

Student and Family Handbook

*Together we will reach, teach and inspire
each student to excellence.*



The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may be superseded by Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the district office and the [district website](#). Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Superintendent's Message

Dear Parents and Caregivers:

Welcome to Bethel, and thank you for choosing to be a part of the Bethel School District family. Getting students ready for the future is a big responsibility, and we value the opportunity to collaborate with you in your child's development. Together, we are preparing students for success in college, career and the community.

Each stage of a child's growth is important. Whether your student is in elementary, middle or high school, we want to give you the information you need to support your child's progress.

There are many ways that you can be involved in their education. We encourage you to make sure your child is in class every day, meet with your child's teachers and principal, volunteer and/or be engaged in your school in the ways that work for your family.

We are committed to continuously improving Bethel schools and this means we are committed to providing more than just a quality education to our students – we provide enriching activities, nutritious meals, social-emotional learning skills, and school-based health support as students grow and develop.

Respectfully,

Chris Parra
Superintendent

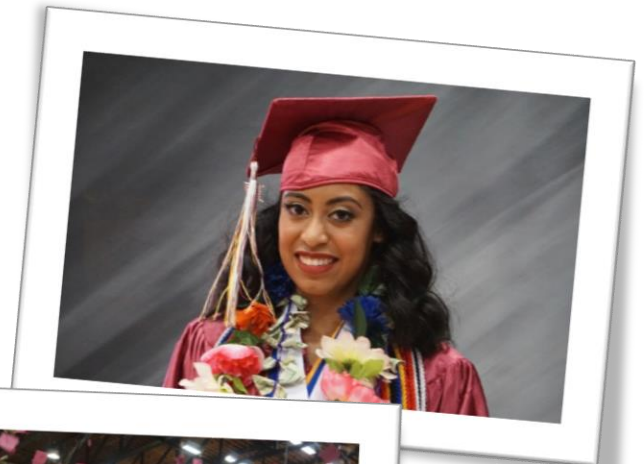


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EQUITY AND NONDISCRIMINATION

Guiding Vision

Bethel schools are committed to creating safe, caring, mutually respectful environments where all students are honored and valued for their diverse cultural backgrounds, strengths and abilities in every instructional practice and school activity to support academic achievement and student success.

Nondiscrimination statement

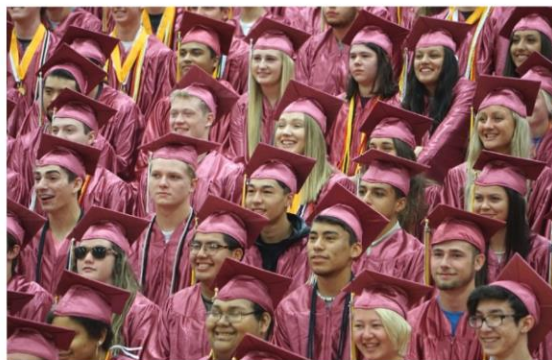
Bethel School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services and activities. Bethel School District prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation and bully of any student based on perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the District office for additional information and/or compliance issues:

Remie Calalang
Amy Tidwell
Tina Gutierrez-Schmich

Human Resources Director
Special Education Director
Equity Director

remie.calalang@bethel.k12.or.us
amy.tidwell@bethel.k12.or.us
tina.schmich@bethel.k12.or.us



Emergency Preparation

Safety is a top priority and here are some ways your family can be prepared in the event of an emergency at or near your child's school:

- Make sure your child's Emergency Contact Information is up to date throughout the year with your school's main office
- Know your school's evacuation site (see your school's emergency plan in the main office)
- Follow us on Twitter @Bethel_Schools
- See up-to-date information on our district website www.bethel.k12.or.us
- Review the district's safety videos with your child
 - o Elementary: <http://www.bethel.k12.or.us/safety-training-k-5/>
 - o Middle/High School: <http://www.bethel.k12.or.us/safety-training-high-school-and-middle-school/>

Communicating with Families During an Emergency

In the event of an emergency at or near your school, we have several ways to keep you informed. Depending on the situation, you can expect one or all of these communications:



- Autodial phone calls to the primary phone number listed on your child's Emergency Contact Information
- Text message to your mobile phone if you give permission in advance
- Emailed message from the District or your school's principal
- Postings on District and school websites
- Status update on Twitter @Bethel_Schools
- Informational updates on local media (radio & TV stations)

Bethel School Board Policies

The Constitution of the United States gives states the right to provide public education. In turn, the State of Oregon gives the responsibility for managing public schools to local boards of education.

The Bethel School Board lists its aims and rules in "policies." They are available online at the District website: www.bethel.k12.or.us and by following the links from "District" to "School Board" and then to "District Policies." Students, parents, employees, patrons and all other interested persons are invited to read these policies. [Bethel School Board Policies](#)

What do the school board's policies regarding students say?

- They begin by saying that all students are to be treated equally and fairly, according to the law.

Bethel School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

- They call for all students to attend school regularly and be on time for classes.
- They also set guidelines for student conduct, discipline, participation in extracurricular activities, student use of automobiles, the school lunch program, substance abuse, student records and other matters related to students.

Guiding Principles and Behavior Expectation

Bethel Guiding Principles

WE BELIEVE all students can learn.

WE BELIEVE in creating life-long learners.

WE BELIEVE in engaging our community to assure the success of all students.

WE BELIEVE in ensuring all students receive effective and relevant instruction.

WE BELIEVE in creating safe, caring and mutually respectful environments where all students are honored and valued for their unique strengths and diverse abilities.

The foundation of Bethel School District's guiding principles for all school communities is the belief that all students, staff, and families deserve to be treated with dignity and respect. The fundamental goal of the guiding principles and behavior expectations is for students to learn to be responsible for themselves and their actions, and to make genuine, positive contributions to their community.

Bethel is committed to providing a positive school environment where young people feel connected, welcome, and where learning is maximized. All Bethel School District staff are encouraged and expected to model the guiding principles and behavioral standards and to teach/reinforce those skills needed to build and maintain positive relationships, to resolve conflict, and to strengthen pro-social behavior.

Student Conduct

Policy reference JF – Student Conduct

It is essential that the school staff, students, and their families work as a team to achieve the desired educational goals and objectives. When students, by their actions, words, or deeds, violate the standards as set forth in the student conduct and discipline code, there are consequences. The goal of these consequences is to assist students in producing behavioral changes that are necessary to function successfully in educational and social environments. If the consequences are ineffective, then the District may authorize the suspension and/or expulsion.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline; realize the responsibility of one's actions and to maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the District, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made. The District will annually record and report expulsion data for conduct violations, as required by the Oregon Department of Education.



General Expectations of Behavior

Policy reference: JFC, JFCF, JFCFA,

Bethel recognizes the mutual dependence of rights and responsibilities of staff, students and parents.

