



North Albany Elementary School

Student/Parent Handbook 2021/2022

815 E Thornton Lake Dr. NW, Albany, OR 97321
Phone: NAE (541)967-4588 Fax: NAE (541)924-3719
Visit our website at: albany.k12.or.us/naes

Our mission at North Albany Elementary is to provide the best education for our students, both academically and socially. Our goal is to work together to model understanding, clear communication, and respectful relationships.

As our world continues to change and grow, we are finding that being careful about what we put out on social media (such as Facebook and Twitter) is essential. Staff spend their days (and evenings and weekends!) planning lessons, collaborating with their colleagues, correcting papers and researching the latest and most effective instructional strategies. In fact, they care SO much for our students that some nights they lose sleep thinking about how to best meet their needs.

We all agree that working as a team benefits students, parents, and staff. **Before asking questions or expressing concerns specific to NAE on social media we ask parents to talk to our staff first.** We are always willing to answer questions and problem solve to meet the needs of our community. Please know that staff are available by email, phone call (before/after school), and appointment if there is a situation that you feel needs to be addressed. **At NAE we value our relationship and open communication with our families!** It takes a village!

Note: The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or of any other persons with whom the individual associates



North Albany Staff

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Becki Lee - Library
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René Jensen - Support Staff
Heidi Klein -Support Staff
Candi McCubbins - Support Staff
Liz Underwood - Support Staff
Becky Williams - Support Staff
Jamie Dotson - Special Education Support Staff
TJ Lunger - Special Education Support Staff
Brenda Shipley - Special Education Support Staff
Melissa Longtin- Food Services

Phone Numbers you May Need

Transportation
Boys and Girls Club - After School Care
YMCA - After School Program
CAP/ Main office Before and After School Care
FACT Team-Good Resources for families in need
Superintendent of Schools

541-967-4626
541-926-6666
541-926-4488
541-967-9322
541-924-3720
541-967-4511



NAE Bell Schedule 2021-2022

9:00	Gates open
9:10	School Starts
10:30-10:45	Recess Kindergarten-2nd grade
11:05-11:20	Recess 4th-5th grade
11:55- 12:15	Lunch - Kindergarten and 1st
12:15-12:30	Lunch Recess - Kindergarten and 1st
12:20-12:40	Lunch - 2nd and 3rd grade
12:40 -12:55	Lunch Recess - 2nd and 3rd grade
12:40-1:00	Lunch - 4th and 5th grade
1:00-1:15	Lunch Recess - 4th and 5th grade
2:40-2:55	Recess - 2nd and 3rd recess
(except Wednesdays)	
2:55-3:10	Recess - Kindergarten and 1st
(except Wednesdays)	
3:45	Dismissal
2:45	*Early Release Dismissal (Wednesdays)

Adventures in Art

Art Coordinators: TBD

nae.adventuresinart@gmail.com

Facebook: Adventures in Art



Attendance

Regular attendance is extremely important to school success. Students receive the instruction they need and develop a sense of belonging in the classroom. Also, because reading instruction is often the first subject taught in the morning, it is critical that students arrive on time. **When your child is ill or absent for a specific reason, please call the school office that day to let us know.** Students who are tardy need to check in at the office and get a pass before joining their class.

Bicycles

Students may ride bicycles to school and lock them to our bike rack in front of the school. Students must wear bike helmets if they are to ride their bikes to and from school and students **MUST** walk bikes in the parking lot.

Birthdays

Parents often want to share their child's birthday with his or her classmates. Due to COVID restrictions we will not be having birthday treats in class. Please check with your individual teacher about classroom birthdays. We also ask that if students bring invitations to school to be distributed to please help them use discretion in order to avoid hurt feelings to those not invited. Lastly, because flowers and balloons can be distracting in the classroom, we don't send them to the student's room until the end of the school day. Traveling on the bus with these kinds of items is not allowed.



Breakfast and Lunch Program

NAE offers breakfast and lunch to our students. Due to the pandemic, the federal government has provided a program for all students to receive free breakfast and lunch. Even though it is not necessary, it is still a good idea to complete a free/reduced lunch application. This can open up other opportunities for families.



Character Traits Each month we will focus on the following character traits:

September	Citizenship
October	Conflict Resolution/Problem Solving
November	Responsibility
December	Effort/Perseverance
January	Kindness
February	Self-discipline
March	Courage
April	Respect
May	Integrity/Honesty
June	Friendship



Communications

The NAE Parent Announcements (Gator Snap) will be sent home biweekly electronically via Parent Square, and posted on the school Facebook page. A paper copy can be picked up in the front office by request. The newsletter includes information about upcoming school events and general school information. Also, the newsletter and an activity calendar are posted on our website (albany.k12.or.us/naes/).

District Handbook

Along with our NAE Student/Parent Handbook, an electronic copy of the *Greater Albany Public Schools Parent and Student Handbook* is available on our website. It contains important information and district policies regarding *district use of electronic devices, cyber-bullying, off-campus conduct, withholding student records for fees owed, etc.*



Harassment/Intimidation/Bullying/Cyberbullying

Harassment, intimidation, bullying, and acts of cyberbullying by students is strictly prohibited. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion, as well as potentially losing school privileges. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district ground, at any district sponsored activity, on district-provided transportation, or any official district bus stop. “Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

Any student or guardian of a student who has been harassed, intimidated, bullied, or cyberbullied in violation of this policy is encouraged to immediately report the concern to a trusted adult or the building

principal. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to a teacher or the building principal. This report may be made anonymously.

Principals will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. The school principal or school official will inform the person who reported bullying the outcome of the investigation in a timely manner.

Dress Code - *Please label all outerwear*

Our dress code encourages dress that is respectful of the school environment and not disruptive, yet still encourages students to play freely and safely at recess and during P.E.

Here are the guidelines at NAES:

**Shorts, skirts and dresses need to be long enough to hit students' fingertips.*

**Dresses and shirts need to have at least a two inch shoulder strap that does not show a bra strap.*

**Sheer blouses or shirts must have an undershirt that covers the stomach and have a 2 inch strap.*

**Footwear should be appropriate for P.E., blacktop and field play. Flip flops may be a trip hazard and are discouraged.*

The following items are not allowed:

**Clothing that denotes inappropriate language or that endorses illegal products.*

**Clothing that promotes violence or other messages inappropriate for elementary students.*

**Hats and bandanas (classroom or cafeteria).*

**Shirts that expose the student's stomach, have large armholes or have spaghetti straps.*

Emergency Procedures

EARTHQUAKE PROCEDURES

If you are in the school building when an earthquake occurs, take the following precautions:

1. Protect yourself from falling objects by getting under a desk or table, preferably away from windows and bookshelves. If you are in the hallway, crouch down close to a wall and cover your head with your arms.
2. Once the shaking stops, evacuate the building using the same route as during a fire drill. Once outside, move well away from the building and stay with your supervisor and class.

FIRE DRILL

Fire drills are an important part of our safety program. When the fire alarm sounds, everyone is to leave the building promptly and quietly in accordance with the directions posted in each room. Once outside, move well away from the building and stay with your class. Remain outside until the all-clear tone sounds. Then return directly to your classroom. Tampering with an alarm box or setting off a false alarm is a violation of Oregon law and school policy. The consequences of doing so are immediate suspension from school and referral to the Albany Fire Marshal.

