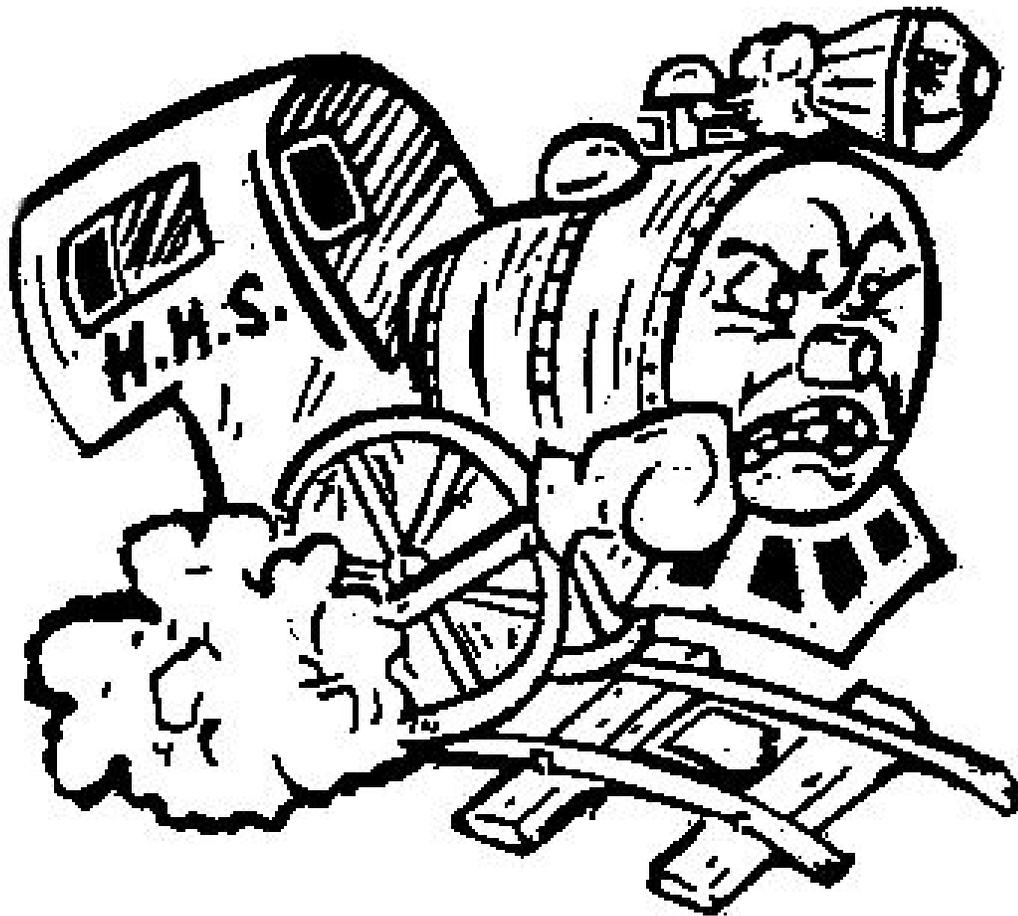


HUNTINGTON ELEMENTARY SCHOOL STUDENT HANDBOOK

2013-2014



Welcome

Huntington Elementary School faculty and staff welcome you. Huntington Elementary School has many important traditions and requirements. We want your school experience to be filled with great memories, challenges, and exciting achievements.

The information provided in this handbook communicates what Huntington Elementary School offers and expects of its students both inside and outside of the classroom. This information has been carefully prepared and presented here in such a manner as to help students and families become an integral part of Huntington Elementary School.

The ultimate purpose of education is to help each student become an effective citizen. By accepting the responsibilities and obligations of good citizenship, students should be better prepared to successfully participate in the world of today and tomorrow. We hope that in your time at Huntington Elementary School you will enjoy a variety of activities and experience. Remember: the level of success in school is usually proportional to the effort expended and the work accomplished.