Rights

Students have the right to:

- Learn
- Talk with your teachers, counselor, and other school staff about any concerns
- Receive fair discipline without discrimination
- Report any incidents of bullying, harassment, abuse, and verbal or physical threats
- Access your own records, with appropriate guidelines
- Be treated fairly and courteously
- Ask for and received support from teachers, administration, parents, and when appropriate, students
- A safe, clean, and healthy school environment

Staff have the right to:

- Teach
- Be treated fairly and courteously by students, parents, and colleagues
- Ask for and receive support from colleagues, administration, parents and students
- A safe, clean and healthy school environment

Parents/Caregivers have the right to:

- Be fully informed of their child's progress
- Have access to their child's teachers through appropriate channels
- Participate in conferences with teachers and/or principal
- Access all your school records, within appropriate guidelines
- Obtain further clarification on student rights, responsibilities, and discipline
- Be provided with information on general school activities

Responsibilities

Students have the responsibility to:

- Respect other's opinions and be cooperative, committed, and engaged
- Attend school regularly, arrive on time, bring appropriate materials
- Care for others and behave in a socially acceptable manner
- Respect the rights, feelings, and property of other students, parents/guardians, school personnel, visitors, and school neighbors
- Follow behavior guidelines on schools grounds, school buses, bus stops, school-related activities, and in the classroom to support teaching and learning.
- Complete all set work conscientiously and to the best personal standard

Staff have the responsibility to:

- Maintain a knowledge of the curriculum and how students learn
- Communicate clear expectations
- Model respect, fair treatment, and problem solving behaviors
- Model professionalism, participate in meetings, support colleagues

Parents/Guardians have the responsibility to:

- Actively participate in their child's education by sending them to school daily, and encouraging punctuality
- Assist school staff by sharing ideas for improving student learning and preventing or resolving student discipline issues.
- Maintain close communication with the school and support school programs and policies
- Attend parent teachers conferences and assist their child with work and with study habits where appropriate

Attendance

Policy reference JEA – Compulsory Attendance, JED – Student Absences and Excuses, JEDA - Truancy

All students between ages 6-18 who have not completed the 12th grade are required to attend school regularly and to be on time for classes so that they can get the most out of their classes, and also so that they can develop habits of punctuality, self-discipline and responsibility.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public schools full-time:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in grades 1-12 in the public schools.
3. Students being taught by a private teacher the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
4. Students being educated in the home by a parent:
 - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Lane Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when a home-schooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD Superintendent shall acknowledge receipt of any notification in writing within 90 of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
 - b. Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10:
 - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew;
 - (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
 - (3) Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
 - c. Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
 - d. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - e. The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD Superintendent, the parent shall

- submit the results of the examination to the ESD;
 - f. All costs for the test instrument, administration and scoring are the responsibility of the parent;
 - g. In the event the ESD Superintendent finds that the student is not showing satisfactory educational progress, the ESD Superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
5. Students excluded from attendance as provided by law;
 6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or alternative education program as defined in ORS 336.615.

Absences

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 (dental) appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Schools will publish specific attendance rules and procedures annually in student handbooks. Specific attendance rules for each school are available at each school office. In general, parents and students have the following responsibilities:

Parent Responsibilities

Parents shall present reasons for all absences by:

- Making a telephone call to the secretary or school office within 48 hours of the absence.
- Writing a note to the secretary or principal within 48 hours of absence.
- Contacting the school office or teacher, either in person, by telephone or by written note, prior to or after the absence.

Student Responsibilities

- Students will report to the office when arriving late to school.
- Students are responsible for all work missed due to absences from class and should contact a friend or teacher. Extended absences due to long-term medical problems (longer than two

weeks) qualify the student for a District home tutor. (In such cases, notify the District's Director of Special Services or a school administrator.)

- If a student knows in advance of an extended absence due to a family vacation or a planned absence due to medical problems, an advance make-up form can be obtained from the school. Upon completion of the form, homework will be arranged.

Truancy

The superintendent or designee will develop procedures whereby those students who are considered truant may be subject to the following penalties: detention; suspension and/or ineligibility to participate in athletics or other activities.

Student Discipline

Policy reference JG-Student Discipline

Discipline in Bethel schools is based on a philosophy designed to produce changes in behavior that will enable students to develop the skills necessary to remain in school and to function successfully in their educational and social environments. The major objectives of the district discipline program are to teach the following fundamental concepts for living:

- Understanding and respect for individual rights, dignity and safety;
- Understanding and respect for the law, board policies, administrative regulations and school rules;
- Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent and designees will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others, will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective to correct behavioral problems, while supporting students' attendance to school and classes. Examples include, but are not limited to, restorative practices, reprimands, conferences, detention and denial of participation in co-curricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.).

The District will enforce consistently, fairly, and without bias all student conduct policies, administrative regulations, and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances:

- a. When a student's conduct poses a threat to the health or safety of students or employees;
- b. When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or
- c. When required by law.

The District shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The District will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole. The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

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

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the District shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Detention

A student may be detained outside of school hours [for not more than two hours] on one or more days 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

Policy reference JGD – Suspension

Policy reference JFC Administration Rule – Student Conduct Code

Suspension temporarily takes away a student's privileges to attend school and/or participate in school activities for a period not to exceed ten school days. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a court hearing, a physical or mental examination, an expulsion hearing, or incarceration by court action.

The Board authorizes student suspension for one or more of the following reasons:

- Willful violation of Board policies, administrative regulations, or school rules;
- Willful conduct which materially and substantially disrupts the rights of others to an education;
- Willful conduct which endangers the student, other students, or staff members;
- Willful conduct which damages or injures District property.

Suspensions are made by the principal or assistant principal and they are not used in lieu of expulsion.

The student is given oral or written notice of the behaviors of concern. If the student denies the behavior, the student is given an explanation of the evidence and an opportunity to present his/her experience. In cases where the student's presence endangers persons or property, or threatens disruption of the educational environments, however, the notice and hearing will come as soon as possible following the student's removal from school.

Parents or guardians will be notified of the suspension and the reason for the suspension as soon as practicable. Upon suspension, the student will be sent home, unless the administrator decides it is best to hold the student until the end of the school day.

The student and parents will be promptly notified by mail of the suspension, the length of the suspension, the conditions for reinstatement, and the right to a conference with the principal. Should the parent or guardian want a conference, they should make that request to the principal.

Parent Conference

If a parent conference is requested, it will be conducted by the principal or someone designated by the principal. The person conducting the conference will serve as the designated representative of the superintendent. Participants at the conference shall receive evidence and may review the relevant past history and records of the student.

The person conducting the conference will receive evidence from school personnel and from the student, parents or guardian. The relevant history and records of the student may be reviewed. During the conference, the student's strengths and difficulties will be discussed. Efforts will be made to determine additional steps that could be taken by the school, student, and parents/guardians to support the student.

The student and parents or guardian will be told of the decision of the person conducting the conference at the time of the conference or as soon thereafter as possible. The school shall specify the methods and conditions, if any, under which the student's schoolwork can be made up. Students shall be allowed to make up schoolwork after their return from suspension if that work reflects achievement over a greater period of time than the length of the suspension.