LOCKDOWN

If the safety of our students and staff is threatened we will follow the established crisis response plan.

Level I - The school is always on this level of security. Name badges are worn and all guests check-in at the front desk.

Lockout - There are conditions that exist that could become a health and/or safety issue for everyone on campus. This could include changing weather conditions, an accident in the community or a bomb threat. The school will go into a partial lockdown.

Lockdown - There are conditions that ARE a health and/or safety issue. The school will go into a total lockdown. At this point, law enforcement will assume control of the situation and assume ALL decisions.
Evacuation - Walking Site - North Albany Middle School and/or Albany Community Church
Busing Site - Linn County Fairgrounds

INCLEMENT WEATHER PROCEDURES

School is closed, released early, or delayed in opening because of inclement weather and highway conditions. When this occurs, the district will notify staff, students and parents through the local radio (KGAL-1580 AM, KRKT-990 AM/99.9 FM), district website (www.albany.k12.or.us) and television stations usually by 7:00 a.m. It is best not to call the office or radio stations asking for this information. They need to keep their lines free for emergencies. If no announcement is made, school is open and the buses will run their usual routes.



Parents wishing to enroll in the email message service from “Flash Alert” need to enroll directly with them. Simply go to www.flashalert.net and click on subscribe. Families may go to flashalert.net at any time to view any posted alerts.

STUDENT SAFETY RESPONSIBILITIES

Students are responsible for helping to maintain a safe school environment. If you become aware of unsafe behavior or situations at school, it is your responsibility to tell a staff member. We are aware that students often don't want to "tell" on their friends. However, that idea does not apply when a serious safety situation exists. For example, if you have information about weapons at school, conflict among students, self-destructive talk or behavior, drug dealing or students whose judgment is impaired by drugs or alcohol, your responsibility is to tell a staff member. The information you give is confidential.

F.A.C.T. (Families and Agencies Coming Together)

FACT is a district service agency that links families and community resources. Their contact phone number is (541) 924-3720. Feel free to call them regarding the services that F.A.C.T. has to offer.

Homework Requests



When your child is absent from school due to illness for more than one day, please contact the office before noon to request homework.

Occasionally, parents ask to have their child's homework for an extended period of time. While our teachers try to accommodate these requests, there may be times when we are unable to do so.

Information Regarding Payment by Check

The district processes checks electronically and check writers will be charged \$25.00 for checks that are returned for insufficient funds. Please note the following policy - “When paying by check you authorize the recovery of unpaid checks and a \$25.00 returned check fee by means of electronic re-presentment or by paper draft.”

Medication and Illness

If your child has a contagious or communicable disease such as a fever, they need to be kept home so that other children are not exposed to the illness. (Students should be fever free for 24 hrs. without medication before returning to school.)

When students are ill, they should stay home for 24 hours with the following symptoms:

- Temperature above 100.5
- Diarrhea within a 24 hour period



- Severe, painful sore throat
- Vomiting within the last 24 hours
- Any rash with or without fever

When it is necessary to have medication dispensed at school, parents must bring it to the office in the original container. State law requires that we have a signed medical release form and that the medicine is counted out in the parent’s presence. This procedure is for both prescription and over the counter medications. ***Please do not send medication to school with your child.***

*****For COVID related symptoms, or suspected contact with someone that is presumed or COVID positive please contact the school immediately for next steps.*****

Allergic Reactions and Health Conditions

It is important that school personnel be aware of any unique physical problems or allergic reactions that your child might encounter at school. If your child has a special health concern, which requires special care, emergency treatment, or medication, please provide a Medical Protocol from your doctor, this kind of information can assist us in providing or obtaining proper treatment. If your child has allergies to bee stings, certain kinds of medication, foods, etc., please share that information with us. Also, please share information regarding the likelihood of fainting spells, seizures, etc.

Field Trip Guidelines

The District has set up specific field trip guidelines to address volunteer field trip participation. The priority is to provide students a safe and positive experience. The guidelines are as follows:

**Any parent volunteering or attending a field trip must be cleared through the criminal history verification process.*

**Students ride the bus to and from the field trip. Students may ride in their parent’s car only due to special circumstances and with prior approval of the principal.*

**Children who are not NAE students may not attend field trips.*

**Parents should make arrangements to attend prior to the day of the field trip.*



Parent Teacher Partnership (PTP)

The NAE Parent-Teacher Partnership plays an important role by providing enrichment opportunities for our students. All parents are urged to become active in this program. Meetings are every other month and start at 6:30 pm in the library.

Officers:

President: Kate Boase
 Vice President: Sam Samuels
 Secretary: Julia Wegner
 Treasurer: Jennifer Beathe
 Volunteer Coordinator: Pearl Arck

Meeting Dates:

September 14	February 8
October 12	March 8
November 9	April 12
December 14	May 10
January 11	June 14

Personal Property and Electronic Devices

The district assumes no responsibility or liability for loss or damage to personal property brought onto school grounds. We ask that things that are not necessary for school use be left at home, including personal electronic devices, trading cards, etc). Students are not allowed to use cell phones at school (they may keep them in their backpack for afterschool use). The district does not carry insurance for personal property

of students. If electronic watches are worn to school please use the parental feature to disable games and cell phone features during the school day or have your student store the watch in their backpack during the day.

School Bus Guidelines

It is imperative that the bus driver can focus on his/her driving. Students who violate bus rules may be denied the option of riding the bus. The rules are noted in the district Parent and Student Handbook.

School Directory

The school does not disclose personally identifiable information without parental consent. Our PTP provides a directory for anyone that volunteers their information. Information will come out in the Gator Snap if you are interested in participating.

Skateboards/Rollerblades/Rollerskates and other things with wheels

School district rules prohibit skateboards, rollerblades and like objects on the bus or at school because they can do significant property damage. This also includes tennis shoes with the wheels in the heel.

Student Behavioral Expectations

Our goal at NAE is to provide an environment that is inviting for students and respectful of the learning process. We have three general guidelines that we reinforce throughout the school:

Be Safe

Be Respectful

Be Responsible

Our school rules are developed around these guidelines and address the entire school environment. Rules are shared with students throughout the school year. NAE also takes pride in our “Swamp Skills” program that teaches problem solving skills to students. One of those is the use of Rock/Paper/Scissors as a means of solving disagreements during recess games.

When consequences are appropriate, we use the following steps:

**Warning and discussion with the student.*

**Timeout from recess or the classroom.*

**Office referral which includes a discussion with the principal and possible loss of recess or other school privileges.*

**In-school or home suspension for serious or continuing problems.*

Transportation Home

On days when your child will not be going home in the manner established at the beginning of the year, please send a note to the school. Make arrangements before school, otherwise, to ensure your child’s safety, teachers will send them home in the established manner. Any changes must come from a parent - students do not get to change their plans.

For parents driving students to and from school, please adhere to our drop off/pick up map that was mailed home. ***Supervision is not available until 9:00 am.**

Visitor Guidelines ** (This practice is currently on hold due to COVID-19 safety guidelines) ******

Parents and guests are invited to eat lunch in the cafeteria with their children if they have signed in at the office. Students may invite another student to eat with them and their guest at the guest table during lunch time. Parents and guests are not permitted on the playground, including approved volunteers, unless they have explicit permission from the principal. (i.e. Mileage Club Volunteers, project helpers. etc.) When visiting, please sign in at the office and get a visitor’s badge. Students from other schools may visit during lunch or recess time with advance approval, but they may not visit during instructional time.

