.

Section 2: Student Information

Academia Aguilitas STUDENT EXPECTATIONS MATRIX

	Bathrooms	Arrival/Dismissal	Recess	Cafeteria	Classroom
BE RESPECTFUL	<ul style="list-style-type: none"> Clean up after yourself Respect others' privacy Indoor voices 	<ul style="list-style-type: none"> Follow all adult directions Remove hats and coats Enter building quietly Walk on the sidewalks 	<ul style="list-style-type: none"> Follow all adult directions Use kind words and actions Include others Use your voice when solving problems 	<ul style="list-style-type: none"> Invite others to sit with you Use good table manners Use indoor voices Chew with your mouth closed 	<ul style="list-style-type: none"> Walking feet Keep your hands, feet, and objects to yourself Indoor voices Use kind words
BE RESPONSIBLE	<ul style="list-style-type: none"> Flush toilet Report problems to your teacher Return to class quickly 	<ul style="list-style-type: none"> Enter and exit quietly Keep cubbies and coat racks clean Put your things in your own cubby 	<ul style="list-style-type: none"> Report disruptions, accidents, and injuries to the adult on duty Return to classroom when the bells ring Dress for the weather 	<ul style="list-style-type: none"> Clean up after yourself Keep food to yourself Eat healthy 	<ul style="list-style-type: none"> Clean up after yourself Put supplies away after using them Raise your hand to speak to an adult
BE SAFE	<ul style="list-style-type: none"> Wash hands with soap Keep feet on floor Keep water in sink/toilet Place paper towels and trash in waste basket 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walking feet Cross at the crosswalks 	<ul style="list-style-type: none"> Take turns Use games, materials and equipment properly Stay on the playground and in approved areas Walk safely to and from the playground 	<ul style="list-style-type: none"> Report spills Use walking feet Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Walk at all times Use school supplies the way they are intended Bottoms on your chair with feet flat on the floor

Hazing or Bullying will not be tolerated in our schools and will result in consequences, including suspension. An individual or group who engages in humiliation, intimidation, pressure to perform dangerous/harmful activities as a prerequisite to inclusion, excluding or singling out students in a negative manner, and/or cyber bullying will be in violation.

Before School Expectations

Students may not arrive at school before 7:30 AM. Students must be picked up at 11:00

Change of Address

It is important that the staff at our school has current information on how to contact our families. Therefore, we ask that families who move during the school year report changes in their mailing address, telephone number, and other pertinent information to the school office.

Closed Campus

All District 9 middle schools have a closed campus. Students are considered on campus when they arrive to school in the morning. This means students may not leave campus. Students are to remain on school grounds from the time they arrive in the morning until their regular dismissal time at the end of the school day. This includes the lunch period.

Fundraising and Selling



Only items of an approved fundraiser may be sold at school. Selling items for personal profit is not allowed. Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the principal at least ten days before the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. Student Leadership serves as the student government representative in administration of student activity funds.

Lost and Found

Students should check the lost and found area when they misplace something. Likewise, students should turn in articles they find in and around the school to the front office. *The district will not be responsible for the loss of, of damage to, personal property.* Unclaimed items will be given to charity at the semester breaks.

Fees

Lunch and Breakfast fees must be paid monthly. Extended day program fees must be paid by the first of each month.

For the full text of this required notice regarding Fees, Fines and Charges, please refer to the JCSD 9 web page, www.eaglepnt.k12.or.us, Parent/Student Legal Notices

Medication



School personnel may not dispense or administer medication to a student except as prescribed by a physician and with written permission from the parent. Students also may take over-the-counter medications with a signed authorization form. All medications will be kept in the school office and must be in the original container—medications kept in small containers are best, due to storage limitations.

Students are not to have any medication on their person. Sharing and/or borrowing of medication with another student is strictly prohibited.

In situations when a licensed healthcare 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](#)).

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.

Students may be permitted to take prescription or nonprescription medication, under the supervision of school personnel, and in transit to or from school or school-sponsored activities.

Parental Involvement

Education succeeds best when there is a strong partnership between home and school. A partnership thrives on communication. Therefore we request parents to:

1. Encourage your student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides.
2. Keep informed on district activities and issues.
3. Become a district volunteer. For further information contact the principal.
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Parent VUE

District 9 provides a unique opportunity for parents/guardians to view their student's school information via the internet. ParentVUE is a convenient home-to-school collaboration tool that allows parents to enhance their involvement by keeping track of their student's attendance, grades, schedules, assignments, immunization and more!

