

CULVER SCHOOL DISTRICT

RIGHTS AND RESPONSIBILITIES HANDBOOK



FALL 2021 – FIFTEENTH EDITION

**412 WEST E STREET
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CULVER, OR
97734
541-546-2541**

Phone Directory

District Administrative Office	541.546.2541
Culver Elementary School	541.546.6861
Culver Middle School	541.546.3090
Culver High School	541.546.2251
Nutrition Services	541.546.7518
Transportation	541.546-7514

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It is the policy of Culver School District Schools and its Board of Education that there will be no discrimination or harassment on the grounds of race, religion, color, national origin, disability, marital status, sex, sexual orientation, veterans' status, genetic information or age in any educational programs, activities or employment in programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

Persons having questions about equal opportunity and/or non-discrimination should contact the Superintendent at:

412 West E Street, Culver, OR 97734, 541.546.2541.

Please refer to the following websites:

Oregon Administrative Rules

<http://arcweb.sos.state.or.us/banners/rules.htm>

Oregon Revised Statutes

http://www.oregonlaws.org/oregon_revised_statutes

Culver School District Board Policies

<http://www.culver.k12.or.us/district/policy>

Preface

The Board of Directors of the Culver School District believes that each student should receive the best education its resources can provide. The District's purpose is to provide each student the opportunity to realize the success necessary for living a productive and rewarding life in our society. As an integral component of the community, the school district shares responsibility with families in providing an educational program that will help each individual understand, solve problems, and accept responsibilities.

All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors and to protect their own rights and those of other people. Although these rights and responsibilities are applicable to a total society, this document is related to and is in force for those times and events that are considered school sponsored.

In keeping with the Culver School District mission to provide the best education possible for every student the purpose of the Student Rights and Responsibilities handbook is: to establish clear expectations and standards of behavior that will provide a safe, effective, and rewarding learning environment, and to notify parents and students of these educational rights and responsibilities.

Alcohol/Tobacco/Drug-Free District

Culver School District is an Alcohol, Tobacco and Drug-Free school district. The sale or use of alcohol, tobacco products or controlled substances is not permitted on school district property, school vehicles or at district sponsored events by students, staff, parents or visitors. The Culver School District Board of Education and school district administration ask the understanding and cooperation of all parents and patrons as they visit schools or attend school events.

Compulsory Attendance

All students between the ages of six and eighteen years of age, who have not completed grade 12 or reached the age of 19, are required to attend a public full-time school (ORS339.010) unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend.

Any person who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095. Students not attending school on a regular basis will be referred to the school's principal and/or District Attorney along with county agencies assigned to keep kids in school.

A parent may apply to the Jefferson County Educational Service District to teach their child at home or enroll in a private or parochial school in the courses of study normally required of children attending public school. Students may, upon parent request, be allowed to participate in district programs and curriculum if space and materials are available. In these cases, home-schooled students must then adhere to regular attendance procedures as established by the school. Parents are responsible for transportation for students attending selected school offerings. Only courses recognized by the State of Oregon will earn credits toward a diploma. An exemption may be granted to the parent(s) of any student 16 or 17 years of age who is requesting enrollment in a community college to obtain a GED.

Parent/guardians may request release from compulsory attendance in writing to the Counselor or Principal and must indicate the educational plan for the student. Parent/guardians assume all costs for the student to pursue and/or obtain their GED certificate. Exceptions to the compulsory attendance laws are provided in ORS 339.030.

Admission to School

Parents enrolling a student in a Culver school for the first time are required to complete an enrollment packet, provide proof of student's age and immunization, and proof of address.

Culver School District will deny admission to any student who is expelled from another district for a weapons related offense. Students who are expelled from another district for other reasons and become Culver School District residents may be offered alternative education opportunities.

Early Entrance

A student will be admitted to kindergarten if his/her fifth birthday occurs on or before September 1, or is a kindergarten student transferring from a public school in another district. A student is considered six years of age and will be admitted into a public school if his/her birthday occurs on or before September 1.

A student whose sixth birthday occurs after that date may be admitted to the first grade if he/she has maintained regular attendance in any grade of a public or private full-time school during the entire school term.

Early entry into school may be allowed for a student whose needs would be best met in the school program based on an analysis by qualified professional staff of his/her:

1. Cognitive development;
2. Social development;
3. Physical development
4. There is sufficient existing room and personnel to provide for their needs.

Daily Attendance

Parent/guardians are expected to inform the school by phone or in writing of their child's absence and the reason for each day of absence.

Attendance at Religious Instruction

A student attending public school may be excused from school pupils to attend weekday

schools giving instruction in religion. This instruction shall not exceed two hours in a week for elementary students and five hours in any week for secondary students. Parents must apply to the school in which the student is enrolled for release for religious instruction. Transportation is not provided by the school district.

Student Code of Conduct

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

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

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of titles, awards and/or privileges (example: valedictorian, salutatorian, student body, class or club office position, prom, social activities, etc.) and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, cyberbullying, menacing, teen dating violence or domestic violence;
3. Coercion,
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*
7. Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;

8. Sexual harassment;
9. Use, distribution, attempted distribution of tobacco**, inhalant delivery system, alcohol** or drugs**, including drug paraphernalia;
10. Use of display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity.

The Superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or another dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum of five years imprisonment, \$125,000 fine and forfeiture of firearm and/or another dangerous weapon or both.

Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400.

Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to

a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575.

An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

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

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

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

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

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

School Safety and Gangs

Culver School District is committed to maintaining a safe and secure learning environment. Culver School District has adopted the following policies and rules to respond to the elimination of gang activity, violence, and crime on or near school property and to prevent violent acts and criminal

activities from occurring on school property.

