

K - 12

Student & Family

Manual

Rev. 08/16/2019

Lake Oswego School District
2455 Country Club Road
Lake Oswego, OR 97034-0070

(503) 534-2000

*To be an inclusive and
safe learning
community with
challenging
opportunities that
develop lifelong
learners and
contributing world
citizens.*



If you need this document interpreted, please call (503) 356-3755 (English)

如果您需要解釋此文檔，請致電 (Welcome Center) (503) 356-3779 (Chinese)

Si vous avez besoin que ce document soit interprété, veuillez appeler (503) 356-3773 (French)

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Non-discrimination Statement: It is the policy of the Lake Oswego School Board of Education that there will be no discrimination or harassment of individuals or groups based on race, color, religion, sex, sexual orientation, gender, gender identity, national origin, marital status, age or disability in any educational programs, activities or employment.

Director of Equity & Strategic Initiatives: David Salerno Owens, 503-534-2135.

American Disabilities Act and Section 504 Coordinator: Patrick Tomblin, Executive Director of Special Services, 503-534-2359.

Title IX Coordinator: Lou Bailey, Executive Director of Secondary Programs, 503-534-2305.

For prompt and equitable resolution of student and employee complaints alleging discrimination based on sex or disability, please refer to Administrative Regulation AC. For information on harassment complaint procedures, refer to Administrative Regulations GBN/JBA, GBNA or JFCF.

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503-534-2000

“To be an inclusive and safe learning community with challenging opportunities that develop lifelong learners and contributing world citizens.”

The Lake Oswego schools are committed to providing a quality education that prepares all students for a successful future. Our goal is to create a welcoming and safe environment at all of our schools as we work to support continued student growth and success.

This manual is created to provide you with important information about our schools and operations. We also invite you to visit our individual school and District websites for more in-depth information on topics such as events specific to your home school, Community School offerings, Extended Care Program, School Board meetings and Policies, and District Calendar.

School Board Members

The Lake Oswego School Board is the elected governing body of the school district. Its five volunteer members serve four-year terms and are charged with the following responsibilities:

- School board members make the decisions and establish the policies charting the direction of our schools.
- They represent the Lake Oswego community by providing local control and instilling community priorities in our public schools.
- They are charged with establishing and overseeing the administration of an \$80 million budget each year.
- They serve as the board of directors for an institution with 7,000 students and 750 employees.
- They have the ultimate responsibility for the successful education of our children.

For the School Board Members roster, please visit the LOSD website [here](#).

STUDENT & FAMILY MANUAL PHILOSOPHY

The philosophy of education of the Lake Oswego School District (LOSD) is to recognize a balance between the dignity and individuality of students and the responsibility which students bear for their own conduct in relation to the rights of others. Inherent in this balance is the need for students to fulfill their responsibilities for their personal development, to other students as members of the group, and to the school community in general. It requires further, that responsible action be taken to protect students from situations that may be disruptive of the educational process, potentially dangerous to an individual's mental or physical well-being, or destructive of school property.

The School District is required by State statute to inform students and families about policies and practices that govern student conduct, student records, alternative education, and other programs and services. It is imperative that students and parents read this manual and become familiar with the policies and practices. If you have any questions regarding information contained in this manual, please contact your (child's) principal, the Assistant Superintendent of Teaching and Learning, the Executive Director of Secondary Programs, or the Executive Director of Elementary Programs at 503-534-2000.

All District policies, including those referenced in this manual, are available for review at the District administration office or online at <http://policy.osba.org/loswego/>

Parents/Guardians Have a Right to:

- a. Receive regular official reports of the student's academic progress and attendance.
- b. Make recommendations and give input to educational planning.
- c. Request and be granted conferences with teachers and/or the principal.
- d. Receive explanations from teachers concerning their reporting of student performance.
- e. Receive information and prompt notification of inappropriate or disruptive behaviors by their children and any disciplinary action taken by administrators or other school staff.
- f. Read all school records pertaining to their students, within appropriate guidelines.
- g. Obtain full information from your school or the District office on any rights referred to but not explained in this manual.
 - The Lake Oswego School District has an obligation to ensure meaningful communication with all parents in a language they can understand and to adequately notify all parents of information about any programs, services, or activities.
- h. Parents may request information concerning the qualifications of their child's professional classroom teacher and, if appropriate, any paraprofessional that is providing services. As parents, you are entitled to the following information:
 - If your child's teacher has completed the licensing standards which meet state requirements for the grades taught.
 - If your child's teacher teaches under an emergency or provisional status.
 - The academic degree(s) or other professional certification of your child's teacher.
 - If your child receives services from paraprofessionals and information about their training.

Title IA/Parental and Family Involvement

Policy Reference: IGBC – [Title IA/Parental and Family Involvement](#)

IGBC-AR - [Title IA/Parental and Family Involvement](#)

The District's Title IA plan shall ensure that all children receive a high quality education and to close the achievement gaps between children meeting the challenging state academic standards and those children who are not meeting such standards. As a part of the District's overall Title IA plan, the District shall ensure effective involvement of parents and family by promoting activities that support a partnership among the schools, parents, family and the community, and that promotes the improvement of student achievement.

The District shall provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students and parents of migratory students, to volunteer and participate in their student's class and observe classroom activities. Information and school reports, to the extent practicable, will be provided in a format and language parents can understand.



2019-20 Annual Notice for Statewide Tests

ALL STUDENTS GRADUATE PREPARED

In 2010, Oregon adopted higher K-12 standards in English Language Arts and Math to ensure all students move from grade to grade with the academic knowledge and skills necessary for success beyond high school. Because we raised the bar for what we expect students to know and be able to do, we have also changed the way we measure student progress through our state tests, known as Smarter Balanced.

Why does participation matter?

While no single test can give a complete picture of your child's progress, having your child take the statewide tests provides educators and administrators with information about what educational approaches are working and where additional resources are needed. Your child's participation is important to ensure schools and Districts receive the targeted resources they need to help all students succeed.

Description of rights

House Bill 2655 permits parents and adult students to annually opt- out of Oregon's statewide summative tests in English Language Arts and Math by submitting an annual form to the school the student attends. Schools will provide parents with the annual form for 2019- 20 at least 30 days prior to the start of testing. Visit this link to learn more about House Bill 2655: <http://tinyurl.com/OR-HB2655>.

STATEWIDE TESTING WINDOWS

English Language Arts & Math Tests

January 7 – June 5, 2020

OREGON'S STATE TESTS

- **Challenge your child to think critically** and apply his or her knowledge to real-world problems.
- **Go beyond multiple choice** and ask your child to explain his or her answers.
- **Act as a snapshot of your child's progress** and may be considered along with other pieces of information to determine your child's academic success.
- **Help identify schools and Districts** that need additional supports to ensure more students are meeting higher standards.

When will my child take the test?

Your child will be tested once after he or she has completed at least two-thirds of the school year. Your child's school will determine the specific dates your child takes the tests within the statewide testing window.

STAY INFORMED

Talk to your child's teacher or school principal if you have questions or want to learn more.

Resources

- To learn more about what your child should know and be able to do in English Language Arts & Math: <http://tinyurl.com/ELARoadmap> & <http://tinyurl.com/MathRoadmap>.
- To view sample test questions: <http://tinyurl.com/ORPracticeTests>.
- To read more about your child's test results: <http://tinyurl.com/ORTestResults>.

ACCOUNTABILITY

Students

The Student Rights and Responsibilities policy preserves the rights of all students attending our schools and provides an instructional framework for teaching appropriate social behaviors. The following rights and responsibilities are granted to all students in an effort to promote a positive, caring atmosphere that encourages cooperation and good citizenship. Our goal is an environment that maximizes student growth and learning.

All students have a right:

- To learn in a supportive and safe environment.
- To have their feelings and property respected.
- To have clean surroundings.
- To be free from physical and verbal abuse.

Students will show responsibility by:

- Arrive on time and attend school regularly.
- Comply with the policies and regulations of the District, the rules of the school attended, and the direction of the school staff.
- Conduct themselves in a manner respectful and considerate of the personal and property rights of other students and the staff.
- Participate in the program of coursework and activities and complete requirements of the program.
- Put forth their best effort on tests, assignments and class participation.
- Demonstrate respect toward their instructors and peers by encouraging and facilitating learning.
- Converse with others and assist other students when it is in a manner that is not inconsistent with testing or assignment instructions to help facilitate learning.
- Submit work, examinations, reports, and/or projects that are their own and shall not:
 - Represent the work of others as their own (plagiarism);
 - Use unauthorized assistance in academic work;
 - Use or share prohibited study aides or other written materials on tests or assignments, before or during tests or assignments in violation of directions by the class instructor or proctor;
 - Give unauthorized assistance to other students;
 - Modify, without faculty approval an examination, paper or electronic record or report for the purpose of obtaining credit; or knowingly share false information or knowingly mislead another to reach a false answer or conclusion.
- Conduct themselves in a manner that will not bring discredit upon them and other members of the school community.

