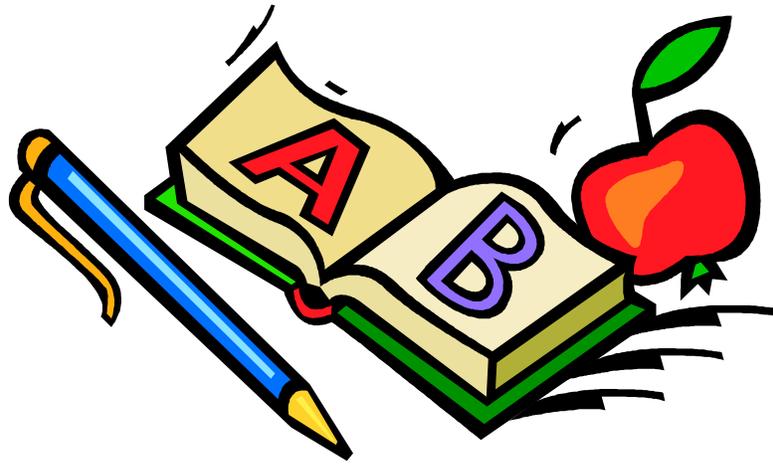


“Where Excellence is the Expectation”



**CRANE
ELEMENTARY
SCHOOL
STUDENT/PARENT
HANDBOOK**

SY: 2016-17

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FOREWORD

Dear Parents, Guardians, and Students:

Welcome to Crane Elementary School. This handbook has been prepared to help you become better acquainted with the traditions and policies of our school. It is designed to help you through the 2016-17 school year and will answer many of your questions about our school and the way it functions. Our goal is to establish and maintain procedures that can be recognized for “excellence in education”. Please take time to read these pages carefully. Questions most commonly asked about our school are answered herein and if you have unanswered questions, please feel free to call the school (493-2641) or come by for a visit.

Crane Elementary School is your school. Take pride in it and do your part to keep it clean, attractive, and a positive place to attend school. Excellent opportunities for learning are available to each of you.

We want to encourage you to make the most of each day in class and participate in a wide variety of school activities. We know that success in school depends, to a large extent, on the parent’s attitudes toward education. We want to work in partnership with parents for the benefit of their children.

A collaborative caring environment will be provided for your child. The doors of the teachers and administration are always open. We understand that open, honest communication is paramount to providing a quality learning and working environment.

I look forward to working with you and WELCOME you and your child to Crane elementary school where “Excellence is the Expectation”

Respectfully,

Matthew Hawley, Superintendent/Principal

BOARD, ADMINISTRATION, TEACHERS, AND STAFF
CRANE ELEMENTARY SCHOOL
P.O. BOX 828
CRANE, OREGON 97732
SCHOOL PHONE: 541-493-2641 SCHOOL FAX: 541-493-2051

Board of Directors:

Jim Kelley	589-3617
Kelli Rose	493-2581
Chris Venell	493-2015
Mathieu Zander	493-2905
Vern Brown Jr.	493-2579

Administration:

Matt Hawley	Superintendent/Principal
Kaeko Blackburn	Business Manager
Glennie Cargill	Administrative Assistant
Chuck Steeves	Athletic Director

Crane Elementary School Teachers:

Pending	Grades 2-3
Renee Maupin	Grades 7-8
Celeste Owens	Grades 4-5-6
Angelia Sanchez	Grades K-1
Anne Sheeter	Learning Specialist

Staff:

Karen Starbuck	Educational Assistant
Darren Koch	Maintenance Supervisor
Nancy Opie	Custodian

VISION FOR THE FUTURE

Crane Elementary School District will focus all resources to ensure successful achievement to high academic standards and to develop students who demonstrate the qualities of mutual respect, integrity, problem solving, and life-long learning necessary to effectively participate as informed and well-rounded citizens of the 21st Century

MISSION

Educate every child to be a contributing citizen in our democratic society.