Expulsion

Policy reference JGE – Expulsion, JFC Administration Rule – Student Conduct Code

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year. Expulsion denies the student the privilege to attend any district school or participate in school activities.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least five days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges;
 - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;
 - c. A recommendation for expulsion;
 - d. The student's right to a hearing;
 - e. When and where the hearing will take place; and
 - f. The right to representation.
2. The Board may expel, or may delegate the authority to decide on an expulsion to the Superintendent or superintendent's designee, who may also act as the hearings officer. The District may contract with an individual who is not employed by the District to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators.
3. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;
4. In case the student or the student's parent requires the services of a language interpreter, one will be provided by the District.
5. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney and/or parent. The District's attorney may be present;
6. The student shall be afforded the right to present his/her version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings, or other exhibits;
7. The student shall be permitted to be present and to hear the evidence presented by the District;
8. The hearings officer or the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and

student education records. The hearings officer will provide to the Board findings as to the facts, the recommended decision, and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the student's parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;

11. If the Board has delegated authority to the superintendent, or designee, to act as the hearings officer, the superintendent may designate him or herself, or a third party, as the hearings officer. The hearings officer's decision is final; however, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At its next regular or special meeting, the Board will review the hearings officer's decision and will affirm, modify, or reverse the decision;
12. A Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved, including a student's confidential medical record and that student's educational program;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion, the District must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. The District must document to the parent of the student that proposals of alternative education programs have been made.

Expulsion Hearing and Review

Policy reference JFC Administration Rule – Student Conduct Code

All hearings on expulsion will be private unless otherwise requested by the student or the student's parents or guardian. If an executive session is held by the Board or a private hearing is held by the hearing officer, the following shall not be made public:

- a. The name of the student
- b. The issue
- c. The discussion
- d. The School Board members' vote on the issue

A taped record of the expulsion hearing shall be maintained under the direction of the hearings officer. The student or parents, upon request, shall be entitled to a copy of the record on condition that they pay the reasonable cost of reproduction of transcription.

The hearings officer and the principal or designee shall be entitled to legal counsel furnished by the district. Counsel would not ordinarily be used unless the student, or parents, or guardian are represented by counsel. If parents request to be represented by an attorney, they must notify the Bethel School District (689-3280) 48 hours prior to the hearing so that the district may also have counsel present at the hearing. Failure on the part of the parents to notify the district may result in postponement of the hearing.

All witnesses shall be sworn in by the hearings officer prior to giving testimony.

The School Board's review of the decision of the hearing officer shall be based upon the record made at the hearing. The review will be conducted at the School Board's next regular meeting, or at a special meeting prior to the next regular meeting. The review will be in executive session unless otherwise requested by the student or the student's parents or guardian.

Order of Procedure at Expulsion Hearing

The hearing will be called into session in accordance with OAR 581-21-055(2) and ORS 339.250(2). The order of statements will be as follows:

- School administrator will give opening statement
- Opening statement by student, parents, or counsel
- Evidence by administrator or counsel
- Argument of student and parents or counsel
- Rebuttal evidence by administrator
- Final argument of administrator or counsel
- Adjournment

Appeal of the Hearings Officer's Decision

If either party wishes to appeal the decision of the Hearings Officer, the party should submit a request to the Superintendent within ten (10) days of the receipt of the Hearings Officer's decision. The superintendent or designee will meet with the party to hear the appeal and seek resolution. If no resolution is reached, the superintendent forwards the appeal to the school board. The appeal will be heard at the next regularly scheduled School Board Meeting unless that meeting occurs so quickly that a verbatim transcript of the Expulsion Hearing cannot be prepared in time.

The School Board will be provided a verbatim transcript of the Expulsion Hearing. The School Board will meet in Executive Session as per ORS 332.061(1) unless the student or the student's parent or guardian requests a public hearing.

Suspension or Expulsion of Disabled Students

Policy reference JGDA – Discipline of Students with Disabilities

Policy reference JGDA Administrative Rule – Discipline of Students with Disabilities

When considering student disciplinary procedures that may result in removal of the student, the district follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if:

1. The student is receiving IEP services;
2. For the student not yet identified as a student with a disability, the district had knowledge that the student had a disability and needed special education.

Students with disabilities may be suspended for up to 10 consecutive or cumulative school days in any one school year without taking any further action. If a student with disabilities is being considered for more than 10 days of suspension or expulsion from school, the multidisciplinary team must determine whether there is a direct relationship between the student's disability and the behavior for which the student faces discipline. If there is a direct relationship, the student may not be suspended for more than 10 days without making a significant change in the student's Individualized Education Plan. If there is a direct relationship, the student may not be expelled from school, but the student may be placed in an alternative education program. If there is not a direct relationship, the student may be suspended for an additional 10 days.

For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove a student with a disability from the student's 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 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement.

Students 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.

Parental Rights

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Freedom of Expression and Distribution of Material

Policy Reference IB – Freedom of expression, IGBD – Student publications KJA – Materials Distributions KI – Public Solicitation in District Facilities, KI/KJ – Commercial Advertising/Merchandise Sales, INB – Reconsideration of Instructional Materials or Activities

All aspects of K-8 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.

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and under their rights to free expression in an academic community. Materials may be subject to administrative review, restricted or prohibited, however, pursuant to legitimate educational concerns. Such concerns include the following:

1. The material is or may be defamatory;
2. The material is inappropriate based on the age, grade level and/or maturity of the audience;
3. The material is poorly written, inadequately researched, biased or prejudiced;

4. An opportunity is not given for a named individual or named individuals to make a response;
5. The identification of specific individuals may be identified even though the material does not use or give names;
6. The material is or may be otherwise generally disruptive to the school environment. Such disruption may occur, for example, if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts;
7. Students, parents, and members of the public might reasonably perceive the materials to bear the sanction or approval of the districts

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 may be subject to administrative review, restricted or prohibited, 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.

The district may designate the time, place and manner for distribution. If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

Students, as citizens, have the right to free expression. The district requires that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

Freedom of Student Inquiry and Expression

1. Students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible and is not disruptive to other individuals or to the educational process. Students may support or oppose causes by orderly means which do not disrupt other individuals or the operation of the school.
2. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

Freedom of Association

Students are free to organize associations to promote their common interests. Student organizations should be open to all students. Membership criteria may not exclude students on the basis of actual or perceived disability, race, color, national origin, ethnicity, cultural background, veterans' status, genetic information, religion, sex/gender, sexual orientation, age, marital status, socioeconomic status, familial status, physical characteristics, source of income, or linguistic characteristics of a national origin group. Each student organization must have a staff advisor to counsel and, when

necessary, supervise students in the organization. All student organizations must submit to the school a statement of purpose, criteria for membership, rules and procedures and a current list of officers. School administrators may establish reasonable rules and regulations governing the activity of student organizations.

Public Solicitation in District Facilities

Policy reference GBI- Gifts and Solicitations

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without Superintendent or Principal approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without Superintendent or Principal approval.

The soliciting of staff or students by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without the Superintendent or Principal approval.