Dangerous Weapons and Firearms

1. No student, staff member or other person, with the exception of law enforcement officers or those authorized by Oregon or federal law, shall have possession of a loaded or unloaded firearm (defined above), dangerous weapon (defined above), or replica of a dangerous weapon, nor transfer possession of such a weapon to another person on school property or at school sponsored events that occur off school property.
2. Weapons include but are not limited to firearms, ammunition, knives, metal knuckles, straight razors, explosives, noxious and irritation or poisoning gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or patrons. Materials or devices that can be readily assembled to create explosives or dangerous weapons, or any materials or devices that have the potential of endangering the safety of others, are also prohibited.
3. Any student who has brought, possessed, concealed or used a loaded or unloaded firearm or transfers possession to another on school grounds or at an activity under the jurisdiction of the school district is in violation of these policies and will be subject to discipline and will automatically receive an expulsion hearing.
4. Any student who has brought, possessed, concealed or used any other dangerous weapon or deadly weapon, or a replica of a dangerous or deadly weapon will be subject to discipline, including suspension and expulsion. The appropriate law enforcement or juvenile agencies will be notified.
5. Any non-student who is found to have brought, possessed, concealed or used a firearm or other dangerous or deadly weapon on school property or at school sponsored events that occur off the school campus will be considered to be unlawfully present on the premises and will be subject

to prosecution for criminal trespass in the second degree, as provided by ORS 164.245. The exceptions are those authorized by Oregon or federal law.

6. Any Culver School District staff person who has knowledge that another person is in possession of or has brought, possessed, concealed or used a firearm or dangerous or deadly weapon on school property or at school sponsored events that occur off the school campus will be considered to be unlawfully present on the premises and will be subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245. The exceptions are those authorized by Oregon or federal law.
7. Any Culver School District staff person who has knowledge that another person is in possession of or has brought, possessed, concealed or used a firearm or dangerous weapon on school grounds or at school events within the past 120 days, is required to promptly notify the appropriate law enforcement agency of the identity of the person who violates this policy. Law enforcement agencies will be asked to take appropriate legal action.

Intruders and Visitors

1. Visitors are permitted on school grounds so long as their presence does not disrupt school, they are not threatening or intimidating others in school and so long as school officials know of and consent to the visit in advance.
2. During a regular school day all visitors are required to first report to the school office to arrange for their visit.
3. Visitors who are in violation of this policy will be considered in violation of the law and subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

Vandalism and Destruction of School Property

1. The district will attempt to recover the actual cost of repair or replacement of school property that has been vandalized,

intentionally or recklessly destroyed by any person from that person or the person's parents, if a student, or if these attempts are not successful, through legal actions.

2. Any student found to be guilty of vandalism or intentional or reckless destruction of school property will be subject to discipline up to and including suspension and expulsion (ORS 339.250).
3. The appropriate law enforcement agency will be informed of the identity of any person who violates these policies and will be asked to take appropriate legal action.

Gang Activity

1. The presence of members of gangs and gang activities on school property or at school sponsored activities that occur off campus is likely to cause a substantial disruption or material interference with school and school activities; therefore, such gangs and gang activity will not be tolerated on Culver School District property or at school sponsored activities (ORS 336.109).
2. A 'gang' is defined as a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographic territory, or the espousing of a destructive belief system that subsequently results in criminal activity (ORS 336.109(2)).
3. No student at school or at school a school activity shall:
 - a. wear, possess, use, display or transfer to another any clothing, jewelry, emblem, badge, symbol, sign or other object which is commonly considered evidence of membership or affiliation in any gang;
 - b. commits any act, or use any speech, verbal or nonverbal, showing membership in or affiliation with a gang;
 - c. use any speech or commit any act that furthers gangs or gang activity, including, but no limited to, soliciting others for memberships in any gangs or inciting other students to act with physical violence upon any other person.

4. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.

Coercion, Assaults, Disorderly Conduct and Threats

1. No student shall assault or threaten to harm another person or use coercion by threats or force to obtain money or other property, or force any person to do any act against the will of the person.
2. Assault means intentionally, knowingly or recklessly causing injury to another. (ORS 163.160)
3. Disorderly conduct is basically defined as intentionally causing public inconvenience, annoyance, or alarm by engaging in a or participating in fighting or any violent threatening behavior. It also includes making unreasonable noise, disrupting lawful assembly of persons, or congregating with others in public places and refusing to comply with lawful order of law enforcement to leave.
4. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.
5. The appropriate law enforcement agency will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal actions.

Theft

1. No student shall steal or attempt to steal school property or private property on school property or during a school activity, function or vent that occurs off school property.
2. 'Steal' means that, with intent to deprive another of property, a person takes or withholds such property from another or extorts or takes property by deception (ORS 164.015).
3. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.
4. The appropriate law, enforcement agency

will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

Laser Pointers

Due to the potential for disruption of the school environment and the risk of physical injury, student use or possession of laser pointers or similar devices while on school grounds, at school sponsored events or traveling in school owned vehicles is prohibited.

Students found in violation of this policy will be subject to discipline up to and including expulsion. Any laser point or similar device found in the student's possession would be confiscated and held for return to the parents. It is illegal to direct the light from a laser pointer at a police officer or uniformed private security guard (ORS 163.709).

Search, Seizure and Questioning

District officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use, subject to the requirements set forth in the district's search and seizure policy. 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.

District officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use, subject to the requirements set forth in the district's search and seizure policy. 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.

School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reason to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

Hazing, Harassment, Bullying, Intimidation, Cyberbullying, Menacing, Teen Dating Violence, Domestic Violence

The Culver School District is committed to providing a positive and productive learning and working environment. To this end, discrimination, harassment, intimidation, bullying, acts of discrimination, harassment, intimidation, bullying through electronic means (cyberbullying), menacing, teen dating violence or domestic violence and retaliation by students or staff or third parties is strictly prohibited and shall not be tolerated in the district, under any circumstances.

For the purposes of this handbook the term harassment shall include, but is not limited to, hazing or menacing. This policy is in effect while students, staff and those interacting with the district's students or staff are on district grounds, district property or on property within the jurisdiction of the district (to include official school bus stops); while in district-owned and/or district-operated buses, vehicles or chartered buses; while attending or engaged in district activities away from district grounds.