Volunteers Needed!

At NAES we love our volunteers! With the safety and welfare of our students of the utmost importance. Volunteers must review and sign a copy of the Volunteer Guidelines document and submit proof of vaccination before becoming a volunteer for the 2021-2022 school year. This form is located in the office, and takes only a few moments to read and sign. We appreciate your time in meeting these requirements and will continue to keep our educational environment safe



Recess Rules and Game Guidelines

General Playground Rules:

- Students should be on the playground only when supervised by an adult.
- Respond quickly and positively to adult supervisor directions.
- Students must have permission to leave the playground (pass for restrooms and library).
- Always walk when on the blacktop area and under the covered walkway.
- No toys or play things are to be brought from home unless pre-approved by the office.
- Only throw or kick balls on the playground/field when you are part of an approved game with rules.
- Students are always expected to show respect for others and use appropriate language at all times.
- Keep hands, feet and objects to yourself.
- Breezeway poles are not for swinging and climbing.
- If you leave a game (except for going to the restroom, getting a drink, or visiting with an adult) you may not return to the game for the remainder of the recess.
- The undercover area with the alligator mural is for jump ropes and hula hoops only.

Problem Solving:

- Good sportsmanship is important!
- Try two Swamp Skills from Kelso's Wheel if you have a disagreement.
-
- Solve disagreements with "Rock/Paper/Scissors" as the referee.
- If that doesn't work, please ask a recess supervisor to help.

Boundaries:

- Students should be on bark chips, blacktop or field in view of the recess supervisors.
- Out of bounds areas include steps/ramps near the cafeteria, the breezeway by rooms 8, 10, 12, 13,14, 15, and 16. behind the building, and in the corners of the field. The track is the field limit.
- When lining up from recess use the undercover breezeway.

Bars:

- Never push or pull others while playing or climbing on the bars.
- One hand needs to be on the bar at all times.
- Do not sit on top of bars except "rainbow" bars.
- No sitting on top or laying in triangle bars.

Big Toy:

- Chain ladder and centipede ladder for climbing up only.
- Fire pole, curly pole and slides are for going down only, feet first.
- One student at a time on slides and pole.
- Do not jump off.
- No pushing and shoving.

Swings:

- Remain seated both hands holding onto chains.
- One person per swing.
- No jumping out of swings.
- Swing straight, no swinging sideways.
- No running in front of/between swings.

Jump Ropes:

- No helicopter or jump the river games.
- Used for traditional jump rope only.

Football:

- Touch football may be played when approved by recess supervisor.

- Only one person may get the football after asking the recess supervisor.
- Must be played out in the field away from the building on the far side of the soccer field
- If you leave the game, except to use the bathroom, get a drink, or to visit with an adult, you may not return for the remainder of that recess.

Softball/Kickball:

- Only one person may get the equipment after getting permission from recess supervisor.
- No climbing on fence.
- No throwing the ball at students during kickball. Students are “tagged” out with the ball.
- If you leave the game, except to use the bathroom, get a drink, or to visit with an adult, you may not return for the remainder of that recess.

Nature

- Nature stays on the ground.
- Leave all rocks, grass, sticks, bugs, and other nature items where they are.
- Bark chips stay on the ground. Do not pick up, kick, or move around bark chips.

Soccer:

- No pushing or side tackling or touching the ball with your hands during play.
- No going under the fence or climbing the fence to get the ball.
- Students must stay on the team they start on unless the recess supervisor adjusts the teams.
- If you leave the game, except to use the bathroom, get a drink or to visit with an adult, you may not return for the remainder of that recess.

Two Square and Four Square:

1. Server (square 4) bounces the ball one time then serves the ball into any square.
2. The next player can catch and/or volley the ball into any square.
3. Only one bounce is allowed in each square.
4. If the ball bounces two times, game play ends.
5. Server rotates out of square 4 and get in line.
6. All players rotate forward one square and one new player enters into square 1.

Tether Ball:

- The first server is picked by *Rock-Paper-Scissors*.
- One player stands on each side of the pole.
- The server puts the ball in play by tossing it in the air and hitting it in either direction.
- The opponent may not hit the ball on the first swing around the pole.
- On its second time around, the opponent may hit the ball in the opposite direction.
- Each player tries to hit the ball so that the rope winds completely around the pole in the direction that he/she is hitting.
- The game is won when the rope winds completely around the pole or when one player makes a foul.
- Students are out if the ball hits them below the waist or if it touches their hands.
- The person who is hit takes the ball to the outside of the circle and restarts play. The thrower trades places with the student he/she hit with the ball.

A tetherball foul is any of the following:

- Hitting the ball with any part of the body other than the hands.
- Catching or holding the ball during play.
- Touching the pole.
- Hitting the rope with the hands or forearm.
- Throwing the ball.
- Stepping into the other person’s area.
- *Hitting the ball twice in a row.*

Dodge Ball:

- Students stand around the outside of the circle, one person per dot on the outside of the circle. Three students or less stand in the center and try to “dodge” the thrown balls.
- Students that are throwing must stay in their area and may not switch or cross in front of another thrower.

- If the thrower steps into the circle when throwing, the throw is cancelled. Students that are dodging the ball must also stay within the circle.
- **Bump:**
- Students line up in a single file and shoot from the approved line which must be inside of the covered play area support beams.
- If the student misses his/her first shot from the line, they retrieve their ball and may shoot from any distance.
- Students put out the student in front of them by making a shot ahead of that student. Students only get 1 out.
- Students may not use their ball to hit another student's ball.
- If a student is put out, they give their ball to the next person in line. They are out until the next game begins.
- New players may only join when a new game begins

Parents Thank You!

The staff greatly appreciates the parent support that we receive regarding both behavior and classroom work. We hope to build on the successes of last year and provide a rich and positive experience for all our students in 2021/22!



STUDENT PARENT HANDBOOK



Greater Albany Public Schools

2021-2022

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All Students Belong

Words or symbols that are racially harassing are prohibited within our school environment, whether it is on school property or off-campus during comprehensive distance learning on the internet directed at students or staff. Prohibited symbols include the swastika, the Confederate flag, and the noose. Displaying these racially harassing symbols to other students or staff, whether it is on the internet or on a bumper sticker on your car in the school parking lot is disruptive to the education of other students and

Some Important Rights

The Greater Albany Public School District is committed to protecting the personal rights of students. Some important student rights are outlined on the following pages. For a more complete listing of student rights, you may consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review at the district office, 718 Seventh Avenue SW Albany or on the district website at www.albany.k12.or.us.

A Free Public Education

School age students whose legal residence is within the district attendance area may attend school without paying tuition. This provision includes students who do not have a fixed place of residence or are not under the supervision of a parent. A student who is under expulsion from another district may be denied admission. (Policy JECA)

Students have a right to attend the neighborhood school within their attendance area. However, when overcrowding exists or a different school placement is considered to be in the best interests of a student, a student can be assigned to a different school.