DISTRICT GOALS

1. EVERY CHILD WILL ACHIEVE ACADEMIC SUCCESS.
2. ALL SCHOOL STAFF WILL COLLABORATE TO ENSURE A SAFE AND ORDERLY SCHOOL ENVIRONMENT WHOSE SIGNATURE FEATURE IS A CONCERN FOR THE DEVELOPMENT OF STUDENTS AS INDIVIDUALS.
3. THE SCHOOL BOARD WILL ALLOCATE RESOURCES AND MANAGE THE DISTRICT WITH SHORT AND LONG TERM PLANNING THAT MAINTAINS THE PUBLIC TRUST.
4. THE DISTRICT WILL MAINTAIN OPEN COMMUNICATION WITH COMMUNITY AND STAFF REGARDING ALL ASPECTS OF DISTRICT PLANS, PROGRAMS, ATHLETICS AND ACTIVITIES, AND CURRENT ISSUES.

ENROLLMENT

All transfer students should report to the District Office to receive enrollment forms and information on student placement.

Enrollment of returning students may be done during registration in July/ August

INSURANCE

- 1 All elementary school students, grades 5-8, must carry some form of accident insurance. **For liability reasons and per OSAA requirements, students participating in athletics in grades 5-8 must show proof of accident insurance and have a sport physical before taking the practice field or participating in the program.**

DIRECTORY INFORMATION

During the school year, Crane Elementary School may release directory information, which is generally not considered harmful, or an invasion of privacy. The following is designated as directory information:

- > Student's name
- > Student's telephone listing
- > Date & place of birth

- > Student's address
- > Student's photograph
- > Participation of officially recognized sports/activities
- > Weight, height and athletic team numbers
- > Dates of attendance
- > Degrees or awards received
- > Most recent or previous school attended

The school gives annual public notice to parents of this release of information in advance of doing so.

If you wish to have your child excluded from this release, please submit the request for exclusion in writing to the school Superintendent within 15 days of the public notice.

ATTENDANCE POLICY

Philosophy

Crane School officials will make every effort to enforce the compulsory attendance laws for the state. Furthermore, irregular attendance is one of the prime factors associated with student failure and frustration with the school experience.

If you know your student will be absent, please call your student's teacher as soon as possible, preferably the morning of the absence.

The Law

1 Oregon State Law regarding school attendance states:

O.R.S. 339.01 "...All children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend **regularly** a public full-time school of the school district in which the child resides."

2 An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

3 Any pupil may be excused from attendance by the district administrator for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal.

Procedure

All absences except school activity trips will be counted as days absent. Make-up work is the student's responsibility. Teachers may require a student's presence before and/or after school. Appeals due to exceptional circumstances may be made to the Superintendent.

TITLE X-HOMELESS EDUCATION

This is to inform you that Crane Elementary School District #4 does comply with the requirements of Title X. We have funding in our budget for this specific item, and will use it according to the rules and regulations set forth by the State of Oregon, if we have any homeless students enrolled in our school.

TITLE I-A

This is to inform you that Crane Elementary School District #4 provides notice to parents of students in Title I-A, if the child has been assigned to be taught or has been taught for four or more consecutive weeks, by a teacher who is Highly Qualified and provides information on the level of achievement of the parent's child in each of the state academic assessments.

**Contracts
Harney County School Districts U.H. 1J and/or 4**

Notice of Referral for placement into Title I Program

Date: _____

Soon after school begins, we review the reading and math scores and growth of all of our students. Your child, _____, has been experiencing some difficulty in the classroom and on State Assessments or DIBELS assessments in the area of reading or math. Your child qualifies for supplementary help in this area through our Title I program. The Title I Program provides instruction in reading and/or math by a qualified professional for 30-45 minutes per day. This program is provided in addition to the regular language arts or math curriculum.

The reading program will be using research-based programs to meet the needs of each child. The programs are paced to fit the students and ensure mastery of reading skills as well as reading fluency and comprehension. To additionally support your child, you should read every day at home for at least 15 minutes, increasing to 20 minutes later in the year.

If you want to know more about our program, please call Anne Sheeter at 493-2641 ext. 249. Please sign and return the bottom portion of this letter. If we do not receive this portion by _____, we will assume you agree to the placement.

I agree to have my child placed in the Title I reading program.

Parent/Guardian signature: _____ Date: _____

DISCIPLINE POLICY/STUDENT CONDUCT CODE

STUDENT CONDUCT CODE

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

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 that the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, on school property, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

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

1. Assault*;
2. Hazing, harassment*, intimidation*, bullying or menacing*, as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying. /Menacing and accompanying administrative regulation;
3. Coercion*;
4. Violent behavior or threats of violence or harm*, as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon***, as prohibited by Board policy JFCJ - Weapons in the Schools; **(This includes but is not limited to air soft guns, play or toy guns, BB guns and look alike weapons.)**
7. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or injury to district property*; or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment, as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco**, alcohol or drugs**, including drug paraphernalia, as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs; JFCG - Tobacco Use by Students; JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

* Student will be subject to suspension and/or expulsion for repeated offenses.

