

Long Creek School District #17



THE MOUNTAINEER STUDENT HANDBOOK

Table of Contents

INTRODUCTION.....	1
GENERAL PROCEDURAL INFORMATION.....	2
Academic Counseling and Grading	2
Correspondence Courses	2
Credit by Examination	2
Special Programs/Academic Programs and Supports	2
Alternative Education Programs	2
In-District Alternative Education Programs	2
Non-district Alternative Education Programs	2
Alternative Education Notification	3
Bilingual Students	3
Students with Disabilities	4
Title I Services	4
Talented and Gifted Program	4
Identification of Talented and Gifted Students	4
Appeals	5
Informal Process	5
Formal Process	5
Programs and Services	5
Program and Services Complaints	5
Complaint Procedure- General	5
Clubs and Organizations	6
Distribution of Material	6
Posters	6
Drills – Fire, Earthquake and Other Emergency Drills	6
Drug, Alcohol and Tobacco Prevention Program	6
Emergency Medical Treatment	7
Extracurricular Activities	7
Physical Examination	7
Student Offices and Elections	8
Fees, Fines and Charges	8
Field Trips	8
Flag Salute	9
Foreign Exchange Students	9
Fund Raising	9

Graduation Exercises	9
Graduation Requirements	9
Class Ranking	9
Grade Reduction/Credit Denial	10
Transcript Evaluation	10
Reports to Student and Parents	10
Program Exemptions	10
Schedule Changes	10
Homeless Students	10
Homework	10
Infection Control/HIV, HBV and AIDS	11
Infection/Disease Instruction	11
HIV, HBV AIDS – Students	11
Lockers	11
Lost and Found	12
Lunch/Breakfast Program	12
Media Access to Students	12
Medicine at School	12
District-Administered Medication	12
Self-Medication	12
Office Telephone	13
Vehicles on Campus	13
Visitors	13
Transportation of Students	13
Transportation Rules	13
Disciplinary Procedures for Violations of Transportation Rules	14
LONG CREEK STUDENTS BEHAVIORAL EXPECTATIONS.....	14
Assemblies	14
Attendance	14
Absence and Excuses	15
Unexcused Absences	16
Tardy Policies	16
Truancy	16
Suspension of Driving Privileges for Truancy	16
Release of Students from School	16
Student Code of Conduct	17
Student Code of Conduct continued.....	18
Long Creek Discipline and Due Process Practices	19

Detention	19
Suspension	19
Expulsion	19
Discipline of Disabled Students	20
Cheating/Plagiarism	20
Closed Campus	20
Damage to District Property	21
Dances/Social Events	21
High Desert League Prom Criteria	21
Dressing and Grooming	21
Eating and Drinking	22
Gangs	22
Hazing/Harassment/Intimidation/Menacing/Cyberbullying.....	23
Sexual Conduct.....	24
Personal Communication Devices/Cell Phones	24
Public Displays of Affection	24
Roller Blades and Skateboards	24
Searches	24
Questioning	25
ACCESS TO INSTRUCTIONAL TECHNOLOGY AND STUDENT COMPUTER USE.....	25
Student Internet Policy	26
Student Internet Policy continued.....	26 - 28
Form A	29
Parent/Guardian Permission for a Student Internet Account Letter	30
Form B	31

LONG CREEK SCHOOL DISTRICT #17

375 E. Main St. • P.O. Box 429

Long Creek, OR 97856

Phone (541) 508-9164

Fax (541) 421-3012



Introduction:

This document is intended to serve as a resource for students in seventh through twelfth grade. We hope that over the years at Long Creek School students will grow to understand the importance of the handbook in protecting their rights and identifying their responsibilities as students in the Long Creek community. We strive to serve each student based on their individual needs, and hope this handbook helps them grow in a way that makes the community proud while they achieve their individual potential.

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

The School Administration has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.

The handbook is divided into three sections, one on the *GENERAL DAILY PROCEDURES* for students and we hope it answers questions that might arise concerning around these procedures. A second section outlines the *LONG CREEK CODE OF CONDUCT* we require students to adhere to and the associated discipline and due process procedures, and lastly is the district *COMPUTER USE AND INTERNET* use procedures and policies.