Admission of Resident Students

Policy Reference: JEC – [Admissions](#)

JECA – [Admission of Resident Students](#)

The Board is committed to providing an educational program for all students living in the District. The Board believes all students living in the District who have not completed 12 years of education should regularly attend a public full-time school and be included in the available educational programs.

State law considers a child to be six years of age if the sixth birthday of the child occurred on or before September 1 and a child is considered to be five years of age if the fifth birthday of the child occurred on or before September 1.

Students admitted to any grade must show evidence of completing the prior school years. Students enrolled in the District shall comply with Oregon laws related to age, residence, health, attendance and immunization.

Students located in the District shall not be excluded from admission solely because the student does not have a fixed, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the District shall not be excluded from admission where they are otherwise eligible, not receiving special education, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The District may admit an otherwise eligible student who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the student is shown to be in need of additional education in order to receive a high school diploma or a modified diploma.

Students who attend a District school on an inter-District transfer are considered residents of the District.

Students living in the District who have attained the age of majority are considered residents of the District.

Minor students living with a parent or guardian who resides in the District are considered residents of the District.

Students who are wards of the court and who are placed in the District are residents of the District.

The Board will deny regular school admission to a student who has become a resident student and who is under expulsion from another District for reasons other than a weapons policy violation.

The Board shall deny, for at least one calendar year from the date of the expulsion, regular school admission to a student who has become a resident student and who is under expulsion from another District for a weapons policy violation.

The Board may, based on District criteria, provide alternative programs of instruction to students expelled for a weapons policy violation.

Residency Changes During the School Year

Policy Reference: JECB – [Admission of Nonresident Students](#)

If a student's legal residence changes during the school year, and the student wishes to remain enrolled in the District for the remainder of the school year, the Board must give consent to allow the student to complete the school year.

Early Entrance

Policy Reference: JEBA – [Early Entrance](#)

JEBA-AR - [Early Entrance](#)

Early Admission to Kindergarten: Procedures for early admission of whose fifth birthday is on or between the dates of September 2 and September 15 are provided in administrative regulation JEBA-AR.

First Grade: A student must be six years of age on or before September 1 for admission to first grade. All new students entering the first grade at the beginning of the school year shall be required to furnish proof of birth date upon registration. A student whose sixth birthday occurs after that date may be admitted to the first grade if they have maintained regular attendance in any grade of a public full-time school during the entire school term.

Upon enrollment, all students, with the exception of those who meet early admission criteria, are initially placed according to their chronological age. Parents or teaching staff may contact the principal regarding special placement.

The following process will be used for consideration of the early admission request:

- a. The principal and school team will review the completed Kindergarten Early Entrance Evaluation Application (due July 1). The principal will inform the parent if the child will be considered.
- b. Children under consideration for early admission will be recommended to attend the District's Kindergarten Transition Program in the summer. During this time, school staff will gather additional information about the child's readiness to continue for the full school year.
- c. The principal, with input from the school staff, will determine if early admission to kindergarten is appropriate to the child's readiness. The decision to continue or discontinue the early admission to kindergarten will be shared with the parent in August following the Kindergarten Transition Program.

Attendance

Policy Reference: JEA – [Compulsory Attendance](#)

Except when exempt by Oregon law, all students ages 7-18 who have not completed the 12th grade are required to attend regularly, a school full-time during the entire school term.

Persons having legal control of a student ages 7-18 who has not completed the 12th grade are required to have the student attend school. Persons having legal control of a student who is five or six years of age and has enrolled the child in a public school, are required to have the student attend and maintain regular attendance.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a

Class C violation. The District will develop procedures for issuing a citation.

A parent who is not supervising their student by requiring school attendance may also be in violation of **ORS 163.577 (1)(c)**. Failing to supervise a child is a Class A violation.

STUDENT WELFARE

Child Abuse

Policy Reference: JHFE – [Reporting of Suspected Abuse of a Child](#)

JHFF – [Reporting Requirements Regarding Sexual Conduct with Students](#)

Any District employee having reasonable suspicion to believe that any child has suffered abuse or that an adult has abused a child shall immediately report to County Department of Human Services, or the Lake Oswego Police Department, and the administrator. Information reported shall be confidential.

Upon request, the District shall provide records of investigations of suspected child abuse by a District employee or former District employee to law enforcement, Department of Human Services or Teachers Standards and Practices Commission.

The District will provide annual training to District employees, parents and students regarding the prevention and identification of sexual conduct. The District will provide to employees, contractors or agents at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in **ORS 339.374** for all District employees.

Equal Educational Opportunity

Policy Reference: JB – [Equal Educational Opportunity](#)

Equal educational opportunity and treatment shall be provided all students. No student enrolled in the District shall on the basis of race, color, religion, sex, sexual orientation, gender identification, national origin, marital status, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity provided or authorized by the District.

Accidents/Injury

School personnel will seek emergency medical assistance, including ambulance transportation, when such services appear warranted. When services are secured by school personnel, the cost of the services remains the family's responsibility. School personnel will attempt to contact the family or

representatives as indicated on the current verification form. **It is the family's responsibility to keep the emergency contact information current.** Please call or write your school office with information changes.



Visitors/Volunteers

Policy Reference:

IICC – [Volunteers](#)

KK/KK-AR(1) – [Visitors to District Facilities](#)

KK-AR(1) – [Visitors to the Schools](#)

Parents and other interested citizens shall be encouraged to visit schools, subject to the conditions of District regulations and any additional regulations adopted in each school. Visitors shall not disrupt the school program.

To ensure that no unauthorized persons enter a school, all visitors will report to the school office when entering and will receive authorization to visit elsewhere in the building.

Visitors and Volunteers

A visitor shall arrange for a visit by contacting the principal or other designated administrative staff.

A visitor shall report to the principal's office and shall provide name, address, and identification (if desired by the principal), and purpose of the visit. No visitor is authorized to enter or remain upon school premises without permission of the principal or designated representative except to proceed directly to the school office to apply for permission to visit.

To protect the safety and welfare of District students, all volunteers will work with students in a supervised public environment.

1. A "supervised environment" is defined as one where a staff member or another volunteer is present.
2. A "public environment" is defined as a space where volunteers and students are easily observed.

Volunteers who are not parents of current students, who are not known to school staff, or who do not have a history of working or volunteering in the District must agree to the District completing a background check. Additionally, the District reserves the right to require a background check of any volunteer.

Custodial/Non-Custodial Parents

The District encourages parents to be involved in their child's education and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following:

- Receiving and inspecting school records and consulting with school staff concerning the child's welfare and education; and
- Authorizing emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment or any other time a court order is issued.

Non-custodial parents will not be granted visitation or telephone access to the child during the school day. The child will not be released to the non-custodial

parent without written permission of the custodial parent or in compliance with parenting time obligations outlined in a court order provided to the District.

In the case of joint custody, the District will adhere to all conditions specified and ordered by the court. The District may request in writing any special requests or clarifications in areas concerning the child and the District's relationship and responsibilities.

Dress and Grooming

Policy Reference: JFCA – [Student Dress and Grooming](#)

The responsibility for dress and grooming rests primarily with students and their parents. However, the District has set standards for dress, grooming, and appearance as follows:

1. Dress and grooming must not create health or safety problems for the student or others who attend or work in the school;
2. A student's dress or appearance must not disrupt or interfere with the educational process;
3. Students may not wear clothing or accessories that signify or are recognized as indicating an affiliation with any gang or secret society as those terms are defined in Board policy;
4. Clothing, jewelry, and accessories shall be free of writing, pictures, or any other insignia that are vulgar, profane, violent, or sexually suggestive or that advocate racial, ethnic, or religious prejudice or that promote the use or displays of drugs, tobacco, or alcohol.

If the student's appearance violates one of the standards listed above, the student may be denied the right to attend school until the problem is corrected.

Students participating in voluntary extracurricular activities must conform to any required dress and grooming standards established by the coach or adviser with the concurrence of the school administration.

Student Freedom of Assembly

Policy Reference:

IGDA – [Student Organizations](#)

IGDA-AR – [Student Freedom of Assembly](#)

Secondary school facilities shall be available to all lawfully enrolled secondary school students of the District for meetings. All meetings shall have prior approval of school authorities. Students will not be denied access to school facilities due to the religious, political, or social content of their group or its message, and meetings shall be open to all students without regard to sex, race, religion, or national origin. School authorities may monitor meetings.

Student Freedom of Expression

IB – [Freedom of Expression](#)

Students have the right of freedom of expression guaranteed by the First and Fourteenth Amendments, but they must accept responsibility for their expressions and they shall not interfere with the freedom of expression of others. Using obscenities, threats of harm, or other expressions that might result in the disruption or interference of the educational program or school activities are prohibited.