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

*** Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may

modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years' imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

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

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

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

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

District policies regarding violations of tobacco, alcohol, or other drugs are based on a philosophy of due process and progressive discipline and are designed to protect you and help you make better decisions and behavioral changes if necessary.

➤ **TOBACCO POLICY**

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

Consequences for Violation of the District Tobacco Policy:

First Offense: Consequences do not occur in order listed!

1. Parents/Guardians are automatically notified.
2. The student will be referred to the Harney County Juvenile authorities for processing in accordance with State law.
3. The student will receive a four (4)-school day in house suspension.
4. The student will not be allowed to participate in school activities or athletics for seven (7) calendar days and will miss a minimum of one (1) contest.
5. The student will attend a tobacco education/prevention class as a condition of re-admittance.

Second Offense:

1. Parents/Guardians are automatically notified.

2. The student will be referred to the Harney County Juvenile authorities for processing in accordance with State law.
3. The student will receive a four (4)-school day suspension from school pending a review and investigation for expulsion for the remainder of the semester or the year.
4. The student will not be allowed to participate in school activities or athletics for the remainder of the school year.
5. The student will attend a tobacco education/prevention class as a condition of re-admittance if not expelled.

➤ **ALCOHOL POLICY**

The possession and/or use of alcohol is prohibited for everyone on school premises or at any school event as participants or spectators. All non-students found in possession of alcohol will be asked to leave the school premises or school activity. Refusal to leave the school premises or school activity will result in immediate contact of law enforcement (Burns dispatch).

Consequences for Violation of the District Alcohol Policy: Consequences do not occur in order listed!

First Offense:

1. Parents/Guardians are automatically notified.
2. The student will be referred to Harney County Juvenile authorities for processing in accordance with State law.
3. The student will receive a four (4)-school day suspension.
4. The student will not be allowed to participate in school activities or athletics for seven (7)- school days and will miss a minimum of one (1) contest.
5. The student will attend an alcohol education/prevention class as a condition of re-admittance.

Second Offense:

1. Parents/Guardians are automatically notified.
2. The student will be referred to the Harney County Juvenile authorities for processing in accordance with State law.
3. The student will receive up to a ten (10) school day suspension from school pending a review and investigation for expulsion for the remainder of the semester or the year.
4. The student will not be allowed to participate in school activities or athletics for the remainder of the school year.
5. The student will attend an alcohol education/prevention class as a condition of re-admittance if not expelled.

If suspended from school, parents/guardians must pick up the student as soon as possible. Students will wait in the office for their parents/guardians to arrive.

No alcoholic beverages or bottles empty or full, are allowed on school property or at school sponsored events.

➤ **OTHER SUBSTANCE/DRUG ABUSE POLICY**

An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of a district property is a class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

The unlawful possession, use, sale, or supply of any narcotics or paraphernalia, including marijuana, or any other dangerous or illegal drug, or any substance purported to be a drug on or about the school premises or at any school-sponsored activity is prohibited.

**Consequences for Violation of the District Other Substance/Drug Abuse Policy include:
Consequences do not occur in order listed!**

First Offense:

- Parents/Guardians are automatically notified.
- The student will be referred to the Harney county Juvenile authorities for processing in accordance with State Law.
- The student will receive a ten (10)-school day suspension.
- The student will not be allowed to participate in school activities or athletics for ten (10)-school days and will miss a minimum of one (1) contest.
- The student will attend a drug abuse education/prevention class as a condition of re-admittance.

Second Offense:

- Parents/Guardians are automatically notified.
- The student will be referred to the Harney county Juvenile authorities for processing in accordance with State Law.
- The student will receive a ten (10)-school day suspension from school pending a review and investigation for expulsion for the remainder of the semester or the year.
- The student will not be allowed to participate in school activities or athletics for the remainder of the school year.
- The student will attend a drug abuse education/prevention class as a condition of re-admittance if not expelled.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, loss of other privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she will also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Detention

A student may be detained outside of school hours, for not more than 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

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

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

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

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Schoolwork missed by a student while on suspension may be made up during the time of suspension or upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty. Students will be given the same number of days they were suspended to make up work. Students are encouraged to do their daily assignments and make-up work during the time of suspension so they don't fall behind.