Parents and students must acknowledge receipt of the Student Code of Conduct and the discipline and due process guidelines that will be followed for students who violate district disciplinary policies. This is Form A in the back of this handbook. It must be returned to school promptly at the beginning of the year.

Parents objecting to the release of directory information on their student(s) should notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.

The final pages of this document are to be signed and returned to the office. Both documents (Form A and Form B) are required for compliance. Please return them as soon as possible.

GENERAL PRODECURAL INFORMATION

Academic Counseling and Grading

Students are encouraged to talk with teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their teachers and administrator so that they may take the courses that will best prepare them for further work. The teachers and administrator can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Distance Learning

A student in grades 9-12 may earn credit by utilizing distance learning courses. These credits may be applied toward state or local graduation requirements. All distance learning courses taken for credit must be approved by the superintendent **prior to enrolling** in such courses. Contact the superintendent for distance learning course details.

Credit by Examination or Proficiency

A student, who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the State of Oregon common core standards of the subject. A student may not use credit by examination or proficiency to regain eligibility to participate in extracurricular activities.

SPECIAL PROGRAMS /ACADEMIC PROGRAMS AND SUPPORTS

Alternative Education Programs

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-District Alternative Education Programs

1. Tutorial instruction;
2. Work experience;
3. Instructional activities provided by other accredited institutions;
4. Independent study;
5. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the Superintendent/principal.

Non-District Alternative Education Programs

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program.

Alternative Education Notification

Individual notification to students and parents regarding the availability of alternative education programs will be given as needed.

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;*
4. When a student is expelled;*
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.
6. When a student is not making progress toward graduation, due to consistently poor grades or other detrimental circumstances.

Individual notification shall be **hand-delivered** or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.
5. The district is not obligated to provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.

Bilingual Students

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the superintendent.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction; .
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement

- standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - Detailing the right to have their student immediately removed from such program upon their request;
 - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director.

Title I Services

The school provides special services for disadvantaged learners. Parents of eligible Title I students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

TALENTED AND GIFTED PROGRAM

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. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

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.

Appeals

Parents may appeal the identification process and/or placement of their 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 will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. 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 administrator 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. Parent(s) may be provided an opportunity to 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 with 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.

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG or other students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within ten school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 15 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

Complaint Procedure – General

1. Talk to the person with whom there is a complaint/concern and try to settle it informally.
2. Talk to the Superintendent. The Superintendent will inform the teacher of the full nature of the complaint, including who made the complaint
3. If unresolved, the teacher may request a conference with the complainant to attempt to resolve the complaint
4. If still unresolved, the Superintendent will present a written recommendation to both parties and the board
5. If still unresolved, at the request of the teacher or complainant, the Board will meet with the parties and render a decision.

Clubs and Organizations

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

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.

Materials not under the editorial control of the district must be submitted to the administration for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the [superintendent]; material not approved by the [superintendent] within [three] days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

Posters

Signs, banners or posters that a student wishes to display must first be approved by the [principal]. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval may be subject to disciplinary action.

DRILLS - Fire, earthquake and other Emergency Drills

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill will be conducted each month for students in grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

At least one emergency lock-down drill will be conducted each year for students in grades K-12.

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.

Drug, Alcohol and Tobacco Prevention Program

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco 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. Student 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 and tobacco 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 and tobacco use and to maintain a drug-free

educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the superintendent's office for information on district and community resources available to assist students in need.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Extracurricular Activities

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that these activities have to offer.

Long Creek School District follows OSAA guidelines for eligibility in extracurricular activities. In addition Long Creek School District has imposed the following regulations.

Eligibility rules pertain to **all** extra-curricular activities (which could include, but are not limited to: athletics, student government, dances, prom, open gym, clubs or any activity as identified by the superintendent) and apply to all students: Each semester, student/athletes must maintain a 2.0 GPA and have no 'F' grade in any class, to be eligible the next semester.

