

STUDENT HANDBOOK 2022-23



LINCOLN MIDDLE SCHOOL

1565 4th Street
Cottage Grove, OR 97424
541-942-3316

Principal: Bill Bechen
Assistant Principal: Laura Clark
Dean of Students: Zane Butler
Counselors: Joe Polamalu & Connie Wonham
Office Manager: Heather Boydell
Athletics Secretary: Gyna Walton
Registrar: Amanda Riggs
Attendance Specialist: Alyssa Gonzales
Social Emotional Specialist: Aura Jocis
Behavior Support: Kea Hitt

AT LINCOLN WE NEVER STOP LEARNING

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ATTENDANCE

STUDENT ATTENDANCE

ORS (339.030) states every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. The student is excused by the school for certain specific reasons, which are:

- Personal illness
- Family illness
- Emergencies, e.g., medical appointments
- Absence which has been arranged and approved by the school in advance, e.g., funeral service

The school, as the agent of the state, has the responsibility for determining whether an absence is excused or not. **Absences for haircuts, shopping, babysitting, hunting trips, family vacations etc. cannot be excused.** If a student is to be absent, a parent or guardian needs to call the school between 7:00 a.m. and 9:00 a.m. If no call is received or no note is brought into the office by the student upon returning to school, the absence will be unexcused.

Extended or excessive absences that are medical in nature may require a note from the physician. If your child is gone for a medical appointment, please plan on them attending prior to the appointment or returning to school afterwards unless your doctor indicates otherwise. Notes excusing students for medical reasons must indicate the dates/times that the student is excused.

TARDIES

General Tardies: If the student arrives to school after the bell rings, they are to report to the office to check in. They are **not** to go directly to their classroom. Excused Tardies are doctor/dental appointments, family emergencies or illnesses only. *All other tardies will be considered unexcused.* To excuse a tardy, a parent may call the office, write a note or come in with the student. Students who miss the entire class for a reason that is not excusable are considered truant. In the case of students who have excessive tardies or absences, every tardy to school may be calculated as a half-day absence.

Classroom Tardies: Students at Lincoln are to be prompt to all their classes. Coming in late to class not only causes the offending student to miss important learning, but also interrupts the learning for the rest of the students. Teachers will manage consequences for students who are tardy to their specific class.

The consequences for **unexcused tardies** upon arrival to school, or for any one of their classes, are: after the third tardy, the student will be assigned an After-School Detention (ASD); after the fourth tardy, the student will be assigned Wednesday School or In-School Suspension (ISS). Excessive tardiness will be referred to the student's counselor and administrator.

PRE-ARRANGED ABSENCE

It is the student's responsibility to complete required work missed because of absence. If students know ahead of time of a full or multiple-day absence, they should come to the office with a note from their parent and pick up a Pre-Arranged Absence Form to take to their classes. The teachers will sign the form and indicate assignments to be done

Oregon Department of Education Communicable Disease Control Measures Guidelines for Exclusion for Lincoln Middle School Students

Does the student have any of the following?

Diarrhea: At least 3 loose stools in 24 hours or a sudden onset of loose stools.

Vomiting: At least one episode that is unexplained.

Fever: A body temperature of at least 100.5

New Skin Rash, Sores or Wounds: Not previously diagnosed by a health care provider.

YES

NO

OK TO ATTEND
SCHOOL

For Diarrhea or Vomiting:

Stay at home - Until symptoms are gone for 24 hours

For Fever:

Stay at home - Until fever is below 100.5 for 24 hours WITHOUT the use of fever reducing drugs (i.e. Tylenol, acetaminophen, Advil, Motrin, Ibuprofen)

For Skin Rash, Sores or Wounds:

Stay at home - If rash is increasing in size **OR** if new sores or wounds are developing day-to-day, **OR** if rash, sores or wounds are draining and cannot be covered with a bandage.

No contact sports until sores or wounds are healed or no longer draining.

For a cough lasting 2 weeks or longer, call your student's health care provider and school nurse.

Stay at home - Until symptoms are gone for 24 hours

HOMEWORK REQUESTS/MAKE-UP WORK

If your child is absent, they are responsible for checking with their teachers the next day. For absences exceeding three or more days, we can prepare work, but need at least a 24-hour notice to do so. For pre-arranged absences, please call ahead and have your child get work prior to leaving. Calling the office before coming in to pick up homework will ensure that it is ready.

Family vacation – Although we recognize the need for quality family time spent in leisure, we do discourage vacations taken on school time. Often this gives the child the message that school is unimportant. If a family vacation is planned while school is in session, please notify the school in advance.

OFF-CAMPUS PASSES

Lincoln Middle School is a closed campus. Students need parental permission to leave campus at any time during regular school hours. Off-campus passes are issued in the office for appointments and family emergencies. Parents can request an off-campus pass by calling the school, coming into the office or writing a note. No student will be allowed to leave campus with any person except those designated on the contingency card and they must be picked up *in the office*.

ACADEMIC INFORMATION

The heart of Lincoln Middle School is its academic program. It is our goal at Lincoln for students to develop into independent learners and to attain the basic skills they will need to be successful in life. Coming to class prepared with all materials, maintaining a responsible attitude, and turning in assignments on time contribute to higher grades and responsible citizenship. Students who develop these habits feel positive about themselves and are successful in school.

GRADE REPORTING

Grade reports are issued at the end of each trimester (12 weeks). Grades are based on course requirements and are reported on the scale of A – F and/or pass/no pass. Halfway through each grading period, a mid-trimester report will be sent home in the mail. The purpose of this report is to keep students and parents informed of each student's progress in each class.

PARENT CONFERENCES

Parents and teachers are encouraged to call or email one another if there are persistent problems. Parent conferences are held during each trimester with students being required to lead their spring conferences in June. Other conferences may be scheduled at the request of a parent or teacher at any time during the school year.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

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

EIGHTH GRADE PROMOTION

Any student who has two or more F's in the third trimester may not be able to participate in the promotion ceremony. Also, any student with excessive behavior referrals throughout the year may not be eligible to participate.

COUNSELORS

Counselors talk with students about social, personal or academic problems. They meet with students either individually or in groups to help them resolve conflicts, to cope with stressful situations, to understand themselves and others better, to help them make decisions, to get help with classes, to deal with difficult feelings, to provide encouragement, etc. Counselors help students maximize their success at school. Parents can call counselors to set up conferences, obtain progress reports, discuss specific concerns about their child(ren), get information on parenting adolescents, etc.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are issued to students for no fee. The student is held accountable for the cost of repair or

replacement. Students may be excluded from school activities and have report cards or yearbooks withheld if they have outstanding fines.

TECHNOLOGY AND INTERNET

Computer instruction is embedded in many classroom assignments and projects, as our school staff believes that it is important for students to learn how to use current technology. The internet is a powerful learning tool, but students may only have access to it after they and their parents have signed a consent form, indicating their understanding of proper and appropriate internet use.

ALTERNATIVE EDUCATION PROGRAM

Lincoln staff will provide information about alternative programs for those students with special academic, behavioral, or attendance concerns. If you have questions, please contact a school administrator or counselor (See Appendix 4).

INTRA-DISTRICT TRANSFERS

Intra-district transfers between Child's Way, London, Dorena, SoLO, and Lincoln Middle School will only be at trimester breaks and ideally at the beginning of the school year. This transfer can be requested by parents but permission is subject to administrative approval. Home school and online school students who live in the district are subject to the same considerations.

SPECIAL EDUCATION

Approximately one in six of our students qualify under special education law to be served by an individualized education plan. If you believe your child might be eligible, please contact the school office or your child's teacher.

HOME ACCESS CENTER

Parents can monitor their student's academic progress and attendance online using Home Access Center. Parents will receive instructions and login information at registration. Access instructions can be found on Lincoln's website <https://www.slane.k12.or.us/Lincoln>

EMERGENCY PROCEDURES

DRILLS – FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies at least once a month during the school year. Students and staff shall participate in an active shooter (ALICE) drill at least twice per year. When the alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly manner.