Distribution of Material

Policy reference KJ – Commercial Activities, INB – Reconsideration of Instructional Materials or Activities

Displays and public posting or any request for substantial distribution of any newspapers, magazines, pamphlets, illustrations, or any other printed, duplicated, or written material to be made upon school premises (including electronic services) by any person shall be reviewed by the Superintendent or designee for the following types of prohibited material:

1. The material advocates or promotes illegal actions;
2. The material is obscene. Material is obscene if it depicts or describes conduct in any offensive manner when compared to reasonable community standards;
3. The material is libelous. Material is considered libelous if it contains false and malicious statements about a person, persons, or organization which subjects the person, persons, or organization to public hatred, contempt or ridicule;
4. The material is offensive or insulting to any individual or group;
5. The material is likely to cause substantial disruption of or material interference with discipline or the education of students in the school;
6. The material is primarily commercial and does not meet the criteria established in this policy.

Freedom from Discrimination

Policy Reference JFCF – Harassment, Including Intimidation, Bullying, Hazing, Menacing, Cyberbullying and Teen Dating Violence/ Domestic Violence, JFCFA – Racial Harassment

Harassment, including intimidation, bullying, hazing, menacing, and acts of cyberbullying will not be tolerated in the Bethel School District. Teen dating violence and domestic violence are unacceptable behavior and prohibited. This policy includes the area immediately adjacent to school grounds, on school-provided transportation or at any official school bus stop, activity, program, event, internship, or trip sponsored by the District. Additionally, incidents of harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence that interfere with or disrupt the educational process are prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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.

Students may also be referred to law enforcement officials.

This policy gives notice to all employees, students, and patrons that all harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence allegations shall be investigated and dealt with quickly and effectively.

Definitions:

Third Parties

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.

Harassment

Harassment, including intimidation, hazing, menacing, bullying, cyberbullying, and teen dating violence is defined as unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature. Harassment is often related to the protected class status of a person. Harassment includes any act that substantially interferes with a student's educational benefits, opportunities, and performance, or that has the effect of:

- physically harming a student or endangering a student's property
- knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property

- creating a hostile educational environment, including interfering with the psychological well-being of a student.

Protected Class

Protected class means a group of persons distinguished, or perceived to be distinguished, by disability, race (*see Policy JFCFA – Racial Harassment*), color, national origin, ethnicity, cultural background, veterans' status, genetic information, religion, gender (*see Policy JFD-Student Gender Identity and Expression*), sexual orientation, age, marital status, socioeconomic status, source of income, familial status, physical characteristics, or linguistic characteristics of a national origin group.

Hazing

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored/work activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, 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 regardless of the person's willingness to participate.

Menacing

Menacing includes, but is not limited to, any act intended to place a student, school employee, volunteer, District representative or parent/guardian in fear of imminent serious physical injury.

Cyberbullying

"Cyberbullying" is defined as the use of any electronic communication device to convey a message in any form (text, image, phone, audio, game, or video) that defames, intimidates, harasses, hazes, menaces or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Use of personal communication devices or District property to harass, intimidate, haze, menace or bully another is prohibited.

Examples of cyberbullying include, but are not limited to, the following:

- sending or posting mean, vulgar, or threatening messages or images
- sending or posting sexually suggestive, explicit, lewd or pornographic text messages or images, including nude or semi-nude photographs, via cellular telephones or over the internet (sexting)
- posting sensitive, private, or false information about another person
- targeted use of computer viruses to intentionally degrade, disrupt, or damage another person's files or equipment

Teen Dating Violence

“Dating” or “dating relationship” means an ongoing social relationship of a romantic or intimate nature between two persons.

“Teen dating violence” means:

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

Domestic Violence

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

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

District Staff Responsibility

All complaints about behavior that may violate this policy shall be promptly investigated. Teachers, staff members, volunteers, or other District representatives who observe students committing acts of harassment, must take action to stop the behavior and report such acts to the building administrator who has overall responsibility for all investigations concerning harassment including intimidation, menacing, hazing, bullying, cyberbullying, teen dating violence, and domestic violence. The building administrator will investigate harassment and teen dating violence allegations as soon as possible and take appropriate action. Failure of an employee to report an act of harassment, intimidation or bullying, teen dating violence, domestic violence or an act of cyberbullying may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Student Responsibility

Students are expected to follow the standards for student behavior outlined in School Board policy and the District’s Student Rights and Responsibilities Handbook. Students who violate this policy are liable for discipline, suspension, or expulsion following the rules established in the Student Rights and Responsibilities Handbook. 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. Students may also be referred to law enforcement officials.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report their concerns to the building administrator. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report their concerns to the building administrator.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate District official.

District Responsibility

The District shall do the following:

- provide an educational program that teaches students to be respectful of others in a diverse society;
- conduct an annual review to the school board of harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence violations and make recommendations for improvement;
- ensure sensitive and full investigation of harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence violations;
- ensure appropriate education and discipline for harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence and domestic violence violations;
- ensure that a support structure is provided for victims of harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence; and
- incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, including intimidation, bullying, hazing, menacing, cyberbullying, teen dating violence and domestic violence;
- annually publicize this Policy in the Bethel “Student Rights and Responsibilities Handbook,” school handbooks, employee manuals; and make it available on the Bethel School District website.

Training

The District shall provide for the training and orientation of staff, students, volunteers, and District representatives on the contents of this policy. Training will be mandatory. Through this training, staff will learn to create positive learning and social environments throughout the District; and, prevent, recognize, discourage, and deal with harassment, including intimidation bullying, hazing, menacing, cyberbullying, teen dating violence and domestic violence.

Additionally, the District shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

Reporting Harassment/Investigation/Complaints

Policy reference and Administrative Rule KL– Complaint Procedure

A student or their guardian who believes the student is the object of harassment, including intimidation, bullying, hazing, cyberbullying and Teen Dating Violence/Domestic Violence, shall, at the earliest opportunity, report the incident to a staff member on duty at the time, or to the student’s teacher, or to an administrator. This report may be made anonymously. The incident shall be investigated by a building administrator and discipline enforced, as necessary, at the building level. Anyone reporting harassment shall be free from retaliation. Formal complaints must be filed within 180 days of the original incident.

Complaints against a building administrator shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

Direct complaints related to educational programs or services may be made to the Oregon Department of Education in Salem, OR at (503) 947-5600, or the Office for Civil Rights in Seattle, WA at (206) 607-1600.

Anyone reporting harassment shall be free from retaliation. Retaliation is defined as harassment, which includes intimidation, bullying, hazing, menacing or cyberbullying, toward a person in response to a previously reported harassment incident. 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 independent of whether a complaint is substantiated. If the complaint is found to be without merit or cannot be substantiated, all parties shall be so notified. Individuals determined to be guilty of harassment shall have the right to appeal the determination to the superintendent and the board of directors. Reports may be submitted anonymously.

Any person found to knowingly make false accusations of harassment shall be subject to discipline procedures.

Student Gender Identity and Expression

Policy reference JFD – Student Gender Identity and Expression, JFD Administrative Rule

The District believes that all students deserve to be safe. Students who express or identify differently than their gender assigned at birth should not experience exclusion, discrimination, harassment, and/or bullying. The District is entrusted by the community to provide a welcoming, safe, and inclusive learning environment for all students which may require supports to help ensure their physical, psychological, and educational well-being.

Federal law, Oregon law, and Bethel Board policy require equal opportunity in education, and prohibit discrimination on the basis of gender identity and expression.