Mission Statement

The mission of the district is to offer a secure place where students gain knowledge, grow in wisdom, prepare for the future, develop confidence, and value learning for life changes in technology and global living.

Huntington Elementary School Statement of Philosophy

The focus of the future should be on service and excellence. We are pleased, as employees at Huntington Elementary School, to have the opportunity to serve and work with your students. The importance of teaching and learning was well stated by a late President of the United States: "From the desk where I sit, the answer to all world problems is found in a single word. That word is *education*."

Those words inspire and support the challenge and commitment we have for quality education at Huntington Elementary School. We believe that:

- A student is the most important person in any school.
- A student is not an interruption of our work-he or she is the purpose of it.
- A student is not just a statistic. He or she is a flesh-and-blood human being with feelings and emotions.
- A student is one who comes to us with needs and /or wants. It is our job to fill them.
- A student is deserving of the most courteous and attentive treatment that we can provide.
- A student is the lifeblood of this and every school. Without him or her, we would have to close our doors.

Huntington School-Parent Compact

Studies have shown that children perform better in school when their parents/guardians are actively involved in their education. We have listed below some of the ways you and school personnel can share the responsibility for providing a quality education and supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials

- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - Annual parent-teacher conferences
 - Frequent reports regarding your child's progress including:
 - Mid-term and Quarterly Reports
 - More frequent reports at your request
 - Opportunities to talk with staff, volunteer in class, and observe classroom activities

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child

Thank you for your support and involvement in your child's education. Please contact Mr. Scott Bullock, K-12 Superintendent/Principal, at 541-869-2204 if you have any questions or would like more information.

Parental Involvement

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

- Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
- Keep informed on district activities and issues. The district newsletter, "Back to School", potlucks, and parent/booster club meetings provide opportunities for learning more about the district;
- Become a district volunteer. For further information contact the administration;
- Participate in district parent organizations. The activities are varied, ranging from the school board to the budget committee.

Parent Conferences

Regular conferences are scheduled annually in the fall and spring to review student progress. Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary. Parents are also encouraged to request a conference with building staff as the need arises.

School Delays or Closures

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of the school, closure of selected grade levels, delayed opening of school and early dismissal of students. If the start of school will be delayed or canceled for any reason, we will notify KSRV radio in Ontario. If there is any amount of delay (i.e., 1 hour or 2 hours) it will automatically cancel the school breakfast program.

Building Hours

Students will not be admitted to the school building prior to 7:30 am. Students arriving on campus prior to 7:45 am must remain in the cafeteria unless alternate arrangements have been made with a specific staff member. The Superintendent, as well as staff members who also serve as coaches, often have other commitments, so appointments made in advance would be appropriate and appreciated! A student or community member who needs to meet with a staff member before 7:30 am or after 4:00 pm must make arrangements in advance. After school has been dismissed at 3:35 pm, students are not allowed to loiter on campus. Students who do remain on campus after 3:35 pm must be participating in a staff directed activity while on school grounds. If, for any reason, students are on school grounds outside of scheduled building hours, then they are subject to the same rules and regulations as they would be during the regular school day. **Students must follow school rules at all times while on school property!**

Telephone Use

Students will not be called from class to respond to phone calls unless individual circumstances warrant. If a student needs to place a personal call, a phone is available for use when classes are not in session. Students may only use the school phones, under staff supervision, for personal business of an emergency nature. If you need to contact your child please call the office at (541) 869-2204. Please do not call your child via their cell phone. School rules prohibit the use of cell phones and/or other electronic devices during classes. Using them in class may result in confiscation of the electronic device and/or disciplinary action being taken against your child.

Lost and Found

Lost and found items will be placed in the office. If not claimed, they will be periodically donated to charity. Announcements will be made before such items are discarded. Students who wish to claim these items as their own must have the prior approval of school district staff. Loss or suspected theft of personal or district property should be reported to the school office.