Materials sponsored, funded, printed, or published by the school are part of the school program and shall be subject to review and approval by school authorities. Students are encouraged to have materials that are not school-produced reviewed by school administrators, who may designate the time and place of distribution.

Failure to comply with the rules and regulations concerning freedom of expression may result in disciplinary action, including expulsion.

Emergency Closure

EBCD – [Emergency Closures**](#)

On occasion, schools may need to be closed* due to inclement weather, prolonged power outages, or other unexpected situations that arise. The District Superintendent and Transportation Services make the decision to close school in weather related situations. The decision is not made at the local school. For information on school closures, LOSD uses the Mobile

App and Twitter as emergency communications channels so parents can receive communications online and as text messages on their cell phones. To receive this information, please follow the Twitter help article on the LOSD website. The District also uses FlashAlert Newswire to distribute emergency information and news releases to news media outlets, including local TV and radio stations. If no information is reported by media or on the District's FlashAlert page, it means that schools will open on time. Please do not call individual schools for closure information.

*If the District closes schools, all programs are also cancelled.

Emergency Protocol

EBC/EBCA – [Emergency Procedures and Disaster Plans](#)

EBCB – [Emergency Drills](#)

Lake Oswego School District has adopted the Emergency Protocol for responses to emergencies and critical incidents that occur in our schools. The Emergency Protocol is utilized for students from Kindergarten through 12th grade. Please take a moment to review the four actions as they are crucial for all Lake Oswego School District stakeholders. For more information, see Standard Response Protocol in back of this manual.

Lockout – The threat or hazard is outside the school building. Secure the perimeter.

Lockdown – The threat is inside the building. Locks, lights, out of site.

Evacuate – Evacuate students and staff from one location to another.

Shelter in Place – Shelter is called when the need for personal protection is necessary.

Student-Parent Reunification

In the event of an emergency or critical incident, Lake Oswego School District is accountable for the reunification of students with their parents or guardians. The Student-Parent Reunification is used to achieve successful reunification through an orderly process that maintains the chain of custody for every student.

If a reunification is necessary, parents and guardians will be notified. The school or District will use broadcast phone or text messaging to distribute information on what has occurred, where to report, and what to bring. Parents and guardians will be required to present valid ID to pick up their student(s). Do not go to the school to pick up your child unless you have been given instructions to do so. For more information, see the Standard Reunification Method in back of this manual.

Two-Hour Delay Snow Routes

When the District calls for a Two-hour Delay, Transportation will run the published Snow Routes with all buses delayed two hours in the morning for student pick up. For example, if your student's stop time is 8:05 AM, the stop time for a 2-hour delay will be 10:05 AM. Afternoon stop times run as regularly scheduled for Snow Routes.

STUDENT SERVICES

Health Services

Policy Reference:

JHC – [Student Health Services and Requirements](#)

JHCC – [Communicable Diseases - Students](#)

JHCD/JHCDA – [Medications](#)

JHCD/JHCDA-AR – [Medications](#)

Student Health Services

The District will provide registered nurses or school nurses, and will maintain a prevention-oriented health services program as provided in Board Policy JHC. School-based health clinics will provide all health services in accordance with Oregon laws and best medical practices. School-based health providers shall observe the District's Health curriculum and the high school learning targets in Sexual Health and the Prevention and Control of Disease, which are aligned with the Oregon State Standards in Health Education.

Health Information

Health information may be shared with school personnel on a "need to know" basis when information about your child's health is necessary for school personnel to care for and respond to your child's needs. It

may be necessary to best serve the interests of your child that you sign a release of information between the school District and health care providers.

Emergency Information

The school must have a way to reach you in an emergency. It is the responsibility of the parent/guardian to keep emergency information up-to-date.

Immunizations and Oregon Law

Oregon law requires that students have a current immunization record or a medical or non-medical exemption at school. The required immunization schedule can be found at: <https://www.losdschools.org/Page/1962>. Students not in compliance with the immunization requirements may not attend school and will be excluded.

District Nurses

The District Nurse is a registered nurse (RN) and is a key person for keeping students safe and well at school. The hours of the school nurse may vary and if the nurse is not available, staff are trained in first aid and can help children who become sick or injured at school. You

may call the school if you would like to meet with the nurse. More information can be found at the District Nurse website at <https://www.losdschools.org/Page/1945>.

Health Screenings

Oregon law provides that vision and hearing screenings shall be done to help identify hearing and vision concerns. The school nurse oversees these screenings. If you do not want your child included in these screenings, you must submit a written request to the school each school year.

Medication Administration at School

The District recognizes that administration of medication to students may be necessary at school. All requests to administer medication to a student shall be made by the parent in writing, including written instructions for the administration of the medication. Medication provided to schools must be accompanied with original bottle /medicine package. Please obtain and

read the Medication Information for Parents document and Medication Authorization Form from your school office.

Self-Medication

A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the District. Please refer to Policy JHCD/JHCDA-AR for the specific requirements.

Contagious Conditions

To decrease the spread of contagious conditions in schools, inform your school of any your child having any of the following:

- A contagious disease.
- A rash accompanied by a fever. Students may return after the rash goes away or clearance is given by a health care provider.
- Drainage from a sore that cannot be contained within a bandage, sores increasing in size, or new sores that are developing day-to-day.
- A fever greater than 100.5 F. Students may return to school when fever free for 24 hours without fever reducing medicine.
- An unexplained vomiting episode. Students may return 24 hours after the last episode.
- Three or more unexplained diarrhea episodes of watery or loose stools in 24 hours or sudden onset of loose stools. Students may return 24 hours after the last episode.
- A serious, sustained cough, shortness of breath, or difficulty breathing.

Guidance & Counseling Services

All Students have access to a variety of services provided by appropriately licensed personnel, including orientation to programs, schedules and facilities; information concerning school and

community resources; interpretation of personal, academic, and assessment results; individual and group counseling; and educational and career planning. Personnel providing these services adhere to principles of ethical behavior by informing students of limitations to confidentiality based on legal requirements and District expectations, including, but not limited to: 1) the implementation of weapons and alcohol and other drugs policies; and 2) the maintenance of the health, safety, and welfare of counselee or others. All school employees are required by law and policy to inform appropriate authorities of conditions that may be potentially disruptive or damaging to the school or District mission, property, or people (e.g. employees, students, parents, community personnel or visitors).

Nutrition Services Department

Nutrition Services serves meals that meet USDA nutrient standards every school day at all sites. At breakfast, students are offered 4 servings from 3 food groups (fruit, whole grains, low fat/non-fat dairy). Students must take 3 servings for the meal to be considered a “complete” meal, and 1 of the 3 servings must include at least a ½ cup of fruit or vegetable. At lunch, students are offered foods from 5 different food groups (fruit, vegetables, whole grains, low fat/non-fat dairy & protein). They must take 3 of the 5 servings, and 1 of the servings must include at least a ½ cup of fruit or vegetables for the meal to be “complete”.

All foods sold to students on campus during the school day other than school meals must meet Oregon Smart Snack Standards: <https://www.ode.state.or.us/wma/nutrition/snp/oregon-smart-snack-3-28-14-for-web-rev-06-12-2014.pdf>.

Meal Times

Meal times are determined by each individual school’s schedule. Please check with your student’s school for the most current information.

Menus

Menus for breakfast and lunch for the current and succeeding months, as well as the A la Carte menus

are posted on the Food Services Website at: <https://www.losdschools.org/Page/2043>.

Meal Prices

Meal prices for the school year are posted on the Food Services Website at: <https://www.losdschools.org/Page/3092>.

Free & Reduced Price Meal Benefits

Parents of students experiencing financial need must only complete one application for meal benefits for all students in their family.

Meal benefits on-line application and instructions are available at: <https://www.losdschools.org/Page/2055>. Paper copies of applications and instructions are also available in the school office, cafeteria, or from the Food Services office. The application process and each student’s meal benefit status are completely confidential. Families may apply for meal benefits at any time throughout the school year, even up to the last day of school. However, a new application is required for each school year. For more information, please call: Food Services Office 503-534-2361.

Students who are eligible for free and reduced-price

meals may also be eligible to receive additional benefits. Remember to keep your meal benefits approval notification letter as it will be needed when applying for other benefits.

Student Meal Accounts & Making Meal Payments

Students will have their own personal meal account based on their current student ID number, which can be requested from Jennifer McDowell, via e-mail at mcdowelj@loswego.k12.or.us. Please allow 2 business days for a response. The meal account is a debit account, so students eligible for full and reduced price meals must deposit money into their account before they can purchase meals.