SCHOOL CLOSURE

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. In cases of inclement weather, please tune your radio to KNND, KPNW or KUGN after 6:00 a.m. for information. You may also subscribe to FLASH NEWS and FLASH ALERT. Flash News is a website that provides emergency and school closure information to Lane County Schools. You can access this when you have reason to believe that there is a school closure or delay. This can be accessed at <http://www.flashnews.net/valley.html>. You simply click on "View Current Info" in the top left hand corner of the page, and emergency and closure information will appear. FlashAlert is a process by which you can receive an e-mail or a text message about emergency and school closure information, as well as current information about the school and district. You can sign up to receive these communications at <http://www.flashalert.net>. Simply click on the "subscribe" message on the left-hand side, and follow the directions. If you do not have internet access, you can still receive the text message alert on your cell phone. The office staff will be happy to assist you in signing up.

EMERGENCY MEDICAL TREATMENT

Parents shall complete a medical form each year that includes a provision for parental consent for district officials to obtain medical treatment for the student. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary.

SCHOOL/HOME COMMUNICATIONS

MESSAGES TO STUDENTS

Normally, messages to students will be delivered at the end of each period. Messages will be delivered to students at other times **only** if it is an emergency. **Please note:** the school office can only take a message to a student from those listed on parent/guardian or on emergency contact information. We would appreciate your assistance in keeping class disruption to a minimum by restricting messages to students.

TELEPHONE & ELECTRONICS USE

- The school phones are to be used for school related business or for emergencies only. Cell phones and other electronics may be used before school (prior to 8:00) and after school (after 3:00). They may not be used in the building during the school day. **Cell phones** should be **POWERED DOWN** and **watches** should be in **AIRPLANE MODE** or **DO NOT DISTURB**. If a student violates this policy, or a cell phone or watch become a distraction, the following actions will occur:

Confiscated phones and earbuds are to be sent to the office for pick up at the end of the day:

- a. 1st Time: Student may pick up
- b. 2nd Time: Parent must pick up
- c. 3rd Time: Parent must pick up
 - i. Device is to be checked in to the office before first period.
 - ii. Student may pick up at the end of the day
 - iii. If successful for 6 weeks, student regains full phone privileges

If a student calls or texts home regarding an illness or desire to be picked up without first checking in at the office it will be considered a violation of the cell phone policy and appropriate disciplinary action will be taken.

If a student texts, makes an electronic (ie. Google Docs/Chat, text messages, etc) or social media (ie. Facebook, Instagram, etc) or another form of electronic communication that is demeaning to another student(s) and is considered cyberbullying by school administration, it will be dealt with and appropriate disciplinary action will be taken. This includes any communication that is made outside of school hours if it affects school activities/safety. In addition, taking/sharing/possessing video and/or images of any violation of school rules is considered being a part of the violation and problem and may be subject to discipline

CONTINGENCY INFORMATION

Contingency information is required to be on file for every student. Information needs to be updated if any information on your child changes, i.e., mailing address, phone number, emergency contacts or family situation. It is also important to know that we **WILL NOT** release your child or allow your child to visit with **anyone** who is not listed on our computers as an emergency contact in the event that we cannot get in touch with you. Even though your child tells us it would be okay to release them to a neighbor or relative, we will not do so without your consent. It is important that we have an updated list **on each child** in the event of illness or emergency and you are not available. Students will not be allowed to participate in field trips or off-campus activities without an up-to-date contingency card on file.

WEEKLY PARENT E-MAIL UPDATE AND ANNOUNCEMENTS

Each week parents will receive an e-mail from the principal containing information about activities and events that take place at Lincoln.

PARENT COMPLAINTS

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal or assistant principal should be requested in a timely manner.

IMPORTANT!

HOW DOES LINCOLN COMMUNICATE WITH PARENTS?

As a school we attempt to reach parents and let them know what is occurring at our school. We contact parents in many ways. It is important that if any of your contact information changes that you let our office know.

- Email – A weekly email is sent out every Friday. This gives updated information including any events that may be occurring or changing, a message from the principal, and a variety of links that may be useful.
- Remind – This is an app that will call, email, or text you to let you know if/when your child was absent from school. This is also a way for us to quickly get information out to a large percentage of our parents. If you would like to know more about the app and/or how to adjust your settings and contact information, please visit <https://www.remind.com/>
- Mail – Sometimes, in order to make sure that we reach every family, we will mail things home. We regularly do this at the end of every trimester to send home report cards. Other times may be the beginning of the school year and/or if there are major changes that families can expect.
- Phone – Occasionally we will do mass callings to gather data or share information. Generally phone calls are made by teachers, educational assistants, or administration in order to communicate directly with parents or guardians about a specific student.
- Home Access Center – This is where all teachers post grades. The instructions for how to access this are below.

LUNCH/BREAKFAST PROGRAM

FREE AND REDUCED LUNCHES

Free lunches are available to those who qualify. Applications are available any time from the office or online at: <https://district.ode.state.or.us/apps/frlapp/> Applications must be completed each year by those who qualify.

HOME LUNCH PASSES

Forms are available in the office for Home Lunch Passes. Passes will only be issued to students who can walk home, eat, and return in time for their class. All passes are subject to approval.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Lincoln Middle School offers sports programs in cross country, volleyball, football, basketball, wrestling and track. Educational research shows a strong correlation between student participation in extracurricular activities and higher levels of academic achievement. The staff and Lincoln Middle School encourages all students to become involved in many school activities. For more information, contact the school office. **Students must attend at least ½ day of regular classes in addition to having an excused tardy to participate in current day's athletic event.**

SPECIAL ACTIVITIES

Periodically, the school will provide special activities after school or during the school day. The rules of good conduct and dress shall be observed for all school activities and social events. Anyone leaving without permission before the official end of the activity will not be readmitted. **In addition, for special activities student may be withheld if they have multiple disciplinary referrals during the previous trimester.**

STUDENT SAFETY

Lincoln Middle School has seen several updates over the last few years. Installations include a more responsive fire and alarm system, higher capacity ethernet wiring, seismic reinforcements, and a new roof. In addition, Lincoln is equipped with surveillance cameras both inside and out of the building to help prevent vandalism and unlawful trespassing.

HEALTH & MEDICAL INFORMATION

MEDICATION

Parents/guardians are encouraged to work with physicians to develop schedules that will permit home administration of medication whenever possible. When a student is required to take medication, prescription or non-prescription, during school hours, school personnel may administer medication if all of the following conditions are met:

- The medication is in its original container, properly labeled – the name of drug, dosage, and time interval that the medication is to be taken. The name of the student shall also be included on prescription medications and,
- Written permission is received from the parent or guardian requesting the school district to administer medication to their student and,
- The medication is to be administered for ten days or less. (Special procedures are followed when medication is to be administered for more than ten days. Contact the school office.)

IMMUNIZATION

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request. **Students entering 7th grade are required to have their Varicella vaccination if they have never had chickenpox.** *If your child has had chickenpox, please let the school nurse know the approximate date.*

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to notify the school so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, mumps, head lice, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ringworm (body, scalp), COVID, and the “flu” when fever or persistent cough is apparent. Parents with questions should contact the school office.

MENTAL HEALTH SERVICES FOR STUDENTS

We are seeing an increased demand for mental health services and support at Lincoln Middle School and beyond. Below are some resources for mental health services that are available to our students. ***Please contact one of our counselors, Joe Polamalu or Connie Wonham, or our administrators, Bill Bechen, Principal, and Laura Clark, Assistant Principal, at 541-942-3316 if you have any questions or want to share your concerns about a student at Lincoln Middle School.***

Counseling sessions for interested students are offered by **South Lane Mental Health** throughout the school year and summer. During the school year students can see SLMH counselors at 1345 Birch St in Cottage Grove. There are both group and individual sessions available. Please call 541-942-3939 for more information about South Lane Mental Health.