Requests to transfer to another school within the district will be considered according to the procedures in district directives. (Policy JECC)

Access to Student Records

The district will keep and maintain a permanent record on each student. The record will include the student's legal name, date and place of birth, parents' (or guardians') names, date of entry into school, courses of study and marks received, credits earned, attendance, and date of withdrawal from school. Student records will be kept at the school that the student attends and, if applicable, at the Special Programs Office. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to education records. Requests to inspect, review, or amend a student's records should be submitted in writing to the building-level principal/administrator where the records are maintained. In general, a parent or eligible student has the right to:

- Request amendment of the student's records to correct inaccurate or misleading information, or to remove information in violation of the students' privacy or other rights.
- Give consent before personally identifiable information from the student's record is disclosed, unless the law allows disclosure without consent.
- Obtain a copy of the district policy on education records. All district policies are available on the district website at www.albany.k12.or.us.
- File a complaint with the US Department of Education about alleged failure by the district to comply with federal law regarding education records.

Student records may also be released to school officials, district instructors, and other officials who have

legitimate educational interest in order to fulfill a professional responsibility. The criteria for determining who constitutes an official with a legitimate educational interest to whom the District may provide student records and personally identifiable information includes individuals, third parties or entities the District has retained or contracted with to assist the District in the performance of its functions and educational

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mandates, including but not limited to attorneys retained by the District, third party facilitators, and state and federal agencies.

When a student's education records are requested by an educational institution, such as another school district, in which the student has enrolled or seeks to enroll, the district will forward the records within 10 days of receiving the request.

The district shall give full rights to education records to either parent or guardian unless the district has been provided legal evidence that specifically revokes these rights. However, these rights transfer to the student when the student reaches age 18. (Policy JO/IGBAB)

Belonging to Student Organizations

Students may belong to curriculum-related groups at school. The activities of these groups directly relate to the body of courses offered by that school. These groups are considered school-sponsored and must be approved by the school administration. They must have a school approved advisor. They may raise funds under the name of the school and be portrayed in the school yearbook. Students also may belong to non-curricular groups at school. These groups may focus on religious, political, philosophical or other interests. These groups are considered non-school-sponsored and must be approved by the school administration. Beyond providing space for meetings, the school may not expend public funds for such groups.

Non-school-sponsored groups must have an unpaid, school-approved staff volunteer who attends the meetings but does not participate. These groups may meet at school during non-instructional time. They may not raise funds under the name of the school and may not be portrayed in the school yearbook. (Policy IGDA)

Collection of Fees

Until such fees and restitutions are paid, students may be restricted from attending or participating in school activities or events that are beyond those provided as part of a free and appropriate public education. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents or guardians to request a hearing. (Policy JN-AR)

Due Process

Students have the right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her/their rights. For more information, please read the sections in this handbook on Student Discipline. (Policy JF/JFA)

Equal Educational Opportunity

Students shall receive equal educational opportunity and treatment. Students shall not be subjected to unlawful discrimination, or to insult, intimidation or harassment on the basis of age, race, religion, color, national origin, disability, marital status, gender or sexual orientation. This policy applies to both educational and activity programs. (Policy JB)

Any person with a Title IX, gender discrimination complaint has the option of contacting and requesting assistance from the district Title IX Specialist, Caleea Kidder, the Federal Programs Director, 541-967-4519, Oregon Department of Education Equity Unit, 503-947-5706 or from the office of Civil Rights in Seattle (US

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Department of Education, 915 Second Ave. Room 3310, Seattle, WA 98174-1099, (206)

607-1600. Every Student Succeeds Act (ESSA)

The federal Every Student Succeeds Act (ESSA) signed into law in December 2015 replaced the No Child Left Behind Act of 2002. The new law emphasizes student equity by upholding protections for disadvantaged and high-need students and requires that all students be taught to high academic standards that will prepare them to succeed in college and careers. The law transfers accountability for student performance to the state level and requires the evaluation of teachers and administrators. The law permits school ratings to be based upon multiple measures and provide supports for under-performing schools. For specific information related to this law, please contact the Federal Programs Director, 541-967-4519.

Freedom of Expression, Inquiry

Students have a general right of freedom of expression and inquiry within the school system. (Policy IB) Generally, students and student organizations are free to examine and discuss questions of interest to them, and to express opinions publicly and privately within the school system, provided such activities are fair, responsible and not disruptive. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

Materials such as leaflets, newsletters, cartoons, and other items may be prepared and distributed by students as part of the educational process and free expression in an academic community. Such materials may be restricted or prohibited for reasons including defamation, inappropriateness to the age or maturity of the audience, poor writing, bias, prejudice, disruption to the school, and a perception that the materials are sanctioned by the school district. (Policy IB)

Some student publications, such as yearbooks and school newspapers, may be part of the curriculum, to benefit primarily those who compile, edit, and publish them. Staff advisors will be assigned to guide students engaged in these activities.

Students may be required to submit publications for approval prior to distribution. School administrators will make available to students the specific standards that will be used to grant or deny permission to publish. School guidelines also will prescribe a procedure for appeals from students.

(Policy IGDB) Low Cost Internet

Low-income families may qualify for Internet Essentials by Comcast. To qualify, a family must have at least one child eligible to receive a reduced or free school lunch through the National School Lunch Program (NSLP) for more information visit their website, <https://internetessentials.com> or call FACT at 541-924-3720. **McKinney-Vento Homeless Assistance Act**

Students who are homeless or living in unstable housing situations due to economic hardship, loss of housing or similar reasons, are eligible for rights and services under the McKinney-Vento Act. These rights include: the right to immediately enroll, attend and participate fully in school, even without all the required enrollment documents; the right to remain in their school of origin, that is, the school they attended before losing housing or to attend any public school that housed students living in the attendance area are eligible to attend; provision of transportation options to remain in that school and to participate fully in school activities for the duration of houselessness and until the end of the school year they obtain permanent housing. These rights include migratory, undocumented and unaccompanied students. Additionally, unaccompanied McKinney-Vento eligible youth in their final year of high school can file the FAFSA with

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independent status and receive a verification letter from the McKinney-Vento liaison to give to the financial aid office in college and career schools.

If a dispute arises over school selection or enrollment, the student must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute. Written notice will be given to the parent/guardian explaining the dispute resolution process. For more information, contact the district's McKinney-Vento Liaison.

Meeting, Demonstrating and Petitioning

Students shall be permitted to hold meetings or demonstrations on school property. These are defined as small groups of people gathering for a common cause or interest.

Students shall be permitted to hold assemblies on school property. These are defined as large groups of people gathering for educational, entertainment or cultural purposes.

Meetings, demonstrations and assemblies shall be scheduled in advance with the school administrators. They may not disrupt normal class activities without permission. All speakers and performers from outside the school shall be cleared through the principal's office. Every attempt should be made to present a balance of viewpoints on controversial or partisan issues.