Parents may deposit money into their student’s account by any of the following methods:

- Sending a check made out to “**LOSD F/S**” or cash. All checks can be deposited in the deposit boxes by each school’s main office or student can give to cashier in the lunch line. When sending a

- prepayment, **please include the student's ID# on the face of the check** and place in an envelope with the student's name and ID#.
- Cash payments should not be left in the deposit boxes. We cannot be responsible for cash left in the deposit box because the box cannot be monitored at all times. For elementary students, all monies will be deposited into their account. No change can be given. For secondary students, change can be given for cash.
- Making payments online at myschoolbucks.com. Parents can register to deposit funds with a small fee, and monitor account balances and set-up low-balance emails for free. More information about registering for a myschoolbucks.com account is available at: <https://www.losdschools.org/Page/2052>

Whenever your student graduates to the next level or transfers to another school within LOSD, their account balance will transfer too.

Meal Charging Procedures

Procedures for students who do not have money in their meal account and who have not brought food from home, are posted on our Food Services webpage.

Meal Etiquette & Food Safety

Health department regulations stipulate that students should wash their hands before eating and are not allowed to share any portion of their meals. When selecting food items, students should choose by looking first and must take the item they have touched. Students are expected to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste can.

Transportation Services

Policy Reference:

- EEACC – [Student Conduct on School Buses](#)
- EEACC-AR – [Discipline Procedures for District-Approved Student Transportation](#)
- EEACCA – [Video Cameras on Transportation Vehicles](#)

Please check the District website for information on

bus services for your child. The bus routes for the school year are published by the local newspaper prior to the opening of school and can also be found on the Lake Oswego School District website under the link, Bus Routes.

Bus services are contracted and coordinated through Student Transportation of America. Buses load and students disembark near the front or back at each school. If you have questions regarding bus transportation, please contact (503) 387-5078. You may also contact your school office.

The student conduct policies apply to all students on the bus as well as the bus stop, and to and from school. Students who consistently are unable to comply with the guidelines and safety procedures may be denied bus transportation. Students will receive instruction on these guidelines and procedures at specified times throughout the year (beginning of the school year, after winter break, after spring break). The Board, as a part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize video cameras on any school vehicles transporting students to and from curricular and extracurricular activities.

Uninvited Entry on a School Bus

Uninvited people entering our buses could face arrest for Interfering with Public Transportation **ORS 166.116** and/or Disorderly Conduct **ORS 166.025**.

Student Fines or Fees

Policy Reference:

- JN – [Student Fees, Fines and Charges](#)
- IGDE – [Student Activity Fees](#)

No student will be denied an education because of their inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment. Fee structures and consequences of non-payment will be communicated to the students and the community. Students or parents owing money to the District will

receive written notice that includes the reason the student owes money to the District, an itemization of the fees, fines or damages owed and the right to request a hearing.

The principal or designee may waive all or part of the standard fees for students who are members of a low-income family; upon finding that the payment of the fee would impose a hardship on the student's family; or if the health or safety of the student is impacted.

All student fines and fees may be paid at your student's school.

EDUCATION RECORDS

Policy Reference:

JO/IGBAB, IGBAB/JO-AR – [Education Records](#)

JOA – [Directory Information](#)

JOB – [Personally Identifiable Information](#)

Education Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within a reasonable period of time and without unnecessary delay and in no case more than 45 days after the District receives a request for access;
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the privacy or other rights of the student;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of the Family Educational Rights and Privacy Act; and

5. Obtain a copy of the District's education records policy.

The Lake Oswego School District is authorized to disclose information contained in the student's education records to other school officials, including teachers, within the District who have a legitimate educational interest. As used in this section, "legitimate educational interest" means a District official employed by the District as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill his or her professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the District would otherwise use employees, is under the direct control of the District with respect to the use and maintenance of education records, and is subject to District policies concerning the redisclosure of personally identifiable information.

"**Directory Information**" is personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following

categories are designated as directory information. The following directory information may be released to the public through appropriate procedures: student's name; student's address; student's telephone listing; student's photograph; date and place of birth; major field of study; participation in officially recognized sports and activities; weight and height of athletic team members; dates of attendance; grade level, degrees, honor roll designations or awards received; most recent previous school or program attended; under specific, limited release conditions, parent names and contact information will be considered directory information that may be released to the Lake Oswego Schools Foundation for the sole purpose of fulfilling its primary mission, and to each school's parent club for the sole purpose of producing a local directory for school community use.

Directory information or photos may be used for purposes such as school-related fundraising, publication of a student directory, parent organization

mailing lists, school yearbook, newspapers, commencement programs, and honor rolls. Photos, videos, and information about students may be used in school and District newsletters, websites, and social media or released to the news media. Information will not be released for commercial purposes.

Within 15 days of enrollment a parent may request, in writing to the school, that all or a portion of this Directory Information not be released while the student is enrolled. This request must be renewed annually.

In addition to the above, the District releases the names, grade level, age, addresses, and telephone listings of high school students to military recruiters for any branch of the United States Armed Forces, or to an institution of higher learning, that requests such information. Within 15 days of enrollment a parent may request, in writing to the school, that their student's information not be released to military or college recruiters. This request must be renewed annually.

The Lake Oswego School District will otherwise keep education records confidential in compliance with federal and state education records laws. Federal and state education records laws include various exceptions to confidentiality and Lake Oswego School District will disclose personally identifiable information from education records pursuant to those exceptions.

Release of Personally Identifiable Information

Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years or older or emancipated, except as permitted by state and federal laws pertaining to education records.

ORS 336.187 requires a school District to disclose personally identifiable information, allowed to be disclosed by the federal Family Educational Rights and Privacy Act (**FERPA**), to court and state and local juvenile justice agencies. Disclosure under this exception must relate to the court's or juvenile justice agency's ability to serve the needs of a student prior to the student's adjudication.

Oregon Administrative Rule 581-021-0240, and corresponding District policy, required that we disclose personally identifiable information from education records to comply with a lawfully issued subpoena. Though your consent is not required as a matter of law, we are required to make a reasonable effort to notify the parent/guardian in advance of compliance with the subpoena in all cases. Such advance notice shall provide the parent/guardian with adequate time to petition the court or attorney issuing the subpoena with their objection to the subpoena.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Transferring Education Records

The District shall, subject to **ORS 326.575**, transfer all student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the District. The transfer shall be made no later than ten days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

- a. The student's permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer. The District may destroy these records after these periods.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in **ORS 326.575** and applicable rules of the State Board of Education or such

records are requested for use in the appropriate placement of a student.

Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, they may ask the building level principal where the record is maintained to amend the record. The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made. The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of their right to appeal the decision by requesting a hearing.

Protection of Pupil Rights Amendment and Every Student Succeeds Act

The Protection of Pupil Rights Amendment (**PPRA**) (**20 USC Sec. 1232h; 34 CFR Part 98**) applies to programs

that receive funding from the U.S. Department of Education. PPRA is intended to protect the rights of parents and students in accordance with Every Student Succeeds Act (ESSA) (2015), the District affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the District to a student, including any District survey containing "covered survey items" as defined by ESSA;
2. Any instructional material used by the District as part of the educational curriculum for the student;
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of District students will also, upon request, be permitted to excuse their student from "covered activities" as defined by ESSA. The rights provided to parents under this policy, transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable state law.

POLICIES & PROCEDURES

Use of Computer, Internet and other Electronic Systems

Policy References: IIBGA, IIGBA-AR – [Electronic Communications System](#)

JFCEB – [Personal Electronic Devices and Social Media](#)

The District believes that access to electronic communications devices and services is in the interest of all students. Parents may wish to restrict their students' use of Google e-mail, however, doing so may result in student difficulty accessing key resources and completing assignments in a timely and efficient manner. All students will be granted access to the internet and Google Apps for Education at the start of each school year. The student's use of the Internet is subject to the acceptance use policy, which is available online and from your student's school.

The District provides computers, computer peripherals, and application software for student use. The District also provides access to network resources on computers, including access to the internet. Students are welcome to bring their own computing devices for communication or learning purposes, but they do so at their own risk and they must not interfere with the District's purpose or property. The District does not provide any insurance coverage or reimbursement for loss or damage to personal computing devices, or any other personal property, brought onto school property, unless such loss or damage is clearly attributable to the acts or gross negligence of authorized District staff.

Drones

Policy Reference: KGB – [Public Conduct on District Property](#)

No person on District property shall operate an unmanned aircraft system (UAS) or drone unless granted permission from the superintendent or designee.

District Equity

Policy Reference: JBB – [Educational Equity](#)

Lake Oswego School District is a community of learners committed to the success of each student. For that success to occur, the District is committed to equity by recognizing and removing institutional barriers and intentionally creating access and opportunities that benefit each student.

"Achieving equity" means students' success in school is not predicted or predetermined by their perceived or actual status – or the perceived or actual status of other persons with whom the student is associated – in relation to (but not limited to): **race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, and veterans' status.**

Educational equity creates the environment to achieve equality in educational results for each student and among historically marginalized groups of students. Equity strategies are intentional, systemic, funded, and focused on the core of the teaching and learning process.