Expulsion

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

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Athletics

Any student who has un-served detentions will not participate in extracurricular activities with the exception of a detention received on the date of the activity, which will be served on the following school day.

School Time

All classroom discipline, tardiness, unexcused absences and skipping classes will be handled by the teacher in accordance with the school detention program outlined below. Teachers will supervise their own detentions.

Disciplinary Procedures

Giving each student a copy of this document shall fulfill the requirement of prior notice as established by

various regulations and case law. In those cases, where suspension becomes necessary, the student shall have the opportunity for a conference with the administrator prior to suspension. Disciplinary measure under this code may range from informal counseling to suspension of the student from school depending upon the type and seriousness of the violation.

Classroom Discipline

Each teacher shall establish a set of classroom rules that shall be followed. Any violation of these rules shall result in discipline as stated in the classroom plan. **Teachers must have a written system posted in the classroom.**

- | | | |
|---|--|--|
| 1 | 1st detention: | 1 or 2 detentions to be served the next day, at a time chosen by the teacher. |
| 2 | 2nd detention: | Same as #1 above. The student will be informed of the consequences of #3. |
| 3 | 3rd detention: | The student will serve 1/2 day under administrative supervision in place of a regular detention. Work will be assigned for each class missed. A call to the parents will be made regarding the student's behavior. |
| 4 | 4th detention: | Suspension procedures may begin. |
| 5 | Two 1/2 day detentions may cause suspension. | |

Students who have repeated discipline problems may be given individual consequences.

Detention Procedures

- 1 Students will report for their detention to their classroom teacher after school the following day.
- 2 Students who fail to serve their detention when due are then required to serve double the time of the original.
- 3 A student who fails to serve a double detention will spend 1/2 day under administrative supervision. A student who is a repeater in not serving detentions may be suspended from school. A conference with the parents will be held prior to the student being readmitted to school.
- 4 A phone call to his/her parent will be made by the teacher of the class in which the student received the 3rd detention. The call will be made on the day of the infraction and parent contact will be made not later than the following day.
- 5 Severe disruptions may result in two detentions or, after a conference with the administration, possible suspension from school.
 - a The detention notice will be filled out by the appropriate teacher indicating the student's name, date of infraction, the amount of detention time assigned, the nature of the infraction, and the teacher's name.
 - b Detention notice dispersal:

1st copy	- to student
2nd copy	- to remain in the detention file
3rd copy	- to parent or guardian

ATHLETIC POLICY

The purpose of athletics at Crane Elementary School is to provide an opportunity for students to develop athletically and socially. The athletic program is a vehicle through which students may grow and learn the ethics of hard work and determination. We also recognize that while sports may have an integral place in a child's development, we cannot allow them to become more important than the curricular aspect of the education we provide. All students under the 5th grade may participate in club events and all 5th through 8th grade may be eligible to play football, volleyball, basketball, wrestling and track and field.

With this in mind, all participants in athletics at Crane Elementary School will adhere to the following rules:

- 1 The use of any illegal drugs, alcohol or tobacco will be strictly forbidden.
- 2 Students will be passing all classes to participate in athletics.
- 3 **Participants will be present at school the day of and the day before any athletic event to be eligible to participate. Special arrangements for doctor appointments need to be made through the office in advance of the absence.**
- 4 All participants will adhere to the discipline policy approved by the Crane Elementary School Board of Directors.
- 5 All participants will adhere to the training rules of the individual coaches of each sport.

ACTIVITY TRIPS POLICY

Students participating in "out of town" activities shall travel to and from the activity by transportation provided by the district. Exceptions are:

1. The student is traveling with parent or guardian.
2. The student has a parent-approved note to be given to the coach/chaperon that allows the student to use the other transportation on the return trip.
3. The **student and parent** inform the coach/chaperone at the event that the student is returning home with them.