Field Trips

Field trips may be scheduled for educational and cultural purposes. Trips for other extracurricular purposes will not be scheduled during regular school time except in extraordinary circumstances. All students are considered to be "in school" while participating in district-sponsored field trips. Students that do not attend field trips must report to school and attend classes as usual. Students that are absent during field trip days will be marked absent as a regular school day. 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. Lessons missed in classes during time gone may need to be made up.

Students in grades 3-5 will participate in a 4-day field trip at the end of the year. Students will have to maintain appropriate behavior during the school year in order to be allowed to go on the field trip. There will be a parent and student meeting at the beginning of the school year to outline student expectations during the year.

Fire Alarm/Drills

At least one fire/earthquake drill will be conducted each month for 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.

Emergency Procedures

Any school, because of activities sponsored, can be a site where accidents occur. Usually, the area where injury potential is most apparent is the playground. When a large number of students engage in play simultaneously, personal safety is always a concern. The nature of play includes vigorous activity, quick movement, and the use of equipment.

If an injury occurs, it will always be our intent to apply emergency first aid procedures as a response to any bleeding or other trauma that may be discernible. Most of our staff has a current first aid card. If an injury looks complicated we will try to involve the most qualified or experienced people available to assist with services. We will always attempt to call a parent, guardian, or the emergency number listed on student registration information.

There may be occasions when the injury may warrant calling an ambulance. If so, we will initiate that action after consideration of all factors evident. Our basic intent and obligation is to protect you and do the best possible job in responding to any injury or accident when it occurs. It is a parent's responsibility to always keep the school updated on emergency information such as place of employment, phone number, person to contact in the event a parent cannot be reached, etc. In the event that a parent or legal guardian is unavailable to be contacted, the school reserves the right to act in a timely manner, as circumstances require.

Medicine at School

A student who must take prescription medication during the school day must have their parent bring the medicine and fill out a permission form in the district office. The medication must be in the original container and the container label must clearly show the student's and physician's name and instructions. The school will only dispense medicines that are necessary to keep the child in school. OAR 581-021-0037

Over-the-counter medication also must be brought in by the parent in its original container and an appropriate form completed by the parent. Students may carry inhalers with them provided they have permission from their parents and approval by the office.

If a parent wants a student to self-medicate, a request must be approved by the administration. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess and advice of the school/county nurse as necessary. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent. District officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

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.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the office or superintendent so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Parents with questions should contact the school office.

Immunization

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

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

Infection Control/HIV – Human Immunodeficiency Virus, AIDS – Acquired Immune Deficiency Syndrome, HBV – Hepatitis B Virus

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

person. Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions.

An age-appropriate plan of instruction about infections/disease including AIDS, HIV and HBV 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.

Infection Control/HIV – Human Immunodeficiency Virus, AIDS – Acquired Immune Deficiency Syndrome, HBV – Hepatitis B Virus (cont.)

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

Students who present a special risk to others in an educational setting and who are infected with HIV, as well as all students with AIDS, are required to notify the superintendent for continued educational services. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. Students and parents will be notified of alternative education programs.

Insurance

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

Visitor and Guest Passes

Parents and other visitors are encouraged to visit Huntington Elementary School. In order to ensure the safety and welfare of students, that schoolwork 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. K-12 school age visitors must have prior approval from the school office.

Admission

Huntington School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

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

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

Alternative educational services will not be provided to resident students expelled for violation of applicable state or federal weapons law.

Emotional Advising

Advisors are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency issues. The advisors may also make available information about community resources to address personal concerns

Promotion, Retention and Placement of Students

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. *The final decision will rest with school authorities.*

Reports to Students and Parents

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

Grading

A system of letter grades is used to indicate student achievement. Students in grades 4 and 5 will receive letter grades. Grade is based on a teacher's professional evaluation of student achievement. Pluses and minuses may be added to the letter grade.

Grade Definitions

A(S+) Excellent, outstanding consistent work, where abilities are demonstrated and communicated in a variety of ways and all outcomes are met.