Students may petition for a change in Board policies and school rules and procedures. Petitions must be reviewed by a building administrator prior to circulation on school grounds. The superintendent will forward petitions to the Board or building administrator as appropriate. (Policy JFI)

Privacy of Health Information

Students may be required to have immunizations and may be excluded from school to protect others from communicable diseases, as allowed in state law and county rules. (Policy JHCB)

The district shall protect the confidentiality of each student's health conditions and record to the extent

possible. When a student is infected with any communicable disease for which he or she may not be excluded from school, the school will take steps to organize and operate its programs in a way that furthers education and protects student health. (Policy JHCC)

The district will adhere strictly in policies and procedure to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS. (Policy JHCCA)

Privacy of Student Information Students have the right to privacy, which includes privacy with respect to their records. (Policy JF/JFA)

The school district considers it generally appropriate to release certain information about students. This information consists of a student's name; phone number; address; photograph; age and grade level; participation in officially recognized sports and activities; weight and height of athletic team members; dates of enrollment; degrees, honors, awards or certificates received; and most recent previous schools or programs attended. The district's term for this information is "directory information." A parent or eligible student may prevent the release of this information by filing a written request with the principal of the school the student attends. The request should be submitted not more than 15 days after the district sends annual notice of its student information policy to parents and students. (Policy JOA) The district will not ordinarily disclose other personal information about a student. This information

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includes the names of the student's parents and other family members, the email address of the student or student's family, biometric records, the student's Social Security number, the Secure Student I.D., and any other information that would make the student's identity easily traceable. The district's term for this information is "personally identifiable information."

The district may disclose personally identifiable information with prior written, dated consent from a parent or eligible student.

The district may also disclose this information without prior consent to appropriate parties including district personnel with legitimate educational interests, another school or college where the student intends to enroll, law enforcement or other state agencies. As required by the federal Elementary and Secondary Education Act of 2001, student names, addresses, and telephone numbers of secondary students will be released to the nation's armed forces and/or institutions of higher education unless the parent has requested this information not be shared with military recruiters and/or institutions of higher education by completing an opt out form available through the school. (Policy JOB)

There could be a time when the district is asked for personal contact information for either students and/or parents through a Public Records Request. Personal contact information provided will be kept confidential, except as otherwise required by law.

School administrators may grant media access to students in schools and may release student information to the media, in line with District policy. When access has been granted, the media does not have to obtain parental approval before publishing information obtained from students. Parents who do not want their student interviewed or photographed by the media must direct their children accordingly.

(Policy JOD) The Greater Albany Public School District participates in the Oregon Medical Assistance Program. Student directory information may be submitted periodically, to this program. If you do not wish for your student's directory information to be released to OMAP, you must notify the Office of Special Programs in writing within fifteen days of receiving this information.

Special Programs and Services

Students ages kindergarten through 21 living in the district that have been evaluated by qualified personnel and found eligible for services for students with disabilities shall be provided a free and appropriate public education. The district will determine whether a student is both eligible for and in need of special education services. Whenever appropriate, students with disabilities will be educated with students without disabilities. Special placements or separate schooling will be provided only when the nature of the student's disability prevents some educational benefits in the regular classroom, or affects the health or safety of the students or others. (Policy IGBAE)

Parents with a child identified for Special Education Services and who intend to enroll the student in private school MUST notify the district in writing of their intent. This notification can be given at the most recent IEP meeting or ten business days prior to the removal of the child from the public school. See Section 8 of the Parent Rights for Special Education Handbook, OAR 581-015-0156, District Special Education Handbook: Children in Private Schools "Enrolled by Their Parents."

The district is committed to an education program that recognizes, identifies and serves the unique needs of talented and gifted students. These are students who have been identified as academically talented and/or intellectually gifted. (Policy IGBB)

The district also shall provide alternative education programs for students who are not making satisfactory progress toward the attainment of learning and behavior standards. These programs may be established directly by the district, or the district may cooperate with other agencies to provide them. (Policy IGBHA) Students whose primary language is other than English will be provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction. (Policy IGBI) The district has English Learner programs at eight elementary schools, all middle schools, and all high schools.

Students who are pregnant and/or parenting shall be encouraged to continue with an educational program and to participate in school-sponsored activities unless physically unable. The district shall ensure that pregnant and parenting students receive special services as temporarily necessitated by their condition. Contact the FACT program (541-924-3720) for service information. No student shall be excluded from public school on the basis of pregnancy or parenthood, and students who are pregnant or parenting are not exempt from Oregon's compulsory attendance law. (Policy JFE)

Rules of Behavior

The Greater Albany School District is committed to providing a safe learning environment. We encourage every student, parent and staff member to act with respect, self-discipline, honesty, kindness, courage, justice, personal responsibility and social responsibility. These are the key elements

of our character education program.

In the interests of safety, we have developed rules for students to follow. The list below outlines important rules. Your school has more specific expectations and rules, please review them with your student. For a more complete listing of this information, you may consult the district's Board Policies and Administrative Regulations. Copies of these documents are available for review in all school offices and the district office, 718 Seventh Avenue SW or the district website at www.albany.k12.or.us

Attendance

Students have the responsibility to attend school regularly and comply with the attendance policies of the school. Compliance includes completion of assigned makeup lessons within a reasonable period of time. Compulsory attendance from age 6 to age 18 or graduation is established by state law, with provisions for exceptions. The district may deny regular school admission for the period of the expulsion to students who have become residents and have been expelled from other districts.

Persons having legal control of a student age 6-18 who has not completed 12th grade are required to have the student attend school. Violations are punishable by a fine. Also, all students five years of age who have been enrolled in a public school are required to attend regularly. (Policy JE/JEA)

Absence from school or class may be excused by an administrator or designee for reasons of illness of the student or a family member, emergency, school approved activity, medical or dental appointment, or other reason where arrangements are made in advance. Truant students may be subject to detention or suspension and/or may be declared ineligible to participate in athletics or activities. (Policy JED) Lower grades and loss of credit may result when students fail to achieve certain course goals because of unexcused absences or failure to make up work. (Policy IKAD)

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Authority Over Student Conduct

Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner. These guidelines apply to students at school during the school day, enroute to and from school, and during school sponsored activities. (Policy JFC)

Off-campus and outside-of-school-time conduct that violates the district's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Bus Transportation

Transportation to and from school will be provided for elementary students (grades K-5) living more than one mile from the school they attend and for secondary students (grades 6-12) living more than one and one-half miles from the school they attend. (Policy EEA)

Students who violate bus rules of conduct may be denied the use of district transportation. These

rules include:

- Promptly obeying the directions of the driver.
- Being courteous to the driver, fellow students and passersby.
- Conversing in normal tones without the use of loud or vulgar language.
- Avoiding fighting, wrestling or boisterous activity.
- Remaining seated while the bus is in motion.
- Keeping the bus clean and not damaging it. (Policy EEACC)

Closed Campus

Campuses are closed from the time the student arrives until classes are dismissed at the end of the school day. No student is to leave during this time, with the following exceptions:

1. A specified need verified by a parent and approved by an administrator.
2. A parent and school approved work release privilege.
3. When approved by parents and administrators.