A student will be ineligible for one week by having (1) a grade point average (GPA) less than 2.0 anytime during the quarter or (2) receiving a grade of "F" in any class. It is up to the student to acquire his or her eligibility sheet on Thursday morning or the last school day of that week. Eligibility forms will be completed by lunch of the same day. Eligibility will be determined by the end of the school day and student and coach will be informed of ineligibility status. Ineligibility will start on Monday of the following week and will continue until the student becomes eligible at the end of the following week. For the first week of ineligibility, the student may still practice at the discretion of the coach but will not be allowed to play in any games. At the end of the second week and any following week, if there has not been adequate improvement or should the student become eligible and then ineligible again, that student will remain ineligible and not be allowed to participate in the activity at all, until adequate progress has been made. Students who are ineligible may not travel with the team or join them on the bench in a home game.

When it is necessary for students to use school bus transportation to attend a school activity, either curricular or extra-curricular, the district is responsible for these students and they are required to return to the school on the bus except when prior arrangements are made by the parent with the superintendent. Exceptions will be made for students to ride home with their parent or the parent of another student whom they will be accompanying.

Interested students should contact the office for additional information.

Physical Examinations

Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season. Students shall not participate without a completed school sports pre-participation examination form on file with the district.

Concussion Management

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that contest, or any other athletic contest *or practice* on that same day. Until an athlete who has suffered a concussion is no longer experiencing post-concussive symptoms, and a medical release form signed by an appropriate healthcare professional is obtained, the athlete shall not be permitted to return to athletic activity.

Student Offices and Elections

The student council shall create a constitution that outlines procedures for holding student offices, duties of officers, election procedures and other information deemed necessary by the student council.

Fees, Fines and Charges

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the superintendent.

The district will withhold the grade reports, diploma and records of any student who owes a debt of \$50 or more for unpaid school fees, fines and charges. The district may withhold grade reports, diploma and records of students owing less than \$50. All such materials shall be released upon payment of moneys owed.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. 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 conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Flag Salute

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*. Due respect will be observed by all students. Standing is a sign of respect in our culture; reciting the pledge is left to individual choice.

Foreign Exchange Students

The school may enroll students from other nations from those exchange programs officially recognized by the Board. Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded a high school diploma upon satisfactory completion of the school's prescribed course of study.

In order to assure compliance with state standards for foreign exchange students wishing to receive a Long Creek School District high school diploma will be full-time students their senior year. Honors such as valedictorian and salutatorian are not available to exchange students in a J-1 program.

Fund Raising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the superintendent at least 10 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 superintendent is responsible for administering student activity funds. The student body president serves as the student government representative in administration of student activity funds.

Graduation Exercises

Students who have not met the district's diploma requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

Graduation programs may be planned by senior class on the date selected by School Board. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

Graduation Requirements

The following requirements are in force for 12th grade graduation from Long Creek School District. In order to graduate from High School in the district, a student must successfully complete 26 units of credit with specific state requirements varying depending on the year of graduation and the criteria set forth by the School Board and the State of Oregon.

Class Ranking

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian, as determined by Board policy, may be denied or revoked for violation of Board policy, administrative regulation or school rule. Students recognized for these honors should attend Long Creek for a minimum of the final four semesters prior to graduation. Exchange students attending Long Creek are not eligible for valedictorian and salutatorian honors based on limited enrollment and difficulty in analysis of marking systems from their host countries.

Student Fees

Students will be expected to pay for their own student body cards which are used to get into sports functions. Students will be responsible for any fees acquired for damaged books or property during the school year.

Student Body and Class officers:

Student Body and Class Officers will work with the office in setting up and maintaining student body and class accounts.

Grade Reduction/Credit Denial

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

Transcript Evaluation

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

Reports to Student and Parents

Written reports of student grades, progress reports and absences shall be issued to parents at least four times a year. Parents will be notified of student's scores on standardized tests as appropriate. Letter grades will be used. Grades and progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the end of the first four weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

Program Exemptions

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

Schedule Changes

No schedule changes after the first two weeks will be allowed. Any exception to this will only be done by approval of superintendent.

Homeless Students

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

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

Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Homework is seen as a valuable extension of the classroom.