If a student needs services for a mental health crisis, walk ins are accepted at **South Lane Mental Health** (M-F 8 to 4:30) even if your child is not currently a client. **Cottage Grove Hospital** is staffed by a 24-hour crisis counselor as well. Other local services include **Looking Glass Rural program** in Cottage Grove (food/clothing and support primarily for homeless and runaway youth) (541) 767-3823.

Other mental health and crisis services in Eugene include:

Looking Glass Station 7 (541) 689-3111 – runaway and homeless youth shelter – 24/7 drop in, shelter and crisis line; kids can stay for up to 21 days; goal is reunification with family

White Bird Clinic (541) 687-4000 (crisis line number) –crisis counseling 24 hrs/7days a week, medical, dental support

Below are some warning signs that **may** indicate that your child is in need of a medical or mental health intervention. It is important to remember that many children occasionally present some of these symptoms. These warning signs may help you determine if a loved one is at risk for suicide, especially if the behavior is new, has increased, or seems related to a painful event, loss, or change.

- Saying s/he will hurt him/herself
- Saying s/he isn't needed by his/her family
- Having self-harm marks
- Cutting off friends and time spent with them
- Feeling tired and/or not eating
- Showing depression, anxiety, anger
- Having a sharp increase in happiness (for students who have long been depressed)
- Skipping school
- Steeply falling grades

Additional resources can be found at **oregonyouthline.org**. Their call-in number is 1-877-968-8491. This website also has live chat features. Teens can text the number 839 863 and use the subject teen2teen to text with a peer counselor. That service is available from 4 PM to 10 PM daily.

The **National Suicide Prevention Lifeline** can be reached at 1-800-273- 8255. It is free, confidential and open at all times. Suicide warning signs provided by this organization are listed below. These warning signs may help you determine if a loved one is at risk for suicide, especially if the behavior is new, has increased, or seems related to a painful event, loss, or change.

- Talking about wanting to die or to kill themselves
- Looking for a way to kill themselves, like searching online or buying a gun
- Talking about feeling hopeless or having no reason to live
- Talking about feeling trapped or in unbearable pain
- Talking about being a burden to others
- Increasing the use of alcohol or drugs
- Acting anxious or agitated; behaving recklessly
- Sleeping too little or too much
- Withdrawing or isolating themselves
- Showing rage or talking about seeking revenge
- Having extreme mood swings

SCHOOL AND STUDENT PROPERTY

LOCKERS

Lockers are assigned by the Language Arts teacher with secret combinations to give students a safe place to put their personal property. Students may not change lockers without permission from their ELA teacher and Mrs. Walton in the office. Each student will be assigned a P.E. locker with a private combination. Theft can become a problem so students are advised to **keep their locker combinations secret**. Students are not permitted to disable the locking system; violation could include a detention and possible loss of locker privilege. Student Backpacks, bags and large purses are not allowed in classrooms and need to remain in lockers except under special circumstances.

Personal locks cannot be used at any time on school lockers. Locker decorations are limited to items easily removed and non-damaging to the locker surface or structure. Stickers and signs must not promote sex, tobacco, or drugs (including alcohol). **Locker damage will be assessed.**

LOST OR STOLEN ARTICLES

The vast majority of items reported stolen are actually misplaced or lost. Please have your child check lost and found areas (office, gym, cafeteria and hallway) for missing items. Lincoln Middle School is not responsible for lost or stolen items. Lincoln Middle School strongly discourages students from bringing electronics or other expensive items to school.

STUDENT BELONGINGS

Students' belongings (clothing, books, etc.) are the student's responsibility. **Please limit things brought to school** and do not allow students to bring items that may distract them or others from the primary purpose of school – learning. Students are not allowed to bring to school or consume coffee or high-energy drinks, such as “AMP” and “Monster”. These drinks, which indicate on the container that they are “not for children”, contain a high concentration of caffeine, which affects a student's ability to concentrate.

BICYCLES/SKATEBOARDS/SCOOTERS

For safety reasons, students riding to school are required to walk their wheels from the edge of campus to where they will be parked for the day. Bicycles ridden to school are to be parked in the bicycle rack immediately upon arrival at school. Students are not to loiter in the bicycle parking area. Scooters are to be parked outside the office, and skateboards may be brought into the school. Neither may be used on campus. Shoes with wheels built into the heels may not use at school.

IF YOU DON'T WANT IT LOST OR STOLEN, DON'T BRING IT TO SCHOOL.

PARENT PARTICIPATION

PARENT VOLUNTEERS

Parent volunteers at Lincoln Middle School are always welcome; however, until further notice, all volunteers must be fully vaccinated per Oregon State Guidelines. Our volunteer coordinator can be reached by calling the school office. All volunteers must report to the school office to sign in and get a badge to wear while they are in the building. In addition to the opportunities listed below, we are always in need of mentors for students with academic and behavioral struggles. Call the office for details. **Please note: Potential volunteers are required to complete criminal back ground check.**

VISITORS

No student visitors are allowed between 8:00 a.m.- 4:00 p.m. or during after-school dances. Parents and/or grandparents are welcome anytime. We require that you always ***check in at the office first to sign in and obtain a badge***. Please don't enter a classroom unannounced, as this practice tends to disrupt the learning environment. Equally important, we, at school, are responsible for the safety of the students, so it is essential we know who is in the building and for what purpose. ***Parents are reminded that our entire school campus is a tobacco-free zone. Smoking and other tobacco use are prohibited at all times on the school grounds.***

PARENT CLUB

Lincoln's Parent Club meets monthly in the Conference room in the office. This is a great opportunity for parents to be involved with the school. The group provides input to, and gets information from, the school administration while also helping to support important school programs. Meeting times will be set in the fall of each year.

LMS Behavior Expectations

| The Lincoln Middle School Way | Be Safe: | Be Respectful: | Be Responsible: | When I feel upset, teachers know I can: |
|----------------------------------|--|--|--|--|
| <i>Everywhere, All the Time</i> | All humans will recognize the importance of their own and others' mental/emotional health. | All humans will show respect to themselves, each other, and school property. | All students will learn the Essential Standards for each of their assigned classes. | <ul style="list-style-type: none"> - Ask to take a 5-min break in the hall - Ask to visit The Ready Room - Ask to see my counselor - Talk to adults using "I" statements - Ask teachers to break down the assignment into smaller chunks. - Use strategies from your "Feel Better Plan". |
| <i>In Classrooms</i> | <ul style="list-style-type: none"> - Listen to people's words and pay attention to body language. - Treat people with care - Value the personal space of others | <ul style="list-style-type: none"> - Use appropriate volume in all areas - Clean up after yourself - Keep hands, feet, and bodies to self - Walk in common areas | <ul style="list-style-type: none"> - On time and ready to learn - Ask for help. - Be curious. - Have the courage to TRY. | |
| <i>In the Hallways</i> | <ul style="list-style-type: none"> - Use kind and encouraging words. - Apologize for mistakes | <ul style="list-style-type: none"> - Keep hands and feet to yourself - Clean up your area | <ul style="list-style-type: none"> - Use strategies to stay on task - Ask for help - Check HAC often | |
| <i>In the Cafeteria</i> | <ul style="list-style-type: none"> - Always walk - Be aware of your surroundings and others | <ul style="list-style-type: none"> - Respect lockers, posters and artwork on walls. - Pick up everything you drop - Use trash cans appropriately | <ul style="list-style-type: none"> - Move directly to your destination - Walk with a purpose - Be where you are supposed to be | |
| <i>Outdoor Common Areas</i> | <ul style="list-style-type: none"> - Stay seated while eating - Stay in place in line | <ul style="list-style-type: none"> - Keep food/drink on trays - Show manners & Wait your turn | <ul style="list-style-type: none"> - Clean up after yourself. | |
| <i>Bus Lane/ Busses</i> | <ul style="list-style-type: none"> - Use encouraging words - Take turns & include others - Practice good sportsmanship (win and lose with class) | <ul style="list-style-type: none"> - Follow adult directions - Use equipment for designed purpose - Return equipment at the end of rec time | <ul style="list-style-type: none"> - Ask permission to leave the rec area - Clean up after yourself | |
| <i>Devices/ Technology Tools</i> | <ul style="list-style-type: none"> - Use only designated crossing areas - Be aware of others and vehicles - Remain behind yellow line | <ul style="list-style-type: none"> - Go directly to your destination to and from bus | <ul style="list-style-type: none"> - Report any unsafe situations - Model responsible behavior for others to see | |
| <i>Teacher's Role</i> | <ul style="list-style-type: none"> - Be aware of cyber-bullying consequences - Avoid giving out personal info/photos - Freedom of speech should not harm others | <ul style="list-style-type: none"> - Use as an educational resource/tool or as approved by adult - Keep food and drinks away from technology | <ul style="list-style-type: none"> - Use only your account and keep passwords private - Follow adult directions - Phones will be powered down and out of sight between 8:05 and 3:00. | |
| | <ul style="list-style-type: none"> - Greet students warmly at door - Model calming strategies - Provide students breaks as requested. | <ul style="list-style-type: none"> - Supervise all areas of the room. - Actively supervise small groups. | <ul style="list-style-type: none"> - Teach and practice routines. - Post daily objective and agenda - Provide rubrics for assessments. | |