Students who leave school grounds without authorized permission are considered truant. (Policy JEFA) **Controlled Substances and Alcohol**

Students may not use, possess, sell, distribute or be under the influence of controlled substances including alcohol. This directive applies while students are on district premises, at district-sponsored activities or otherwise under the jurisdiction of the district. Violations are sufficient cause for discipline, suspensions or expulsion from school. (Policy JFCI, Administrative Regulation JFCI-AR)

Dress and Appearance

A student's dress and grooming shall be within reasonable standards of health, safety and sanitation. Dress or grooming that is immodest or disruptive to the educational process shall not be permitted at school. Clothing or materials will not be permitted at school if they represent or advertise tobacco products, inhalant delivery systems, alcohol, illegal drugs or violence; or if they contain racial or sexual messages, or inappropriate language. In addition, gang clothing and symbols are unacceptable for students under the

school's jurisdiction. Students who violate this policy may be subject to disciplinary action up to and including expulsion. (Policy JFCA)

Electronic Communication System

The district provides an electronic communication system for the purpose of the advancement and promotion of teaching and learning. The system shall be used to provide statewide, national and global communications opportunities for staff and students. For the protection of our staff, students, and to remain in compliance with the provisions of the federal Children's Internet Protection Act, the district provides filtering to meet state and federal requirements intended to protect against access to inappropriate matter. All students using the district's electronic communication system will have on file with

the school of their attendance a parent signed Acceptable Use and Internet Safety Policy form found on the district website at www.albany.k12.or.us.

Principals may permit grade appropriate use and possession of personal communication devices on district property and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school sponsored activities or violate Board Policies, Administrative Regulations, or classroom rules, state and federal law. Personal communication devices may be confiscated and will be released to the student's parents. (Administrative Regulation JFCEB-AR) **Oregon**

Student Information Protection Act (OSIPA)

In July 2016, Oregon passed a new law that puts educators in the role of providing oversight and protection of students and their personal information within the educational context. The intent of the Oregon Student Information Protection Act (OSIPA) is to prevent targeted advertising and the collecting of identifiable information on students grades K-12. Before being used in the classroom, the privacy policy of any app, extension or website must be examined and approved by a district oversight team. The current approved list may be found on www.albany.k12.or.us on our Technology page. This web page also includes technology tools that are restricted or out of compliance.

There are some technology tools that have been used by our teachers in the past that do not meet the new OSIPA standards. However, these tools have educational benefit to our students. Our teachers have determined that the educational value outweighs the potential risk for some of these apps, extensions, and websites. For example, the Remind app requires parental approval for users under age 18, but this is a tool that has been valuable to help remind students and parents of upcoming due dates. Some programs, such as Piktochart, are not intended for students under the age of 13, but this has been a great tool for some younger students to create customized graphics and graphical representations of their learning. District teachers will continue to use their professional discretion, using some tools that do not meet OSIPA standards, for educational benefit in a supervised educational setting. Parents/guardians may request that their student not have access to such tools. The request should be submitted to the principal no more than 15 days after the district provides a copy of the Parent and Student Handbook at registration. For questions about specific usage of tools, contact your child's teacher(s) or our Curriculum Department at 541-967-4519. For more information about OSIPA, please visit <http://tinyurl.com/hx85pjh>.

Electronic Surveillance Notification

The district may utilize electronic devices in public areas on school grounds and buses to monitor behavior and to create a safer and more secure school environment. Evidence of violation may be used in disciplinary

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hearings. (Policy ECAC)

In order to continuously improve our quality of instruction, district staff may, at times, videotape classroom lessons for observation purposes. This process is important for supervisor feedback, teacher goal-setting and growth, and, ultimately, student achievement. If you do not want your child(ren) videotaped during class, please notify the school in writing.

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Food Service

The district is pleased to serve nutritious meals at breakfast and lunch at very reasonable prices. Meals purchased at school are pay-as-you-go. Parents and students are encouraged to deposit sufficient funds in the student's meal account to ensure adequate funds are available when the student purchases a meal.

Meal Prices: Elementary - Breakfast \$1.40, Lunch \$2.75; Middle - Breakfast \$1.45, Lunch \$2.95; High - Breakfast \$1.55, Lunch \$3.25

NOTE: For the 2021-22 school year - ALL students will receive breakfast & lunch at NO

COST. Free and Reduced Lunch

To apply for Free and Reduced Meals go to: <https://district.ode.state.or.us/apps/frlapp/>. Students attending Community Eligibility Provision (CEP) Schools (Albany Options, Calapooia, Central, Lafayette, Oak, Periwinkle, South Shore, Sunrise, Takena, Tangent and Waverly) do not need to apply for Free and Reduced Meals. Please fill out the Household Income Survey Form provided by the school. Parents must apply for Free and Reduced Meals for students attending all other schools. Click on the Apply button to start an application. The online applications will not work on an Apple computer, iPad or cell phone. All SNAP recipients must provide a case number. Only one application needed per household. If you need any assistance or have questions please contact Lonna Capaci in Nutrition Services (541)967-4622 after August 1. ***NOTE: For the 2021-22 school year - It is not necessary to fill out an approved Free and Reduced Meal Application in order for your child(ren) to receive meals at no cost. ODE/USDA has extended the COVID-19 waivers to operate under the seamless summer option through June of 2022. Having a current and approved application on file can be used to receive discounts for some other programs.***

Grades and Credits

Schools are expected to make regular reports of student academic and social progress to parents. At the beginning of the grading period, students will be informed of the basis of the grades and the methods to be used in determining them. (Policy IKA)

In determining grades, teachers will emphasize student achievement in relation to state standards and course goals. Students will be permitted the opportunity to achieve learning goals missed during absences through teacher-prescribed independent study or other assigned activities whenever practical and appropriate. Both grades and attendance data will be exhibited on a student's report card and permanent record.

Lower grades and loss of credit may result when students fail to achieve certain course goals because of failure to make up work. (Policy IKAD)

Hazing, harassment (including harassment through electronic means) intimidation, bullying, cyberbullying and menacing by students, staff or third parties are strictly prohibited. Students who violate this policy will be subject to discipline, up to and including expulsion. Individuals may be referred to law enforcement officials.

Sexual harassment of and by students is prohibited. Students in violation of this policy shall be subject to discipline up to and including expulsion. (Policy JBA/GBN)

Making up School Closures

Full days lost due to inclement weather or other factors will be made up as determined by the School Board in consultation with the employee associations.

Materials Distribution

From time to time, schools are asked by community organizations to distribute information electronically or occasionally in paper form describing programs that may be of interest to students and their families. Our district cooperates with approved community partners by posting eflyers online through a digital flyer distribution service. The district approves the distribution of flyers that meet the guidelines of Material Distribution Policy KJA and follows our Nondiscrimination Policy AC, supports the basic educational mission of the district and its core purpose and strategic goals, and provides educational benefit to children with activities and programs for self-development. Documents need to be made available in both English and Spanish in order to reach families who speak the top two represented languages in our district. Principals are the final authority in deciding if and how materials will be distributed in their building. Court decisions have directed that material distribution be done fairly and consistently within each individual school. Parents and students should understand that the flyers may describe athletic, educational, or religious activities that are not sponsored or endorsed by the school district.

Promotion and Retention

Students will normally progress from grade to grade annually. Exceptions will be made only after prior notification and explanation to the student's parents, but the final decision will rest with school authorities. (Policy IKE)

Resolving Differences

The Greater Albany Public School District is committed to the prompt resolution of differences with parents, students and other members of the public. People who have differences with the district or a school should first attempt to resolve problems in an informal, timely manner with the staff primarily involved. If this is not sufficient, the next step is presentation to the administrator with primary responsibility for the areas related to the concern.