Field Trip/Activity Trip Safety and Coach/Teacher/Chaperone/Volunteer Supervision of Students

1. Appropriate adult supervision is to be provided as follows:
 - a. K-3 – minimum of one supervisor for every 7 students.
 - b. 4-8 – minimum of one supervisor for every 7 students.On all trips involving coed groups, at least one chaperone of each gender must be included in the total group of chaperones.
2. All parents or volunteers having direct, unsupervised contact with students will be required to undergo an Oregon Criminal Records Check as per district policy GCDA/GDDA
3. At least one employee of Crane Elementary School must be in charge of each field trip and must accompany students on the trip. All chaperones that are not Crane Elementary School employees must provide information to the District for reference or legal checks prior to departure of the trip. Changes in assigned chaperones during the trip will only be made by the administration from a list of other approved chaperones. All chaperones are to be briefed prior to the trip regarding their responsibilities and who to report to.
4. A roster of students on the trip will be made and checked each time student's board or leave

the bus. A copy of the roster is to be filed at the school office prior to departure. A route description and itinerary including contact information will also be left in the school office prior to departure.

5. Crane Elementary School encourages all groups to use district activity busses or state owned vehicles when possible. If not possible, groups should use commercial carriers as an alternative. Groups must not use private vehicles without securing special permission from the principal.
6. For purposes of this policy, school activities include, but are not limited to, all activities sponsored by the district to which the employee or volunteer has been assigned or hired to chaperone, coach, or supervise students. When activities involve travel, the activity is considered to extend from the departure from Crane until arrival back in Crane. Teachers, coaches, and chaperones accompanying students on these trips have twenty-four hour supervisory responsibilities from the onset of travel to the arrival back in Crane and shall abide by all provisions of this policy.
7. The district recognizes the value of special activities in the total curriculum and agrees that students profit from carefully planned learning experiences.
8. Field trips and other student activities involving travel may be authorized by the superintendent or delegated representative when such trips or activities contribute to the achievement of desirable educational goals and when such trips are in line with district policy. In planning and authorizing such trips, primary consideration will be given to educational values derived and the safety and welfare of the students involved.
9. The district respects the rights of students and parents who do not wish to have their child attend a field trip and on such rare occasions, when teachers are gone with their class and a parent does not wish to have their child go on a field trip, the parent may keep the child home with no penalties regarding attendance or homework. The district will not provide alternative learning options to those students wishing to stay home.
10. All out-of-state travel must have prior Board approval.

DRESS AND GROOMING CODE

Dress and grooming while in school or school activities at Crane or while traveling with or on behalf of the school, either as a representative or spectator, is basically the individual responsibility of the student or his/her parents.

1. Dress and grooming should be clean and in keeping with health, sanitary and safety practices. Clothing deemed inappropriate or obscene by the staff will not be allowed at school.
2. When a student is participating in special activities, his or her dress and grooming shall not disrupt the performance or constitute a health threat to the individual or other students.
3. Dress and grooming shall not be such as to disrupt the teaching-learning process.
4. Except in rare, administratively approved instances (as in a play or skit), the following clothing will not be worn to classes:
 - Girls: will not wear shorts shorter than fingertip length, midriff shirts, backless shirts, tank tops and other similar clothes.
 - Boys: will not wear shorts shorter than fingertip length, muscle shirts, undershirts, and other similar clothes.
5. Hair grooming for all students is expected to be neat and clean at all times.

ADMINISTERING MEDICATIONS IN SCHOOL

School personnel will provide Tylenol or Advil (Ibuprofen) if the student's parent has signed the consent form during registration. All Tylenol, Advil or Ibuprofen will be administered per directions on label. Parents will be called for any other medications a student may need. **Students may not be in possession of Aspirin, Advil or Tylenol or any other over the counter medication while at school.**

All prescription drugs are to be registered with the school administration.

For medications that must be administered by school personnel, the following procedures will be followed:

1. The medication must be accompanied by a signed request from the physician and/or parent to assist the student in the management of the medication.
2. The medication will be in a container properly labeled with the student's name, time and amount of dosage, the name of the medication and the prescribing physician.
3. The school will keep the medication, preferably in a locked drawer or cabinet, and assistance will be provided to the student at the time of consumption by the student. The teacher is not responsible for the actual consumption of the medication. Notification will be given to the student when the medication should be taken.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the county/school nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain school communicable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a county/school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

STUDENT PROGRESS REPORTING

Reports on student progress will be made to all parents/guardians by means of quarterly report cards, progress reports and parent/teacher conferences.