INFECTION CONTROL/HIV, HBV AND AIDS

Although HIV, AIDS and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

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

Infection/Disease Instruction

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

Students or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact the superintendent.

HIV, HBV, AIDS - Students

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

"Special risk" student means those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health-care provider, as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

* HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus.

Lockers

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice.

Lost and Found

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year.

Loss or suspected theft of personal or district property should be reported to the school office.

Lunch/Breakfast Program

Students enrolled in Long Creek School will receive free breakfast and lunch daily. Enrolled students are automatically qualified. This policy is in effect until further notice.

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.

Medicine at School

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

District-Administered Medication

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent with five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

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

Self-Medication

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent seeking permission of the building Principal/Superintendent. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container in the school office. The student's name is to be affixed to nonprescription medication. Students may have their inhaler in their possession for administration as needed for that school day. Sharing or borrowing medication is strictly prohibited. Teachers shall be notified when students have prescription drugs in their possession.

Contact the school office for additional information and need a medication form.

OFFICE TELEPHONE

The office phone shall be used for school business only, during class time. Phones are available for students use during class breaks, when it is NECESSARY to make an APPROVED call. Permission must be obtained from the school office prior to using the school phone.

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area by the school cafeteria and on school grounds an should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. All school guests are required to sign in at the office. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

TRANSPORTATION OF STUDENTS

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;

11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it'
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1 year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student’s individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

LONG CREEK STUDENTS BEHAVIORAL EXPECTATIONS

ASSEMBLIES

A student’s conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district’s Student Code of Conduct during an assembly shall be subject to disciplinary action.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student’s failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine up to \$150 as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the Principal/Superintendent will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district in the amount of a \$150 fine;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmations of appointments are required;
6. 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 preplanned 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 must leave school during the day must bring a note from his/her parent or the parent should call the school. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

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. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening, unless approved by the Principal/Superintendent.

Unexcused Absences

All absences from school other than approved pre-arranged, illness, or emergencies, are considered to be unexcused. Time lost because of unexcused absences will be made up by the student, hour-for hour. Make-up time is immediately after school or Friday school at the discretion of the Principal/Superintendent. Arrangements will be made with parents or guardian 24 hours in advance. Students will receive failing grades in the classes they miss. Non-compliance with the above policy will result in immediate disciplinary action until the parent/guardian can be notified, and make satisfactory arrangements for their student to make-up the lost time. It is the parent's responsibility to provide transportation for their student who has time to make up.

Tardy Policy

Excused tardies are those that have been pre-approved by a school authority or deemed excusable when a note is presented at the office. All other tardies are unexcused. Three unexcused tardies equal one hour of unexcused absence.

Prompt attendance to all classes is essential to develop those habits, which are important later in life. To encourage prompt attendance all teachers will follow the procedure below in dealing with tardiness.

1. Upon receipt of the third tardy during the nine-week grading period, the parents will be contacted in writing and the student will be assigned detention which will normally be held on a Friday.
2. When detention is completed, the number of tardies continues to grow with each subsequent tardy earning a detention. If detention is not completed in a two week period, he/she will be subject the discipline by the school administration to complete the detention.
3. A student will be considered tardy if he/she is not in his/her chair when the bell rings, as determined by the classroom teacher.

Truancy

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges

Suspension of Driving Privileges for Truancy

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

Release of Students From School

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

STUDENT CODE OF CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. All disciplinary actions resulting in any type of suspension are classified as a major violation.

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:

1. Assault*;
2. Hazing, harassment*, intimidation*, bullying, cyberbullying or menacing*[, as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing and accompanying administrative regulation];
3. Coercion*;
4. Violent behavior or threats of violence or harm* [as prohibited by Board policy JFCM - Threats of Violence];
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*** [as prohibited by Board policy JFCJ - Weapons in the Schools];
7. Vandalism/Malicious Mischief/Theft, [as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students] including willful damage or injury to district property*; or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
9. Use of tobacco**, alcohol** or drugs**/*, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs] [JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse];
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;

- 12. Violation of district transportation rules;
- 13. Violation of law, Board policy, administrative regulation, school or classroom rules.

* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

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

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

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

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

*** Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

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

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

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

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

LONG CREEK DISCIPLINE AND DUE PROCESS PRACTICES

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 administrators.

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 driving privileges and loss of right to apply for driving privileges], 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 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.

Detention

A student may be detained outside of school hours for not more than four continuous hours on one day if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension

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

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

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

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, 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 notice in this handbook.

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 parents 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 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 discipline 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 hearings 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.

CHEATING / PLAGIARISM

Students will be subject to disciplinary action for cheating in school. Discipline can and could include the following:

- FIRST OFFENSE: Loss of credit for that assignment; conference with parents.
- SECOND OFFENSE: Loss of credit for that assignment and Suspension from one (1) day to ten (10) days, plus conference with parents.
- THIRD OFFENSE: Loss of credit for that assignment and ten (10) day suspension up to expulsion, plus hearing with parents and school board.

CLOSED CAMPUS

High school students may leave the campus at noon time, subject to the following rules and regulations:

1. Permission slips shall be signed by both parents and/or guardians and placed on file with the administration;
2. Parental permission, in writing, shall exempt the district from all liability during the period of absence from the campus;
3. This privilege is granted to students in good standing as determined by the Principal/Superintendent. Ineligible students, or students with outstanding discipline issues, may not leave the campus regardless of permission from parents;
4. For good and sufficient reason, the Principal/Superintendent may revoke the off-campus privilege for any and all students.

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 within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld.

DANCES/SOCIAL EVENTS

The rules of good conduct, dress and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

Prom

High Dessert League Prom Criteria:

1. Only students in grades 9-12 may attend,
2. All students must meet Long Creek eligibility requirements, and not have any outstanding discipline issues.
3. If your date is not attending high school and is 20 years old or less you must have a guest pass. No person 21 or older may attend.
4. To receive a guest pass, students must have their date approved one week in advance by the Principal/Superintendent and the person in charge of prom. If approved, the person in charge will issue a pass.
5. Once you leave the dance, you may not return

Prom Court:

- ❖ Each class will nominate one eligible boy and one eligible girl to represent their class.
- ❖ The student body selects the king and queen from the princes and princesses selected.
- ❖ The student body president will crown the king and queen at the dance.

Eligibility to serve on the court:

1. Students nominated to the court must be eligible at the time of their selection
2. Must be enrolled full time
3. No F's currently for the 9 weeks
4. Cumulative GPA above 2.0
5. No major disciplinary actions
6. No active misdemeanor, felony, etc. related to drugs or alcohol

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. All clothing must cover/meet dress code during all school activities.

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

Specifically:

1. Students are not permitted to wear any head coverings (hats, scarves, etc.), in the school building, gym or multi-purpose room during school hours.
2. Short pants and skirts with straight hems past mid-thigh length (not less than six-inch inseams) and sweats in good condition will be allowed. Neatly trimmed cutoffs (less than ½ inch of fringe) with these same length restrictions will be allowed.
3. Cut-off, or briefly covering shirts, sports bras, and tank tops will not be allowed. Shirts must cover the midriff to below the pant top. Shirt straps must be at least 2" in width on the shoulders.
4. Cleavage must not be showing. Underwear and bras must be covered at all times.
5. On any wearing apparel, there shall be no obscene or disruptive patches, designs, or printed material. Which could include but are not limited to tobacco, alcohol, or drug related materials.
6. During athletic practice, minimum attire will be what one competes in.
7. Students are not allowed to wear any pajama attire at school, except for a "pajama day" during spirit week.
8. Superintendent may, when necessary, deem an 'outfit' inappropriate for school.
9. Students who only wear tights, leggings, and jeggings will be asked to change into more appropriate attire. Tights, leggings, and jeggings must be accompanied by a skirt or long shirt that fit dress requirements.