Nondiscrimination

Policy Reference: AC – [Nondiscrimination](#)

It is the policy of the Lake Oswego School District that there will be no discrimination or harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical

disability, pregnancy, familial status, economic status or veterans' status of any other persons with whom the individual associates in any educational programs, activities or employment.

Transgender and Gender Nonconforming Students

Policy Reference: JBBA – [Transgender and Gender Nonconforming Students](#)

The District believes that all students deserve to be physically and psychologically safe at all times and is responsible for developing appropriate administrative regulations, procedures or guidelines for implementation of this policy in order to create a safe and inclusive environment for every student; to promote physical and psychological safety of students who exhibit gender nonconforming behavior; and to affirm the right of every student to equal educational opportunity and respectful treatment in their gender of identification and expression.

SafeOregon Tipline

SafeOregon is a statewide school safety tip line that gives students, parents, schools and their communities a way to anonymously report school safety threats or potential acts of violence. SafeOregon is another path for communicating with school administration when school safety incidents occur.

Students, parents, and school staff can report a tip the following ways:

Call or text: 844-472-3367

Email: tip@safeoregon.com

Online: safeoregon.com

Bullying and Harassment

Policy Reference:
JFCF/GBNA – [Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence](#)

The District, in its commitment to providing a positive and productive learning and working environment, will

consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District.

Students are encouraged to report incidents of hazing, harassment, intimidation or bullying, menacing, teen dating violence or an act of cyberbullying in violation of this policy is encouraged to report their concerns to the principal or superintendent. All complaints about behavior that may violate this policy shall be promptly investigated. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Complaint Procedure

Policy Reference: KL – [Public Complaints](#)

No staff member, student, parent or guardian of a student attending school in the District or person that resides in the District will be denied the right to petition the District with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The Board advises that there is a process for resolving complaints, including but not limited to a complaint in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion;
6. With a staff member; or
7. Retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state

and federal law, rule or regulation.

Please refer to the following complaint procedure: <http://policy.osba.org/loswego/KL/KL%20R%201%20D1.PDF>

Gang Activity

Policy Reference: JFCE/JFCEA – [Secret Societies/ Gang Activity](#)

As per Oregon law (ORS 336.109, 339.250, 339.885), the Lake Oswego School District does not permit secret societies (organizations composed of students that have an element, purpose, or practice that is concealed from the public and shared only confidentially among members of the organization). As stated in Board policy, the District considers secret societies to be disruptive of legitimate educational school activities. While subject to the jurisdiction of the school, students shall not participate in gang-related activities; possess or display gang-related clothing, symbols, or paraphernalia; distribute gang literature or materials; display or post gang-related posters or graffiti; harass others; or recruit for gang membership. Violators will be subject to disciplinary measures, including expulsion. For additional information and materials regarding gang related activity, please visit <http://www.nationalgangcenter.gov/>

Threats of Violence

Policy Reference: JFCM – [Threats of Violence](#)

The District is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on District property or at activities under the jurisdiction of the District.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the District. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence they have knowledge of, has witnessed or received. All

reports will be promptly investigated.

Code of Conduct: Disciplinary Interventions & Responses to Student Conduct

Policy References: JG – [Student Discipline](#)
JFC – [Student Conduct](#), JGE – [Expulsion](#),
JGD – [Suspension](#), ECAC – [Video Surveillance](#),
JGAB – [Use of Restraint and Seclusion](#)

Discipline in the schools aims to teach responsibility, self-discipline, and self-respect; respect for the rights, dignity, and safety of all individuals; respect for law and observance of School District policies, procedures, rules, and regulations; and respect for public and private property.

In taking disciplinary action, school officials will consider students' individual and collective rights, safety, and fair consideration. All disciplinary action shall be based on misconduct or violation of communicated rules and expectations. When considering student disciplinary procedures (for students with disabilities) that may result in removal of the student, the District follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA).

The measures employed to discipline students may include the following:

- Counseling by teachers, counselors, administrators, and parents or guardians.
- Appropriate compensatory activities, including instructional programs.
- Suspension whereby a student temporarily loses the privilege of attending school or school activities.
- Expulsion whereby a student loses the right to attend school and school activities for a substantial period, up to one year. The District shall enforce consistently, fairly, and without bias all student conduct policies, administrative regulations, and school rules.

Mitigating circumstances may include:

1. Age;
2. Self-defense;
3. Lack of knowledge of rules;
4. Provocation;
5. Inability to reason;
6. Disability.

Successful disciplinary practices have the following characteristics:

1. They are explicit, reasonable, and timely.
2. They are logical, fair, consistent, and developmentally appropriate.
3. They include a variety of prevention and intervention measures.
4. They provide the opportunity for parent/family and student participation.
5. They respond to individual differences among students with insight and sensitivity.
6. They ensure the opportunity for students to obtain an education.
7. They address the needs of the student who engage in the misconduct, the needs of those who were affected by the misconduct, and the needs of the overall school community.

Student Restraint and Seclusion

The use of physical restraint and/or seclusion is only permitted per OAR(s) 581-021-0061, 581-021-0550 to 0570. Use of Physical Restraint & Seclusion 2012.

Except in the case of an emergency, only staff current in the required training will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee, or volunteer as necessary, to prevent a student from harming him/herself, students, staff, or others, or from causing damage to District property.

The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or others. This shall not be

construed as permitting physical force to be used as a disciplinary measure, which is expressly forbidden.

Suspension/Expulsion Process

a. Suspension Process

Suspension (in or out of school) temporarily removes from a student the right of attending school or school activities and/or being on District school property. After reviewing available information, suspensions may be made by the principal, or assistant principal with the approval of the principal. The length of the suspension shall be determined by the severity of the act and previous behavior of the student.

In emergency situations that are a result of risk to health and safety, the District may postpone the suspension notice process above until the emergency condition has passed.

Each suspension will include a statement of the reasons for suspension, the length of the suspension and a plan for readmission and may include a plan for the student to make up school work. No suspension shall extend beyond 10 school days. The District may require a student to attend school during non-school hours as an alternative to suspension. Every reasonable and prompt effort must be made to notify the parents of suspended students.

In cases involving use of alcohol/drugs, possession of alcohol/drugs, or being under the influence of alcohol/ drugs, up to a seven (7) school days' suspension period will be imposed.

b. Expulsion Process

Expulsion is the termination of the student's right to attend school, school activities, and/or be on any School District property for a substantial period not to extend beyond one calendar year. Students may be expelled for any of the following circumstances:

1. Assault;
2. Hazing, harassment, intimidation, bullying,

menacing, cyber bullying or teen dating violence as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyber bullying/Teen Dating Violence/Domestic Violence - Student and accompanying administrative regulation;

3. Coercion;
4. Threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct;
6. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief or theft as prohibited by Board policy JFCB - Care of District Property by Students, or willful damage or destruction of private property on District premises or at District-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 as prohibited by Board policy(ies) KGC/GBK - Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems and JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

When an expulsion hearing is recommended by a principal or mandated by District policy or regulations, the following procedure is required:

1. Notice shall be given to the student and the student's parent or guardian by personal service or by certified mail. Notice shall include the following:

- a. The specific rules or regulations alleged to have been violated;
- b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;
- c. A recommendation for expulsion and period of expulsion. The period of expulsion may not exceed 12 months;
- d. The student's right to a hearing;
- e. The hearing date;
- f. Alternative programs of instruction or instruction and counseling for the parents' consideration.

When notice is given by personal service, the person serving the notice shall file a return of service. When notice is given by certified mail, the notice shall be placed in the mail at least five days prior to the hearing date. The hearing may be held prior to the expiration of five days if the student, the parent or guardian, and the hearing officer agree to do so.

In cases where the student brings a firearm or dangerous weapon to school or is in possession of a firearm or dangerous weapon at school, the expulsion period will be no less than one calendar year in length unless a modification is warranted.

In cases where students are being recommended for expulsion for violations paperwork must be submitted to the Executive Administrator as part of the Expulsion Packet.

Prior to recommending the expulsion of a student with a disability, the Individual Education Plan Team shall have met to determine whether a relationship exists between the exhibited behavior and the disability. Appropriate special education procedures must be followed to assure due process. A behavioral analysis shall be completed or reviewed at this time. If the team determines that there is no relationship, the student

shall receive the same consideration as any other student. A hearing will be conducted to determine appropriate disciplinary action.

If the student is to be expelled, an individualized education program (IEP) meeting must be called to review the IEP, consider alternatives, and determine the appropriate placement during expulsion.

If a relationship is established, an IEP meeting will be called to review the IEP, consider alternatives and to determine the appropriate placement.