BEHAVIOR EXPECTATIONS

At the beginning of the school year and intermittently throughout the year, all Lincoln students are taught and practice the basic behavior expectations listed in the table above. Students routinely following these basic expectations are recognized and sometimes rewarded with a small token of appreciation. Students who do not meet expectations will be retaught. Students consistently not meeting expectations after reteaching may receive after school or lunch detention, and may be referred to administration.

STUDENT RIGHTS

- Students have the right to know what the rules are and the possible consequences for violation.
- Rules will be taught, practiced, and enforced by all staff members in a firm, fair, and consistent manner.
- Positive attitudes and respectful behaviors will be recognized.
- When problems arise, students will have the opportunity to tell their side of an issue to a school official.

STUDENT RESPONSIBILITIES

- Students will respect the rights of teachers to teach and other students to learn.
- Students will promote a positive school environment. (Put-ups not put-downs)
- Students will display courteous and cooperative behavior at all times.
- Students will resolve problems peacefully.

STUDENT DRESS

We expect that all students will dress in a way that is appropriate for a school setting and that their choices respect Lincoln's intent to sustain a community that is inclusive of a diverse range of identities. Students who make inappropriate or insensitive choices will be expected to reconsider. Inappropriate choices **may** include: strapless clothing, bare midriffs, excessively short shorts or skirts, revealing shirts and tops. No article of clothing that includes profanity, has sexual innuendoes or promotes tobacco, drugs, alcohol or firearms is allowed. Visible undergarments and sleepwear (including blankets and pillows) are not appropriate for school. Students must wear proper footwear at all times (no slippers).

Office administration will determine what is "inappropriate" and/or "insensitive." Students not complying with this dress code will be required to change their clothing or face discipline.

No student on or about school district property or at any school district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

BUS BEHAVIOR

A student being transported on school district provided transportation is required to comply with the Student Code of Conduct. Drivers provide bus rules and review them with all students riding the bus. Safety is of paramount importance. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action, including, but not limited to, loss of bus riding privileges.

INAPPROPRIATE BEHAVIOR

Any student who chooses to commit an act which is dangerous or potentially dangerous to the safety or welfare of other students and/or staff, or is detrimental to the orderly operation of the school, a school-sponsored activity, or any other aspect of the educational process within the District shall be subject to school discipline, suspension or expulsion, and possible law enforcement referral. *The following violations by a student on school premises (or in reasonable proximity thereto) or off school premises at any school-sponsored activity will constitute sufficient causes for discipline, suspension or expulsion.*

Violations are divided into **minor** and **major** classifications.

MINOR VIOLATIONS (Staff Managed Problem Behavior)

Minor violations are those that include actions which are infrequent, annoying, and mildly distracting. These violations will be dealt with by all adults in the building. This includes custodians, secretaries, or anyone else who is an adult. Repetitious minor violations can become major violations. Disciplinary action (such as after-school detention or time out) may or may not be assigned for a minor violation as deemed appropriate by the handling adult.

Minor Classroom Disruption (talking out of turn, being unprepared for class, horseplay, etc.): Each teacher will outline expectations and consequences for misbehavior in that class. Possible consequences include a teacher conference with the student, parent contact, and removal from the room.

Non-Directed Obscenity (directed at no one in particular): Obscene words and swearing are not acceptable in a school setting. Students are expected not to swear.

Hallway Misbehavior: It is expected that students will not be excessively noisy and rowdy in the hallway. Running, loud whistling, and horseplay are examples of unacceptable behavior. The hallways are closed for students at lunch; they must have a prearranged pass to enter.

Nuisance Items: Items that create a disturbance are not to be brought to or used at school (rubber bands, pins, squirt guns, toys, gag items, radios, laser pointers, etc.). These items will be confiscated. They may be returned to the student at the end of that day. The second time and any time thereafter that items are confiscated from the same student, they will be turned in to the office and the items will be returned only to the parent. Items such as rubber bands, pins, etc., will be discarded and not returned.

Excessive Affection: Out of respect for others in our public setting, displays of affection are limited to hand-holding, brief casual hugging, and interlocking arms.

Gum Chewing: Gum chewing **is not allowed** at school. The discharge of gum creates a health hazard as well as a problem for our custodial staff.

Energy Drinks: Energy Drinks and coffee drinks have been shown to be harmful to early teens and are not allowed on campus. Students who have these drinks will be asked to dispose of them. **Soda, water, sports drinks, etc. may be consumed only in the cafeteria during designated lunch times.** Water may be allowed in certain classrooms with permission from the teacher.

Lunchroom misbehavior:

Lunch behavior expectations are:

- Walk to and from the cafeteria
- Tables and floors are to be kept clean-students are expected to clean up after themselves
- There is to be no cutting in line
- Nothing is to be thrown or tossed
- Courtesy and good table manners are expected at all times.

Students who misbehave at lunch may be assigned clean-up duties and/or detention.

Infractions of a minor nature are generally enforced and the consequences given by the individual supervisor. Students who violate the above rules may be assigned a time out or detention. When a student repeatedly violates these rules, the matter will become a major violation.

MAJOR VIOLATIONS (Office Managed Problem Behavior)

Major violations occur when a student's actions endanger others or disrupt the educational setting, or when a pattern of minor offenses has developed. The behaviors under this category will be dealt with by school administrators or their designees. In addition, while staff is not always available to supervise students to and from school, their actions may still result in discipline.

Arson, Fire Alarm, and Bomb Threats: These all present clear danger to students and staff and are a disruption to the school process. No students will expose others to unnecessary dangers through arson or false fire alarms.

Assault (physical attack on another person): Students have the right to be free from physical abuse from other students. Students will not use physical violence to abuse others. Kicking, punching, etc. will be dealt with as a very serious matter. Students using physical violence may be subject to civil court action.

Open Defiance to Staff Member (refusal to obey in words or action): Students have the right to positive educational experiences free from disruption or intimidation. By law staff members have the right and responsibility to make reasonable requests of students and to maintain order. No student has the right to intimidate, disrupt, or become hostile toward any staff member.