The purpose of this policy is to reaffirm our commitment that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability in any educational programs, to equal employment opportunity and to providing a harassment-free school and work environment for students and employees. Discrimination and harassment is a violation of district policy and administrative procedures and may also be a violation of state and federal laws or regulations. Students whose behaviors found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to and including suspension and expulsion. All complaints of harassment will be investigated (see reporting procedure below). The district has the authority to report students in violation of this policy to law enforcement officials.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or district. The district has the authority to report third parties in violation of this policy to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be

considered a serious violation of district policy and independent of whether a complaint is substantiated. False charge shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

All reports about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyberbullying or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building administrator or the Superintendent. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. If a student initiates the complaints, that student and their parents shall be notified when the investigation is concluded. Reports may also be made anonymously. See outlined process at the end of this section.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

Definitions

1. Third Party include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.
2. District includes district facilities, district premises and non-district property if the student or employee is at any district sponsored, district approved or district related activity or function, such as field trips or athletic events where students are under the control of the district business. This includes official school bus stops.
3. Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to: epithet, slurs, or negative

stereotyping; threatening, intimidating or hostile acts; denigrating jokes; unwelcome touching; and display or circulation in the district of written or graphic material that denigrates or show hostility or aversion toward an individual or group because of that individual's or group's protected class (including via e-mail).

Harassment includes, but is not limited to, any act that denigrates or shows hostility or aversion towards an individual because of his/her race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability. Harassment includes disparate and unfair treatment and intimidation.

Harassment, intimidation or bullying means any act that substantially interferes with a student's education benefits, opportunities or performance that takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school-provided transportation and that have the effect of:

- Physically harming a student or damaging a student's property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - Creating a hostile education or work environment.
4. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of obtaining membership in, or affiliation with, any district sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or

caring any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

5. Sexual harassment constitutes discrimination not only because of the sexual nature of the conduct to which the victim is subjected, but also because the harasser treats a member or members of one sex differently from members of the opposite sex. For the purposes of this policy, sexual harassment includes unwelcome sexual advances, requests or demands for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive school or work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstance which constitute a hostel school or work environment, these behaviors may include but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; sexual prowess or sexual deficiencies; leering, cat calls or touching; insulting or obscene comments or gestures; display or circulation in the work place of sexually suggestive objects or pictures (including via e-mail); and other physical, verbal or visual conduct of a sexual nature.

Examples of sexual harassment are, but not limited to the following:

- Visual – ogling, staring, inappropriate hand gestures.
- Verbal – unwanted request for dates, questions about personal life, lewd comments, dirty/sexual jokes, whistling.
- Written – unwanted love poems and love letters, obscene poems, unwanted cards.
- Touching – violating space, patting, grabbing, pinching, caressing, and kissing.
- Power-relationships, using power to request dates, sex, etc.
- Intimidation – threats, demands.
- Force – rape, physical assault.

6. Harassment, intimidation or bullying includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or to inflict serious physical injury on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability or any other group protected by law.
7. Menacing includes, but is not limited to, any act intended to place a school employee, student or third party in fear of eminent serious physical injury.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

"Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or district property/equipment to violate this policy.

“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

Reports and Complaint Process

Students who believe they are victims or witnesses of harassment or discrimination are urged to report the incident to a teacher, counselor, or administrator or by using the report and complaint process (detailed below). Students also have the option of anonymously reporting suspicious illegal activity, bullying, criminal activity, abuse, theft or other concerns to the Safe Oregon tip line. Any individual may call or text 844-472-3367 with their anonymous tip or concern. You can also email to: tip@safeoregon.com.

Copies of the district process for addressing discrimination, harassment, intimidation, hazing, bullying or retaliation are available from school offices or from the district office. It is the policy of the Culver School District and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and/or nondiscrimination should contact the Human Resources Department.

Process for Students, Parents and/or Guardians

If you observe or have experienced an incident of discrimination, harassment, intimidation,

hazing, bullying or retaliation, you should present an informal complaint to an administrator who has direct responsibility for the enforcement of the policy or rule in question within ninety (90) days of the alleged violation, misinterpretation, or misapplication. The administrator, will investigate the complaint, convene a meeting of the parties to the complaints, if appropriate, and render a decision in the matter. The decision will be communicated to the parties to the complaint. If there is doubt regarding the appropriate administrator to contact, or if the conduct of the administrator who would otherwise be contacted may be in questions, contact may be made with the Human Resources office or the Superintendent for assistance.

The following reflects steps you would take:

Tell the administrator what happened and answer any questions they have. Work with the administrator to resolve the issue. The goal of resolving the issue is to:

- 1) Protect and comfort the person who feels they've be a target of discrimination, harassment, intimidation, hazing, bullying or retaliation;
- 2) Assign a consequence if necessary; and
- 3) Teach the parties skills that help make school safe and welcoming.

If you feel like you can't resolve the issue working with the administrator, you may file a complaint. Complaints should be made in writing and directed to the Superintendent. A form is available in district policy KL-AR on our website. The Superintendent will attempt to resolve the complaint.

If the complaint is not resolved at this level, the complainant may appeal to the Board. The written decision of the Board will be final. If the Board chooses not to hear the complaint, the Superintendent's decision is final.

Due Process and Procedures for Expulsion

This handbook explains the major areas of inappropriate conduct and the consequences that may result for those students who do not follow the rules. All students are entitled to due process as it relates to discipline. In general, this

means that no action will be taken against a student until the student has an opportunity to explain his/her version of the event after hearing the charges.

Discipline in the district is based upon a philosophy designed to produce behavior changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. There are also procedures that students and parent/guardians must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a disciplinary action, both the student and the parent/guardian, upon request to the principal, will be given a more detailed description of the due process procedure.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

Suspension Process

Suspension (in or out of school) temporarily removes from a student the right of attending school or school activities and/or being on district property. After reviewing available information, suspensions may be made by the school administrator.