Student Privacy

When staff must communicate with a parent, guardian, teacher, or administrator of a student who identifies or expresses their gender differently than their gender assigned at birth, staff should first consult with the student to determine an appropriate way to reference the student's gender identity and/or expression. All students have a right to privacy, and this includes keeping a student's gender identity and expression status private.

Management of Student Identity in School Documents and Records

Every public school student has a recognized right to privacy at school protected by the Family Educational Rights and Privacy Act (FERPA). FERPA protects education records and personally identifiable information contained in them from release except under certain circumstances, and allows a student and/or parent access to those records. A student's transgender status in an education record is personally identifiable information, which is protected from disclosure to others without the student's or parent's consent, depending on the age and status of the student.

Names and Pronouns

Students who express or identify differently than their gender assigned at birth have the right to be addressed by a name and pronoun corresponding to their gender identity. This is true regardless of whether the student has obtained a court ordered name or gender change. Intentionally addressing a student by the incorrect name or pronoun is a form of discrimination.

Staff shall work privately with a student to determine how the student wants to be addressed in correspondence, communication and interactions with the student's parents or guardians. Schools should work closely with the student and parents in customizing an appropriate plan regarding the confidentiality of the student's identity that supports the student.

Restroom, Locker Room, Changing Room, Accessibility

All students are to have access to a restroom that corresponds to their gender identity. Where available, a single stall restroom may be used by any student who desires increased privacy, regardless of the reason. The use of such a single stall restroom shall be a matter of choice for a student, and no student shall be compelled to use such restrooms.

Students who identify or express differently than the gender they were assigned at birth should be allowed to use the locker room that is consistent with their gender identity. Locker room usage should be assessed on a case-by-case basis, using the guiding principles of safety and honoring the student's gender identity. Some options include:

- Use of a private area in the locker room (e.g., a restroom stall with a door, an area separated by a curtain, a physical education instructor's office in the locker room).
- A separate changing schedule (either utilizing the locker room before or after the other students).
- Use of a nearby private area (e.g., a nearby restroom, a nurse's office).

All students have the right to request privacy options when utilizing school locker rooms.

Sports and Physical Education

Students who express or identify differently than their gender assigned at birth are to be provided the same opportunities to participate in physical education as are all other students. Students should be permitted to participate in physical education and intramural sports in accordance with the student's gender identity that is consistently asserted at school.

The Oregon Schools Activities Association (OSAA, 2012) Provides participation guidelines for students who identify as transgender.

http://www.osaa.org/governance/handbooks/osaa#_Toc426097038

Gender-based activities, rules, policies, and practices

Students should be treated consistent with their gender identity and should not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of gender identity, in any program or activity. These activities and programs may include but are not limited to homecoming, prom, spirit day, celebrations, assemblies, acknowledgments, after school activities/programs, and all extra-curricular activities.

Safe and Nondiscriminatory Environment

Board Policies JFCF and AC prohibit discrimination, harassment, intimidation, bullying, and cyberbullying, among other things, based on a student's gender identity or gender expression. Complaints alleging discrimination, harassment, intimidation, bullying, and cyberbullying based on a person's real or perceived gender identity or expression are to be handled in the same manner as all other discrimination, harassment, intimidation, bullying, and cyberbullying complaints.

Release Time for Religious Instruction

Policy reference JEFB – Release Time for Religious Instruction

A parent/guardian may consult with the building principal to determine days and times for their student to attend weekday schools giving instruction in religion. The building principal will make the final decisions on which days and times will be slated for the release of students.

Students will not be released to any person without approval from parent/guardian. A student who has attained the age of majority may, upon written request to the building principal, be excused from school for a period not to exceed five hours in any given week to attend a school giving instruction in religion.

Any cost of religious instructional release program, including transportation, shall be the responsibility of the guardian or the religious instructional program.

Personal Electronic Devices and Social Media

Policy reference JFCEB -

Student possession or use of personal electronic devices (PED) on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the Principal and approved by the Superintendent.

A "personal electronic device" (PED) is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information, data, photographs, or video.

Personal electronic devices shall be silenced and put away during instructional or class time unless explicitly authorized by staff. PEDs will be allowed during school district activities unless the device would cause a disruption.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials

when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities including but not limited to loss, theft, damage or content.

The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior Principal or designee approval or when use is provided for in a student's individual education program (IEP).

Students are subject to disciplinary action for using a personal electronic device in any manner that is academically dishonest, illegal, harmful to another person, disruptive to the educational setting or violates the terms of this policy which could include, but not limited to:

- Taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law.

Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

Student Use of School Technology

Bethel School District provides computers for student use in virtually all classrooms and educational settings. Most of the computers are connected to the district's computer network, which is connected to the Internet. Bethel students of all ages may have a network account if they wish, as long as they use the network appropriately and responsibly.

The use of the Bethel School District's computer network is a privilege, not a right. Access to the network entails responsibility. Users are required to follow the Network Appropriate Use Policy. Students are required to read and understand these guidelines before they sign the Network User Agreement.

Appropriate Use Policy

Users agree not to download, order for print, or otherwise transmit or communicate any material for any unlawful purpose or that is obscene, offensive, blasphemous, pornographic, sexually suggestive, deceptive, threatening, menacing, abusive, harmful, an invasion of privacy, supportive of unlawful action, defamatory, libelous, vulgar, violent or otherwise objectionable.

Student Education Records

Policy reference JOB – Personally Identifiable Information, JOA – Directory Information, JO – Education Records/Records of Students with Disabilities

Federal and state laws require school districts to maintain certain educational records about students. The records allow the school staff to share progress information with parents and other educational institutions. They also document the eligibility of students for various federal and state mandated programs. Students frequently request copies of their records many years after they have left school to assist them in documenting school attendance and eligibility for certain programs.

Student records contain "permanent records" such as:

- full legal name of the student;
- name and address of educational agency;
- the student's birthdate;
- parents/guardian names;
- address and telephone number of the student and their family,
- date of entry into the school,
- name of the previous school attended,
- date and reason for leaving school,
- student's health card;
- progress records such as transcripts of grades and courses taken;
- records of attendance;
- tests measuring achievement or ability.

All student records are confidential and may be opened for inspection only in accordance with applicable federal and state law and School Board policy.

Students and parents have the right of access to their own/their student's records. Within seven days of a request for access, students and parents may inspect the content of those records. Students and parents may obtain copies, by paying a reasonable fee, of those records.

Parents have the right to reasonable explanations of their student's records. Parents also have the right to challenge the contents of their child's student record, if they believe that the records are inaccurate, inappropriate or misleading. For a copy of the procedure for challenging student records, contact the school office.

Personally Identifiable Information

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;

4. Personal identifier such as the student's social security number or student ID number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years of age or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

Generally, parents or the student (if he/she is 18 or attending an institution of higher education) must consent to the release of student records. The school district may, however, release student records without consent under the following conditions:

1. To other district staff who have legitimate educational interests in the student records.
2. To other school districts in which the student seeks to or has enrolled.
3. To state or federal agencies requiring such information.
4. In connection with a student's application for or receipt of financial aid.
5. To comply with a judicial order or subpoena after the district has made a reasonable effort to notify the parent.
6. To organizations conducting research for the school district.
7. To accrediting organizations in order that they may carry out their accrediting functions.
8. In emergency situations in which knowledge of student record information is necessary to protect the health or safety of the student or other persons.