SCHOOL LUNCHES

Crane Elementary School serves nutritious meals daily that meet meal patterns established by the U.S. Department of Agriculture. **The cost is \$2.75 for lunch and \$2.25 for breakfast.** Students may be eligible to receive school lunch and breakfast free or at a reduced price (lunch \$.40 and breakfast \$.30). If you need help with the Confidential Application form, please call us at 493-2641.

Transportation

Transporting students to and from school Mileage Reimbursement.

The district will pay nineteen cents (.19) per mile for transportation each day the student is in school. This is paid for two round trips, one payment per family. Kindergarten students will receive an additional one way nineteen cents (.19) allowance, one per family. The district does not pay mileage for students living in town, riding the bus provided or within one mile of the school. No mileage is paid to out of district students.

BEFORE AND AFTER SCHOOL

In order to assure the safety of your children, we request that all students be let off at school no more than fifteen minutes before school begins, and picked up immediately after school ends. The school only provides adult supervision for students during these times.

SCHOOL CLOSURE

If closure is necessary, we will attempt to call all students and put a message on the Remind Information system immediately.

SEARCH AND SEIZURE

The Board of Directors seeks to create a climate in the school and on all activity trips that assures the safety and welfare of all.

Students and parents may be assured that the rights of the individual will always be balanced with needs of the school. In a search and seizure situation, the following procedures shall be followed:

- 1 A general inspection of school properties, including but not limited to, lockers, desks, etc. will be conducted on a regular basis. Items belonging to the school may be seized.
- 2 A search of a student's person will be limited to a situation where there is probable cause that the student is concealing evidence of an illegal act or school violation.
- 3 A search of luggage and other personal effects done on a class wide basis will be limited to a situation where there is probable cause that a member is concealing evidence of an illegal act or school violation.
- 4 Illegal items (firearms, weapons, etc.) or other possessions reasonably determined by the school authorities to be a threat to the safety or security of the possessor or others may be seized by school officials.
- 5 Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
- 6 All items seized shall be returned to the proper authorities or the owner, in due time.
- 7 If the student is in attendance and if there is no reason to believe that his/her presence would endanger his/her health and safety, the student may be given the opportunity to be present when a search of personal possessions is conducted.

STUDENT RECORDS

Crane Elementary School will keep and maintain student records of a confidential nature and store these records as prescribed by law. The parents or eligible students will have the right to:

- 1 Inspect and review the student's educational records.
- 2 Request the amendment of the student's educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- 3 Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent.

- 4 A complaint concerning alleged failures by the agency or institution to comply with the requirements if the Family Educational Rights and Privacy Act.
- 5 Obtain a copy of the policy adopted by the Board concerning student records. (ORS 581-21-250)

RETENTION FOR STUDENTS GRADES K-8

If a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. By mid-February, teachers of retention candidates will have made initial contact with parents;
2. Retention candidates will be referred to the Building Support Team (BST) for staffing and intervention. The BST will use the retention checklist and the retention data collection form in compiling information about the student;
3. By mid-April, the second parent contact will be made and permission secured for retention testing;
4. The BST will review the information collected on each student, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in the evaluation;
5. The testing team will conduct evaluations on identified students in each building;
6. At the conclusion of the testing, the testing team will review all information on the retention candidates and make recommendations known to the BST;
7. A conference with the parents of each student tested will be conducted;
8. Parent/Principal/Special Services Director endorsement/approval secured. The school principal has sole authority to accept or deny a recommendation for retention.

ALTERNATIVE EDUCATIONAL PROGRAMS

Prior to a student's expulsion or a student leaving school, the district will propose in writing to the student or student's parent, appropriate, accessible educational alternatives as determined by the district and as defined in the Board's policy on alternative educational notification. Such alternative program(s) will be instructional and may be combined with counseling.

The district may require a student to attend school during non-school hours as an alternative to suspension. The proposal of potential alternatives will be hand delivered or sent by certified mail to assure that the parent receives it as soon as possible following the actual expulsion or leaving school.

The alternative education available to the student will include one or more of the following: home study with tutoring, correspondence classes, or transfer to a neighboring district. The teacher/counselor/administrator will serve as the coordinator for the accepted program for each individual student.

The district shall pay the actual cost of the district proposed alternative program or an amount equal to 80 percent of the district's estimated current year's average per student net operating expenditure, whichever is less. The district is not obligated to provide or pay for transportation. The district will enter into a written contract with the program provider.

If a student voluntarily withdraws from the school, the district must provide the same documentation of alternative programs. However, the district has no obligation to pay for such programs.