Consequences for dress code violation**:

- FIRST OFFENSE: Parents will be called to bring clothes to school or the school may supply appropriate clothing. Missed class time will be made up in detention. Students will not rejoin class until they meet the dress code.
- SECOND OFFENSE: Student will be issued 2 hours of detention. Parents will be called to bring clothes to school.
- THIRD OFFENSE: Student will be sent home for the remainder of the day and issued 4 hours of detention. Student and parents will meet with district discipline committee to establish a discipline plan.

**refusal to follow the above guidelines and consequences will result in suspension for up to 3 days for each occurrence.

EATING AND DRINKING

Students should only eat in designated areas while on school grounds. Any containers of liquid other than water should not be carried in the hallways, classrooms or stored in lockers. There should be no eating or drinking in the hallway. Clear bottles of water will be allowed at the discretion of the teacher.

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 counselors 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 district's Student Code of Conduct.

HAZING/HARASSMENT/INTIMIDATION/MENACING/CYBERBULLYING

The Board is committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Definitions:

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.
2. "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.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district co-curricular or extra-curricular activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, physical characteristic, cultural background, socioeconomic status or geographic location.
5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
6. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.
7. "Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, menacing or cyberbullying in violation of this policy is encouraged to immediately report his/her concerns to the superintendent who has overall responsibility for all investigations. A student may also report concerns to a teacher or advisor who will be responsible for promptly notifying the appropriate district official.

Complaints against the superintendent shall be filed with the Board chairman.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

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

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a

complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

SEXUAL CONDUCT:

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” means any verbal or physical conduct by a school employee that:

- (A) Is sexual in nature;
- (B) Is directed toward a kindergarten through grade 12 student;
- (C) Has the effect of unreasonably interfering with a student’s educational performance; and
- (D) Creates an intimidating, hostile or offensive educational environment.

Long Creek School District Policy JFHH addresses this issue. All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of Sexual Conduct is encouraged to immediately report his/her concerns to the superintendent who has overall responsibility for all investigations. A student may also report concerns to a teacher or advisor who will be responsible for promptly notifying the appropriate district official.

Cell Phones

Students may not have cell phones at school during designated school hours. Students witnessed with cell phones will have their phones confiscated and turned into the office. Cell phones will then be checked out at the end of the day. If repeat violations occur students will be assigned detention.

PUBLIC DISPLAYS OF AFFECTION

Students are not to engage in any physical/sexual contact while at school, on school grounds, or at school functions. This would include kissing, hugging, draping of arms around each other or any behavior beyond holding hands, deemed inappropriate by staff or superintendent. School is a place to gain an education, not to engage in inappropriate behavior.

ROLLER BLADES AND SKATEBOARDS

Roller blades and skateboards are not allowed on school grounds.

SEARCHES

Searches

District officials may search the 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 to believe evidence of a violation of a law, Board policy, administrative regulation or school rule is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

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. 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.

Questioning

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. An effort will be made to notify the parent of the situation.

Parents 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.

ACCESS TO INSTRUCTIONAL TECHNOLOGY AND STUDENT COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct work related to instructional needs of the student or to conduct research related to their education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline revocation of district system access up to and including permanent loss of privileges and/or more stringent disciplinary consequences. Violations of law will be reported to law enforcement officials.

STUDENT INTERNET POLICY

A. EDUCATIONAL PURPOSES

1. The Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research.
2. The Network has not been established as a public access service or a public forum. Long Creek School has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district student conduct regulations and the law in your use of the Network.
3. You may not use the Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the Network.
4. You may not use the Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.
5. The school district may establish a web site. This web site will not contain the full name, address, or phone number of students. First names or first names and the first letter of the last name and student images may be used where appropriate.

B. STUDENT INTERNET ACCESS

1. Elementary students will have access only under their teacher’s direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.
2. Secondary students may obtain an individual school account with the approval of their parent and the school.
3. You and your parent must sign an Account Agreement to be granted an individual account on the Network. This agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.