The school district may also release "directory information" in conjunction with school or district related activities. Directory information is limited to a student's name, date and place of birth, participation in school activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent school attended by the student. Parents may limit the release of directory information and will be notified annually of this right.

Directory Information

Policy reference JOA – Directory Information, JOB – Personally Identifiable Information

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released.

Directory information considered by the District to be detrimental will not be released.

An educational agency or institution shall disclose personally identifiable information from an education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Information will not be given over the telephone except in health and safety emergencies.

A student's Social Security Number or student identification number shall not be considered directory information. Directory information shall be released only with administrative direction.

The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student's name;
2. Student's telephone listing;
3. Student's email address;
4. Student's photograph;
5. Major field of study;
6. Participation in officially recognized sports and activities;
7. Weight and height of athletic team members;
8. Dates of attendance;
9. Degrees or awards received;
10. Most recent previous school or program attended.

Public Notice

The District will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information and the requirement that the District must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the District withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days

of annual public notice. A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the District from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled or from requiring a student ID card or badge that exhibits information that has been properly designated directory information by the District in this policy.

Personally Identifiable Information

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student ID number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years of age or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district, state regional program or institution of postsecondary education where the student seeks or intends to enroll;
4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of, or compliance with federal or state supported education programs or the enforcement of or compliance with federal or state regulations;
5. To personnel determining a financial aid request for the student;

6. To personnel conducting studies for or on behalf of the district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 years of age or older or emancipated;
12. Because information has been identified as “directory information;”
13. To the courts when legal action is initiated;
14. To a court and state and local juvenile justice agencies;
15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
16. To a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student including educational stability of children in foster care.

Transportation of Students

Policy reference EEAC – School Bus Safety Program

The Superintendent or designee will ensure instruction for all students in school bus safety and emergency evacuation procedures is provided. Drivers shall assist in the instruction. Students who are regularly transported by the District shall receive the following instruction within the first six weeks of each half of the school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading, crossing etc;
2. Use of emergency exits; and
3. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the District will be given the following instruction at least once in the first half of each school year:

1. Safe school bus riding procedures; and
2. Use of emergency exits.

The District and/or contractor will document and maintain records of the content and dates of instruction.

Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises. Passengers will be provided a seat that fully supports them. A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times.

During adverse weather conditions, the Superintendent or designee may alter bus schedules or temporarily suspend bus services. The Superintendent or designee will advise local radio stations and other media of any changes in bus schedules or services.

In the case of emergency or disaster, evacuation of students will be carried out according to the District's emergency plan.

Complaint Procedure

Policy reference KL – Complaint Procedure, Administrative Rule KL

Complaints are handled and resolved as close to their origin as possible. Unless specifically provided by state or federal law, the decision of the District shall be final.

No staff, student, parent, or community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative process for resolution before investigation or action by the Board. Exceptions are complaints that concern the superintendent or involve Board actions or Board operations.

The Board advises the public there is a proper process for resolving complaints, including but not limited to concerns in the following areas:

1. Instruction;
2. Discipline;
3. Learning materials; or
4. Retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation.

Community members, staff, parents and students who have a complaint are encouraged to start at the lowest level in the organization to attempt to resolve the complaint. The following order will be used unless otherwise identified (see administrative regulation KL-AR - Public Complaint Procedure for specific procedures and timelines):

1. Teacher, employee or individual(s) named in the complaint
2. School principal or supervisor
3. Superintendent or designee
4. Board

If the complaint is not handled satisfactorily at any one level, the complaint may proceed to the next level. A detailed complaint procedure with forms and timelines can be found in District policies and titled Administrative Rule KL

Other Possible Complaint Avenues

Contact the Office for Civil Rights in Seattle, Washington at 206-220-7900 or the Oregon Department of Education in Salem, Oregon at 503-378-3600, regarding any complaints or concerns with Bethel School District, its employees, or any agents of the district.

Search and Seizure

Policy reference JFG – Search and Seizure

Schools have a responsibility to maintain order, discipline and a safe environment. Students have a legitimate expectation of privacy. In order to balance the school's responsibilities and the students' expectations, the district has established parameters that specify the manner in which searches of students' person's, possessions and lockers will be conducted.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, “reasonable suspicion” based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be “reasonable in scope.” That is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

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

Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems

Policy reference JFCI – Use of Tobacco products, alcohol, Drugs or Inhalant Delivery Systems, Administrative Rule JFCI

Substance abuse is a significant problem within our society; it also creates problems within our schools. Substance abuse represents a health danger to students, contributes to behavior problems, and frequently impairs academic performance. The responsibility for treatment for substance abuse rests with the student and the student's parents. The school district has the responsibility to attempt to maintain a drug-free school environment, and to provide educational services and programs that encourage the prevention, intervention and treatment of substance abuse.

Student possession, use, distribution or sale of tobacco products or inhalant delivery systems on any District property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action.

Student substance abuse, possession, use, distribution or sale of alcohol, or unlawful drugs, including drug paraphernalia or any substance reported to be an unlawful drug, on or within 1,000 feet of any District property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred on or within 1,000 feet of District grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.).

If possession, use, distribution or sale occurred on District grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to the appropriate law enforcement agencies. Parents will be notified of all violations involving their student and subsequent action taken by the school.

A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private healthcare system.

Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all District grounds, including parking lots, at school-sponsored activities and in District vehicles.

Any person under age 21 possessing a tobacco or inhalant delivery system product is in violation of county ordinance (and is subject to confiscation of tobacco products).

Any person who distributes, sells or allows to be sold, tobacco products or any substance sold for the purpose of being smoked, vaporized or aerosolized, in any form, a tobacco-burning or inhalant delivery system device, to a person under 21 years of age on District property or grounds, including parking lots, or while participating in school-sponsored activities is in violation of county ordinance and is subject to a court-imposed fine.

An unlawful drug is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy and any accompanying administrative regulation.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of District property is a Class A felony, as provided by ORS 475.904.

Dangerous Weapons, Violence, Crime

Policy reference JFCJ – Weapons in Schools, JFCM – Threats of Violence

Providing a safe, secure learning environment for students is one of Bethel School District's primary missions. Any threat to the safety of students and staff members is taken very seriously. Therefore, student possession of weapons at school, in school vehicles, or at school activities will have very serious disciplinary and/or legal consequences. In addition, the district will facilitate appropriate counseling intervention for students possessing weapons, or threatening to use weapons against persons or property.

Definitions

- **Dangerous weapon** - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
- **Deadly weapon** - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
- **Firearm** - 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, frame or receiver of any such weapon, any firearm silencer or any destructive device;
- **Destructive device** - means explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device that is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocketknives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocketknives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly

weapon, firearm or destructive device. Parents will be notified of all student conduct that violates this policy.