If a student is not successful in the alternative program or the student and/or parents do not accept the program, there is no obligation to propose or fund a second alternative.

Legal References

ORS 329.035	OAR 581-21-045
ORS 329.485	OAR 581-21-065
ORS 332.072	OAR 581-21-070
ORS 336.135-336.183	OAR 581-21-071
ORS 336.615-336.665	OAR 581-022-1350
ORS 339.030	OAR 581-022-1620
ORS 339.250	OAR 581-23-006
	OAR 581-23-008

Cross Reference:

Policy IGBHC - Alternative Education Notification

PUBLIC COMPLAINTS

Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved (teacher, counselor, administrative assistant, secretary, etc.) It is the intent of the district to solve problems and address all complaints as close as possible to their origin.

The Administration: Step Two

If such a discussion at the building level does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the Superintendent/Principal clearly stating the nature of the complaint and suggested remedy. (A form is available but is not required.)

The Board: Step Three

If the complainant is dissatisfied with the Superintendent's findings and conclusion, the complainant may appeal the decision to the Board of Directors. The Board shall hold a hearing to review the findings and conclusion of the Superintendent, to hear the complainant and to take such other evidence as it deems appropriate. Generally, all parties involved, including the school administration, will be asked to attend such meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues. The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes, 192.660.

State Superintendent of Public Instruction: Step Four

A complainant who resides in the district or any parent/guardian of students attending school in the district may, after exhausting local procedures or 45 or more days after filing a written complaint alleging violation of standards with the school district (whichever occurs first), direct an appeal to the State Superintendent of Public Instruction. The appeal shall be in writing and shall contain:

1. The name and address of the person bringing the appeal and the district in which that person resides;
2. The name and address of the school district which is alleged to have violated state standards; and

3. A brief statement indicating how the district is alleged to have violated state standards.

Legal References:

ORS 192.610 - 192.690

ORS 332.107

OAR 581-022-1940

Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D. Oregon 1982); aff'd in part, 746 F. 2D 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

HARASSMENT

Harassment of student by peers or employees will not be tolerated in the district. District includes district facilities, district premises and non-district property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

Harassment includes, but is not limited to, racial, religious, national origin, age, marital status, disability and sexual harassment.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favor and verbal or physical conduct of a sexual nature.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Students experiencing or observing acts of harassment are required to notify a staff member or the school administration or to file a formal complaint of harassment immediately and no later than 30 days from the date of the alleged incident. There will be no retaliation by the district against any student who, in good faith, reports harassment.

HARASSMENT INVESTIGATION PROCEDURES

Complaint Procedure

A student who is subject to, or knows of harassment shall notify the Superintendent, the designated investigator, within 30 days of the date the incident occurred. The Board, if necessary will appoint an alternate investigator. The investigation may request that the student complete the Harassment Complaint Form and turn over any evidence of the harassment. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the Superintendent, has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint, no later than 15 days after the complaint is received. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

If you feel your complaint has not been satisfactorily settle, or you wish not to utilize the district's Procedures, you can, at any time, file a complaint with the U.S. Department of Education, Office for Civil

Rights at 915 Second Avenue, Room 3310, Seattle, Washington 98174-1099; or you can reach us by telephone at (206) 220-7900 or email at Seattle_OCR@ed.gov.

Resolution of the Complaint

The Superintendent, or his/her designee, will complete the next step in the investigation reasonably and promptly, within 15 days, upon receipt of the investigator's report. This time may be extended if it is revealed upon completion of the investigation there is a need for additional information. Following the investigator's report, the Superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step, which may include discipline up to, and including dismissal.

Prior to the determination of the appropriate remedial action, the Superintendent may, at the Superintendent's discretion, interview the complainant and the alleged harasser. The Superintendent shall file a written report closing the case. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation (within 45 days).

AMENDMENT TO GRIEVANCE PROCEDURE PERTAINING TO COMPLAINTS OF SEXUAL HARASSMENT

Sexual harassment will not be tolerated. Should the Crane School District determine that sexual harassment has occurred, we will take reasonable, timely and effective corrective action, including steps tailored to the specific situation.

First, appropriate steps will be taken to end the harassment. Some of the appropriate steps may involve counsel, disciplinary action and directing the student harasser to have no further contact with the harassed student.