Parents or guardians are able to view their student's information through the ParentVUE web site after they have registered with the school and received a user ID and password.

To access ParentVUE information, go online to the district website at www.eaglepnt.k12.or.us. Click on the "ParentVUE" button near the top of the page. Follow the directions to log-on.

Questioning by Non-School Personnel

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. A reasonable attempt will be made to notify the parent of the situation, unless otherwise prevented by law.



Parents/guardians are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents/guardians.

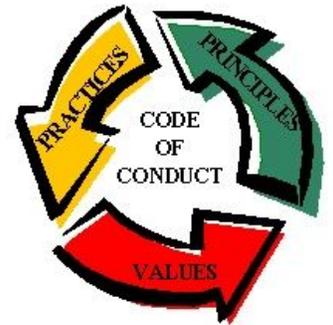
Student Insurance

The School District does not provide accident insurance for students. The District shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury. However, the School Board has recognized an economical student accident insurance package from Meyers-Stevens & Toohey & Company called a “MID Plan.” Parents are responsible for paying premiums—if coverage is desired. More information about student accident insurance is available with registration/orientation materials.

Section 3: Code of Conduct

Code of Conduct

District 9 Schools expect all student conduct to contribute to a productive learning climate. Students shall comply with the school's and district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner during the school day, at any school related activity, regardless of time or location and while being transported in district provided transportation. This *Student Code of Conduct* also applies to students as pedestrians or bicyclists on their way to and from school.



School Wide Expectations:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Consequences

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

- Assault
- Hazing, harassment, intimidation, bullying, menacing, or teen dating violence/domestic violence, cyberbullying or comments posted by students on social media websites when the student is not engaged in district activities and not using school equipment
- Coercion
- Violent behavior or threats of violence or harm
- Disorderly conduct, false threats and other activity causing disruption of the school environment
- Bringing, possessing, concealing or using a weapon
- Vandalism, malicious mischief and theft including willful damage or injury to district property, or to private property on district premises or at district-sponsored activities
- Sexual harassment
- Use, possession, sale or distribution of tobacco products, nicotine, alcohol, drugs or Inhalant Delivery Systems--including legal or medical marijuana or drug paraphernalia prohibited

- Use or display of profane or obscene language
- Disruption of the school environment
- Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials
- Violation of district transportation rules
- Violation of law, Board policy, administrative regulation, school or classroom rules

Discipline/Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrator. The district’s disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention, suspension; expulsion, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses, teen dating violence or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district’s weapons policy, as required by law, shall be reported to law enforcement.



Student Restraint and Seclusion

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

- Non-accidental conduct causing serious physical harm to a student or employee;
- When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
- When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent/guardian waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See Alternative Education Programs and Alternative Education Programs Notice in Section 5 of this Handbook.

Refer to School Board Policy JGE for expulsion information.

Discipline of Disabled Students

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

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

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

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

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. If the amount due is not paid the amount will become a debt owed and the district may impose certain restrictions and/or penalties until fees, fines or damages are paid.

Displays of Public Affection

Public Displays of Affection are prohibited.



Dress Code

Dressing appropriately is an important life skill. Student dress or hairstyles should not distract students or staff from the tasks of teaching and learning. As well, the weather in Oregon can change two or three times a day, ensure your student is safe and prepared.

Drug, Alcohol, Tobacco and Nicotine Prevention

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems, marijuana (including medical marijuana) is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.



Since drug, alcohol, tobacco and nicotine use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol, tobacco and inhalant use and to maintain a drug-free educational environment.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. Students will adhere to the field trip contract expectations set forth by the school in preparation for the upcoming field trip. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's Student Code of Conduct, applicable Board policy and such

other rules as may be deemed appropriate by the field trip supervisor. If parents wish to chaperone on field trips, they must fill out a volunteer background check form available on the district website. This must be done in time to get the results back before the field trip.

Food and Beverages

All food and drink must be consumed in the cafeteria. Soda, coffee, energy drinks, or other carbonated drinks are prohibited at school.

Chewing Gum

Chewing gum is prohibited.

Gangs

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of school staff for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the Student Code of Conduct.

Harassment, Intimidation, Bullying, Menacing, Domestic Violence and Cyberbullying

Harassment, intimidation, menacing or bullying, including cyberbullying or teen dating violence by students, staff or third parties 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. Individuals may also be referred to law enforcement.

The Administration will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied and acts of being cyber bullied is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher who will be responsible for notifying the appropriate district official.

Harassment, intimidation, bullying and menacing is defined as any act that:

- Substantially interferes with a student's educational benefits, opportunities or performances;
- 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, or takes place off of school grounds but has the ability to negatively impact the school learning environment that may be based on, but not limited to, the protected class of a person.

Has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear or physical harm to the student
- or damage to the student's property; or
- Creating a hostile educational environment, including interfering with the psychological well-being of a student; and,
- May be based on, but not limited to, the protected class status of a person.

"Domestic violence" means abuse by one or more of the following acts between family and household members:

- Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
- Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
- Causing another to engage in involuntary sexual relations by force or threat of force.

See the Appendix at the end of this handbook for more information about bullying.

Refer to School Board Policy [JFC Student Conduct](#).

Miscellaneous

- Matches, lighters, and pepper spray are prohibited.
- Gambling is prohibited at school.

Oregon School Safety Hotline

The hotline is available to school age children and other members of the public for the purpose of reporting illegal, suspicious or other questionable activity on school grounds or at school sponsored activities. Accessible 24-hours a day, 7-days a week by toll free telephone call or via the Internet.

Toll-free Hotline: (866) 305-7745

Internet: www.oregonschoolsafety.com

Photography at School

Digital cameras (including camera phones or ipads) of any kind may not be used on campus or at school events except as part of an approved school program. Students must have permission to photograph audio or video and to post. Posting inappropriate or illegally obtained pictures or information on personal electronic devices or on the internet may result in disciplinary action and a referral to law enforcement.

Searches



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

Searches shall be "reasonable and in scope," that is, the measures used are reasonable related to the objectives of the search, the unique features of the official's responsibilities and the areas which could contain the items sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

SAFETY is a job that takes all of us, working together in an ongoing effort, to ensure the safety of everyone. We must keep in mind that schools are the hub of our communities and at times can serve as an oasis of safety and security for young people. As an integral part of creating an environment that is welcoming and safe for our students, we have every day procedures and protocols in place that were established to protect others. Sometimes, on a less frequent basis, we need to take precautionary measures and implement safety procedures that are purely preventative.

With the support of our local sheriff's department, we will have a dog trained to smell inappropriate substances on campus. We view this as a precautionary measure and want to educate students that any illegal or inappropriate substances will not be tolerated on campus.

As a part of this process our teachers are spending time addressing the issue with students and educating them on the use of the dog. Please know that at some random times this year, a dog may be on campus and will search our facility. Parents/guardians are encouraged to speak with their student about the use of illegal or inappropriate substances. If you need assistance talking with your student about this, contact the school office.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature made by a student to a student, or by a staff member. Such behavior will not be tolerated. Disciplinary action will be taken for individuals engaged in such actions. Any slapping, hitting, pinching, touching or exposing of another's private areas is considered sexual harassment.

Spitting

Students shall not spit in or around the building.



Student Conflict

Pushing, hitting, fighting, intimidating, and threatening are not appropriate or acceptable means for resolving conflicts.

- All students are expected to seek help from a staff member if they are having conflict that they cannot resolve.
- Students who fail to resolve conflicts or who are repeatedly involved in conflicts will be subject to suspension.
- A student may be expelled for severe or repeated violations of Student Code of Conduct.
- Any student who videotapes any inappropriate activity, including physical violence, with any intent other than to report the incident to an adult, will be subject to disciplinary action.

Telephones

District 9 Schools provide a student telephone in the office, for emergencies only. After school plans should be arranged before school.

Threats

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence, threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.



Students in violation of the district's policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

Weapons

It is a violation of federal law, state law, as well as local school Board policy to bring, possess, conceal or use a weapon on district property or while attending activities under the jurisdiction of the district. Students found to be in violation will be recommended for expulsion. The required expulsion shall be for a period of not less than one year. The superintendent may, on a case-by-case basis, modify this expulsion requirement.

Replicas of weapons are also prohibited. Therefore, students should not bring anything such as or resembling the following:

- Guns, rifles, firearms or even toy guns
- Knives, saws, machetes, swords, axes, razor blades or even toy knives
- Fireworks, cherry bombs, smoke bombs or crackers
- Airsoft guns
- Ninja stars, nunchucks, pepper spray

This is not a comprehensive list. These are examples and the determination of what is a weapon or inappropriate item is at the discretion of the principal.

Refer to Board Policy [JFCJ](#) Weapons in the Schools

Section 4: District Programs

ELL Students

School District 9 provides programs for ELL students. A student or parent with questions about these programs should contact the building principal or the ELL Coordinator.

Distribution of Material

All aspects of school sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

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.

Emergency Closure/Extreme Weather

Extreme weather or other emergency conditions may cause school to be canceled or to operate on a different schedule than usual. If a decision is made to cancel school, change the starting time or dismiss early--due to extreme weather or other emergency conditions, local radio and/or TV stations will broadcast the notice. Information will also be available on the District 9 website, www.eaglepnt.k12.or.us

Emergency Drills

Your child's safety is our first priority! Instruction and practice on how to respond without confusion and panic to different situations is performed multiple times a year.

Instruction takes place at the beginning of the year and after extended breaks from school. (Winter & Spring Breaks)

At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. The first fire drill will be conducted within the first 10 days of the school year.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.



At least two drills on earthquakes and two drills for safety threats (**ALICE***) for students will be conducted each year for students in grades K-12. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

***Alert**-Initial Alert: may be gunshot, Intercom Announcement, etc. (Don't use code words)

***Lockdown**-If Evacuation is not a safe option, barricade entry points. Prepare Evacuation or Counter if needed.

***Inform**-Communicate real time info on shooter location. Use clear and direct language using any communication means possible.

***Counter**-Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.

***Evacuate**-When safe to do so, remove yourself from the danger zone.

Refer to School Board Policy [EBCB](#) Emergency Drills

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 homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student.

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students at 541-830-6262.

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.



Immunization

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 will be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

Lunch/Breakfast Program

Breakfast and lunch are both served at all District 9 Schools.

- Full price for breakfast: \$1.30 per day; \$6.50 per week; \$26 per month
- Full price for lunch: \$2.45 per day; \$12.25 per week; \$49 per month
- Milk sold separately for 65¢; \$3.25 per week; \$13 per month
- Reduced price for breakfast: No charge for first meal
- Reduced price for lunch: No charge for first meal
- Adult Breakfast: \$2.05
- Adult Lunch: \$3.65



Any student requesting juice rather than milk must have a Doctor's note on file available from the Food Service Office, 541-830-6552. According to USDA, a parent note is no longer sufficient.

Do not send soda pop, energy drinks or other carbonated beverages.

All food and drink must be consumed in the cafeteria. Students are not allowed to take food or drink outside the eating area.

Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents 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 directory information and personally identifiable information.

Parent/Teacher/Student Conferences

Parent/Teacher/Student Conferences are held twice a year, in the fall and in the spring. Of course, students and parents are also encouraged to request a teacher conference at any time.



Parental Rights

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school. Containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes; Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.
- As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in [OAR 581-015-2000](#).

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate.

Student with Disabilities

School District 9 provides programs and services for students with disabilities. A student or parent with questions should contact the principal.

For the full text of this required notice, please refer to the JCSD 9 webpage, www.eaglepnt.k12.or.us, Parent/Student Legal Notices

Visitors

Our classrooms are highly specialized teaching/learning environments. Visitors are discouraged as they may be a distraction to the students and could compromise the teaching and learning environment and/or schedule. Parents wishing to visit should inform the teacher/office and the reason for the visit.

1. Parents will need to check into the office first and receive a visitor's pass.
2. Parents will have opportunities to observe their child/children in the classroom.
3. Other students in the classroom will not be the focus of observation or focus of concern for a visiting parent.
4. Confidentiality will be maintained at all times, including outside the classroom and the school.
5. Parents will support the current individual learning plans which include IEP's, 504's and/or behavior plans, without alterations, while in the classrooms and throughout the school.
6. Other staff will not be addressed by visiting parents with the intent to alter any student's learning plan/ IEP, 504 and/or behavior plan.
7. The learning environment and culture of the classrooms will not be affected by visitors. If at any time the presence of a classroom visitor becomes distracting to the teaching/learning environment, the visit will need to end.
8. Parents wishing to discuss observations, questions, or concerns about their visit may make an appointment with the school administrator.
9. Visiting privileges may be suspended or terminated for any parent who is verbally abusive or inappropriate to staff or students, or whose presence causes disruption in the classroom.
10. Visits will be infrequent and of short duration, however longer observation periods may be arranged and approved by the administration on a case-by-case basis.
11. Visiting parents who have IEP, 504 and/or behavior plan questions or concerns may contact the IEP case manager and school administrator. (Office phone number 541-830--6242)

Volunteers at School

Volunteers and community partners play an important role in Eagle Point School District 9. Each day in every school, volunteers support and encourage staff and students, and take an active role in helping every student achieve. Through their contributions of time, energy, inspiration and expertise, volunteers often report they receive more than they give.

Anyone may apply to become a volunteer. Before taking part in a volunteer activity, applicants must complete a criminal background check.

If you would like to become a volunteer please apply online. [Click here](#) to go directly to the application.

The following is an outline of the procedure:

1. Anyone may apply to become a volunteer. Before taking part in a volunteer activity, applicants must complete a criminal background check. To do so you need to apply online, on our district website at www.eaglepnt.k12.or.us.
2. Once an approval email is received, let your child's teacher know of your interest to volunteer.
3. The name of each volunteer will be added to the school-wide 'volunteer pool' list that will allow each individual to volunteer in classrooms or escort/attend field trips.
4. All volunteers, including field trip volunteers must check-in at the school office to sign-in and receive a visitor's pass.

Notes:

- This background check process takes one to two weeks to complete. Please do not wait until the day before (or even a few days before) a field trip to begin the process.
- If you completed a background check form during the previous 5 years and have not moved out of Oregon, it may not be necessary to complete a new form.
- Younger siblings are not allowed to attend with the volunteer, and/or visit during instructional time, due to the potential for disruption of teaching and learning.
- Family pets are not allowed on field trips.

Website

Valuable information about School District 9 and our school can be found on the District 9 website: www.eaglepnt.k12.or.us. Click on the "schools" tab at the top of the page, click on our school and explore what is happening. Classroom teachers regularly post information within this website. Links to contact staff members can be found, as well as calendar events, schedules, and current newsletters.

Section 5: Required Notices

Alternative Education Programs Notification

Alternative education program options have been established and approved by the Board to meet the individual needs of students.

For the full text of this required notice, please refer to the JCSD 9 webpage, www.eaglepnt.k12.or.us, Parent/Student Legal Notices

Alternative Education Programs Establishment

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

For the full text of this required notice, please refer to the JCSD 9 webpage, www.eaglepnt.k12.or.us, Parent/Student Legal Notices

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act by having buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

Directory Information

In accordance with state and federal regulations, School District 9 may be compelled to provide directory information to state agencies and others. "Directory information" is a legal term for data which may include the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in activities and sports, dates of attendance, awards and degrees earned and most recent school attended.

This information will be furnished at the request of interested parties. The District does not ordinarily supply telephone numbers or birth information, but regulations require that the District provide this information if requested unless parents have asked in writing that it not be given. In that case, the District is not allowed to release the student's name and other directory information for programs, honors or awards.

Parents wishing any of the information withheld must notify the school in writing within 15 days of this annual public notice. Parents of students enrolling at any other time of year shall be granted two weeks after enrollment to give the written notice if they wish to withhold any or all of the directory information from publications. In the past, this information has been requested by military recruiters, businesses and political groups.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name (identifier, institutional email address in a class in which the student is enrolled) or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy *JOA-Directory Information*.

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact the building principal.

Public Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal may be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the Superintendent, within 10 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent with receipt of the Superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

Refer to School Board Policy KL Public Complaints

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Use of research based best practices to identify talented and gifted students from underrepresented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in identifying the identification of intellectually gifted students;

4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students or Smarter Balanced or other state adopted assessments.

Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

A parent may appeal the identification process services and/or placement of their his/her student in the district's TAG program as follows:

Informal Process

1. The parent(s) will contact the [district TAG coordinator/teacher] to request reconsideration;
2. The [coordinator/teacher] will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared;

If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process

1. The parent(s) shall submit a written request for reconsideration of the identification/placement to the [program supervisor];
2. The [program supervisor] shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the [TAG coordinator/teacher];
3. [The program supervisor, TAG coordinator/teacher] and other appropriate administrators shall review the student's file and earlier decisions within [10] working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. The Parent(s) may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within [20] working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Refer to School Board Policy [IGBBA](#) Identification – Talented and Gifted Students for appeal process.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal.