Students found to have brought, possessed, concealed or used a dangerous or deadly weapon; firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year. All other violations of the policy or state law will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The Superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA – Discipline of disabled students, and accompanying administrative regulation.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

Federal Gun-Free Schools Act

Federal law requires that any student who brings a firearm to school must be expelled for not less than one calendar year. According to federal law, a "firearm" includes handguns, rifles, BB guns, pellet guns, explosive devices, many fireworks, poison gases, and a variety of weapons parts. In addition, Oregon law states that anyone who possesses a dangerous weapon in a public building has committed a Class C felony.

Cooperation with Law Enforcement Agencies

Policy reference KN – Cooperation with Law Enforcement Agencies, Administrative Rule KN

The Board recognizes that cooperation with law enforcement agencies is essential for the protection of students and staff, for maintaining a safe environment in district schools and for safeguarding district property.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district. Law enforcement participation in such programs and activities is encouraged.

School officials have a dual responsibility. They must safeguard the rights of students and even represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties.

Investigation by Law Enforcement Officers

Law enforcement officers investigating a case involving an illegal act in which a student may be involved or about which the student may have information, shall contact the administrator or designee before any effort is made to question a student at school during school hours.

Contacting Parents/Guardians

Investigations Related to Illegal Acts that Occur off Campus and are not School Related:

Prior parent/guardian contact is not required for a law enforcement officer to interview a student who may be a witness to an illegal act.

If a law enforcement officer intends to question or arrest a student related to alleged involvement in illegal acts that occur off campus and are not school related, the administrator or designee will make every reasonable effort to contact the parent/guardian, unless notification would hinder the investigation (such as child abuse cases). If the administrator or designee is unable to reach the parent/guardian, the officer shall not be delayed while additional attempts at notification take place.

Investigations Related to Violations of School Policies and Rules:

The administrator or designee may involve a law enforcement officer in investigating violations of school policies and rules, including student interviews, without first contacting the parent/guardian. However, if during the investigation, a student becomes a focal suspect to an illegal act, then it is the responsibility of the administrator or designee to make every reasonable effort to contact the parent/guardian as soon as possible.

Questioning of Students

The law enforcement officer will observe all the procedural safeguards prescribed by law and by the officer's employer when questioning a student. An administrator or designee will always be present when a student is being questioned as a suspect in a crime, unless their presence would hinder the investigation (such as child abuse cases).

Taking a Student from the School

A law enforcement officer or DHS official may, with proper legal authority, remove a student from campus. The school administrator will immediately make an attempt to contact the parent/guardian unless the investigating authority declares that notification will hinder the investigation (such as child abuse cases).

PROGRAMS

Alternative Education Programs

Policy reference IGBH – Alternative Education Programs

In order to provide innovative and more flexible ways of educating children, the district will establish alternative education programs and options. An "alternative education program" means a school or separate class group designed to best service students' education needs and interests and assist students in achieving the academic standards of the school district and the state.

The Board endorses the development of a variety of alternative educational programs through cooperative efforts of educators, parents, students, and/or community resources.

Title I Services

Policy reference IGBD – Title 1/Parent Involvement, Administrative Rule IGBC

The Board recognizes that parent involvement is vital to achieve maximum educational growth for students participating in the district's Title I program. Therefore, in compliance with federal law and Oregon Department of Education guidelines, the district shall meet with parents to provide information regarding their school's participation in the Title I program and its requirements.

The district shall ensure:

1. Involvement of parents in the joint development of the district's overall Title I plan and the process of school review and improvement;
2. Coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
3. Development of activities that promote the schools and parents' capacity for strong parent involvement;
4. Coordination and integration of parental involvement strategies with appropriate programs as provided by law;
5. Involvement of parents in the annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I;
6. Participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority;
7. Findings of annual evaluations are used to design strategies for more effective parental involvement and to revise, if necessary, the requirements of this policy;
8. Parents are involved in the activities of schools served under Title I.

Title I Plan

As a part of the district's overall Title I plan, the district shall ensure effective involvement of parents by promoting activities that support a partnership among the school, parents and the community and that promote the improvement of student achievement. Plans may be developed by participating district schools individually or collectively. District schools:

1. Shall provide assistance to parents of students served by the school in understanding such topics as the state's academic content standards and state student academic achievement standards. Title I plan requirements, state and local academic assessments and how to monitor a student's progress and work with educators to improve the achievement of their student;
2. Shall provide materials and training to help parents work with their student to improve their student's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Shall educate teachers, student services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach

out to, communicate with and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school;

4. Shall, to the extent possible and appropriate, coordinate and integrate parent-involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and public preschool programs and other programs;
5. Shall ensure, to the extent possible, that information related to school and parent programs, meetings and other activities is sent to the homes of participating students in a format and in a language the parent can understand;
6. Shall provide such other reasonable support for parental involvement activities as parents may request consistent with Title I requirements.

School-Parent Compact

A school-parent compact shall be developed for each of the district's Title I schools. The compact shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in supportive and effective learning environments that enable students to meet the state's academic achievement standards;
2. Describe the ways in which each parent will be responsible for supporting their student's learning;
3. Stress the importance of ongoing communication between teachers and parents through annual parent-teacher conferences at the elementary school level.

Talented and Gifted Program

Policy reference IGBB – Programs for Talented and Gifted

The district is committed to providing an educational program that recognizes and serves the unique needs of all students, including those identified as talented and gifted (TAG) in accordance with state law.

The district will establish processes for identification, parent rights and involvement, and programs and services for talented and gifted students in accordance with Oregon Administrative Rule 581-22-1310 to 1330.

Traffic Safety Education

Policy reference IGAI – Drivers Education

If a driver's education program is provided by the district, the program will be made available to all eligible resident students. The district will charge a tuition rate, which will allow the program to operate without district funds.

Eligible non-resident students may enroll in the district's driver education program if resources are available. Non-resident students will be charged tuition.

The district will develop procedures for establishing tuition rates, enrolling non-resident students and reducing or waiving tuition.

Homeless Students

Policy reference JBA – Education of Homeless Students

Bethel provides all school-aged students, including those in homeless situations, the same free, appropriate public education to which all children and youth are entitled. In addition, the District will attempt to ensure that homeless students are not stigmatized nor segregated based their status as homeless.

Human Sexuality

Policy reference IGAI - Human Sexuality Education

The district shall provide comprehensive human sexuality education for all students aligned with the Oregon Health Education Content Standards and Benchmarks, and as required by Oregon law and administrative rule. Comprehensive human sexuality education is age appropriate, culturally sensitive, balanced, emphasizes abstinence, skill and researched-based, medically accurate, and is an integral part of the health education curriculum.

The district will notify parents so that they may review instructional materials of potentially sensitive topics. Alternative activities will be available for parents who choose to excuse their child for a portion of the instructional program.

The School Board shall approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective education strategies.

Transfer of Students

Policy reference JECB – Student Transfers

The Board recognizes that serving students residing within the Bethel School District boundaries is its first priority. The district may enroll students whose legal residence is outside of the Bethel School District boundaries under the following conditions:

Open Enrollment

By March 1 each year, the Board will determine whether to offer open enrollment admission for the coming school year and how many students may be admitted. The Board may limit enrollment by school, grade level, or a combination of both.