The length of the suspension shall be determined by the severity of the act and previous behavior of the student. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of a suspendable conduct as set forth herein and pursuant to district policy, specification of individual charges against the student, and an opportunity to present his/her view of the alleged misconduct.

The suspending administrator may postpone

these procedures if there is a risk that harm will occur if the suspension does not take place immediately. In all cases, an administrator, an administrator will notify the parent/guardian in writing and, when possible, by telephone, and the procedure for reinstatement will be explained. There is no appeal process beyond the school principal.

The period of suspension is not to exceed a maximum of ten (10) school days. In specific circumstances, a suspension may be continued until some specific pending action occurs such as physical or mental examination or incarceration by court action.

In cases involving use of alcohol/drug, possession of alcohol/drugs, or being under the influence of alcohol/drugs, up to a ten (10) school days' suspension period will be imposed.

The student may be expelled for any of the following circumstances:

- a) When a student's conduct poses a threat to the health or safety of students or employees;
- b) When other strategies to change the student's behavior have been ineffective; or
- c) When required by law.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, length of suspension, a plan for readmission and an opportunity to appeal the decision. There is no appeal beyond the school principal.

Every reasonable and prompt effort will be made to notify the parent(s) of a suspended student.

While under suspension, a student may not attend after-school activities or athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up on the student's

return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without academic penalty.

It shall be the responsibility of the student to take the initiative to obtain make-up assignments. It will be the responsibility of the instructor to provide any additional instruction.

When suspension or expulsion from school is being considered for a student with an Individual Education Plan (IEP), all procedures mandated by the Individuals with Disabilities Education Act (IDEA) will be addressed.

Expulsion Process

Expulsion is the termination of the student's right to attend school, school activities, and/or be on any district property for a substantial period not to extend beyond one calendar year. Only the school principal shall recommend expulsions to the Superintendent.

District procedures provide for written notification to the student's parents, identification of alternative education options (in appropriate circumstances), and information concerning the right to an expulsion hearing.

The student will be suspended by the administrator, pending expulsion. A hearing officer, designated by the Superintendent, will render a decision on an expulsion after holding a hearing unless the parent/student waives their right to a hearing.

The decision of the Hearing Officer will be communicated to the Superintendent. If the student and/or parent believe there has been a violation of due process, they may appeal the decision to the school board.

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

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol – and/or tobacco-related offenses or any other

criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy as required by law, shall be reported to law enforcement.

Students may be expelled for any of the following circumstances:

- a) when a student's conduct poses a threat to the health or safety of students or employees;
- b) when other strategies to change the student's behavior have been ineffective; or
- c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. Special procedures must be followed if a disabled student is suspended or expelled, and a relationship is shown between the behavior and the disability.

If an expulsion hearing is requested, the student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school district's attorney may also be present.

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

Finally, the student will be permitted to be present and to hear the evidence presented by the district. For students with disabilities, the right to due process is extended through IDEA and Section 504 of the Rehabilitation Act of 1973.

Culver School District follows all IDEA and Section 504 laws pertaining to suspension and expulsions.

Admission of Students on Expulsion:

The School Board shall deny for a period not to exceed one calendar year from the date of the expulsion, regular school admission to a student who has become a resident and who is under expulsion from another school district for a weapons policy violation.

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

School Board, Superintendent Responsibilities

The School Board, through the Superintendent, has the responsibility to provide a quality educational program, to maintain highly-qualified staff and give them full support in enforcing discipline that is consistent with district policies and regulations.

When a disciplinary action is appealed, in accordance with district policy, the board will decide each case upon its merits.

Parent Responsibilities

Whenever the term parent or parents is used in this handbook, it shall refer to legal guardians or persons with power of attorney to act as a parent. The parent has the ultimate responsibility for the student's welfare. A parent needs to help the student learn, exercise self-control and develop socially acceptable standards of behavior.

The parent has the responsibility to set an example for the student, especially as it affects respect for law, for the authority of the school, and for the rights and property of others. By example, a parent can attempt to instill within the student a desire to learn, a respect for honest work and an interest in exploring various fields of knowledge.

The parent has the responsibility to know and review with his or her child the regulations that govern the student's school activities and the consequences of disobeying those regulations.

The parent should, if possible, become acquainted with the school in which the student is enrolled through back-to-school nights, parent/teacher conferences, school functions and classroom visitations. During school hours all parents and visitors are required to sign-in at the main office and obtain a visitor's pass.

The parent has the responsibility to have the student attend school regularly. Parents have the responsibility to inform the school in person, by phone or in writing of their child's absence and the reason. The student should be clean, in good health, free from communicable disease, in compliance with Oregon's immunization law, and dressed appropriately.

Custodial Parents

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parents at the time of enrollment or any other time a court order is issued. A parent with sole custody shall be requested to provide the district with written instructions regarding particular rights or privileges granted to the non-custodial parents.

Noncustodial parents will not be granted visitation or telephone access to the child during the school day. The student will not be released to the noncustodial parent without written permission of the parent with sole custody. 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 student and the district's relationship and responsibilities.

School Administrator Responsibilities

Administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching and learning environment. Administrators have the responsibility to carry out school district policies and regulations and to make these known to staff, students, and parents.

Administrators also have the responsibility to maintain an environment that is safe and conducive to an orderly education. Like teachers and parents, administrators have the responsibility to be an example for students by showing respect

for law and order and by demonstrating self-discipline and concern for all persons under their authority. Administrators will be fair, firm and consistent, maintain open lines of communication and demonstrate respect in decisions affecting students.

In regard to disciplinary action, administrators may consult with teachers, counselors, and students. Administrators should communicate with parents to establish procedures to improve student behavior when needed.

Administrators shall follow processes as outlined in District regulations, inform parents of actions and related policies involving their student, and maintain records of disciplinary actions.

Staff Responsibilities

Staff members of the school have the responsibility to guide a student's educational and behavioral experience while he/she is involved in school and school sponsored activities. All members of the staff shall work with parents in a cooperative manner.