The hearings officer has the authority to expel the student. The hearing officer's decision shall be communicated within five school days of the date of the hearing. The parent or student, if age 18 or over, shall have the right to appeal to the Board for a review of the decision. If the hearings officer's decision is appealed to the Board, the Board will conduct the appeal hearing in executive session unless the student or the student's parent or guardian requests a public hearing.

c. Search and Inspection

District officials may, subject to the requirements below, search a student's person and property, including property assigned by the District for the student's use. Such searches may be conducted at any time on District property or when the student is under the jurisdiction of the District at school-sponsored activities.

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

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

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. Students may be searched by law enforcement officials on District property or when the student is under the jurisdiction of the District. Law enforcement searches ordinarily shall be based upon a warrant.

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement. A video recording may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Alcohol, Drugs Inhalant Systems

Policy Reference: JFCG/JFCH/JFCI – [Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems](#)

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

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

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

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

Any person under age 21 possessing a tobacco product or inhalant delivery system on District property, in a District facility or while attending a District-sponsored activity is in violation of state law and is subject to a court-imposed fine.

Any person who distributes, sells or allows to be sold, tobacco products or any substance sold for the purpose of being smoked, vaporized or aerosolized, in any form, a tobacco-burning or inhalant delivery system device, to a person under 21 years of age is in violation of state law and is subject to a court-imposed fine.

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

Required Reports to Law Enforcement

Policy Reference: KN – [Relations with Law Enforcement Agencies](#), KN-AR – [Relations with Law Enforcement Agencies](#)

Violations of the District’s rules related to guns and dangerous weapons, vandalism, the intentional or reckless destruction of material amounts of school property and causing severe bodily injury must be reported to the police. A school official shall 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.

School personnel are responsible for cooperating and not interfering with law enforcement personnel. LOSD is also responsible for allowing law enforcement officials to have access to students during school time.

Guidelines for Police Interviews at School—When a police officer initiates a request to speak with a student, the administrator will contact the parent/guardian to seek permission for the interview. If the law enforcement officer determines that the police have the right and authority to conduct an interview of the student under applicable law without parental contact and consent, and if the officer determines that legitimate law enforcement purposes will be otherwise obstructed, impaired, or hindered, the officer will proceed after informing the administrator.

Student Rights—Students have a choice to speak with the officer or to refuse to speak and return to class. School personnel have no authority to waive the student’s constitutional or statutory rights, including the right to remain silent or have an attorney.

School Communication with Law Enforcement Personnel—School rule violations that will be reported to the police include possession or use of a weapon; alcohol or other drug use, possession, or sale; arson; serious assault; or threats of harm to other students, staff, or individuals. Other school rule violations may also be reported if the principal or designee determines there is a compelling reason to do so.

General Regulations

Building Rules—Building principals may develop and publish reasonable rules for the operation of their building; these may be in addition to, but not in conflict with, the regulations developed and published by the School District.

Closed Campus (9th-12th graders)—The Lake Oswego School District maintains a policy of closed campus. All students are required to remain on the school grounds during the school day unless excused by the building administration or by special exemption as declared by the School Board.

Disruptive Conduct—Disruptive or abusive conduct that deprives other students of their right to learn or to participate in school functions is prohibited.

Financial Responsibility—Students or parents of students damaging school property are liable for expense of repair (Lake Oswego School District maintains liability insurance coverage to cover incidents of bodily injury and/or property damage for which the District is liable).

Loitering—For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be permitted to remain.

Trespass—Persons may not be present in unauthorized places or refuse to leave when asked to do so by duly constituted authority.

Motor Vehicles—Student vehicles may be operated on school premises subject to the following regulations: (1) All student rules and local and State traffic laws must be followed; (2) All school rules regarding registration and parking must be followed; and (3) Student vehicles are to be considered “off limits” during the school day unless specific permission has been granted by the building administration.

Right to Petition—Students have the right to petition for a change in school policies and regulations; circulation of petition is subject to individual building rules.

School-Sponsored Events—Students at all school-sponsored events are governed by School District rules and regulations and are subject to the authority of School District officials whether the event occurs on or off school grounds.

Exemptions from Instruction

Policy Reference: IGBHD – [Program Exemptions](#)

Students are required to participate in State- and District required programs and learning activities. Students may seek an exemption from units of instruction or learning activities if such request is based on grounds of religious belief, disability as defined in IDEA, or other identified reasons. Inquiries should be addressed to the principal.

Disciplinary Procedures: Special Education & Section 504

Policy Reference: JGE – [Expulsion](#), JBAA – [Section 504 – Students](#)

Special procedures must be followed if a disabled student is suspended or expelled, and a relationship is shown between the behavior and the disability. If an expulsion hearing is requested, the student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school District’s attorney may be present.

The student will be afforded the right to present their version of the charges and to introduce evidence by testimony, writings or other exhibits at the expulsion hearing.

Finally, the student will be permitted to be present and to hear the evidence presented by the District.

For students with disabilities, the right to due process is extended through IDEA and Section 504 of the Rehabilitation Act of 1973.

Denial of Admission to Regular School Program

Policy Reference: JFCJ – [Weapons in the School](#)

The School District will deny admission to its regular school program to a student who is expelled from

another school District and who has moved into the Lake Oswego School District for the length of the expulsion. The District will provide an alternative learning environment for the student with the exception of a weapons violations.

Denial of Admission to Regular School Program and Alternative Education Program for Weapons Violations

Policy Reference: JFCJ – [Weapons in the School](#)

If a resident student or a student transferring into the District is expelled for a weapons violation, pursuant to Section (6) of **ORS 339.250**, the District will deny that

student admission to the school’s regular program for at least one calendar year from the date of the expulsion.

In addition, the District will not offer an alternative education program to students expelled for weapons violations pursuant to section (10) of **ORS 339.250** for at least one calendar year from the date of the expulsion subject to modifications by the Superintendent on a case-by-case basis.

Special Education Services must be provided during the expulsion period.

Restitution

The parent will be informed of the problem area. The student will assume the responsibility for restitution of lost or damaged materials, equipment or other school property. Restitution may be monetary or through volunteer work/community service as determined by District officials. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000, plus costs, if legal action is required (**ORS 339.270**). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the torts committed by their child (**ORS 30.765**). If a plan is developed to cover restitution, copies will be given to the student and the parent.

Restitution may occur in conjunction with any of the above disciplinary actions.

Student Driver's License - Forfeiture

Students who are at least fifteen (15) years of age may have their driver's license suspended for no more than one year if they are suspended or expelled under the following conditions:

1. Bringing a weapon to school
2. Suspended or expelled at least twice for:
 - assaulting or menacing a District employee or another student;
 - willful damage or injury to District property;
 - use of threats, intimidation, harassment or coercion against a District employee or another student;
 - possessing, using or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

Should a student again be expelled or suspended for any of these reasons after the suspension of the driver's license for one year, the School District may request suspension of driver's privileges or the right to apply for driving privileges until the student is twenty-one years of age. A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation. A student may appeal District decisions regarding driving privileges under established due process procedures for suspension and expulsion.

Cooperation with Law Enforcement Agencies

Policy Reference: KN – [Relations with Law Enforcement Agencies](#)

Referral to Law Enforcement

If it is necessary for law enforcement officers to interview, detain, or take into custody a student, the principal or their designee will follow regulations to

insure compliance with Oregon Revised Statutes (**ORS 162.245, 162.325**). School personnel are responsible for cooperating with law enforcement personnel, and when appropriate, making it possible for law enforcement officials to have access to students during school time.

When a police officer initiates a request to speak with a student as a witness, to gather information, or as a possible suspect, the administrator will contact the parent/guardian to seek permission for the interview. The administrator will not allow a police officer to interview the student without parental consent.

Weapons - Reporting to Law Enforcement

The administrator will immediately notify the police if the violation is for possession or use of a weapon.

In all other cases, the administrator will report the violation to the police, unless there is a compelling reason that causes the principal to determine the violation should not be reported, in which case the administrator will discuss the issue of reporting with the superintendent or designee.

SPECIAL EDUCATION AND SECTION 504

Discipline and Placement in Interim Alternative Educational Setting

Policy Reference: JGDA/JGEA – [Discipline of Students with Disabilities](#)

Disciplinary Removals for Up to 10 School Days

Lake Oswego School District may remove students with disabilities from their current educational placement, to an appropriate interim alternative educational setting, another setting, or suspension, for up to 10 school days in a school year to the same extent, and with the same notice, for violation of a code of conduct as for students without disabilities. These removals are not considered a change in placement.

During disciplinary removals for up to 10 school days:

1. The District is not required to provide access to special education and the general curriculum unless students without disabilities are provided access during this time.
2. The District is not required to determine whether the student's behavior resulting in the disciplinary removal is a manifestation of the student's disability.
3. The District counts days of suspension for the purposes of procedural safeguards as follows:
 - a. Suspensions of a half day or less will be counted as a half day; and
 - b. Suspensions of more than a half day will be counted as a whole day;
 - c. If a student moves from another District in Oregon, any days of suspension from the former District apply, unless the District does not have knowledge of previous suspensions.