The school will take steps to prevent any further harassment. To accomplish this the school will make sure that the harassed student and their parents know how to report any further problems and make follow-up inquiries to see if there have been any further incidents or any retaliation.

The amended procedures were made part of the grievance procedure and posted in the school building and administrative office.

The grievance procedures have been published in the school district publications and the district's designated Title IX Coordinator will be included as follows:

Report all Sexual Harassment complaints to:

**Matt Hawley,
Superintendent of Crane School District**

HARASSMENT OF STUDENTS

Harassment of students by a member of the staff to a student, by a student to another student or by a student to a district staff member will not be tolerated in the district. Harassment by Board members, parents, vendors and others in the district is prohibited. This policy is in effect while students are on district grounds, district owned and/or district-operated buses, vehicles or chartered buses; while attending or engaged in district activities; and while away from district grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, marital status or age.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- > Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in district programs or activities;
- > Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
- > Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above may include, but is not limited to, the following:

- > Verbal or written harassment or abuse;
- > Pressure for sexual activity;
- > Repeated remarks to a person with sexual or demeaning implications;
- > Unwelcome touching;
- > Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment

Harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- > Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in district programs or activities;
- > Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
- > Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set forth above may include, but is not limited to, the following:

- > Verbal, physical or written harassment or abuse;
- > Repeated remarks of a demeaning nature;
- > Implied or explicit threats concerning one's grades, achievements, etc.;
- > Demeaning jokes, stories or activities directed at the student.

Harassment is a violation of district policy and regulations and may also be a violation of criminal or other laws. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure that may result in discipline, up to and including suspension and expulsion. The district has the authority to report students in violation of this policy to law enforcement officials. The district may also file a request to suspend driving privileges.

Retaliation against a student because the student has filed a harassment complaint, assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

It shall also be the responsibility of the Superintendent, in conjunction with the investigator and principal, to develop administrative regulations regarding this policy.

The district will promptly and reasonably investigate allegations of harassment. Any student who has knowledge of or feels he/she is a victim of harassment should immediately report his/her concerns to a person in authority or Superintendent. This policy as well as a complaint procedure will be distributed to all students in the parent-student handbook.

Legal Reference:

ORS 12.117 ORS 418/746-418.751 OAR 581-21-045-049
ORS 339.250 ORS 419B.005-419B.045 OAR 584-20-040
ORS 339.260 ORS 659.150
Franklin v. Ginnett County Schools, 112 S. Ct. 1028 (1992).
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C.A., Section 2000(e) et seq. (West 1985).
Rehabilitation Act of 1973, 29 U.S.C.A> Section 504, 791, 793,794 (West 1985).
Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et seq. 29 CFR Part 11630.

HARASSMENT OF STUDENTS

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - a. Tell a teacher or another person in authority;
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal, including:
 - (1) What, when and where it happened;
 - (2) Who was involved;
 - (3) Exactly what was said or what the harasser did;
 - (4) Witnesses to the harassment;
 - (5) What the student said or did, either at the time or later;
 - (6) How the student felt;
 - (7) How the harasser responded.

Complaint Procedure

A student who is subject to, or knows of, harassment shall notify the designated investigator. The Board, if necessary, will designate an alternate investigator. The investigator may request that the student complete the Harassment Complaint form and turn over any evidence of the harassment. Information received during the investigation shall be kept confidential to the extent possible.

The Superintendent or teacher has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The Superintendent or Board's designee shall reasonably and promptly commence the investigation upon receipt of the complaint. The Superintendent or Board's designee shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the Superintendent or Board's designee shall make written findings and conclusions as to each allegation of harassment.

Points to Remember in the Investigation

- > Evidence uncovered in the investigation is confidential.
- > All Complaints must be taken seriously and investigated.
- > No retaliation will be taken against individuals involved in the investigation process.
- > Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternate investigator shall be the investigator.

Resolution of the Complaint

The Superintendent or Board's designee shall file a written report with the Board closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Appeals

If the complainant is not satisfied with the decision of the investigator, he/she may submit a written appeal to the Board. This appeal should be filed within ten school days of receipt of the investigator's decision.

The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten school days.

If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

HARASSMENT COMPLAINT FORM

Name of complainant:

Position of complainant:

Date of complaint:

Name of alleged harasser:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment, i.e., letters, photos, etc. (attach evidence in possible :)

Any other information

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature and date.