- B(S)** Abilities are efficiently communicated and demonstrated. Student has demonstrated proficiency in meeting all expected outcomes.
- C(S-)** Average performance in meeting the majority of outcomes. Demonstrates basic proficiency in the subject area.
- D(N)** Minimal performance with inconsistent demonstration of proficiency in the subject area. Students may consider remedial options before advancing in core curriculum areas.
- F(U)** Unacceptable performance. Inadequate demonstration of learning or proficiency in achieving expected outcomes.

Grading Policy

Student assessment should include both objective and subjective considerations. It is also recognized that alternative assessment needs to be incorporated into the evaluation procedure. Examples of alternative approaches would be interviewing, self-assessment (student), oral testing, projects, demonstrations, etc. In the final analysis, grades or the designator used to define progress is a combination of student abilities, motivation, perseverance, self-discipline and the application of acquired skills.

Student Expectations & Discipline

Students are expected to demonstrate appropriate behavior in the classroom, on school property, and off campus during District sponsored events. Students are expected to contribute to a safe, caring learning environment by cooperating in work and play; doing their best to achieve academic excellence; respecting themselves, others and the environment, and conducting themselves in a safe manner at all times.

Because the main activities of school occur in the classroom, each teacher will determine what behavior is appropriate for their classroom. Teachers are responsible for communicating expectations and classroom rules. Teachers will enforce all school rules within their classroom.

Serious violations will be referred to the office for immediate administrative intervention. Minor classroom violations, such as negative attitude, minor disruptions, sleeping, excessive talking, not following directions, tardiness, forgetting class materials, etc. will be dealt with by the classroom teacher.

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, or expulsion.

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.

Detention slips will be issued for student misbehavior. The first detention within a 30 day period will result in serving 30 minutes at noon recess. The second detention within a 30 day period will result in

serving 30 minutes after school. Three or more detentions within a 30 day period will result in suspension.

Discipline of Disabled Students

A student being served by an Individual Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including ten consecutive school days for violations of the Student Code of Conduct. When a disabled student is suspended more than once or for more than ten consecutive school days or for more than ten cumulative school days during a school year or is being expelled, 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 multidisciplinary team meeting addressing the infraction and its relationship to the disability.

During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed upon alternative placement may be sought. Should the multidisciplinary team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner, as would other students.

If the multidisciplinary team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placements of the student. Such recommendations shall be forthcoming no later than ten days following the student's misconduct. The district may not expel a disabled student or terminate educational services for any behavior, which is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. Under such circumstances the district may obtain a court order to change the student's placement.

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.

Law Enforcement

Any student who engages in potentially criminal behavior may be subject to law enforcement referral. Examples include, but are not limited to:

- Fighting
- Assault

- Property offenses
- Disorderly conduct
- Harassment
- Tobacco, alcohol, or drug possession
- Trespassing
- Weapon possession
- Other potential illegal activities

Law Enforcement will conduct its own investigation and make its own determination concerning illegal action.

Suspension Appeal Procedure

A parent or guardian may appeal the suspension to the Superintendent. The appeal must be made in writing, state the reasons for the appeal and be received by the Superintendent's Office within two days of the administration's decision to suspend the student. The appeal must state the specific reason(s) for the appeal. The Superintendent or designee will review the record and render a written decision within three days of receipt of the written appeal. The Superintendent's decision is final.

Mobil Phone and Electronic Devices

The use of radios, music players, and cell phones is prohibited in classes during the regularly scheduled school day. Mobile phones are not to be on or in open view within classrooms, restrooms, locker rooms, or during lockdown situations. Electronic devices that broadcast music, photos, video, or games are not allowed to be used or in open view inside the school without permission. Misuse of mobile phone or electronic device will lead to the following consequences:

- 1st offense - staff takes the device and returns it at the end of the day.
- 2nd offense - staff delivers device to administration and informs student that their parent/guardian will need to retrieve the device from school administration at the end of the day.
- 3rd offense - discipline referral, parent contacted and student no longer allowed to have the device at school without administrator permission.

WHEN BRINGING ELECTRONIC DEVICES TO SCHOOL YOU DO SO AT YOUR OWN RISK.
STUDENTS ARE RESPONSIBLE FOR THEIR OWN ELECTRONIC DEVICES.
THE HUNTINGTON SCHOOL DISTRICT WILL NOT BE HELD ACCOUNTABLE FOR LOST,
STOLEN, OR DAMAGED PERSONAL ELECTRONIC DEVICES!

Dress Code

The school has a "No Hat, No Backpack" policy, which means that no hats or backpacks are to be worn in the building except during special occasions, like Homecoming week. Hats, however, may be worn at school-sponsored events such as athletic events. Backpacks and hats need to be kept in student lockers during the school day.

Students are expected to wear clothing that is appropriate for school. Clothing should be clean, modest, and in appropriate condition. If a student is determined to be dressed inappropriately he/she

will be asked to change clothes. Subsequent offenses will be considered disruptive conduct and subject to discipline as outlined.

The following clothing and accessories are forbidden at school or at school sponsored activities.

- Clothing, hats, or backpacks that advertise or depict alcohol, drugs, tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang monikers, or clothing likely to cause a disruption within school environment.
- Pants, shorts, or skirts with holes above the mid-thigh that expose undergarments or skin.
- Sagging pants worn low on the hip so as to reveal underclothing or skin.
- Long belts, wallet chains, spiked accessories, sunglasses, stocking caps or bandannas.
- Tank tops, tube tops, mesh tops, sheer tops, halter tops, spaghetti straps, or any top that exposes any portion of the midriff, revealing neckline, bra or cleavage.
- Skirts or shorts that are shorter than two (2) inches above the knee.
- Sleep ware including pajamas and slippers.
- Hoods worn on the head within the school building.
- Any hat worn inside the building at any time.

CLOTHING MUST COVER UNDERGARMENTS AT ALL TIMES.

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

When a student arrives at school and does not meet these guidelines they will be asked to change or be provided an oversize t-shirt to place over their clothes. If possible they may return home prior to the start of classes or during the lunch break.

Recess Time

Recess is a privilege but also a valuable part of each students' day. It provides a break in routine and structure, experience in social interaction, fresh air, and exercise. Students are expected to go outside for recess in normal fall, spring, and winter weather conditions, so they need to dress appropriately (*e.g. coats, hats, gloves, and boots*). There is strong evidence to show that this is usually better for their health than staying in the classroom all day. In the few cases where an existing health condition is reason to make an exception, we ask that the parent send a note to the teacher.

As valuable as recess is, there are times when this privilege is taken away. Staying in at recess is a great motivator for some students, and it allows students a chance to finish work when they get behind. We appreciate your support as we use recess as a privilege, an incentive, or an opportunity to catch up.

Horseplay

Young people are often exuberant, energetic, enthusiastic, excitable, carefree, and/or careless. As a result, horseplay can lead to serious injuries. Huntington Middle and High School is committed to maintaining a safe and orderly environment on school grounds. Therefore, any excessive physical contact, that is neither sexual nor violent in nature, may result in the assignment of detention(s) or suspension, for horseplay.

Internet Use Policy

The Huntington School District offers Internet access to students and teachers. The purpose of this Internet access is to support education, research, and school culture by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of Huntington's Internet access (like all other uses of Huntington's computer facilities) must be in support of and consistent with these objectives. All students who use Huntington's Internet access are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a condition for a student's privilege of Internet access.

The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

Students' Individual Responsibility

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

1. Internet and World Wide Web

All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with these Guidelines.

Grades K- 5:

Before students in Grades K- 5 will be authorized to access the Internet and World Wide Web, they will take part in a discussion of these Guidelines with their teacher.

Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The Huntington School District cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

Disclaimer of Liability

The Huntington School District disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

Changes in the Guidelines

The Huntington School District reserves the right to change these Guidelines at any time.

Student Owned Laptops

The use of student owned laptops shall be at the discretion of the classroom teacher and the school principal/superintendent. Personal student laptops are not permitted to use the schools wireless internet connection. Any student owned laptop connecting to the Huntington School District's network must have fully functional and up-to-date antivirus software installed and be free from computer viruses.

Attendance Policy

Huntington School District Educational Philosophy

The Huntington School District 16J places a significant educational value on student attendance and participation in class. Regular attendance is essential to maximize the educational opportunities at Huntington, which we believe occur between students and teachers in the classroom. There are few substitutes for the knowledge, values, and educational process gained in this type of learning environment.

We believe successful school attendance is based on cooperation between home and school. We are committed to keeping students and parents informed of attendance problems. We need parents to keep the school informed of any absences.

Attendance Requirements

Huntington School District students are required to attend all scheduled classes. Oregon law states full-time school attendance is required for all children ages seven to 18 who have not completed the 12th

grade, unless otherwise exempted by law (ORS 339.010). School staff will monitor and report violations of the state attendance law. Students with excused absences are responsible for all information missed, and are expected to make up work as described in the individual class syllabus. Students with an unexcused absence may or may not be permitted to make up work missed during the absence. Make-up procedures and grading requirements are indicated on the individual teacher's class rules and in accordance with ORS 339.280.

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action. Credit will not be issued until the student has met all class requirements. Except as provided in ORS 339.030, every person having control of any child between the ages of seven and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term (ORS 339.020).

Excused Absences

The Huntington School District will accept the following as excused absences (ORS 339.065(2)):

- Illness of a student
- Illness of a family member
- Emergencies
- Medical or dental appointments
- School-related activities
- Pre-arranged absences
- Court appearances

Any pupil may be excused from attendance by the school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends (ORS 339.065). On rare occasions, this rule may be waived by the school board.

Procedure to Excuse Absences

A parent must phone the Attendance Office (869-2204) or send a note with the student when he/she returns, to excuse an absence due to illness, injury, medical/dental appointments, or emergencies. Falsifying a note or phone call regarding attendance is a form of forgery and will result in disciplinary action. Absences must be cleared within two school days of a student's return to school. Uncleared absences after the two-day deadline will remain unexcused and will be treated as any other unexcused absence.

Unexcused Absences

- Any absence, other than those listed above, even though known to a student's parent or guardian, will be considered unexcused.
- A reasonable attempt will be made to notify the parent of all unresolved absences. Parents are always welcome and encouraged to call the school to check on their student's attendance.

- Students who stop attending, or who are recommended for removal from a class, will automatically be placed into an alternate setting during that class time.

Signing In and Out

Students must sign in and out of school at the office when arriving or leaving at other than regular arrival or dismissal times or during scheduled lunch time. Partial-day or single-period absences may not be excused unless the student has properly signed in and/or out of school. All students checking out must have a parent note, appointment card or phone call from a parent. Please try to schedule medical and dental appointments during non-class times.

Excessive Absences and Irregular Attendance

ORS 339.065 (1) defines excessive absence and irregular attendance as “having eight (8) unexcused ½ day absences in any four-week period.” Therefore, any student having four unexcused absences from any one period will be subject to compulsory attendance action.

By 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 the compulsory attendance requirements may be issued a citation by the district for the student’s failure to attend school. Violation is a Class C infraction of the law and is punishable by a court imposed fine.

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

- The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws
- Failure to send a student to school is a Class C infraction
- A citation may be issued by the district.
- A conference with the student and parent is required.

Additionally, a parent, guardian, or other person lawfully charged with the care or custody of a student less than 15 years of age, may be found in the courts to have committed the offense of inadequately supervising a child who has failed to attend school as required. 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 \$1,000.

Summary of Attendance Procedures

Students participating in activities and athletic programs must have all absences resolved prior to participation. The coach or advisor will provide information and a procedure for you to follow.

Students returning to school following an absence (other than activity/athletic) must:

- Clear absences with a note or phone call from a parent
- Clear all absences on the day of return.

If a student must leave school at a time when they would normally be in class (or at lunch if you will not be returning for class), he/she must check out at the office. When a student needs to leave school grounds, he/she must have written permission from a parent stating the day and time the student needs to leave, and the length of time he/she will be gone.

Students who are late to school need to check in at the office prior to going to class.

Early Dismissal

Early dismissal will be granted for the same reasons as allowable for excused absences. 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. Students are encouraged to schedule all appointments outside school hours. However, when emergency demands, the appointment should be made as early or as late as possible in the school day. To obtain early dismissal, students will need to submit a note to the office, signed by their parent/guardian, requesting permission to leave and stating the reason for early dismissal. If this is not possible, then students may arrange for a phone call to the office from their parent/guardian, requesting permission to leave and stating the reason for the early dismissal. Before leaving school grounds, students are required to check out through the office. Leaving school without office permission is considered truancy.

Cafeteria Services

Huntington Schools operates a cafeteria that offers breakfast and lunch. Effective July 1, 2013 all students in the Huntington School District will receive free breakfast and/or lunch. Extra milk can be purchased separately for \$0.35 each. Due to federal and state laws, the district will still be required to collect information and applications for free or reduced-price meals. These materials are available at the school office. This program functions with support of the U.S. Department of Agriculture.

Cafeteria Rules/Open Campus during Lunch

Lunches will be first come, first served. Incidents of crowding, cutting, or intimidation in the meal line will not be tolerated. Students are not allowed to leave campus for lunch. They may not drive off campus for lunch at any time. However, parents who wish to allow their child to leave campus at lunchtime need to sign and return a closed campus form, which is available at the school office.

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. All students must ride in district transportation to and from school events that they are participating in unless arrangements are made with the administration in advance. Exceptions may be made in extreme cases as approved by the administration. While riding a school bus, students will:

- Obey the driver at all times;
- Not throw objects;
- Not have in their possession any firearms, weapons, dangerous instruments, explosive devices, and/or “look-alikes”;

- Not fight, wrestle, or scuffle;
- Not stand up and/or move from seats while the bus is in motion;
- Not extend hands, head, feet, or objects from windows or doors;
- Not possess matches or other incendiaries and concussion devices;
- Use emergence exits only as directed by the driver;
- Not damage school property or the personal property of others;
- Not threaten or physically harm the driver or other riders;
- Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- Not make disrespectful or obscene statements;
- Not possess and/or use tobacco, alcohol, and/or illegal drugs;
- Not eat food or chew gum;
- Not carry glass containers or other glass objects;
- Not take onto the bus skateboards, musical instruments, or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
- Accept assigned seats;
- Stay away from the bus when it is moving;
- Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
- Answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips;

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, and the principal.
3. Third Citation of the year: The student receives a five to ten 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/or 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 ten days and up to a one-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor and/or principal and the parent.
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 Individual 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.

Search and Seizure

If school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated, is violating, or is about to violate either the law or school rules and regulations, the official on school grounds may search students, their possessions, their vehicle and/or any school property assigned to them. Any evidence of any such violation may be seized. Lockers, desks, PE lockers, and similar items of school property are subject to search without notice. The scope of the search must be reasonable and related to the circumstances initially justifying the search. Items, which may be used to disrupt or interfere with the education process, can be temporarily removed from the student's possession. Items seized shall be turned over to the proper authorities or returned to the true owner unless illegal. Items will be returned to parents or disposed of at the end of the school year.

Police Questioning

In the event that 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. Unless law enforcement officials dictate otherwise, an effort will be made to notify the parent of the situation. Parents cannot deny school or legal officials permission to question students without counsel and/or the parent(s) present.

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

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.

Student Rights

Fair treatment for students shall be such as to protect them from arbitrary and unreasonable decisions. All decisions affecting students shall be based on careful and reasonable investigations of the facts and the consistent application of rules and regulations. All students shall be apprised of the school rules and procedures by which schools are governed and the processes by which discipline may be involved.

Civil Rights

It is the policy of the Huntington Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about [equal opportunity and nondiscrimination] should contact the Superintendent at (541) 869-2204.

Program Exemptions

Student may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the superintendent by the parent in writing and include the reason for the request. Recommendations by professional persons may be requested by the administration for these exemptions.

Student/Parent Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the superintendent can be requested. If the outcome continues to be unsatisfactory, the student or parent may file a written, signed complaint and a suggested remedy to the Superintendent. Within 1 week a written report of his/her findings and conclusions will be provided to the complainant. The complainant may appeal the superintendent's decision to the school board. The board shall hold a hearing to review the findings and conclusion of the superintendent, and to hear any other evidence, as it deems appropriate

Grievance Procedure

Any individual alleging non-compliance on the part of any program, activity, or employment practice in Huntington Middle and/or High School may submit the complaint, in writing, to the Building Compliance Officer (the school superintendent) for civil rights and discrimination.

1. The compliance officer will investigate the allegation and furnish the grievant with a written response to the allegation within twenty (20) days from the receipt of the grievance.
2. If, in the opinion of the grievant, the compliance officer's written response is unsatisfactory, the grievant may request an appearance before the Board of Directors at the next regularly scheduled School Board meeting following the receipt of the written response.
3. The Board of Directors may listen to the grievance and render a decision that will be final.
4. The Board of Directors may render an immediate decision, or delay the decision not to exceed sixty (60) days to allow investigation of the allegation.

Student Education Records

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

Educational records are those records related to a student maintained by the district. A student's educational records are confidential and protected from unauthorized inspection or use. All access and

release of educational records with and without parent and eligible student notice and consent will comply with all state and federal laws. **The district reserves the right to a reasonable amount of time to prepare and compile such records.**

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

Educational records are maintained in a minimum one-hour fire-safe place in the district office by the principal and/or office personnel. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Subjects taken;
8. Marks received;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversation, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's educational records provided they are in the sole possession of the maker.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

Transfer of Education Records

All requested student educational records related to a particular student seeking enrollment in or services from a public or private school, education service district, state institution other than an institution of post-secondary education, private agency or youth care center shall be transferred no later than ten days after the receipt of the request. The district shall retain a copy of the educational records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

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

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review educational records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

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

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Person other than the student, parent or guardian, witnesses, and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedures for appeal beyond the local Board follow the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202

A copy of the district's education records policy and administrative regulations may be obtained by contacting the office.

PARENT(S) AND STUDENT; PLEASE READ AND SIGN THE FOLLOWING:

I understand and consent to the responsibilities outlined in the Student Handbook. I also understand that my student shall be held accountable for the behavior and consequences outlined in the Student Handbook while at school-sponsored activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the behavioral provisions of the Student Handbook, then he/she shall be subject to disciplinary action, up to and including expulsion from school and, in the case possible violations of the law, referral to the proper legal authorities.

By signing this agreement, I give my permission for my student to travel with any team, class, or club sponsored by the Huntington School District for the 2009-10 school year. I also agree to support the school's Internet Use and Transportation of Students policies and to abide by their guidelines as stated herein.

I understand that I have the right, at any time, to be apprised of the professional qualifications of my children's teachers.

Regarding student education records, I understand that certain personally identifiable information about my student 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, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I understand that unless I object to the release of any and/or all of this information within fifteen (15) school days of the date that 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.

Finally, 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.

Personally identifiable information includes, but is not limited to, the student's name, the name of the student's parents or other family members, the address of the student or the student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

(I have marked through the types of directory information that I wish the district to withhold)

Student's Signature

Date

Parent's Signature

Date

RETURN TO OFFICE within 2 weeks