Disciplinary Removals of More Than 10 School Days (Consecutive or Cumulative)

- a. The District may remove students with disabilities from their current educational placement to an appropriate interim alternative educational setting, another setting or suspension for additional periods of up to 10 days in a school year to the same extent, and with the same notice as for students without disabilities, if the removals do not constitute a pattern. These removals do not constitute a change in placement.
- b. In determining whether removals of additional periods of up to 10 school days constitute a pattern or removals, school personnel will consider, on a case by case basis:
 - 1) Whether the behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and
 - 2) Additional factors such as the length of each removal, the total number of days of

removal, and the proximity of removals to one another.

- c. During removals of additional periods of up to 10 school days in a school year that do not constitute a pattern, the District will provide services that are necessary to enable the student to:
 - 1) Continue to participate in the general education curriculum;
 - 2) Progress toward achieving the goals in the student's IEP; and
 - 3) The services and location for delivery of services in this section will be determined by school personnel, in consultation with at least one of the student's teachers, or by the student's IEP team.
- d. The determination regarding whether a series of removal constitutes a pattern is subject to review in an expedited due process hearing.

Manifestation Determination

- a. Within 10 days of any decision to initiate a disciplinary change in placement of a student with a disability, the District convenes a manifestation determination meeting.
- b. The District follows all required special education procedures for determining whether a student's conduct that led to a disciplinary removal from school was caused by, or had a substantial relationship to, the student's disability or was a direct result of the District's failure to implement the student's IEP.

Removal to an Interim Alternative Educational Setting for Drugs, Weapons or the Infliction of Serious Bodily Injury

- a. The District may remove a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year for a drug or weapon violation, or for infliction of serious bodily injury, without regard to whether

the behavior is manifestation of the student's disability. This removal is considered a change in placement. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order such a removal.

b. For the purpose of determining a drug or weapon violation or serious bodily injury, the District will apply the following definitions:

- 1) "Drug" means illegal drug or controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or otherwise legally possessed. It does not include alcohol or tobacco.
- 2) "Drug violation" means the use, possession, sale or solicitation of drugs at school or a school function.
- 3) "Infliction of serious bodily injury" means serious bodily injury caused by a student to another person while at school, on school premises or at a school function under the jurisdiction of Oregon Department of Education (ODE) or a District.
- 4) "Serious bodily injury" means bodily injury, which involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
- 5) "Weapon" means a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that it does not include a pocket knife with a blade of less than 2 ½ inches in length.
- 6) "Weapon violation" means carrying a weapon to school or to a school function or acquiring a weapon at school.

c. On the date that the District decides to remove a student to an interim alternative educational placement because of a drug or weapon violation or for serious bodily injury, the District notifies

that parent(s) of the decision and gives the parent(s) a Procedural Safeguards Notice.

- d. Within 10 school days of any decision to remove the student to an interim alternative educational placement because of a drug or weapon violation or for serious bodily injury, the District:
- 1) Convenes a meeting to determine whether the behavior is a manifestation of the student's disability; and
 - 2) Conducts, as appropriate, a functional behavior assessment, and develops a behavior intervention plan based on the functional behavior assessment that is designed to address the behavior so it does not recur.

Child Find

Policy Reference:

IGBAG and IGBAG-AR – [Special Education – Procedural Safeguards](#)

IGBAH – [Special Education – Evaluation Procedures](#)

FAPE – [Special Education - Free Appropriate Public Education\) \(FAPE\)](#)

Educational services for children with disabilities are mandated by Oregon and federal law. Lake Oswego School District provides educational programs and services for eligible children kindergarten through high school. Appropriate services for each eligible child are based on his or her disability and Individualized Education Plan (IEP) or Section 504 Accommodation Plan. If your school age child (5 years to 21 years) has a disability or you believe your child may have a disability, please notify the special education teacher or school psychologist in your school. The Clackamas Education Service District/ Early Intervention/Early Childhood Special Education program provides educational services for eligible children birth to kindergarten (contact 503-675-4097).

Section 504

Section 504 of the Rehabilitation Act of 1973 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, concentrating, thinking, learning and working);
- Has a record of such impairment; or
- Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Lake Oswego School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

Student, parent or staff complaints of noncompliance with the provisions of Section 504 will be reported to the superintendent or designee and processed as provided in Board policy AC - Nondiscrimination and accompanying administrative regulation. If there are questions, please feel free to contact your child's principal or the school 504 Coordinator or the District Section 504 Coordinator.

Section 504 Parent/Student Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by federal law to children with disabilities who are eligible under Section 504. **(29 U.S.C. 706(7), Sec. 794; 34 C.F.R. Part 104, 20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99)**. The intent of the law is to keep parents fully informed concerning decisions about their child and to inform them of their rights if they disagree with any of these decisions.

Parents have the right to:

1. Have their child take part in, and receive benefits from public education programs without

- discrimination because of their disabling condition;
2. Have the school District advise the parents of their rights under federal law;
3. Receive notice (not necessarily in writing) with respect to identification, evaluation, or placement of their child;
4. Have their child receive a free, appropriate, and public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate;
5. Have their child educated in facilities and receive services comparable to those provided to non-disabled students;
6. Have their child receive accommodations to allow their child an equal opportunity to participate in school and school-related activities and receive regular education or special education and related aids and services designed to meet the individual need of students with disabilities as adequately as the needs of non-disabled students are met;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by a group of persons who know their child, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to the parents than would be incurred if their child were placed in a program operated by the District;
9. Have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District;
10. Examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program, and placement;
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny the parents access to the records;
12. Have a response from the school District to reasonable requests for explanations and interpretations of their child's records;

13. Request amendment of their child’s educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of their child. If the school District refuses this request for amendment, it shall notify the parents within a reasonable time, and advise them of the right to a hearing;
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding their child’s identification, evaluation, and educational placement. The parent and the child may take part in the hearing and have an attorney represent them. Hearing requests must be made to the State Superintendent of Public Instruction, Oregon Department of Education, Public Service Building, 255 Capitol NE, Salem, Oregon 97310-0203, pursuant to **OAR 581-015-2390 through 2395**;
15. Ask for payment of reasonable attorney fees if the parents are successful on their claim; and
16. File a local grievance with the District Section 504 Coordinator.

Alternative Education

Policy Reference: IGBHC – [Alternative Education Notification](#)

The Lake Oswego School District provides a comprehensive educational program designed to meet the needs of all students. Under certain circumstances, the District is required by law (**ORS 339.250[9]**) to “consider and propose alternative programs of instruction and counseling for the pupil.” The circumstances in which that must occur are:

1. Upon the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period;
2. When the District finds a student’s attendance pattern to be so erratic that the student is not benefiting from the educational program;
3. When the District is considering expulsion as a disciplinary alternative;
4. When a student is expelled; and

5. When the student’s parent or emancipated student applies for exemption from attendance on a semiannual basis.

If a resident student or a student transferring into the District is expelled for a weapons violation, pursuant to Section (6) of **ORS 339.250**, the District will deny that student admission to the school’s regular program for at least one calendar year from the date of the expulsion.

In addition, the District will not offer an alternative education program to students expelled for weapons violations pursuant to Section (10) of ORS 339.250 for at least one calendar year from the date of the expulsion subject to modifications by the Superintendent on a case-by-case basis.

PUBLIC SOLICITATION

Policy Reference: KI – [Public Solicitation in District Facilities](#)

Students and staff are to be protected from intrusions by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

Individuals or groups shall not distribute nor display on school premises material which is of a commercial nature without the approval of the principal or designee. Additional guidance is provided in policy KJ and its related AR.

Individuals or groups must obtain the written authorization of the superintendent and/or principal prior to:

- 1) Selling materials or engaging in activities which solicit financial contributions from students or employees on school premises.
- 2) Fund raising by non-school agencies or for non-school activities during school hours.
- 3) Demonstrations of services or materials and canvassing of students or employees for the purpose of selling products or services.

- 4) No non-school-sponsored organization or individual may solicit funds or sell tickets within the District.

Whenever possible, solicitation should occur during non-classroom time.

If approved, such sales and solicitations shall not cause a substantial disruption or material interference with school activities, the educational process, or employees' work activities.

The administration of surveys, questionnaires and requests for information by non-school-connected organizations are prohibited. Exceptions may be approved by the superintendent. In the event an exception is granted for the administration or distribution of a survey created by a third party, the District will provide an opportunity for the student's parent to inspect such survey upon request, before the survey is administered or distributed by a school to a student. Any District survey containing any "covered survey items" may also be inspected by parents

Parents may also request that their student be excused from participation in such surveys. Requests may be submitted in accordance with the provisions of Board policy KAB - Parental Rights and accompanying administrative regulation.

TITLE IA SCHOOLS

Policy Reference: IGBC – [Title IA/Parental and Family Involvement](#), IGBC-AR – [Title IA/Parental and Family Involvement](#).