C. UNACCEPTABLE USES

1. Personal information
 - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
 - b. You will not agree to meet with someone you have met on-line without your parent’s approval. Your parent should accompany you to this meeting.
 - c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing.”
 - b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. You will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. System Security
 - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
 - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.
4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high-quality personal research.
- b. You will not download large files unless granted permission from a teacher or network administrator. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development as determined by your instructor.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b. You will respect the rights of copyright owners. Copyright infringements occur when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the Network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature.) A special exception may be made if the purpose of your access is to conduct research both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

D. YOUR RIGHTS

1. Free Speech

- a. Your right to free speech, as set forth in the district student conduct regulations, applies also to your communication on the Internet. The Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure
 - a. You should expect only limited privacy in the contents of your personal files on the District system and records of your on-line activity. The situation is similar to the rights you have in the privacy of your locker.
 - b. Routine maintenance and monitoring of the Network may lead to discovery that you have violated this Policy, the district student conduct regulations or the law.
 - c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the district student conduct regulations or the law. The investigation will be reasonable and related to the suspected violation.
 - d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
- b. In the event there is a claim that you have violated this Policy or the student conduct regulations in your use of the Network, you will be provided with notice and opportunity to be heard in the manner set forth in the district student conduct regulations.
- c. If the violation also involves a violation of other provisions of the district student conduct regulations, it will be handled in a manner described in the student conduct regulations. Additional restrictions may be placed on your use of your Internet account.

- D. Limitation of Liability

1. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

**LONG CREEK SCHOOL DISTRICT #17
RECEIPT OF STUDENT HANDBOOK
NOTIFICATIONS**

OFFICE USE ONLY
RETURNED TO OFFICE ON

The following notifications are required by state statute; please read them carefully and initial where it is indicated.

Statement:

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the *Long Creek Student Code of Conduct* he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Parent Initials: _____

Regarding student education records, I understand that certain personally identifiable information about my student(s) is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, dates of attendance, I have marked through those types of directory information listed above that I wish the district to withhold.

Parent Initials: _____

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the Superintendent.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Parent Initials: _____

Child's Name: _____

Parent Signature

Date

LONG CREEK SCHOOL DISTRICT #17

Parent/Guardian Permission for a Student Internet Account Letter

Dear Parent or Guardian:

Long Creek School District continues to offer Internet services to enhance the education of its students. The Internet is a computer network that allows people to share information on a global scale. This sharing of information allows students the opportunity to research information more thoroughly than ever before. There are a wide variety of research materials including libraries, museums, universities and government agencies. Your child will be able to communicate with people and other students from around the world. Not only will this increase your child's ability to retrieve and use information, but it will also give them an opportunity to critique and analyze different opinions and facts.

It is possible that your child may find material on the Internet that you would consider objectionable. The *District Acceptable Use Policy* restricts access to material that is inappropriate in the school environment. Although your student's use of the Internet will be supervised by staff, we cannot guarantee that your child will not gain access to inappropriate material. Since the Internet is a public arena, the content on it is not regulated by any organization. This provides an opportunity for your child to research ideas and then come to their own conclusions about the relevancy and accuracy of the information given to them through the Internet. It also means that some material may not be in accord with your family values. This can also be seen as an opportunity to have a discussion with your child about your values and how values guide your child's activities while they are on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. The various levels of access are described in the attached document.

You have the option of request that your child not be provided with access to the Internet. To permit access you and your child must sign the enclosed *Student Internet Account Agreement* to establish an account.

Please contact the school if you have questions or concerns.

Sincerely,

The Long Creek School Board and School Administration

FORM B

**LONG CREEK SCHOOL DISTRICT #17
STUDENT AGREEMENT
FOR AN INTERNET ACCOUNT**

OFFICE USE ONLY RETURNED TO OFFICE ON _____

STUDENT SECTION

Student Name: _____ **Grade** _____

I have read the *District's Student Internet Policy* in the Long Creek School Student Handbook. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account may be terminated and I may face other disciplinary measures.

Student Signature: _____ **Date** _____

PARENT OR GUARDIAN SECTION

I have read the District's Student Internet Policy in the Student Handbook. (I will supervise my child's use of the system if my child is accessing the system from home.)

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give Long Creek School permission to issue a student internet account for my child (allowing information searching and file transfer).

Parent Name: _____

Home Address: _____ **Phone** _____

Parent Signature _____ **Date** _____