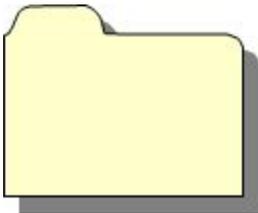
Refer to School Board Policy [IIA-AR](#) Instructional Materials Selection

Private School Attendance

Children who are enrolled by their parents in private schools may participate in publicly funded special education and related services. Federal law allows school districts to limit the amount they spend for these services. If your child is to receive special education services under this provision, the school district will meet with you to develop a service plan describing the services to be provided to your child. Services may be provided on-site at the private school or at a public school. If the services are offered at a public school, the district must offer transportation for the child to access these services.

School districts are not required to pay for the cost of education, including special education and related services of a child with a disability at a private school or facility if the school district made a free appropriate public education available to the child and the parent chose instead to place the child in a private school or facility.

Student Education Records



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

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

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

Education records are maintained in a locked, fire-safe cabinet in the school office. By 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 of divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular school hours.

Students with Sexual Harassment Complaints

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

Direct complaints related to employment may be filed with the US Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, US Department of Education, Office for Civil Rights, Region X, 915 2nd Ave, Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

Transfer of Student

Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent/guardian and submitted electronically to the principal or designee of the school the student currently resides. Applications are available on the district website (www.eaglepnt.k12.or.us) and will be accepted from April 1 through May 31 for the following school year. Requests made after May 31 may be considered in unusual circumstances, at the principal's discretion.

Eagle Point School District 9 will not release students to attend a school in another district except under hardship status. Please visit our website (www.eaglepnt.k12.or.us) for detailed transfer information under Parents & Students.

School Board policies [JECF](#), [JECF-AR](#), [JECB-AR](#), [JECBB](#), [JECBB-AR](#) speak specifically to transfers and principals are to adhere to the guidelines described within.

APPENDIX

ALL ACTIONS TAKEN ARE AT THE DISCRETION OF THE BUILDING PRINCIPAL OR DESIGNEE.

Administrator shall:

Protect students & staff from harm	Respond to misconduct in a manner that is fair, nondiscriminatory, and proportional
Provide student with opportunities to learn from mistakes	Take the student's developmental level into account
Foster positive learning communities	Propose alternative programs of instruction where appropriate, using evidence-based approaches
Keep students in school as much as possible	Ensure compliance with federal and state law concerning students with disabilities (ORS 339.250 (5)(a-j))
Impose discipline without bias against students from protected classes	Conduct Risk Assessment/Threat Assessment of Mental Health Consulting (ORS 339.250)

Bullying Behavior

Bullying Behavior will not be tolerated in District 9 schools. The intent of the person “doing the bullying” makes no difference whatsoever. The person on the receiving end is the one who decides whether the behavior is offensive.

Bullying is...

- any ongoing physical or verbal mistreatment
- a deliberate attempt to make someone feel uncomfortable or unhappy
- an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students
- a conscious desire to hurt, threaten or intimidate someone physically, verbally or psychologically



Behaviors Associated with Bullying...

- offensive name-calling
- aggressive personal contact
- threats (verbal or written)

- intimidating body language
- damage, destruction or theft of property
- invading physical space
- intentional, continual noise-making
- intentional exclusion
- “nasty looks”
- put downs
- teasing
- excluding someone from group or game
- physically hurting someone
- discrimination based on a person being different in some way

How to handle students who bully you...

- avoid them
- walk away
- never find yourself alone with them
- stay in sight of an adult
- be firm and strong even if you don’t feel like it
- look them straight in the eye and stand up tall
- tell them to stop and walk away
- ignore them
- pretend you did not hear the comment
- find a friend
- play with friendly students
- don’t fight back physically (it just gets you in trouble too)
- tell your teacher, the lunch supervisor, principal

Parents, if your student is being bullied...

- listen carefully to your student
- assure your student that it is not his/her fault
- stay calm
- get accurate details
- give your student some strategies to cope
- help your student to be proud of how they are unique
- if the problem persists, seek assistance from your student’s teachers
- if the problem continues, seek support from the school principal
- seek assistance from school or health professionals

If your student is bullying others...

- find out all the facts from the school
- talk to your student, but do not blame
- emphasize that bullying is not acceptable in your family

- role-play alternative behaviors
- seek assistance from school or health professionals
- be specific regarding consequences for continuing unacceptable behaviors
- reward appropriate behavior

Consequences of Bullying at our School

First Offense:

- Loss of involvement in school functions (e.g. assemblies, field trips, recesses, sports, etc.)
- Parents notified by telephone or letter

Repeated Offenses:

- Referral to school office
- Conference with school principal and parents
- Out of School suspension
- Referral to law enforcement

Note:

- Levels are on a progressive scale, but for serious behavior problems a student can proceed straight to any level. For example, severe physical bullying, even a first offense, may lead to out of school suspension or referral to law enforcement.
- For behavior to be considered illegal, it must be unwanted, repeated, and cause harm.

Eagle Point School District 9 Directory

District Administration

Cynda Rickert, School District #9 Superintendent	541-830-6563
Damian Crowson, Secondary Director	541-830-6197
Vanessa Jones, Elementary Director	541-830-6565
Ginny Walker, Federal Programs Coordinator	541-830-6578
Allen Barber, Director of Human Resources	541-830-6557
Scott Whitman, Business Manager	541-830-6559

District Support Services

Lydia Tolley, Sodexo Food Service Supervisor	541-830-6552
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Ken Gruenwald, Maintenance Supervisor	541-830-1240
John Harding, Building Services Supervisor	541-830-6376
Jennifer Estes, Technology Supervisor	541-830-6579
Tony Garino, Transportation Supervisor	541-830-1245

Eagle Point School District 9 School Board

Dan Hodges	hodgesd@eaglepnt.k12.or.us
Tony Lallo	lallot@eaglepnt.k12.or.us
Nita Lundberg	olsenm@eaglepnt.k12.or.us
Ana Mannenbach	mannenbacha@eaglepnt.k12.or.us
Emily McIntire	mcintiree@eaglepnt.k12.or.us

School Board “Regular Meeting” Schedule

Eagle Point School District 9 Board meetings begin at 6:30 PM at the Admin Board Room located at 11 N Royal, Eagle Point on the second Wednesday of each month. Please refer to www.eaglepnt.k12.or.us for more details.

Academia Aguilitas STUDENT EXPECTATIONS MATRIX

	Bathrooms	Arrival/Dismissal	Recess	Cafeteria	Classroom
BE RESPECTFUL	<ul style="list-style-type: none"> • Clean up after yourself • Respect others' privacy • Indoor voices 	<ul style="list-style-type: none"> • Follow all adult directions • Remove hats and coats • Enter building quietly • Walk on the sidewalks 	<ul style="list-style-type: none"> • Follow all adult directions • Use kind words and actions • Include others • Use your voice when solving problems 	<ul style="list-style-type: none"> • Invite others to sit with you • Use good table manners • Use indoor voices • Chew with your mouth closed 	<ul style="list-style-type: none"> • Walking feet • Keep your hands, feet, and objects to yourself • Indoor voices • Use kind words
BE RESPONSIBLE	<ul style="list-style-type: none"> • Flush toilet • Report problems to your teacher • Return to class quickly 	<ul style="list-style-type: none"> • Enter and exit quietly • Keep cubbies and coat racks clean • Put your things in your own cubby 	<ul style="list-style-type: none"> • Report disruptions, accidents, and injuries to the adult on duty • Return to classroom when the bells ring • Dress for the weather 	<ul style="list-style-type: none"> • Clean up after yourself • Keep food to yourself • Eat healthy 	<ul style="list-style-type: none"> • Clean up after yourself • Put supplies away after using them • Raise your hand to speak to an adult
BE SAFE	<ul style="list-style-type: none"> • Wash hands with soap • Keep feet on floor • Keep water in sink/toilet • Place paper towels and trash in waste basket 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Walking feet • Cross at the crosswalks 	<ul style="list-style-type: none"> • Take turns • Use games, materials and equipment properly • Stay on the playground and in approved areas • Walk safely to and from the playground 	<ul style="list-style-type: none"> • Report spills • Use walking feet • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Walk at all times • Use school supplies the way they are intended • Bottoms on your chair with feet flat on the floor