If the complaint is not satisfactorily resolved and the person filing the complaint wishes to carry it further, a written complaint should be submitted to their supervisor, the Level Director or Assistant Superintendent. The complaint should include the reason for the complaint with supporting statements and evidence. If the complaint relates to a specific policy or procedure, the policy or procedure should be cited. District staff may

meet with the involved parties if advisable and will provide a written decision.

If the person filing the complaint is not satisfied, he or she may appeal to the school board. A detailed description of this process may be found in Board Policy KL, Public Complaints. Copies of this policy are available in all schools and the district office at 718 Seventh Avenue SW Albany or on the district website at www.albany.k12.or.us.

Secret Society/Gang Activity

Student membership in secret societies and/or gangs in the school environment is prohibited. Students may not wear, possess, use, distribute, display or sell anything that is evidence of membership in or affiliation with a gang. Students also may not solicit others for gang membership; request others to pay protection or otherwise intimidate them; or incite other students to hurt or harass any other person. Students who violate this policy will be subject to disciplinary action up to and including expulsion. (Policy JFCEA)

Student Activities

Students participating in school activity programs will be expected to adhere to the code of conduct outlined in the school's parent and student handbook. That code includes:

- Not using tobacco, alcohol, and illegal drugs.
- Respecting the property of others, including prevention of theft and vandalism. - Exhibiting appropriate conduct. Responding courteously and promptly to the requests of authorities such as parents, teachers, principals, or activity officials.

If a student is suspended from participation in an activity, a phone call will be made to parents and a letter sent home informing them of the suspension and its duration. The student and/or the parents may request a conference with the principal regarding the action taken. (Administrative Regulation JFBA-AR-2)

Student Medical Insurance

The School District endeavors to provide a safe environment for all students during recess and other school activities. The School District does not carry no-fault premises liability insurance for injuries suffered by students. Information regarding school-based medical insurance available to all students can be obtained from your student's school office.

Student Searches

District officials may 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. Searches for evidence of a violation may be conducted subject to the following requirements:

- A district official has individualized, reasonable suspicion based upon specific and explainable facts that the student personally possesses some item that poses an immediate threat to the student's safety and/or others.
- The search is reasonable in scope. That the measures used are reasonably related to the objective of the

search and the area which could contain the item(s) sought.

District officials may seize any item which is evidence of a violation of law, Board Policy, Administrative Regulation or school rules, or which use or possession is prohibited.

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Students may be searched by law enforcement officials on district property when the student is under the jurisdiction of the district, upon the request of the law enforcement official. Law enforcement requests ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parents in advance and will be present for all such searches, whenever possible. (Policy JFG) **Textbook**

and Library Management

Textbooks and library books are checked out to students through their schools. If student books are overdue or have been lost or damaged, the student/parent may be asked to pay fines or the replacement costs and/or processing fees. Textbooks and library books may be replaced with a school-approved, used book purchased by the parent. Money that was paid for book replacement and the item is later found can be refunded up to one year after payment. If a student owes other fees or fines, the amount to be refunded will be applied to any outstanding fees or fines. In the event a student/parent is not able to pay the cost of fines or replacement cost and processing fees, a student may be provided with an opportunity to work out the balance owed. Assigned work duties are at the discretion of the building principal. Fees/fines may be waived by the principal in accordance with Board Policies JN and JN-AR.

Threats of Violence

Student threats of harm to self or others, threatening behavior or acts of violence - including threats to severely damage school property - will not be tolerated on district properties or at activities under the jurisdiction of the school district. Students are responsible for informing a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others are encouraged to do the same.

Students found in violation of this policy will be subject to discipline up to and including expulsion. A referral to law enforcement shall be made in cases involving weapons or destructive devices. Whenever a student makes threats in violation of this policy, the principal of the school shall consider the following actions: removing the student from the classroom setting; placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others; and requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom.

In addition, whenever a student makes a threat in violation of this policy, the building principal will notify the parent of any student whose name appears on a targeted list that threatens violence to the student or who has been threatened by another student. (Policy JFCM)

Tobacco

Students may not possess or use tobacco products or inhalant delivery systems in any form on district premises, while under the jurisdiction of the district or while attending district sponsored activities.

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(Policy JFCG)

Vandalism

Any student who willfully damages or defaces school property will be disciplined. Students and their parents will be held responsible for loss or damage of district property. (Policy ECAB)

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Weapons

Students shall not bring, possess, conceal or use a weapon on or at district property, or activities under the jurisdiction of the district.

Weapons include:

- Dangerous weapons: Devices that are used, attempted to be used, or threatened to be used, or under the circumstances in which it is used is capable of causing death or serious physical injury. - Deadly weapons: Any instruments, articles or substances designed for and capable of causing death or serious injury.
- Firearms: Any weapons designed to, or readily convertible to, expel a projectile by action of an explosive.
- Destructive devices: any explosive, incendiary or poison gas component, or any combination of parts designed or intended to cause destruction and harm.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are also prohibited and are subject to seizure and forfeiture.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy, shall be expelled for one year. All other violations of the policy may result in discipline up to and including expulsion. Administrators also will notify the appropriate law enforcement agency.

Possession or discharge of a firearm within a school zone is prohibited by federal law. A school zone is defined as in or on school grounds or within 1,000 feet of school grounds.

Disciplinary and/or legal action will be taken against students or others who assist in prohibited activities. **Safety and Security, Emergency Procedures**

Visitors

To ensure the safety of students and staff, preserve the educational environment, protect district property, and prevent disruptive activity, district officials must know if any person who is not a member of the staff or student body is inside the building or on the facility grounds. Visitors may enter school buildings only through designated entrances and must check in with the front office before proceeding further into the building. (Policy KK)

Standard Response Protocol

In the event of an emergency, the school district and school staff will do everything to safeguard students

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and staff. To accomplish this, the district has adopted the standard response protocol developed by the “I Love You Guys” Foundation. Responses are Lockout, Lockdown, Evacuate and Shelter and have procedures corresponding to the threat. Each protocol has specific staff and student actions that are unique to the action. (Admin Regulation EBCB-AR 4)

Lockout

Lockout may be called when there is a threat or hazard outside of the school building that could become a safety issue for everyone on campus. Law enforcement, staff or building administrators could direct the school to initiate Lockout procedures due to violence or criminal activity in the immediate neighborhood or a dangerous animal in the playground, or other concerns by building staff or administrators. The public

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address for Lockout is: “Lockout! Secure the perimeter” and is repeated twice each time the public address is performed.

Students are trained to return to the inside of the building. Staff will recover students from outside the building, lock exterior doors, increase situational awareness, take roll and account for students, and conduct business as usual.

There may be occasions where students expect to be able to leave the building - end of classes, job commitment, end of the school day, field trips, etc. Depending on the condition, permission to leave the building may be denied. Students and staff will remain inside the building until the Lockout situation is cleared.

Law enforcement personnel may hold school buses and family member vehicles from approaching the school until the campus is released from the Lockout condition.