All staff members shall model by their work and personal example, their respect for law and school rules. A staff member's conduct and guidance should encourage within the student a desire to learn, a respect for honest work, and an interest in various fields of knowledge.

Staff members have an obligation to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations.

Staff members have a responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and encouraging the students for achievement and responsible behavior. A staff member will be fair, firm, and consistent in active reinforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, library, school buses, school grounds, etc.) not only during the school day, but at all school sponsored activities.

All staff members shall demonstrate respect for parents, students, and other staff members. School officials have the authority, rights,

duties, and responsibilities similar to parents with respect to student behavior in the school setting and at school-sponsored activities.

Student Dress and Grooming

Student dress and grooming is the responsibility of individual students and their parents. When dress and grooming disrupt the learning process then it becomes a matter of school concern and school administrators will take appropriate action. Such action may include asking the student to change clothing, sending the student home or counseling with the student and/or parent.

The following are guidelines for this area:

1. Dress and grooming shall be clean and in keeping with health and sanitary practices. Articles of clothing and accessories may not create a safety hazard to the individual or others.
2. Clothing shall be free from advertisement slogans related to alcohol, drugs, tobacco, sexual innuendoes and gang symbols.

Freedom of Expression

Students have the right to express their personal opinion in writing, verbally, or by assembly, as long as that expression does not violate the rights of others or substantially disrupt the educational environment. Behaviors such as verbal or written assaults, menacing, profanities, obscenities, harassment, ridicule or bullying are prohibited and may result in disciplinary action. Students are expected to refrain from public displays of private affection.

Materials Distribution Guidelines

School Publications, Displays, and Productions

School publications, productions, or displays that are considered school-sponsored or as part of the district curriculum are subject to the evaluation of school administrators, no matter if they are in the classroom or not. The final decision on whether or not they are suitable lies with the principal after he/she has consulted the teacher/advisor and/or student representatives.

Such publications, productions, and displays are reviewed by the following educational standards,

but are not limited to:

- Whether the material is or may be defamatory or libelous.
- Whether the material is appropriate for the age, grade, and/or maturity of the audience.
- Whether the material is poorly written, inadequately researched, or biased/prejudiced.
- Whether the material is/or may be disruptive to the school environment. For example, such disruption may occur if the material uses, advocates, or condones the use of vulgar profane language, or advocates or condones the commission of unlawful acts or advocates violation of school rules, board policy, or the Student Rights and Responsibility Handbook.
- No illegal activity or profane or sexually suggestive language may be involved.
- Whether the material incriminates a student even though their name is not used.

Non-School Publications, Displays and Advertisements

All non-school sponsored publications, which a student desires to distribute on district property or at district activities, must comply with district standards and have permission from school administration. Students may not distribute materials, which are defamatory or libelous; threaten or intimidate an individual or group; are obscene; contain vulgar or offensive language; advocate breaking school or district rules or advocate unlawful acts. Not obeying or checking with the administration can result in disciplinary action.

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to district administration for approval.

Materials and the proposed method of distribution shall be subject to review. No solicitation shall occur during instructional time. Requests for material distribution can be made to the Superintendent's office.

Liability

The District cannot take responsibility for non-

school related publications. The authors, editors, publishers, distributors, and all others in any way associated with a non-school publication remain solely liable for any claims or litigation which may result and should not in any way rely upon any district permission to distribute, but should rely upon the advice of their own attorney.

Assembly of Students

Students, faculty and administration are responsible for activities conducted in a school and all are held accountable for the image of the school perceived by the public. All formal student meetings that occur on school grounds shall function only as a part of the educational process and as authorized in advance by the principal. Students gathered formally or informally shall not be a disruption to the educational process or infringe upon the rights of others.

Technology/Electronic Communications

The Culver School District will provide students with access to the district's electronic communications network. This network includes communications between all of the district's local area networks and internet access.

The district encourages students to not bring electronic devices to school. If a student brings an electronic device (cell phones, gaming devices, iPods, personal laptops, etc.) to school, they are expected to be both off and away (turned off and stored out of site) during all instructional activities unless otherwise authorized by school personnel.

Responsible use of Culver School District's technology resources is to be ethical, respectful, academically honest, and supportive of the district's mission. Each user has the responsibility to respect every other person in our community and on the internet.

Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with school district policy.

Culver School District reserves the right to deny or limit access to technology and/or internet to anyone. Violating any portion of the Responsible Use Agreement may result in disciplinary actions, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school and/or legal action.

Vehicles

Driving a car, motorcycle, or non-motorized device such as a bicycle onto school property, parking lots and grounds, is a privilege granted on an individual basis.

Violation of the following rules will result in forfeiture of the privilege:

1. Student vehicles operated on school premises are subject to local and state traffic ordinances and all traffic citations double in school zones.
2. Student drivers must hold a valid driver's license and the vehicle(s) must be licensed, insured and registered with the school administration.
3. Student parking is limited to designated areas. The speed limit on campus is 10 miles per hour.
4. All vehicles parked on school property are under the jurisdiction of the district and will be subject to search when there is a reasonable suspicion to believe an illegal act, violation of student conduct or district policy has occurred.
5. Students shall not loiter in cars or in the parking lot during the school day.
6. Student vehicles may be cited and towed away at owner expense if they are double parked or parked in unauthorized areas.
7. A middle school student may not drive a car or motorcycle to school. Students in possession of a current Oregon driver's license may petition the principal for an exception to this rule.
8. Use of skateboards is not permitted on school grounds.
9. Bicycles should be locked to bicycle racks in designated areas. The school cannot be

responsible for the unauthorized use or theft of motorized or non-motorized devices.

Open vs. Closed Campus

Culver School District operates a closed campus. Once a student arrives for the day they must remain in their school for the entire day unless they are officially checked out of the office by a parent/guardian or by administrative permission.

Students in grades 10-12 have open campus privileges during their lunch break. Ninth grade students may be granted open campus privileges during lunch after the first month of the school year.