Use or delivery of over-the-counter Drugs, Alcohol, and Drug Paraphernalia: Consistent with the school district's goal of zero-tolerance for drug possession and use, no student is to be in possession of drugs, alcohol, inhalants, e-cigarettes, drug paraphernalia (pipes, containers, etc.), or any drug mimicking items (such as vapor pens) at any time while on or adjacent to school grounds or at any school-sponsored activity. No student shall be under the influence of drugs or alcohol while on or adjacent to school grounds or at any school-sponsored activity. Students found to be possessing, selling, buying, or distributing alcohol and drugs (including over-the-counter drugs/medication and herbal/energy pills) on or adjacent to school grounds or at any school-sponsored activity will be subject to a minimum 3-day suspension, notification of parents and police and substance abuse assessments. An unlawful drug is any drug not prescribed by a licensed medical practitioner.

Fighting (using physical action to inflict hurt or injury to another): Fighting is dangerous and does not solve problems but only creates new ones. Students are not to resort to physical violence while under the authority of the school. Peaceful options exist to resolve conflicts, and our school staff will assist students in need. In addition, students who choose to watch, rather than get help, are encouraging the fight and may also be disciplined.

Fireworks: Fireworks in any form (cigarette lighters, matches, smoke bombs, firecrackers, poppers, etc.) are not acceptable at any time on school grounds. Both possession and use of fireworks are in violation of school rules.

Forgery: Students have the responsibility to bring or use valid signatures when presenting documents to the school. Presenting something with a forged signature or forging a signature is not acceptable.

Harassment or other Discrimination: Students shall refrain from any racial, sexual, general harassment or discrimination by words or actions, including e-mail and other internet communication, and shall comply with the district's nondiscrimination policy, which is outlined on pages 22 & 23. If harassment occurs outside of the school day, we encourage parents to contact law enforcement.

- **Sexual harassment** is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Sexual harassment may include such actions as sex-oriented verbal kidding, teasing, or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.
- **General harassment and bullying** is defined as unwanted negative attention from peers that is ongoing and explicitly directed at an individual or group.
- **Racial harassment** is defined as, based on his/her race, subjecting another person to offensive physical contact, insulting another person by abusive words, actions, or gestures, or threatening to inflict serious physical injury on another person or any member of that person's family.

Theft: Students, staff and school district patrons have the right to have their property safe from theft. Stealing from the school or individuals is wrong and strictly forbidden. Police may be contacted.

Tobacco/Vaping: The use of tobacco and/or vaping devices presents a clear health hazard for students; therefore, it is the goal of the school district to provide a tobacco-free environment. Possession and/or use of tobacco/vape products by students will

not be permitted on district property, at school activities, or in close proximity of school grounds.

Vandalism: No student will cause destruction or damage to school or personal property. Graffiti is also a type of vandalism. The school will attempt to recover (through legal action, if necessary) from the students or their parents the actual cost of repair or replacement of vandalized or destroyed property.

Weapons: Students are not to be in possession of any weapons or any item that is used as a weapon. These include guns, knives of any kind, clubs, or any object whose perceived or intended purpose is to physically harm a person. Toys that resemble weapons are also forbidden. 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 (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons. In accordance with Federal law, students bringing a weapon to school shall be expelled up to one year. On a case-by-case basis, the superintendent may determine if an expulsion for less than one year is appropriate.

Gambling: In accordance with State law, students will not gamble.

Directed obscenity (obscenity directed to or about a specific individual): Students and staff have the right not to be subjected to degrading and profane language. Students will not use obscenities when speaking to or about another individual.

Lying/Cheating: Lying – students failing to tell the truth or withholding information. Cheating – students engaging in dishonest activity.

Repetitious Minor Violations: When a student is referred to the office for repetitious minor violations (more than three), the matter will be dealt with as a major violation.

Referral to the Office from Classroom: Students are expected to exhibit appropriate behavior in the classroom as outlined by the teacher. When a student is referred to the office because of not responding to his/her teacher's classroom discipline plan regarding "Minor Violations" and general expectations, the matter will be dealt with as a "Major Violation".

Misconduct that Occurs Off-Campus: Students may face disciplinary consequences for conduct that occurs off the school premises at school-related or supervised functions and at a school bus stop, including (1) behavior that occurs while traveling to and from school if the behavior has a threatening effect on student safety or physical or mental health or (2) any off-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or district.

CONSEQUENCES FOR MAJOR VIOLATIONS

School officials occasionally may find it necessary to discipline a student or even remove the student from the formal learning environment for a period of time. Officials have discretionary power in invoking disciplinary actions and procedures in order to maintain a climate conducive to learning and to the protection of individuals and property. Before an expulsion can occur, there must be a hearing before the superintendent or his or her designee. School actions are civil and not criminal matters.

Violations may result in Counseling, Parent Conference, Detention, Community Service, Peer Court Referrals, Wednesday School, In-School Suspension, Out-of-School Suspension, or Expulsion. Alternative consequences as suggested by parent/guardian or students may be appropriate. Parents/guardians and students are encouraged to suggest alternative consequences to a school administrator. *See page 19 for a detailed list of consequences for major misbehaviors.*

1. Formal Discipline Procedures

In-School Suspension: An in-school suspension is a temporary exclusion from regular classroom attendance not to exceed two consecutive complete school days. The student is assigned to a supervised work area and will perform his/her regular class work in addition to completing a learning packet that will teach them about the behavior that was inappropriate.

Out-of-School Suspension: An out-of-school suspension is a temporary exclusion from school attendance 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 physical or mental examination or incarceration by court action. In those cases in which the

school official states that the suspension will continue until a parent conference occurs, the suspension notice will state that it will not exceed ten school days.

NOTE: During periods of suspension (in school and out of school) – students are not to be on school grounds or attend school related events).

SEE APPENDIX 1, DUE PROCESS PROCEDURES FOR OUT-OF-SCHOOL SUSPENSIONS.

Non-School Hours: The school district may require a student to attend school during non-school hours as an alternative to suspension, for example after-school detentions and Wednesday School which will run from 1:15 – 2:45 p.m.

Expulsion from School: An expulsion is a long-term exclusion from school attendance and requires a hearing before the Superintendent or his/her designee. State law provides that the expulsion of a student will not extend beyond the current term or semester, unless the semester ends within such a period of time that the expulsion would be too short to be effective. However, the expulsion will not extend beyond the one calendar year, except a student who is determined to have brought a weapon to school in the district shall be expelled for a period of not less than one year. The superintendent may modify the expulsion on a case-by-case basis.

Required Expulsion Hearings: The school principal or designee may recommend an expulsion for any serious misconduct but is required to request an expulsion hearing when he/she believes a student is guilty of the following offenses: the possession, transmission, or use of a gun on school property or at a school-sponsored event; the sale or distribution of a controlled substance and a Category IV violation of the interagency substance abuse intervention and networking agreement (see Appendix 3). Only the superintendent, as the designated representative of the district school board, or his/her designee has the authority to expel a student. A hearing must be conducted before an expulsion occurs unless the student's parents or guardian, or the student, if 18 years of age or older, waives the right to a hearing.

SEE APPENDIX 2, DUE PROCESS PROCEDURES FOR EXPULSIONS.

2. Physical Discipline

Oregon Statute and School Board Policy prohibit the use of physical discipline. However, a teacher, administrator, school employee, or school volunteer is authorized to use reasonable physical force upon a student when, and to the extent that the individual reasonably believes, it is necessary to maintain order in the classroom or school, or at a school activity or event, whether or not it is held on school property. When so used, physical restraint will not be considered a form of physical discipline.

3. Suspension or Expulsion of Disabled Students

If there is a relationship between a student's disability and the behavior requiring discipline, it is necessary to follow the procedures outlined in the district's Special Education Policies and Procedures Handbook. The short-term suspension of a disabled student is generally considered to be reasonable while an expulsion may require that the district follow the procedural requirements of federal law.

4. Required Reports to Law Enforcement Agencies

Violations of the district's rules related to guns and dangerous weapons; the intentional or reckless destruction of school property; and coercion, assault, menacing, or threats must be reported to the police. A school official may inform the appropriate law enforcement agencies when a student is suspected of committing other illegal acts on the school campus or at a school-sponsored activity including the use of drugs, alcohol, and tobacco.

5. A Student's Right to Hear His or Her Accuser

a. Complaints and Accusations Made by Staff Members: A student may hear directly from the teacher or other staff member the specific complaints or descriptions of unacceptable behavior.

Complaints and Accusations Made by Other Students: In recognition of the special jeopardy in which student witnesses may be placed, and considering the possible traumatic effects on a student witness of adversary proceedings conducted by attorneys, police officers, or court officials, the complaining student may not be required to face the accused

nor to have his/her identity revealed. When it is determined that a complaining student should not face the accused, a school official may then become the official complainant. However, extreme care must be exercised by school officials to ensure that a student is not disciplined solely on hearsay evidence.

b. A school official, as a public officer, may not be examined as to communications made to him/her in official confidence, when the public interest would suffer by such disclosure. However, the school official conducting an investigation is under a special obligation to assure the careful and cautious investigation of all relevant facts and testimony.

POTENTIAL CONSEQUENCES FOR MAJOR VIOLATIONS

| PROBLEM BEHAVIOR | OCCURRENCE | MINIMUM (but not limited to) | MAXIMUM (but not limited to) |
|---|--------------------------|---|--|
| Fighting/Assault | 1 st Referral | Parent involvement, ISS and/or Wed. School. | Suspension or Expulsion hearing. Possible police contact. |
| | Repeated | ISS/Restriction Contract. Peer court. | Suspension or Expulsion hearing. Possible police Contact. |
| Harassment Bullying Cyber Bullying | 1 st Referral | Detention, ISS and/or Wed. School. Parent involvement. | Restriction/ Suspension. |
| | Repeated | ISS/Short term suspension. | Long term suspension or expulsion hearing. |
| Possession of Tobacco, Drugs, Alcohol, Dangerous Substances | 1 st Referral | ISS or Wed. School and parent involvement. Peer court referral. Tobacco/drug education program. | Suspension or expulsion hearing. Drug assessment. Possible police contact. |
| | Repeated | Short term Suspension. | Long term suspension or expulsion hearing. Drug assessment. Possible police contact. |
| Defiance/ Insubordination | 1 st Referral | Parent involvement, ISS and/or Wednesday School. | Short term suspension. |
| | Repeated | Parent involvement, ISS and/or short term Suspension. | Long term Suspension or expulsion hearing. |
| Possession of Weapons | 1 st Referral | Confiscation. Parent conference | Long term suspension or expulsion hearing. Police contact |

| | | | |
|--|--------------------------|--|---|
| | Repeated | Long term suspension and Parent involvement. | Expulsion hearing. Police contact. |
| Theft | 1 st Referral | ISS or Wed. School and parent contact Restitution. | Suspension and Restitution Police contact. Peer Court referral. |
| | Repeated | Short term suspension and restitution. Contract. Counseling. Peer court. | Long term Suspension and restitution. Possible police contact. |
| Vandalism | 1 st Referral | Work detail and/or Wednesday School and parent involvement. | Restitution and suspension. Police contact. |
| | Repeated | Work Detail and restitution. Contract. Peer Court. | Long term suspension and restitution. Police contact. |
| Continued Minor Misbehaviors Mischief Disruption | 1 st Referral | Work detail or lunch and after school detention. Parent involvement. Contract. | ISS or Wed. School. Counseling. |
| | Repeated | ISS or Wed. school and parent involvement. Contract. Counseling. | Suspension. |

*Students who develop a pattern of major violations may be recommended for expulsion

COMMUNICATIONS WITH PARENTS

The school will attempt to notify parents either by telephone or in writing or both, when their child is in violation of a major offense. Example, when a student receives an After-School Detention (ASD), the student is given written notice as to the offense and consequences of the offense. This notice is to be taken home to parents. For in-school suspension, out-of-school suspension or expulsion, parents will be notified by telephone or in writing or both.

APPEAL PROCEDURE

Any student or parent/guardian may appeal any disciplinary action taken by school personnel. Any student, parent, or guardian who is affected by any disciplinary action has the right to a hearing with the principal or his/her designee and any other staff member involved.

STUDENT RIGHTS

FREEDOM OF EXPRESSION

Citizens of our country are permitted free expression under the first and fourteenth amendments of the United States Constitution and under Article I, Section 8, of the Oregon Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the consequences of such expression. Students are entitled to express their personal opinions under all reasonable circumstances. However, symbolic or actual expression shall not interfere with the freedom of others to express themselves nor shall it substantially disrupt the orderly conduct of the school.

School Publications - Students are encouraged to participate in the production of school publications. Any publication, which is in any way sponsored or funded by the school, is a school publication. Students may express personal opinions in these publications but shall adhere to the written editorial policies of the school. A school newspaper should reflect the total life of the school community. Those students responsible for the publication of a school newspaper must be mindful of this responsibility to the total school community. Profane or obscene material; knowing or reckless false or libelous statements; and any material that would substantially disrupt classes or other school activities are prohibited from all school publications.

2. Distribution of Material –

Rights and Responsibilities – Students have the right to distribute and receive written materials from each other. This right, however, also carries responsibilities. Students shall not distribute or display materials that are knowingly or recklessly false or defamatory, profane or obscene, or that tend to create an immediate danger of disruption to the orderly operation of school, or urge the violation of the law, or existing attendance regulations, or the provisions of this handbook. Materials to be distributed or posted within the school must identify the source of the printed material. Materials that students choose to distribute do not carry the endorsement or sponsorship of the school.

Commercial and Fund-Raising Activities – Students shall not distribute or display announcements or advertisements of a commercial nature, or sell materials, or engage in activities to solicit financial contributions without the authorization of school officials.

Time and Place of Distribution – School officials may designate the time and place for distribution of written information and related materials so that the activity does not materially interfere with the school program. This policy shall be applied in a manner that is non-discriminatory and that allows the dissemination of diverse viewpoints and discussion of political, religious, and social issues. The policy shall also be applied in a manner that encourages respect for individual without regard to race, religion, disability, national origin, gender, and socio-economic status. Local school rules may limit the time of distribution of material, including the circulation of petitions, to periods before school begins, after dismissal, and during lunchtime when such limitation is necessary to prevent interference with the school program. The local school rules may define where distribution of material and circulation of petitions may take place so as to permit the normal flow of traffic within the school.

Student Display Areas – Each secondary school will provide at least one student display area of reasonable size and prescribe methods to inform students of the board policy and school guidelines for the distribution of literature and the display of materials.

Participation in Patriotic Exercises – Students may refuse to participate in patriotic exercises so long as the manner of such nonparticipation does not deny other students their rights to participate or does not disrupt the educational process.

Prohibited Speech – The use of profane and obscene language, threats of harm to persons or property, hate speech, and language that creates an immediate danger of disruption to the orderly operation of the school, violation of the law, attendance regulations, or the provisions of this handbook are prohibited.

Surveys, Analysis or Evaluation – No student can be required, as a part of any program, to take part in a survey, analysis, or evaluation about certain topics including political affiliation, psychological problems, or critical appraisal of others, and certain related topics. Parents and students who believe a violation of this policy has occurred shall notify the principal in writing.

ASSEMBLY OF STUDENTS

Citizens of our country are guaranteed the right of peaceful assembly under the first and fourteenth amendments of the United States Constitution and under Article I, Section 26, of the Oregon Constitution. Students, as citizens, have the right of assembly and must also bear the responsibility for the consequences of such assembly. Students and staff all share responsibility for the activities that take place in school. School personnel are held accountable to the general public, and in cooperation with students, are accountable for the image of the institution. Therefore, the orderly use of school facilities is required.

Informal Gatherings – Students have the right to gather informally, but such gatherings shall not substantially disrupt the orderly operation of the school or infringe upon the rights of others.

Student Meetings – Students are permitted to hold meetings at school under the following conditions: (1) Meetings must be scheduled in advance and sponsored by school officials or an official school club or organization; (2) If a large crowd is anticipated, a crowd control plan must be filed with the school official in advance of the meeting; (3) Meetings must not be disruptive to class or school activities and shall not be of such a nature that could likely result in damage to any person or property.

Speakers – Invitations to speakers will be approved by the principal or a designated school official in advance of the meeting. Attempts will be made to present a balance of viewpoints to students. However, no speaker will be allowed to make a speech that advocates breaking the law or otherwise violates the district's policies or the provisions of this handbook.

PERSONALLY IDENTIFIABLE INFORMATION

The Family Educational Right and Privacy Act of 1974 (FERPA) permits a school district to identify certain information as “directory information” which may be released publicly without the permission of the parent/legal guardian or the student. The South Lane School District identifies directory information about the student as the following: name, address, telephone number, photo, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, diplomas and awards received, schools attended and other similar information.

Directory information may be used for purposes such as publication of a student directory, parent organization mailing lists, school yearbooks and newspapers, commencement programs and publication of honor rolls and other school information about students in the public media. Such information will not be released for commercial purposes.

Parents/legal guardians and 18-year old students have the right to notify school authorities that directory information is not to be released without prior written consent. This request must be submitted in writing to the school.

FREEDOM OF RELIGION

The Constitutions of the United States and the State of Oregon require the public schools to take a neutral position concerning religion. Public schools cannot aid one religion or all religions or prefer believers to nonbelievers. However, schools may provide instructional activities relating to historical and cultural aspects of religion under the following circumstances: (1) The activity must reflect a clearly secular (non-religious) purpose; (2) The activity must have a primary effect that neither advances nor inhibits religion; (3) The activity avoids excessive entanglement with religion.

Student Religious Meetings and Discussions – If secondary principals permit other non-curriculum student meetings or discussions on the school premises during non-instructional time, religious meetings of students that are voluntary and student initiated will also be permitted. An adult approved by the building principal shall supervise each club. Non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of such student groups. Except as provided in school board policy for the leasing of school facilities by religious groups, non-students are prohibited from meeting on school premises for any type of religious activity.

Release Time for Religious Instruction – Elementary students may be excused from school for up to two hours in any week and secondary students may be excused from school for up to five hours in any week to attend weekday schools giving religious instruction. The parent or guardian must sign a written request before the student is released. Religious teachers or organizations are not permitted to promote student participation by directly contacting students on school grounds or by asking students who participate in their programs to recruit students who remain at school. All promotional activities will be conducted away from school.

NON-DISCRIMINATION

Discrimination on the basis of age, disability, national origin, race, marital status, religion, gender, sexual orientation, or socio-economic status is prohibited in any instructional program, extracurricular activity, or in the provision of any other services or benefit.

Discriminatory Treatment – Some discrimination is intentional and easy to identify. This includes verbal or physical abuse or threats, and racial or ethnic jokes. Another type of discrimination is more subtle and more difficult to identify. Some examples include being assigned work or being evaluated on the basis of race, disability, sexual orientation, gender, using stereotypes, or being treated differently from other people. Both types of discrimination are damaging.

Dealing with Discrimination – If you are a victim or witness discrimination, it is suggested that you follow these steps:

- a. Write down the details of what happened, especially the names of people involved in or witness to the incident. Talk to someone that you trust, a friend, your parents, your teacher, a counselor, or an administrator.
 - b. Speak to the person who caused the problem. Explain what is objectionable, why it is offensive, and that it should be stopped or changed.
 - c. Each school has a plan for dealing with incidents that may be discriminatory. Talk to the person designated by the school plan.
 - d. If you are not satisfied with how the problem is resolved, contact the Personnel Director at 942-3381.
 - e. If you are unable to resolve the problem informally by following the steps listed above, file a formal complaint.
- A. **IF THE COMPLAINT IS ABOUT ANOTHER STUDENT**, the student and parent should work with the teacher or principal.
- B. **IF THE COMPLAINT IS ABOUT STAFF MEMBERS OR INSTRUCTIONAL MATTERS**, the student should use the following process specified in school board policy:

STEP I

Any person who has a discrimination complaint is encouraged to discuss the complaint with the individual causing the discrimination or the principal of the school, if the matter pertains to a decision made at the school level.

STEP II

If the complaint cannot be resolved at Step I, a person may file a complaint with the Personnel Officer. Complaint forms are available in all school offices and at the District Service Center, 455 Adams. The complaint will be put in writing and explain the basis of the alleged discrimination. Specific details concerning the complaint and the desired remedy should be included on the written form. The form should be taken or mailed to the Personnel Officer at the District Service Center, 455 Adams, Cottage Grove, Oregon 97424. The Personnel Officer will investigate the complaint. As part of the investigation, the Personnel Officer may select two other persons (student, staff, or other citizen) to serve as a panel of three to hear the facts relating to the complaint and to consider possible ways of alleviating the problem. The Personnel Officer will respond in writing to the complaint within 20 days after receiving the complaint.

STEP III

If the complainant is not satisfied with the disposition of the complaint at Step II, a written appeal may be filed with the superintendent. The superintendent will determine whether or not to review the case based on the written appeal and the record of the Step II proceedings.

SEARCH AND SEIZURE

The United States Supreme Court has determined that students have a legitimate expectation of privacy, which is protected by the 4th Amendment of the United States Constitution. Schools must have reasonable suspicion that the student has violated or is violating a law or school rule before conducting a search. Searches must be reasonable in scope and not excessively intrusive in relation to the nature of the suspected infraction or the student's age and sex.

Student Searches – The search of a student's person or belongings will be limited to a time when there is a reasonable suspicion to believe that the student is withholding evidence of an illegal act or violation of a school rule. Any search of a student's person will be conducted in the privacy of a school office except in an emergency where delay might endanger the welfare of

other persons.

Seizure of Property - Illegal items, stolen property, or other possessions reasonably determined by school authorities to be a threat to the safety or security of students or others will be seized by school officials. Such items include, but are not limited to guns, other dangerous weapons, illegal drugs, and drug paraphernalia. Other items that may be used to substantially disrupt or materially interfere with the education process may be temporarily removed from the student's possession. Dangerous weapons, including guns, knives of any kind, metal knuckles or any other weapon, the purpose of which is to injure other persons or property, will be promptly turned over to a representative of the appropriate law enforcement agency. Parents will be notified whenever an illegal item is removed from a student's possession, unless the notification will unduly interfere with the investigation of the law enforcement agency.

Use of Lockers and Desks –

Assignment of Lockers and Desks: Lockers and desks belong to the school district and are assigned for the convenience of students. They are to be properly cared for by students and not used for the storage of illegal or dangerous items, items prohibited by this handbook, or evidence of an illegal act or violation of a school rule.

General Inspections of Lockers and Desks: A general inspection of lockers or desks may be conducted by school officials on a regular basis. Lockers may be chosen randomly for inspection. Items belonging to the school and not appropriately in the student's possession will be seized and returned. Illegal or dangerous items, or items prohibited by this handbook, will be seized and held for appropriate disposition.

Special Inspections of Individual Student Lockers or Desks: Special inspection of individual lockers or desks may be made when there is reasonable suspicion to believe that illegal or dangerous items or items that are evidence of a violation of the law or school rules are contained in them.

Note: If for any reason a student is “jamming” a locker mechanism in order to open locker without a combination – they will receive an After-School Detention (ASD) any may lose their locker privileges.

COOPERATION WITH LAW ENFORCEMENT AGENCIES

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. The following guidelines cover law enforcement officers that aren't assigned to schools, such as School Resource Officers.

Investigations by Law Enforcement Officers – Aside from officers assigned to a school such as an SRO, police 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 building principal, or his/her designee, before any effort is made to question a student during school hours.

Contacting Parents –

Investigations Related to Illegal Acts that Occur Off-Campus and are Not School Related: The principal, or his/her designee, will make a reasonable effort to contact the parent, or guardian, when an officer comes to question or arrest a student related to illegal acts that occur off-campus and that are not school related, unless there is reason to believe that such notification would unduly interfere with the investigation, or that the matter pertains to alleged child abuse. If the principal or designee is unable to reach the parent or guardian, the officer should not be delayed further. However, a school official should contact the parent or guardian as soon as possible.

Investigations Related to Violations of School Policies and Rules: The principal, or his/her designee, may involve a police officer in investigating violations of school policies and rules, including student interviews, without first contacting the parent. However, if during the investigation, a student becomes a focal suspect to an illegal act and then it is the responsibility of the principal or designee to make a reasonable effort to contact the parent or guardian before allowing an officer to proceed with an interview.

Questioning of Students – The police officer will observe all the procedural safeguards prescribed by law and his/her agency when questioning a student. An administrator, or designee, will always be present when a student is being questioned, unless

the issue pertains to child abuse.

Taking a Student from the School – The school administrator or designee will not let a police officer, or an official from Services to Children & Families, take a student from a school building without a court order, an arrest, protective custody from SCF, or permission of the parent or guardian, or if exigent circumstances exist.

CHILD ABUSE

Oregon law requires all public employees to report possible child abuse to the appropriate authorities.

Reporting Child Abuse – Any school employee having reasonable cause to believe that any student with whom he/she comes in contact in an official capacity has suffered abuse, or that any adult with whom he/she comes in contact has abused a student, shall report immediately to the Services to Children and Families or a law enforcement agency. Staff members may not inform parents of such reports.

Investigations of Child Abuse – School staff will cooperate with investigations of possible child abuse being conducted by the Services to Children and Families or a law enforcement agency. A member of the Services to Children and Families or a law enforcement officer, who is questioning a student in regard to child abuse, will determine if a school official may be present in an interview that occurs at school.

APPENDIX 1

DUE PROCESS PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION

The student shall be given oral or written notice of the charges, including specific acts involved. If the student denies the charges, the student shall be given an explanation of the evidence supporting the charges.

The student shall be given an opportunity to explain his or her conduct and to informally contest the charge. If the school official then determines the student should be suspended, the student shall be informed and the student's parents or guardians shall be notified by telephone, whenever possible, of the suspension and the reasons for the action.

The two steps above may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.

When parents cannot be contacted, the decision to send the student home, to allow the student to remain on school premises or to refer him or her to the proper authorities must be made with consideration given to the student's age, maturity, and the nature of the misconduct that caused the suspension.

A suspension notice shall be mailed to the parents or guardian. The notice must state the date, the reasons for the suspension, the length of the suspension (not to exceed ten school days), and the procedures that must be followed by the student and parents or guardian to gain reinstatement.

After the parents or guardians receive notice of the suspension, they will be given a conference with the building principal or his or her designee if they so request.

After the parents or guardians have discussed the suspension with the principal or his or her designee, they may appeal the decision to the superintendent whose decision will be final.

APPENDIX 2

DUE PROCESS PROCEDURES FOR EXPULSIONS

The superintendent or designee is the only person authorized by the school board to expel a student. The expulsion of a student will not extend beyond the current semester or trimester unless the semester or trimester ends within such a short period of time that expulsion would be too short to be effective. An expulsion will be from all district schools and activities unless otherwise specified. Prior to the expulsion of a student, the district will consider and propose alternative programs of instruction or counseling or both for the pupil.

The following is a summary of the expulsion procedures. Administrative Rule 5210.3, Process for Expulsion, outlines the expulsion procedures in detail.

The principal notifies the parent or guardian and the student in writing of the intent to request expulsion, citing the charges against the student.

The principal submits to the superintendent a written request for expulsion including a description of the charges with supporting facts and evidence.

The superintendent sets a date and place for an expulsion hearing.

A hearing officer designated by the superintendent conducts the expulsion hearing. The principal presents all evidence supporting the proposed expulsion, and the student has an opportunity to respond to the evidence and to present his or her version of the events. The student may choose to have counsel or representation at the hearing.

Where the student or the student's parent cannot understand the spoken English language, an interpreter will be provided by the district.

The hearing officer determines the facts of the case on the evidence presented at the hearing. The hearing officer's opinion and decision, with the recommendation for disciplinary action, goes to the superintendent.

The superintendent states the decision in identical form to the student and parent/guardian, their representative, and the principal requesting the expulsion no later than three school days following the hearing.

The student and parent or guardian may appeal the decision to the school board through a written request directed to the superintendent within 72 hours after receiving the decision.

APPENDIX 3
CATEGORY IV VIOLATIONS OF THE MEMORANDUM
OF UNDERSTANDING SUBSTANCE ABUSE
INTERVENTION/NETWORKING PROGRAM

Repeat of a Category III offense.

Category III Offenses:

- Possession of less than 1 oz. of marijuana
- Possession, including possession by consumption, of alcohol
- Use of toxic vapor inhalants in violation of city or county ordinance.
- Sale, distribution, or unlawful possession of a drug or any controlled substance.
- Any alcohol, drug, or controlled substance related offense that creates a substantial risk to public health.
- Driving under the influence of intoxicants. (DUII)
- Solicitation by a student or other students to buy, sell or otherwise distribute alcohol, drugs or any controlled substance in any amount.
- Sale or distribution of alcohol to a student.
- Giving or selling hypodermic devices to a student whom has no lawful/authorized use for the device.

APPENDIX 4

Use of Alternative/Private School/Tutoring

While parents have the option of placing their children in private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. If a parent wishes the District to consider publicly funding private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained. For any regular education, 504, or special education student, a parent must give notice either at the last IEP meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to meet these notice requirements may result in denial of any subsequent reimbursement requests.

In Accordance with Federal law and U.S. Department of Agriculture policy, Lincoln Middle School is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

APPENDIX 5

South Lane School District 45J
Code: ACB; Adopted: 1-11-2021

All Students Belong

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All visitors are entitled to participate in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, swastika, or confederate flag and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

The district prohibits the use or display of any symbols of hate on [district] [school] grounds or in any district- or school-sponsored program, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.

APPENDIX 6

South Lane School District 45J
Code: ACB-AR Adopted: 1-11-2021

Bias Incident Complaint Procedure

The term “bias incident” is defined in policy. Persons impacted by a bias incident shall be defined broadly to include individuals at whom an incident was directed as well as students in the larger school community likely to be impacted by the incident.

Step 1: When a staff member learns of a potential bias incident, the staff member will prioritize the safety and well-being of all persons impacted and immediately report the incident to the building or program administrator.

Step 2: The administrator or designee shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and prevent further harm against those persons impacted from taking place. Redirection procedures, if any, will include:

- Educational components that address the history and impact of hate;
- Procedural components to ensure the safety, healing, and agency of those impacted by hate;
- Accountability and transformation for people who cause harm; and
- Transformation of the conditions that perpetuated the harm.{ 3 }

The administrator or designee must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly.

The administrator or designee will make a decision within 10 days of receiving the complaint.

All persons impacted will be provided with information relating to the investigation and the outcome of the investigation. At a minimum, the information provided must include:

- That an investigation has been initiated;
- When the investigation has been completed;
- The findings of the investigation and the final determination based on those findings; and
- Actions taken with the person or persons who committed the harassing behavior to remedy the behavior and prevent reoccurrence when the actions relate directly to a person impacted by the event.

If any of the above information cannot be shared, a citation to the law prohibiting release and an explanation of how that law applies to the current situation will be provided.

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator or designee, the complainant or respondent may submit a written appeal to the superintendent within five school days after receipt of the administrator or designee’s response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator or designee’s decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent or designee's response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the administrator or designee, in which case Step 1 will be skipped. Complaints against the administrator can be directed to the superintendent or designee and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal⁵ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.⁶

District administration will develop and implement instructional materials to ensure that all school employees and staff are made aware of this procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.