Lockdown

Lockdown is called when there is a threat or hazard inside of the school building. Examples might include a dangerous animal within the school building or intruders. Lockdown uses classroom security to protect students and staff from threat. Law enforcement, staff or building administrators could direct this security level. The public address for Lockdown is: “Lockdown! Locks, Lights, Out of Sight!” and is repeated twice each time the public address is performed.

Students are trained to move away from sight line from the corridor and maintain silence. Staff will lock classroom doors, turn off lights, move away from sight, take roll and account for students, maintain silence and wait for law enforcement to open classroom doors.

If near the end of the school day, students and staff will remain inside the building until the Lockdown situation is cleared. Law enforcement personnel will hold school buses and family member vehicles from approaching the school until the campus is released from the Lockdown condition. Release from a Lockdown shall only occur with direct in-person release notification by an administrator or uniformed law enforcement personnel.

Evacuate

Evacuate may be called when there is a need to move students and other building occupants from

one location to another.

The public address for Evacuate is:

“Evacuate! To announced location” and is repeated twice each time the public address is performed. Students are trained to bring their phones and to leave other personal possessions behind and form a single file line and depart the building. Staff will lead students to the evacuation location and take roll and account for students. Students and staff should be prepared to follow specific instructions given by staff or first responders.

Shelter

Shelter is called when the need for personal protection is necessary in such instances as tornado, earthquake or airborne irritants. The public addresses for shelter might be “Shelter for Earthquake! Drop, Cover and Hold” and is repeated twice each time the public address is performed. In the event of an earthquake, students and staff will be directed to DROP, preferably under a desk or table.

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Stay away from windows, bookcases, file cabinets and other objects that could fall. COVER their heads with their hands and stay under cover until the shaking stops. HOLD onto the desk or table; if it moves, move with it. Other responses may be situationally appropriate.

Student Discipline

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. The major objectives of the discipline program are to teach the following concepts: - Individual rights, dignity and safety.

- The law, district policies and safety.
- Public and private property rights.

The district will enforce consistently and fairly all student rules, procedures and standards. Students who violate these guidelines will be offered corrective counseling and/or be subject to disciplinary sanctions.

A student whose conduct or condition is seriously detrimental to the schools best interest may be suspended or expelled in accordance with Board policies and administrative procedures and rules. (Policy JG)

The information below summarizes key points of the district’s disciplinary procedures. For a more complete listing of this information, consult the district’s Board Policies and Administrative Regulations. Copies of these documents are available for review in all school offices and the district office, 718 Seventh Avenue SW, or the district website at www.albany.k12.or.us.

Corporal Punishment and Physical Force

Corporal punishment is strictly prohibited in the district, and physical force shall not be used

to discipline or punish a student.

Corporal punishment is defined as the willful infliction or willfully causing the infliction of, physical pain. Corporal punishment does not mean physical pain or discomfort resulting from a student's voluntary participation in athletic competition or such recreational activity.

No teacher, administrator, or other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A district staff member is authorized to use physical force when necessary to prevent a student from harming self or others.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct that could warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified of the circumstances of the misbehavior, and the time and location of the IEP meeting to address the infraction and its relationship to the disability.

Should the IEP team conclude that the misconduct is not a manifestation of the student's

disability; the 17

student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a manifestation of the student's disability, the team may review and revise the student's IEP, and determine whether a change in placement is needed. Under circumstances involving weapons, drugs and/or the infliction of serious bodily injury, the district may remove the student to an interim alternative educational placement. (Policy JGDA/JGEA-AR) **Expulsion**

A principal or designee, after reviewing available information, may recommend to the superintendent or designee that a student shall be expelled. Expulsion of a student shall not extend beyond one calendar year unless a firearm is involved.

No student may be expelled without a hearing by the superintendent or designee unless the right to a hearing is waived by the parents or by the student if 18 years old. The right to a hearing may be waived in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parents agree to abide by the findings of a hearings officer.

When an expulsion hearing is to be held, the student and parents will be given written notice by personal service or certified mail at least five days before the scheduled hearing.

Notice shall include the specific charge or charges, the conduct constituting the alleged violation and the reason for expulsion, recommendation for expulsion, the student's right to a hearing and right to representation.

If the student or parent has difficulty understanding or speaking English, the district will provide translation. At the hearing, the student may have a representative present. The representative may be an attorney or a parent. The student will be afforded the right to present his or her version of the events and to introduce evidence. The student shall be permitted to be present and hear the evidence presented by the district. The hearings officer will determine the facts in the case and decide upon disciplinary action including the duration of the expulsion if an expulsion is imposed.

The hearings officer's decision may be appealed to the School Board. Parents of students who wish to appeal will have the opportunity to be heard at the time the Board reviews the decision. The Board will affirm, modify or reverse the decision.

Before expulsion, the district must propose alternative programs of instruction, or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. (Policy JGE)

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. (Policy JG)

Students may be suspended for willful violation of school regulations, conduct which materially and substantially disrupts the rights of others to an education; conduct which endangers the student, other students or staff members and conduct which damages or injures district property. Suspension may take the following forms:

- In-school suspension: Exclusion of the student from class attendance for a designated period

of time 18

to be determined by the administration.

- Out-of-school suspension:

- A temporary exclusion from school for not more than 10 school days.

- Exclusion in cases being investigated and/or pending exclusion.

- Exclusion until some specific pending action occurs such as a physical or mental examination; incarceration by court action; a hearing by the superintendent, or designee; and/or official Board action

Saturday school, detention before school, and/or detention after school may be assigned as disciplinary consequences in the place of suspension when appropriate.

Parents or guardians will be notified by telephone whenever possible and will be sent a letter in cases of an out-of-school suspension stating the date, time and charges for the suspension and the procedures for reinstatement. The statement may include a plan for the student to make up school work. The parents or guardians may request and be given a conference with the building principal. Suspensions may be appealed to the School Board.

Out-of-school suspended students are not to be on school grounds without administrative permission.
(Policy JGD)

Your Guide to District Service

Albany Community Pool 541-967-4521

Albany Public Schools Foundation (APSF) 541-979-2773

Alternative Learning 541-967-4563

Business Office 541-967-4505

Community After School Program (CAP) 541-967-9322

Curriculum, Instruction, and Assessment 541-967-4525

Executive Assistant 541-967-4511

FACT 541-924-3720

Human Resources 541-967-4503

Nutrition Services 541-967-4622

Nurse 541-967-4554

Physical Plant 541-967-4513

Special Ed 541-967-4624

Special Programs 541-967-4518

Student Services 541-967-4518

Transportation 541-967-4626

Welcome Center 541-704-2376

School Board Members

Board Members & Zones



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Board Chair
At-Large No. 1

eric.aguinaga@albany.k12.or.us

Term exp. June 30, 2023



Pete Morse

Board Vice Chair
At-Large No. 2

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Term exp. June 30, 2025



Brad Wilson

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Term exp. June 30, 2023

Superintendent

541-967-4511

Assistant Superintendent

541-967-4525

MISSION

*Building bridges to
lifelong learning and
brighter futures*

VALUES AND BELIEFS

BUILD lifelong learners

RESPECT individuals and community

INSTRUCT at the highest level, preparing students for life

DESIGN systems that represent all voices

GROW social, emotional, and physical well being

ENGAGE multiple perspectives

STRENGTHEN relationships



GREATER ALBANY
PUBLIC SCHOOLS