In compliance with federal law and Oregon Department of Education guidelines, the District shall ensure that parents are provided information, in an annual school-based meeting, regarding their school's participation in the Title IA program and its requirements. Parents of participating students shall be informed of their right to be involved in the development of their school's Title IA plan and school-parent compact. This policy shall be reviewed annually by the District's Elementary and Secondary Education Act Committee and updated periodically to meet the changing needs of parents and schools.

EDUCATIONAL OPPORTUNITIES FOR PREGNANT AND PARENTING STUDENTS

Policy Reference: JFE – [Pregnant and Parenting Students](#)

The pregnant student shall be permitted to continue to attend school on a normal basis. The school administration is authorized to provide an alternative education program for pregnant students if requested.

COMPLAINT FORM

TO: District Office _____ (Name of School)

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

Office Use: Disposition of Complaint: _____ _____ Signature: _____ Date: _____
--

cc: District Office

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Nonemployee (Job applicant) Other _____

Type of discrimination: Race Color Religion
 Sex National Origin Disability
 Marital Status Age Sexual Orientation
 Other _____

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of discussion.)

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Discrimination Complaint Procedure - AC-AR
2-2



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

- LOCKOUT** - "Secure the Perimeter"
- LOCKDOWN** - "Locks, Lights, Out of Sight"
- EVACUATE** - "To the Announced Location"
- SHELTER** - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT
GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE
TO A LOCATION

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER
FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

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standard reunification method™

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information

Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

Photo identification matches name of person picking up student? Y or N

Parent completes:

Print Student Name Again

Student Grade School personnel completes upon release of student

Student Birthday NONE INITIALS OTHER

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



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SRM Handout for Students and Parents | Version 1.0 | 10/28/2011 | Revised: 09/22/2014 | <http://iloveuguy.org>

LOSD School and Community Resources

24 HOUR CRISIS LINES	
24 hour Mental Health Crisis Line	1-888-414-1553
Alcohol & Drug Hotline	1-800-923-4357
Child Abuse/Neglect Hotline - 24 hour Child Abuse Hotline	971-673-7112
Centerstone Mental Health Crisis Center	503-655-8585
Clackamas Women's Domestic Violence Crisis Line	503-654-2288
Domestic Violence Resource Center - 24 hour Crisis Hotline	503-469-8620
Lines for Life	503-244-5211
Multi-Service Center of the Oregon Dept. of Human Services	N. Clack: 503-731-3404
National Runaway Safeline	1-800-786-2929
National Suicide Prevention Hotline	1-800-273-8255
Sexual Assault Resource Center	503-626-9100 1-888-640-5311
Suicide Lifeline	1-800-273-TALK (8255)
Youthline - Lines for Life (Staffed by teens every day from 4:00 -10:00 p.m.)	1-877-968-8491
ALCOHOL/DRUG COUNSELING SERVICES	
Alcoholics Anonymous: for people who want to stop drinking	503-223-8569 e-mail: 1212@pdxaa.com
Al-Anon/Alateen (for family, friends and teens or alcoholics)	503-292-1333
Clackamas County Behavioral Health Division (comprehensive mental health and addiction services)	503-742-5335
Cocaine Anonymous Helpline	503-256-1666
First Step Adolescent Center	503-538-7647
Lifeworks NW	503-645-9010
Nicotine Anonymous Helpline	1-877-879-6422
Oregon Partnership Helpline	1-800-923-4357
Rimrock Trails Residential Treatment Center	541-447-2631
Substance Abuse Helpline - Lines for Life	1-800-923-4357
CLOTHING	
Clackamas Service Center	503-771-7914
PTA Clothes Closet of Clackamas County	503-785-7870

LOSD School and Community Resources

DISABILITY ADVOCACY	
Disability Rights Oregon	503-243-2081 https://droregon.org/
Family and Community Together	1-888-988-3228 https://factoregon.org/
FOOD	
Clackamas Service Center	503-771-7914
Oregon Food Bank	503-282-0555
SNAP – Supplemental Nutritional Assistance Program (Food Stamps)	N. Clack: 503-731-3400
GIRLS ADVOCACY	
Coalition of Advocates for Equal Access for Girls	503-297-2217
Girls, Inc. of NW Oregon	503-230-0054 http://www.girlsincpnw.org/
HEALTH	
Clackamas County Health, Housing, and Human Services (H3S)	503-846-8881 www.clackamas.us/h3s
Clackamas County Health and Wellness Centers	503-655-8471
Oregon Health Plan (OHP)	1-800-699-9075 oregon.gov/DHS/healthplan
Poison Control Center - Overdose/Poison (Oregon)	1-800-222-1222
LESBIAN, GAY, BISEXUAL, TRANSGENDER YOUTH ADVOCACY & EDUCATION	
GLSEN Oregon (Gay, Lesbian, and Straight Education Network)	503-683-1748 www.glsen.org
Oregon Safe Schools & Communities Coalition	www.oregonsafeschools.org
PFLAG (Parents, Families, & Friends of Lesbians and Gays)	503-232-7676 www.pflagpdx.org
SMYRC (Sexual Minority Youth Resource Center)	503-872-9664 www.smyrc.org
The Living Room	503-901-5971 https://www.thelivingroomyouth.org/
TransActive	503-252-3000

LOSD School & Community Resources

MENTAL HEALTH AND COUNSELING SERVICES	
Clackamas County Behavioral Health Division Intake	503-742-5335
Clackamas County Behavioral Health Centers	503-775-5683
Kaiser Permanente Mental Health/Addiction Medicine	503-653-3451
Lifeworks NW	503-684-1424
Northwest Behavioral Health Care	503-722-4470
Suicide Bereavement Support Group	503-655-6846
OTHER USEFUL RESOURCES	
Boys and Girls Aid Society	503-222-9661
Clackamas County Parent Education Program	503-655-8415
Landlord Tenant Hotline	503-648-7723
Oregon Gambler's Anonymous Helpline	503-233-5888
Outside In - Portland	503-535-3800
Planned Parenthood	503-788-7273
Shelter Referral - Clackamas County	503-655-8267
POLICE AND LEGAL SERVICES	
Clackamas County Juvenile Department	503-655-8342
Clackamas County Sheriff	503-655-8211
Lake Oswego Police Department	503-635-0238
Legal Aid of Oregon/Clackamas County	503-224-4086
Oregon Law Center	503-640-4115
Public Safety Number - non emergency dispatch (Lake Oswego)	503-635-0238

LOSD School and Community Resources

RACIAL JUSTICE ADVOCACY & EDUCATION	
Asian Pacific American Network of Oregon	971-340-4861 www.apano.org
Clackamas County Equity, Diversity and Inclusion	503-655-8581 https://www.clackamas.us/diversity
Latino Network	503-283-6881 www.latnet.org
Middle East Studies Center at Portland State University	503-725-4074 https://www.pdx.edu/middle-east-studies/
Native American Youth & Family Center	503-288-8177 www.nayapdx.org
Oregon Leadership Institute for Latino Students at Portland Community College at Rock Creek	971-722-7279 https://www.pcc.edu/multicultural/rock-creek/oregon-leadership/
Unite Oregon	503-287-4117 https://www.uniteoregon.org/
Urban League of Portland	503-280-2600 www.ulpdx.org
SOCIAL SERVICES	
211 INFO: Calls are answered in more than 150 languages, providing referrals to more than 7,000 nonprofit, government, faith-based, health and social service programs.	211 1-866-698-6155 www.211info.org
Clackamas County Social Services	503-655-8640 https://www.clackamas.us/socialservices
Oregon Helps: Website that helps determine eligibility for help from 33 different services, such as SNAP/food stamps; Oregon Health Plan (OHP); Women, Infants, and Children Nutrition Program (WIC); Temporary Assistance for Needy Families (TANF); Employment-Related Day Care (ERDC); and others.	http://oregonhelps.211info.org/
Kindred Partners: Connecting the City, Schools, and Churches to help vulnerable families.	503-906-1026 https://www.kindredpartners.org/

LOSD School & Community Resources

UTILITY & RENT ASSISTANCE	
Community Development Division (Home rehabilitation grant and loan programs)	503-655-8591
Foreclosure Helpline, Legal Aid	503-227-0198
Energy Assistance Program	503-650-5640

School Resources

Your child’s school also has staff professionals trained in intervention and support who can provide you with confidential advice, information and a District listing of private sources of counseling. Contact your school if you would like to speak with:

The School Psychologist

The District Nurse(s)

The School Counselor(s)

The School Support Specialist(s)

The Homeless Student/Family Liaison

The School Resource Officers (SRO)

The Lake Oswego School District promotes prevention through education, skill building, the provision of healthy activities, and home and community involvement. School and Community Resources have been provided with the intent of encouraging communication among parents, schools, and the Lake Oswego community.