Admission to the District

Applications for enrollment must be submitted to the district by April 1. In the open enrollment process, the district may not deny admission, give priority, nor request student information related to race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, income level, residence, proficiency in the English language, athletic ability, academic records, or eligibility or participation in talented and gifted programs.

If applicants exceed the number of openings at any school, grade level, or a combination of both as determined by the Board, students will be admitted to the district through an equitable lottery using the following priorities:

- a. First priority will be given to non-resident students who are currently enrolled in a Bethel school under an inter-district consent agreement.
- b. Second priority will be given to non-resident students who are a member of a currently enrolled Bethel student's immediate household and the current Bethel student has permission to attend Bethel schools in the coming school year.
- c. Once these priorities have been addressed all other out-of-district students will be entered into the lottery.

By May 1, the district will provide written notification to non-resident applicants stating whether they have been accepted for enrollment in the district for the coming school year.

School Assignment

Students who currently reside within the district's boundaries will be given the first opportunity to enroll in a Bethel school of their choice, based on available space. Families will be asked to indicate which school(s) they prefer, choosing from among those designated by the Board as open for enrollment. Once a non-resident student has been accepted into the Bethel School District, he or she will be assigned to a school. The district will provide written notice of school assignment, and the family will be notified that they have 10 business days to confirm their enrollment in Bethel School District.

The Superintendent or designee will determine the desired enrollment capacity at each school designated available for open enrollment in the coming school year. Factors such as projected student enrollment, physical facilities, class sizes, school enrollment caps, and the specific needs and services for the student's success are among the factors that will be considered.

If, after enrollment capacity is determined, the number of families expressing preference for a particular school exceeds enrollment capacity, assignment at the school will be based on the following priorities:

- a. First priority will be given to current students who reside within the district's boundaries, or who have previously enrolled through the open enrollment process.
- b. Second priority will be given to students who are currently enrolled in the district under an inter-district consent agreement.
- c. Third priority will be given to non-resident students who are members of a currently enrolled Bethel student's immediate household and the current Bethel student has permission to attend the school in the coming school year.
- d. Once these priorities have been addressed all other out-of-district students will be entered into the lottery.

Once an out-of-district student is enrolled under these provisions, the student will continue to be enrolled in the district until the student graduates from high school, is no longer required to be admitted to schools of the school district under ORS 339.115, or enrolls in a different school district.

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The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district if space is available. Transportation will be provided if required by federal law.

Inter-district Consent Agreements/Intradistrict Transfers

Annually, by June 30, the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year.

The Board reserves the right to accept/reject non-resident students based upon the availability of space, resources, personnel and appropriate programs. The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, ethnicity, national origins, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, eligibility or participation in talented and gifted programs, income level, residence, proficiency in English, athletic ability or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent. The district may ask for the student's name, contact information, date of birth, grade level and whether the student is currently expelled.

If, after enrollment capacity is determined, the number of families expressing preference for a particular school exceeds enrollment capacity, assignment at the school will be based on the following priorities:

- a. First priority will be given to students who currently reside within the district's boundaries.
- b. Second priority will be given to students who are currently enrolled in the district under an inter-district consent agreement.
- c. Third priority will be given to non-resident students who are members of a currently enrolled Bethel student's immediate household and the current Bethel student has permission to attend the school in the coming school year.
- d. Once these priorities have been addressed all other out-of-district students will be entered into the lottery.

The district may establish standards of student attendance and behavior in order for students to maintain inter-district transfer privileges. These standards must be consistent for all students attending on inter-district consent agreements. Transfers through the inter-district consent agreement may be revoked by the Superintendent or designee if established standards are not met. If a transfer is revoked, the student may not apply for a transfer into the district during the same academic year.

If the number of students seeking consent to transfer into or out of the district exceeds the limits determined by the Board, the district will use an equitable lottery selection process. The process will give priority to students who have siblings currently enrolled in the district.

If the district does not consent to a student transfer request, the district must provide a written explanation to the applicant.

The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent is given.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district if space is available. Transportation will be provided if required by federal law.

Tuition Agreements and Rates

Non-resident students attending Bethel schools outside the provisions of the inter-district open enrollment process or the inter-district consent process will be required to pay the annual tuition amount in advance, before entering school. Tuition rates will be computed annually by July 1 by the Director of Business Services, based on the most recent data available, projected forward for the coming school year. Tuition rates shall be uniformly applied.

Parents of non-resident students who desire admission through paid tuition to Bethel School District shall submit a written request to the district stating their desire to enroll their child in the district. The district may not deny admission, give priority, nor request student information related to race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual education program (IEP) or the terms of the IEP, income level, residence, proficiency in the English language, athletic ability, academic records or eligibility or participation in talented and gifted programs.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district if space is available. Transportation will be provided if required by federal law.

Students Who Move from the District

The district shall allow the student whose legal residence changes to a different district during the school year, to complete the school year in the district if the student chooses to do so. Students who move during the summer may continue attending the following year.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district if space is available. Transportation will be provided if required by federal law. After the conclusion of the school year, students may seek re-entry into the district via an Inter-District Consent Agreement or through the Open Enrollment process.

Students in State Care

If a juvenile court determines it is in the student's best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available. Substitute care programs include family foster care, family group home, parole foster care, and family shelter care, adolescent shelter care and professional group care.

Homeless Students

Homeless students who lack a fixed, regular and/or adequate residence have a right to attend their school of origin or the neighborhood school where they are currently staying. The Bethel School district shall appoint a Homeless Student Liaison to serve homeless students under the guideline of Board Policy JBA and the McKinney-Vento Homeless Assistance Act. Provisions for homeless students may fall outside the parameters outlined in this policy.

Hazard Communication Program and Safety Committee

Policy reference EBA – Hazard Communication Program, EBAC – Safety Committee

A district safety committee implements the district's safety program as part of an ongoing effort to help ensure the safety of staff, students and others while on district property.

In meeting the requirements of the law, employees are trained to recognize and respond appropriately to the presence of hazardous chemicals. All personnel who may be exposed to hazardous materials during the performance of their duties or in an emergency will be so informed and trained to appropriately deal with these materials.

Assessment Program and Graduation Requirements

Policy reference IKF - Graduation Requirements, Administrative Rule IKF, IGAR – District K-3 Reading Program, Administrative Rule IGAR, IMB – Student Achievement Program

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Program Exemptions

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

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 may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

Fees, Fines and Charges

Policy reference JN – Student Fee, Fines and Charges

The Board recognizes the need for student fees to fund certain school activities which are not sufficiently funded by the district.

No student will be denied an education because of his/her inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the student/parent handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

The district may waive all or a portion of the debt if one of the following conditions are met:

1. The district determines that the student or the parent or guardian of the student is unable pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to notify the student and his/her parents would cost more than the potential total debt collected relating to the notice; or
4. There are mitigating circumstances as determined by the Superintendent or designee of the district that preclude the collection of the debt.

Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

Prior to collection of debts, the Superintendent or designee will ensure that notice has been provided as required by ORS 339.260 and 339.270.

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges.