

*We are a
learning community
dedicated to
creating a culture
of belonging
and educational
excellence.*

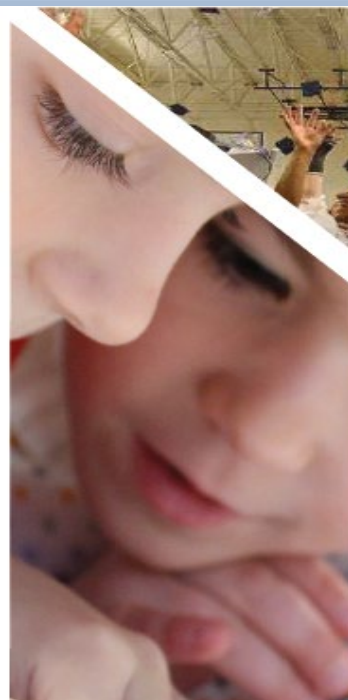
K - 12 Student & Family Manual

Rev. 7/19/2021

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

(503) 534-2000

losdschools.org



LOSD Equity Statement: In alignment with the [The LOSD Equity Policy](#), we are committed to equity, access, inclusion, embracing diversity, and the success of each and every student. We strive for an inclusive and barrier-free environment, with practices that ensure that each and every person has meaningful access to a high-quality education and opportunities to thrive. We align with the commitments in the LOSD Equity Policy by using the following guiding questions.

Guiding Questions *When making decisions and taking action, we apply the following questions:*

1. How does this decision align with our mission to create an inclusive, safe learning community with challenging opportunities that develop lifelong learners and contributing world citizens? How does this decision support our strategic priorities of 1) diversity, equity, inclusion; 2) college and career success; 3) facilities and infrastructure; 4) communications and community relations?
2. Who does it impact? For example, who are the socioeconomic, racial, ethnic, ability, disability, gender identity, sexual orientation groups affected by this practice or decision? What are the potential impacts on these students, staff, families, community members? Who has opportunities and who does not?
3. Does this policy, program, practice or decision ignore, worsen or disrupt existing disparities and opportunity gaps? Does it produce other unintended consequences?
4. How does this decision contribute to a sense of inclusiveness and belonging for all, prioritizing students and families who have been historically underrepresented or marginalized?
5. How will we follow up to ensure this decision has met its intended outcomes? How will we measure success?

Equity, Inclusion, and Access Administrator: Teresa Sanchez, 503-534-2000.

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

District Title IX Coordinator: Lou Bailey, Executive Director, Secondary Schools / District Title IX Coordinator, baileyl@loswego.k12.or.us, 503-534-2305, 2455 Country Club Road, PO Box 70, Lake Oswego, OR 97034

LOSD related Board policies:

[LOSD Board Policy AC - Nondiscrimination](#)

[LOSD Board Policy GBN/JBA - Sexual Harassment](#)

[LOSD Board Policy GBN/JBA-AR\(1\) - Sexual Harassment Complaint Procedure](#)

[LOSD Board Policy GBN/JBA-AR\(2\) - Federal Law \(Title IX\) Sexual Harassment Complaint Procedure](#)

All materials used to train Title IX personnel (including Title IX Coordinators, Investigators, Decision-Makers, Appeals Decision-Makers, and Informal Process Facilitators): [2020 ODE Title IX Training](#)

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 JFC.

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](#).

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.

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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 most recently submitted 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.

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.

District Policies

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/>

[AC–Nondiscrimination](#)

[ACB - All Students Belong](#)

[ACB-AR - Bias Incident Complaint Procedure](#)

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

[EBCB–Emergency Drills](#)

[EBCD–Emergency Closures](#)

[ECAC–Video Surveillance](#)

[EEACC–Student Conduct on School Buses](#)

[EEACCA–Video Cameras on Transportation Vehicles](#)

[EEACC-AR–Discipline Procedures for District-Approved Student Transportation](#)

[JBB–Educational Equity](#)

[IB–Freedom of Expression](#)

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

[IGBAH and IGBAH-AR–Special Education – Evaluation Procedures](#)

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

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

[IGBHC–Alternative Education Notification](#)

[IGBHD–Program Exemptions](#)

[IGDA–Student Organizations](#)

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

[IGDE–Student Activity Fees](#)

[IIBGA, IIBGA-AR–Electronic Communications System](#)

[IICC, IICC-AR–Volunteers](#)

[Incident Report for Elementary School](#)

[Incident Report for Middle Schools](#)

[Incident Report for High Schools](#)

[JB–Equal Educational Opportunity](#)

[JBAA, JBAA-AR–Section 504 – Students](#)

[JBA-GBN–Sexual Harassment](#)

[JBB–Educational Equity](#)

➤ [LOSD Equity Lens](#)

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

[JEA–Compulsory Attendance](#)

[JEBA, JEBA-AR–Early Entrance](#)

[JEC–Admissions](#)

[JECA–Admission of Resident Students](#)

[JECB–Admission of Nonresident Students](#)

[JFC–Student Conduct](#)

[JFCA–Student Dress and Grooming](#)

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

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

[JFCF–Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence–Student](#)

➤ [LOSD Administration Responsive Commitments To Policy JFCF](#)

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

[JFCJ–Weapons in the School](#)

[JFCM–Threats of Violence](#)

[JFE–Pregnant and Parenting Students](#)

[JG–Student Discipline](#)

[JGAB–Use of Restraint and Seclusion](#)

[JGD–Suspension](#)

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

[JGE–Expulsion](#)

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

[JHCC–Communicable Diseases - Students](#)

[JHCD/JHCDA-AR–Medications](#)

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

[JHFF/GBNAA–Reporting Requirements for Suspected Sexual Conduct with Students](#)

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

[JO/IGBAB-AR – Education Records/Records of Students with Disabilities](#)

[JOA–Directory Information](#)

[JOB–Personally Identifiable Information](#)

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

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

[KK–Visitors to District Facilities](#)

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

[KK-AR\(2\)–Guidelines for Classroom and School Site Observation of Students](#)

[KL–Public Complaints](#)

[KN-AR–Relations with Law Enforcement Agencies](#)

[LOSD Administrative Responsive Commitments to Racial/Bias/Harassment Incidents](#)

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 re-disclosure of personally identifiable information.

Directory 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.

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—The Lake Oswego School District maintains a policy of closed campus at all schools. 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).

Restitution—Restitution for damaged property 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.

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.

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).

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 District Nurses each cover multiple schools. School staff are trained in first aid and can help children who become sick or injured at school, with direction from a District Nurse. You may call the school if you would like to meet with a nurse. More information can be found at the [District Nurse webpage](#) on the Lake Oswego School District website.

Health Screenings—Oregon law provides that vision and hearing screenings shall be done to help identify hearing and vision concerns. The District Nurses oversee vision screenings. Speech Pathologists conduct hearing screenings on an individual basis.

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 in grade K through 12 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 to the school as required by the District. Please refer to Policy JHCD/JHCDA-AR for the specific requirements.

Contagious Diseases—To decrease the spread of contagious diseases in schools, inform your school if your child is having any of the symptoms of contagious disease in the following link: [Please Keep Ill Students Out of School](#).

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 webpage at: <https://www.losdschools.org/Page/2043>.

Meal Prices—Meal prices for the school year are posted on the Food Services webpage 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](https://www.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](https://www.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.

Parent/Guardian Rights

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 the school or 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.

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.

Reporting

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

Student Rights/Responsibilities

Due Process—When an alleged offense occurs, the following action is appropriate:

- The student will be informed of the conduct involved, the nature of the charge, and will be given the opportunity to present the student’s view of occurrence. If discipline is to follow, the student will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.
- When a student is suspended or when stronger discipline is contemplated, the student’s parents will be notified as soon as possible. In working through disagreements, a hearing may be requested. District procedure for the conduct of a hearing shall be followed if a hearing is held.
- District appeals policies will be applied when a disagreement exists concerning application of discipline.

Restorative Justice and Restorative Practices—Restorative Practices are based in the belief that positive relationships are central to our community. Restorative practices give us the opportunity to fix the situation first and then decide what consequences are meaningful and logical. The Restorative Process takes an incident that might otherwise result in punishment and exclusion and creates opportunities for students to:

- Become aware of the impact of their behavior.
- Understand the obligation to take responsibility for their own actions.
- Take steps towards making things right.
- In schools, Restorative Practices is a differentiated, relational approach to managing student behavior proactively and reactively. It is not a program but rather a process that consists of three steps: Connect, Correct and Consequence.

Tobacco, Alcohol, and Drugs—Possession, use, evidence of use, sale, or supply of the following is prohibited: marijuana, any substance classified as a narcotic, dangerous drugs, other controlled substances, any alcoholic beverages, any “look-alike” drug, or any substance represented as a drug. School Board policies prohibit the use or possession of tobacco by students or use by anyone on school property at any time. Use of tobacco, smokeless tobacco, tobacco-like-products, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes, smokeless inhalers, or vaporizer pens) is prohibited.

Dangerous Weapons—Students are prohibited from possessing, carrying, exhibiting, and displaying weapons, firearms, explosives, knives, or other dangerous objects while on school property or at school-sponsored events. Federal law requires mandatory expulsion for one calendar year for students in violation of this regulation. Any device that is used with the intent to harm, threaten, or harass is considered a weapon.

Violation of School Regulations—Violation of school regulations may lead to discipline sanctions up to and including suspension or expulsion.

Search and Seizure—School officials may search students and their personal property, including any property or facility provided by the school if school officials believe an illegal act or a school rule/regulation violation has or may be committed. Searches may include reasonable detention for questioning. School officials may seize property deemed injurious or detrimental to others.

Required Reports to Law Enforcement—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.

School Resources

Your child’s school has 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 a:

- School Psychologist
- School Support Specialist
- District Nurse

- Homeless Student/Family Liaison
- School Counselor/Wellness Counselor
- School Resource Officer (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.

Student Accountability

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:

- Arriving on time and attend school regularly.
- Complying with the policies and regulations of the District, the rules of the school attended, and the direction of the school staff.
- Conducting themselves in a manner respectful and considerate of the personal and property rights of other students and the staff.
- Participating in the program of coursework and activities and complete requirements of the program.
- Putting forth their best effort on tests, assignments and class participation.
- Demonstrating respect toward their instructors and peers by encouraging and facilitating learning.
- Conversing 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.
- Submitting work, examinations, reports, and/or projects that are their own and not:
 - Representing the work of others as their own (plagiarism);
 - Using unauthorized assistance in academic work;
 - Using 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;
 - Giving unauthorized assistance to other students;
 - Modifying, 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.
- Conducting themselves in a manner that will not bring discredit upon them and other members of the school community.

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 plan 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 information sheet on the Safety and Security webpage at:

<https://www.losdschools.org/Page/7314>.

Student Safety—Standard Response Protocol



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. For more information see the Standard Response Protocol information sheet on the Safety and Security webpage at:

<https://www.losdschools.org/Page/5009> or go directly to the National “I Love U Guys” website at:

<https://iloveguys.org/srp.html>

Transportation Services

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.

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.

LOSD School and Community Resources

Updated on 8/16/2019

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
DISABILITY ADVOCACY	
Disability Rights Oregon	503-243-2081 https://droregon.org/
Dyslexia Information & Resources	https://www.losdschools.org/Page/4772

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
LGBTQIA+ 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
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
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/
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

*Other resources may exist