Nutrition Services

Culver School District Nutrition Services department strives to provide healthy, nutritious meals for students while they are in school. Good nutrition is essential in the learning process.

Information regarding menus, meal accounts, and the USDA Free and Reduced Meal program can be found at culver.k12.or.us/students. The district encourages all student households to apply for free or reduced-price meals.

Those families that have full or reduced-price meals can deposit funds on account for each child to draw from.

Immunizations

Culver School District is required by state law to keep a record of each student's immunizations. Parents who are enrolling a student in a school must complete an immunization form with their child's record of immunizations.

Parents are required to turn in documentation of immunization or complete the process for a nonmedical exemption prior to Exclusion Day.

- Kindergarten or first grade students are not allowed to attend school until they have a minimum of one dose each of required vaccines.
- Students may be exempted from receiving certain immunizations for medical conditions or religious reasons.

- Tuberculosis testing may be required for student born in a foreign country.
- Students who are not in compliance will be excluded from school on statewide Exclusion Day. State law requires all children in school to have up-to-date immunizations or have a medical or non-medical exemption to stay enrolled.

Medication at School

The District recognizes that administration of medication to students and self-medication may be necessary at school. A request for the district to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

When directed by a physician or other licensed health care professionals, students in grades K-12 may be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines.

Illegal Acts and School Violations

Violation of school rules and regulations, based on severity and frequency, may result in reprimand and warning, detention, removal of privileges, suspension, or expulsion. In matters of other than minor and routine instances, parents will be involved and informed. In all cases of suspension or expulsion, due process procedures will be no less than those required by District policy and law. (Those procedures are described earlier in this handbook.)

In addition to rules and regulations of Culver School District described in this publication, students are expected to obey the laws of the State of Oregon and of the United States. On school property, and at school-sponsored activities, violations of public laws will result in disciplinary action taken by school authorities regardless of whether or not law enforcement is involved. The following conduct will constitute grounds for disciplinary action:

Arson

Arson is the intentional setting of fire to property or facilities. Setting off false alarms is also grounds for disciplinary action. Schools are required to report a deliberately set fire to local fire authorities.

Assaults, Menacing, Disorderly Conduct and Threats

Assault is basically defined as any offensive physical contact that results in a visible injury. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury.

Disorderly conduct is basically defined as intentionally causing public inconvenience, annoyance, or alarm by engaging in or participating in fighting or any violent threatening behavior. It also includes making unreasonable noise, disrupting lawful assembly of persons, or congregating with others in public places and refusing to comply with a lawful order of law enforcement to leave.

Students will not verbally, in writing, or by any conduct threaten, intimidate, harass or coerce any fellow student or district employee. Any violation will be considered serious and may result in suspension and/or expulsion gains the individual and the possibility of criminal or civil action being taken against the individual and his/her family.

Copyright Violations, Plagiarism or Cheating

It is the intention of Culver School District to adhere to the provisions of copyright laws. Students in violation of copyright laws will be subject to discipline. Academic dishonesty/cheating involves use of prohibited information or plagiarizing material that is not one's own.

Cyberbullying

Cyberbullying means the use of any electronic communication device to harass, intimidate, or bully.

Disruptive or Unsafe Behavior

Disruptive, unsafe, or abusive conduct that

deprives other students of the right to learn or that interferes with the instructional program in the classroom will not be tolerated.

Drugs and Alcohol

It is unlawful for a student to possess, purchase, use, distribute or be under the influence of an illegal substance, or an imitation illegal substance; or to possess, purchase, use, distribute or be under the influence of a restricted or controlled substance for which the student does not have a prescription. It is also unlawful for a student to distribute his/her own prescription drug to others. Everyday items to alter mood or state of mind are prohibited.

Contact your school office for information about required pupil medical forms.

Forgery

Forgery includes any attempt to deceive. Examples are signing another's name to an excuse, assignment, or other document as well as changing or altering school documents.

Gang Activity or Conduct

Any student behavior promoting or imitation gang involvement or activity through attire, language, or nonverbal gestures (including graffiti) is prohibited.

Harassment, Intimidation, Bullying

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 school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, and that may be based on, but not limited to, the protected class status of a person, or that has the effect of physically harming a student or damaging a student's property, knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or creating a hostile educational environment, including interfering with the psychological well-being of a student.

Hazing

Hazing includes, but is not limited to, any act that

recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition of precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade-level attainment.

Hazing includes, but is not limited to, forced consumption of any drink, food, or drug, forced exposure to the elements, forced exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental, or physical health or safety of a student, or that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

Menacing

Menacing includes, but is not limited to, any act intended to place a school employee, student, or third party, in fear of imminent serious physical injury.

Physical Violence or Threats of Physical Violence

Physical violence is conduct resulting in physical harms to one's self, to others, or to property, including fighting in a school building, on the school grounds or nearby vicinity, on district vehicles, or at school-sponsored activities. Threats of physical violence include threats of harm to one's self, to others, or to school property, and menacing.

Profane or Obscene Language

Words and/or acts that infringe on the moral standards of most students cannot be tolerated in an atmosphere where attendance is required by law.

Regulated Campus Violations

Once a student arrives on a campus, he/she is not allowed to leave except for authorized reasons. Schools may have areas of the building or campus that are restricted to students and unauthorized persons.

Teen Dating Violence

Teen dating violence is defined as use of threats of physical, mental or emotional abuse to control another individual who is in a dating relationship

with the person, where one or both persons are 13 to 19 year of age.

Theft

Theft is the act of stealing personal or public property. Any student who commits or attempts to commit an act of theft against another student, the school district, or any other party, will be subject to disciplinary action and referred to the appropriate law enforcement agency. (Students are urged not to bring valuables or large amounts of money to school. Beyond the teaching of personal responsibility and honesty, the school cannot assume direct responsibility for a student's personal belongings.)

Tobacco

The possession, use, or distribution of tobacco or its imitation in any form by students violates Oregon Law and district policy.

Tobacco products, including e-cigarettes, will not be allowed on school property, in school district vehicles, or at school events or activities.

Trespassing

Students who have been suspended or expelled from school and persons of school age who are present but not enrolled in the school may be subject to the appropriate State Law or City Ordinance related to trespass. Criminal trespass charges may be made when a person's presence has been denied or restricted from a campus. Parents/guardians under court order restraint pertaining to a student, or who are disruptive to the educational environment, will also be denied campus access.

Unlawful Interference with School Authorities

Willful disobedience, insubordination, open defiance, intimidation, or threat of force or violence against a school employee is prohibited.

Unsafe or Improper Use of a Vehicle

While on school property, all vehicles will be used in a safe and non-disruptive manner. Parking regulations are enforced. Unsafe use of vehicles leads to campus restrictions or law enforcement contact. Any student leaving campus by vehicle is responsible for his or her own actions.

All vehicle owners and their insurance will pay for injury or damage caused by vehicles.

Vandalism

Vandalism is defacing or damaging property. A student who commits an act of vandalism may be disciplined, suspended, or expelled. The parent or guardian of the student is liable for the payment for such damage if the student is younger than 18. (ORS 339.260)

Weapons

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).

This includes destructive devices, replicas of weapons, and any item used as a weapon. Weapons include all types of firearms plus any weapon, device, instrument, material, or substance that is capable of causing serious physical injury or death under the circumstances in which it is used, attempted to be used, or threatened to be used.

Culver School District is a member of the Safe Schools Alliance (SSA) and follows SSA and law enforcement protocols when handling violations. Students found to have brought, possessed, concealed or used a dangerous or deadly weapon, firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year.

All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A 'school zone' is defined by federal law as in or on school grounds or 'within 1000 feet of school grounds'.

Disciplinary Procedures

Students/Parents have the right:

- To be presented with a verbal or written statement of the charges.
- To be given the opportunity to be heard

and present his/her view of the occurrence.

- To all due process guarantees contained in the district's stated procedure for suspension and/or expulsion.

Sexual Harassment Complaints

All persons associated with the Culver School District, including but not limited to, the Board of Directors, employees, agents, volunteers, and students are expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment.

Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. The student and/or parent with a complaint should contact a school administrator, Human Resources, or the Superintendent.

Examples of sexual harassment are, but not limited to:

- Visual – ogling, staring, inappropriate gestures.
- Verbal – unwanted request for dates, questions about personal life, lewd comments, dirty/sexual jokes, whistling.
- Recorded – unwanted written comments, abusive words or images (this includes digital messages such as e-mails and text messages).
- Touching – violating personal space, patting, grabbing, pinching, caressing, and kissing
- Power relationships – using power to request dates, sex, etc.
- Intimidation – threats, demands.
- Force – rape, physical assault.

Bus Transportation & Regulations

Buses travel only on city, county, or state maintained paved roads. To ride district buses the following must apply: elementary students live one or more miles from the school; middle or high students live one and a half miles or more from school; or a student would have to cross a

hazardous area.

Riding the bus is a privilege that can be denied if bus regulations are not followed. Students being transported are under the authority of the bus driver and are expected to follow all instructions posted and given by the bus driver.

Students should understand that the bus driver is responsible for the safety of students. A licensed teacher is responsible for establishing departure times of field trips and or maintaining order during field trip activities.

The following are state regulations from OAR 581-53-010: ORS: Chapter 820; 332.405, OAR: 581-21-010

Students being transported are under authority of the bus driver.

- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus both morning and evening.
- Students will not bring firearms, weapons, or other potentially hazardous material on the bus.
- Students will not bring animals, except approved assistance guide animals on the bus.
- Students will remain seated while the bus is in motion.
- Students may be assigned seats by the bus driver.
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms, or head through bus windows.
- Students shall have written permission to leave the bus other than at home or school.
- Students shall converse in normal tones; loud or vulgar language is prohibited.

- Students will not open or close windows without permission of the driver.
- Students will keep the bus clean and must refrain from damaging it.
- Students will be courteous to the driver, to fellow pupils, and passersby.
- Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
- Students will not bring glass or glass containers on the bus. (Culver SD rule)

These regulations, if broken, are considered severe violations with severe consequences because of the threat to the safety of others.

If a student is involved in an offense on the bus the driver will summon a school administrator or his/her designee by radio or cell phone to meet the bus at the school upon its arrival and to remove the student and suspend his/her bus riding privileges.

If the action or offense occurs on the way to the student's home destination, this may result in the driver returning the student to their home school and notifying parents or summoning law enforcement officials to remove the students from the bus and their bus riding privileges will be suspended by the District.

Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

If your child needs to leave the bus at a scheduled stop other than their normal home stop, please send a note with your student to the school office. The office will sign off on the note and instruct the student to give the note to the bus driver.

Route Information

Bus route information is available at each school, the transportation office and online at culver.k12.or.us/students.

Bus routes and stop times may be adjusted at any time. If your child fails to return home at his/her expected time, contact the school first. Please

understand that a bus could be late if there is a substitute driver, mechanical problems, traffic tie-ups, inclement weather, or poor road conditions.

The following items are not allowed on the bus:

- Animals
- Glass containers
- Aerosol cans
- Skateboards
- Fishing poles
- Snowboards
- Hockey sticks
- Weapons or look-alike weapons
- Golf clubs
- Helium balloons
- Skis
- Shovels
- Laser pens

Roller blades and shoes with wheels must be transported in a duffle bag or backpack. Craft projects must be in a bag or box.

Any item used in an unsafe manner may be confiscated and the student must bring a parent to the office to retrieve it.

The Driver

To become an Oregon School Bus Driver, a person must meet very specific requirements established by federal and State Law. Drivers for Culver School District are expected to maintain discipline while operating the bus in a safe manner.

Each driver has received several types of training. In addition to behind-the-wheel training, the drivers are required to attend on-going instruction and to be proficient in first aid procedures and student behavior management.

Student Records

The Family Educational Rights and Privacy Act (FERPA) require that parents and eligible students be notified annually of their rights relating to student records.

Parents and eligible students have the right:

- To inspect and review and/or receive a copy of the student's records. The request should specify as precisely as possible the record to be inspected. For additional guidance please refer to Board Policy JO/IGBAB-AR.
- To request that the records be amended to ensure that they are accurate, not misleading or otherwise in violation of the student's privacy or other rights. The request should be made in writing and identify the part of the record you want changed and specify why it should be changed. If the school denies the request to amend the record, the parent or eligible student may request a hearing regarding the request for amendment. For additional guidance please refer to Board Policy JO/IGBAB-AR.
- To 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.
- To obtain a copy of the District Student Records Policy from the District Office.

Directory Information

Current Oregon law allows the release of 'Directory Information' of a student without prior permission from the student's parent or guardian (or the student, if 18 years of age or older). If the parent or guardian (or the student, if 18 years of age or older) wishes to keep the information confidential, he/she must contact the school the student attends, in writing, within 15 days of this notice and direct the school to keep directory information confidential.

Directory information is information contained in a student education record which is not generally considered harmful or an invasion of privacy if

released for use in local school publications, other media and for such other purposes as deemed appropriate by school administration. It is defined as the student's name, address, telephone number, electronic address, picture, participation in officially recognized activities and sports, weight, height, year in school, awards received.

Directory information considered by the District to be detrimental will not be released. In order to protect student privacy, and to prevent unwanted solicitation of students and their families, the district will release either students' names or students' addresses.

The district will not release names and address together, except in a health or safety emergency to law enforcement or other agencies as designated by law.

Disclosure of Information to Military Recruiters and Colleges

In accordance with the No Child Left Behind Act, and with the district's desire to promote higher education, upon written request the District will release student's names, telephone numbers and addresses to recruiters for the United States military and to colleges and other post-secondary educational institutions.

Parents who do not want information released on their students have the opportunity to decline during registration of their student at the beginning of each school year.

The district forwards education records requested under OAR 581-021-0255 (Transfer of Student Education Records). Digital recordings, depending on how they are used in student disciplinary proceedings, may become a part of a student's education record.

Other Information

Emergency Closures

Student safety is a priority at Culver School District. We take careful precaution when inclement weather strikes to ensure the safety of our students and their families. Decisions regarding inclement weather delays or school cancellations are made in the early morning, before school.

Once the decision to delay and/or close schools has been made, that information is immediately communicated to parents using the district phone auto dialer, district website, and through local television and radio stations.

Interscholastic Activities

Culver School District is a member of the Oregon School Athletics Association (OSAA). In all athletic matters, the Board will adhere to the policies, rules and regulations of that body. All school athletes must be covered by medical insurance provided by parent/guardian for the duration of the athletic activities in which they participate.

Inform the school immediately should there be a change in insurance coverage.

If you need to purchase student insurance, see the athletic office at your child's school.

Education Standards Complaints

Any resident of the District or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education.

The complainant should first discuss the nature of the alleged violation with the school principal. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

Instructional Materials Complaints

Complaints by students or parents regarding instructional materials should be directed to the principal. Following initial efforts at informal resolution of the complaint, the student or parent may desire to file a formal complaint.

A "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office (see board policy IIA-AR). The principal will be available to assist in the completion of such forms as requested. All consideration request forms must be signed by the complainant and filed with the Superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the

material and forward a recommendation to the Superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the Superintendent's written decision. The complainant may appeal the Superintendent's decision to the Board, whose decision will be final.

Student / Parent Complaints

All concerns or complaints should be resolved at the lowest level possible, i.e. the employee whom the complaint is against. If the outcome is not satisfactory, please refer to board policy KL – Public Complaints. Appeals may be made to the school board in accordance with this Board policy.

Complaints regarding possible discrimination or harassment on any basis protected by law should be referred to the school administrator.

Equal Education Opportunity/Anti-Discrimination

The Culver School District Shall provide programs and activities based on equality for all students. Culver School District #4 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation, veterans' status, genetic information or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title I and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act; and the Americans with Disabilities Amendments Act of 2008.

Distinction on the basis of age is permitted where district policy, statutes, regulatory agencies and the welfare of the child or other children dictate.

Notice of Non-Discrimination

Culver School District is committed to equal opportunity and nondiscrimination in all of its education and employment activities. The district does not discriminate on the basis of race, color, national origin, sex, sexual orientations, religion, disability or age in its programs and activities and provides equal access to designated youth organization in the Boy Scouts of American Equal Access Act.

The following individuals have been designated to handle inquiries regarding non-discrimination:

K-5 - 504 Contact:
Kaily Filkins, Counselor
kfilkins@culver.k12.or.us | 541-546-6861

Carter Spear, Counselor
cspear@culver.k12.or.us | 541-546-3090

9-12 - 504 Contact:
Tyler Davenport, Counselor
tdavenport@culver.k12.or.us | 541-546-2251

Title VI, Title IX, Age Discrimination & American Disabilities Act Contact:
Barbara Garland, Special Education and Federal Programs Coordinator
bgarland@culver.k12.or.us | 541-546-7254

District Policies and Administrative Regulations - Available Online

School District policies and regulation are periodically adjusted to comply with changes in state and federal laws. While Culver School District makes every effort to keep the Student Rights and Responsibilities Handbook up to date, some changes to policies may be made after publication. In the event that this handbook conflicts with policy, District policy supersedes this handbook.

A complete listing of District policies and regulations is available at:

<https://www.culver.k12.or.us/district/policy>

Parents and students can also contact the District Office at 541-546-2541.

Healthy and Safe Schools Plan Available Online

The Culver School District's Healthy and Safe Schools Plan is for all buildings owned or leased by the School District where students and staff are present on a regular basis. The plan includes: the responsible person, list of facilities, elevated levels of lead in water, lead paint, asbestos, radon, integrated pest management, carbon monoxide detectors and test results.

A current plan can be found at:

<https://www.culver.k12.or.us/departments/operations>

NOTES:
