STUDENT & PARENT HANDBOOK

FREMONT/A. D. HAY/UNION ELEMENTARY SCHOOLS

2026 - 2027







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This student and parent handbook has been amended for the 2026 - 2027 school year with input from school administration, teachers and staff. This handbook has been approved for adoption by the Lake County School District #7 Board of Directors (approved May 13, 2026)

Dear Families,

Welcome to the 2026–2027 school year! We are excited to have our students back and look forward to a rewarding and successful academic year at Fremont, A.D. Hay, and Union Elementary Schools.

Our staff is deeply committed to fostering both academic achievement and personal growth for every student. We continuously reflect on and refine our instructional practices to ensure we are providing the most effective strategies to support student success.

We recognize that parents and guardians are essential partners in our learning community. We sincerely appreciate the ongoing support from our families and the broader community. We encourage you to stay involved and engaged through our volunteer opportunities and school activities.

If you have any questions or concerns regarding your child's academic progress or social experiences, please feel free to reach out or visit us. Our doors are always open, and we value your input and partnership.

We look forward to celebrating many accomplishments with our students in the year ahead. Thank you for your continued support.

Sincerely,

Dustin Counts, Principal
Andy Rygg, Dean of Students
Fremont, A.D. Hay, and Union Elementary Schools

INFORMATION IN SMALL BITS: We want to share some important information to ensure the safety and smooth operation of our school.

- To maintain student safety, all visitors, including parents, are required to check in through the main doors and remain in the office upon entering the school. This helps us minimize distractions.
- If you have a change of address, phone number, or emergency contact, please inform the building secretary at Fremont/Hay School.
- If you are picking up your child from Union or need to leave a message for your Union student, please contact Carlee Albertson at 541-947-2136.
- For withdrawal from school, please contact:

  A.D. Hay - Bonnie Langum: 541-947-2553

  Fremont or Union Elementary - Carlee Albertson: 541-947-2136

- If your child is absent, kindly notify the school office using the numbers above.
- The lost and found items can be found near the office area of each building.
- Students may occasionally participate in off-site field trips requiring parent or guardian permission.
- Safety drills will be conducted approximately once a month, allowing students to practice exiting the building quickly and calmly.
- Please ensure that children come to school dressed appropriately for the weather, especially during winter months when warm coats, hats, and boots are encouraged.

School phone numbers are: Fremont and Union 541-947-2136 and Hay 541-947-2553

****SCHOOL CALENDARS ARE ON OUR WEBSITE****

https://www.lakeview.k12.or.us/

SCHOOL DISTRICT MOTTO AND VISION

Motto: "Preparing Today For a Successful Tomorrow"
Vision: Lake County School District #7 will provide all children an opportunity to reach their fullest success in academic, vocational, physical, and social education.

BOARD POLICY – LAKEVIEW SCHOOL DISTRICT #7

It is understood that the Lakeview School District School Board of Directors will be governed by a set of written policies. "Policy" shall be understood to be those general principles adopted by the Board which will be used as guidelines for the administrative and professional staff in the management of A.D. Hay, Fremont and Union Elementary Schools. The adopted policies shall be specific enough to indicate a course of conduct to be followed by the administrative and professional staff and broad enough so as not to be unduly restrictive and to allow latitude, recognizing that various factual situations necessitate different courses of action even though the same policy is being followed. (Lake County School District # 7 Policy "BF")

Oregon Administrative Rules (QAR) requires annual public notice on a variety of educational topics and activities. Residents of Lake County School District #7 are hereby given due notice as follows:

1. The district's personnel policies are posted on the district website - www.lakeview.k12.or.us.

2. The school district shall consider (upon request) and may excuse students from a state-required program or a specific learning activity, where necessary, to accommodate a student with handicapping disabilities or religious beliefs.

3. The school district, in accordance with state law, does provide alternative education program "recommendations and notice" upon the second or subsequent occurrence of a severe disciplinary problem within three years; upon the finding that attendance is so erratic that the student is not benefiting from the regular educational program; upon consideration of expulsion; and upon the request by either an emancipated minor or legal guardian for exemption for "compulsory attendance."

4. The school district shall allow credit for alternative programs as outlined in a student's board-approved individualized alternative plan.

5. All public schools are required to keep student records. Local school board policies are required to control the use of such records in accordance with state and federal law. Academic and attendance records are required to be transferred to another educational institution upon notification of enrollment. Behavioral records may be transferred only upon request of the parent/guardian or eligible student. The district will, from time to time, share student directory information following district policy and federal law.
The school district intends to publish directory information relating to its students including name, address, phone number, date and place of birth, parent/guardian names, most recent previous educational agency or institution attended, grade level, dates of attendance, honors and awards, photographs, major fields of study, participation in officially recognized activities and sports, and height and weight of athletic team members. If parents/guardians object to directory publishing, the parents/guardians should contact their student's building principal.

   Prior to releasing directory information, the school must give public notice of the categories it has designated as directory information. Ten (10) days shall be allowed prior to publishing the material. Parents/guardians may, by notice to the school, prevent the school from publishing any and all of such information relating to their children unless written consent is given prior to each release.

   Each local education association that receives funds under the ESSA is to provide, on request by a military recruiter or an institution of higher education, access to the names, addresses, and telephone listings for secondary students. However, parents may request that such information not be released for their child without prior written consent by contacting the high school. Parents have the right to review the teaching licenses of their student's teachers.

6. Disclosure of social security numbers (SSN) is voluntary. The school district will use the SSN for record keeping, research, and reporting purposes only. The district will not use SSN's to make any decision directly affecting students or any other persons. The SSN's will not be given to the general public. Students not providing SSN's will not be denied any rights. Parents/guardians/students who provide SSN's consent to their use as described.

7. All students will have the opportunity daily to salute the United States flag by reciting the Pledge of Allegiance.

8. Lake County School District #7, in compliance with the Fingerprint-Based Criminal History Law effective January 1, 1994, shall collect and process fingerprints and other

criminal history information for all newly hired persons, including but not limited to all classified employees and their substitutes, employees of a contractor, school-based services providers, long-term volunteers and non-licensed coaches from the community. All shall be subject to this provision if there exists any opportunity or probability for student contact through personal communication or touch when not under direct supervision. The fingerprinting process for licensed employees (teachers and administrators) will be conducted by the Teacher Standards and Practices Commission.

9. Oregon Revised Statute 419B.010 requires any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse, or that any person with whom the official comes in contact has abused a child shall report or cause a report to be made. Public and private officials include all school employees.

LAKE COUNTY SCHOOL DISTRICT #7

DISCLOSURE STATEMENT

We are required by law to inform you about our use of student social security numbers. The following is provided for your information. Providing your social security number (SSN) is voluntary. If you provide your SSN, the school district will use your SSN for record-keeping, research, and reporting purposes only. The school district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described. OAR 581-21-225 authorizes school districts to ask you to provide your social security number (SSN). Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs and student success in the workplace. The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows: The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education training and job market trends. The information is also used for planning, research, and program improvement. State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success. Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

TITLE VI**TITLE IX**SECTION 504

Fremont/Hay and Union Elementary schools recognizes the importance of and is in compliance with Title VI of the Federal Civil Rights Act of 1964, whereby no student will be discriminated against on the grounds of race, color, or national origin; Title IX of the Education Amendments of 1972 whereby no student will be denied participation in or excluded from any program of this school, on the basis of sex and Section 504 of the Rehabilitations Act of 1973, whereby no otherwise qualified handicapped student, shall solely by reason of handicapping condition, be excluded from participation in or denied benefits of any program or activity offered by this school.

Fremont/Hay – Union Elementary reconoce la importancia de y es conforme a Titulo VI del Federal Civil Rights Act of 1964, con que ningum estudiante se diferenciara contra raza, color, o el origen nacional: Titula IX del Education Amendments of 1972 con que ningun estudiante se negara participacion en o se excluira de cualquier programa de esta escuela en base al sexo: y Seccion 504 del Rehabilitation Act of 1973 con que ningun estudiante calificado incapacitado, debe solamente por causa de una condicion estorbando, sea excluido de la participacion en o sea negado los beneficios de cualquier programa o actividad ofrecidos por esta escuela.

SUPERINTENDENT – Jennifer Schulze

DISTRICT #7 SCHOOL BOARD

Chairman - Casey Thornton

Darwin Johnson - Jake Greer – Amanda O'Bryan

PRINCIPAL – Dustin Counts DEAN OF STUDENTS - Andy Rygg

SECRETARIES

Bonnie Langum – A.D. Hay

Carlee Albertson - Fremont/Union

Fremont/Hay Certified Staff	**Fremont/Hay Classified Staff**
Kindergarten -- Jamie Patterson, Brea Strubel	Title 1 Assistants -- Maria Moreno, Nery Crosthwaite, Maricruz Olais
First Grade -- Katie McNeley, Makenna Heffington	Educational Assistants - Shay Hall, Helen St. Clair, Alicia Briley, Stephanie Moon, Genevive Henderson, Cambria Anklin, Ivana Venegas
Second Grade -- Aleah Elliott, Julia Lindquist	
Third Grade -- Debbie Watts, Deanna Martin	Head Cook -- Aimee Albertson
Fourth Grade -- Laurie Renfrow, Mariah Marrietta	Assistant Cook -- James Guilliam
Fifth Grade - Kassi Frank, Tate Lightle	Library Manager - Maggie Bishop
Sixth Grade -- Sammeejo Hutchison, Kayla Cantrell	Custodians -- Brody Dick, Brant Sorensen, Maria Gutierrez,
Physical Education -- Toby Mathews	
Music -- Susane Davis	
Special Education -- Shiela Strubel	
Title 1 Reading Teacher – Tara Counts	
Math Coach/Intervention Specialist - Teresa Whitman	
Behavior Specialist - J.D. Hermann	

Union Certified Staff	**Union Classified Staff**
Grades K/1/2 – Courtney Frank	SpED/ Title 1 Assistant - Cielo Gonzalez
Grades 3/4/5 - Kristen Reese	Head Cook - Farron Charlton
Grades 6/7/8 – Challis Young	Custodian – Nathan Puccio, Lanitta Griffiths
Electives - Farron Charlton	

LAKE COUNTY SCHOOL DISTRICT #7
Fremont/Hay School
Student Supply List 2026 - 2027
****BE SURE TO LABEL ALL SUPPLIES WITH STUDENT'S NAME**

KINDERGARTEN
*3 Boxes Crayons (24 count- Crayola)
Full Size Backpack
Water Bottle
TENNIS SHOES FOR PE Required
1 box Kleenex

GRADE 1
*24 Pencils - #2 (Ticonderoga)
2 Boxes – 24 Crayons
1 Pair Scissors – sharp point
2 Pink Erasers
2 Glue Sticks
*2 Boxes of Kleenex
*4 Dry Erase Markers
(blue or black /fine tip or bullet)
1 Supply Storage Box (5" x 8" – nothing larger)
1 Container of Clorox Wipes
1 Backpack

NO BINDERS OR LOOSE LEAF PAPER
***STARRED ITEMS ARE COLLECTED AND**
TENNIS SHOES FOR PE -REQUIRED

GRADE 2
*24 Pencils - #2 lead (Dixon-Ticonderoga)
*2 Boxes – 16 Crayons
4 Plastic Folders for homework (2 pockets)
1 Pair of Scissors
* 2 Large Pink Erasers
* 6 Glue Sticks
1 - Water Bottle to stay at school
*1-Container of Clorox wipes
* 2 Large boxes of Kleenex
1 Supply Box
2 pkgs. of dry erase markers (bullet or fine tip)
Backpack/ Book Bag (for daily use)
1 Single Subject Notebook
TENNIS SHOES FOR PE - Required
***STARRED ITEMS ARE COLLECTED AND SHARED BY THE CLASS**

GRADE 3

Black Composition Notebook
1 or 2 pocket folders
24 Crayons
12 Colored Pencils
Pencil Box/Pouch
3 Dry Erase Markers (Chisel)
2 Dry Erase Markers (Fine Point)
24 Ticonderoga #2 pencils (yellow)
2 Pink Erasers
Glue Stick
Scissors
12" ruler
3 Boxes of Kleenex
1 container of Clorox Wipes
Reusable Water Bottle
Backpack
NO BINDERS OR LOOSE LEAF PAPER
***STARRED ITEMS ARE COLLECTED AND**
TENNIS SHOES FOR PE - Required

GRADE 4

4 Boxes of Pencils #2 lead(Dixon Ticonderoga)
1 Pkg of Expo Dry Erase Markers
2 Elmer's Glue Sticks-Large
1 Pkg Wide Ruled Notebook Paper-200 count
1 Pkg Colored Pencils (12 count)
1 Pkg 3x3 Post-It Notes
3 boxes of Kleenex
2 Spiral Notebooks (wide Ruled/70 Count)
1 Three Ring Binder-2 inch
1 Zippered Pouch for supplies
1 Set of Binder Dividers-**8 tabs with pockets**
1 Water Bottle
1 Pair of Scissors-sharp point
1 Backpack
1 Composition notebook
TENNIS SHOES FOR PE-Required

GRADE 5

1 Two Inch Binder (Please no Trapper Keepers) **OR** 5 folders with pockets in lieu of binders.
1 Binder Divider Set with Pockets - 8 Dividers
2 4 pack of highlighters
1 Notebook Paper - Wide Ruled
3 Spiral Notebooks
1 Composition notebook
2 50 Pencils - #2 Lead (Ticonderoga)
4 Thin White Board Markers - Black
1 Package ofColored Pencils
1 Package of Crayons
3 Boxes Facial Tissues
2 Glue Sticks
1 Ruler
1 Scissors.
1 Water Bottle
1 Backpack
1 3x3 post it notes
5 Pocket folders (if not purchasing a binder)
1 Fine point Sharpie
1 Pencil bag
TENNIS SHOES FOR PE - Required

THESE SUPPLIES ARE NEEDED ALL YEAR - STUDENTS SHOULD REPLACE THESE ITEMS AS NEEDED

GRADE 6

1 3 inch Binder
4 **Five Subject** Spiral Bound Notebooks
1 Zippered Pencil Pouch
1 Set of Binder Dividers- at least 6 tabs
2 Elmer's Glue Sticks
6 Highlighters**(pink, yellow, blue, green, purple, orange)**
24 Pencils
1 Pair of Scissors
Calculator
Markers
Colored Pencils
1 Pkg Dry Erase Markers
1 Pkg of 3x3 Post It Notes
1 Pkg of Mini Post It Notes
2 Packages of Notebook Paper
1 Backpack
3 Boxes of Kleenex
TENNIS SHOES FOR PE - Required

UNION SCHOOL SUPPLY LISTS

2026 - 2027

KINDERGARTEN

1 Box-8 Crayola Crayons
1 Pair sharp Fiskar Scissors
1 Box of facial tissues
1 Pencil Box
4 Large Glue Sticks (Class Supply)
1 Water Bottle-prefer flip top straw (Stay at school)
1 Full size Backpack
1 Box of Slider Ziploc Quart bags
1 Box of Slider Ziploc Gallon bags
2 Boxes of pencils-Ticonderoga Brand
3 Pink erasers
1 Pair of corded headphones
1 Container of Clorox Wipes
***PE SHOES REQUIRED**

GRADE 1 & 2

1 Box of Bandaids
1 Pair sharp Fiskar Scissors
1 Box of facial tissues
1 Pencil Box
4 Large Glue Sticks (Class Supply)
1 Water Bottle-flip top straw (Stay at school)
1 Box of Slider Ziploc Quart bags
1 Box of Slider Ziploc Gallon bags
1 Full size Backpack
1 16 count box of Crayola Crayons
1 Set of Colored Pencils
2 Boxes of pencils-Ticonderoga Brand
3 Pink erasers
1 pair of corded headphones
1 Container of Clorox Wipes
***PE SHOES REQUIRED**

GRADES 3,4 and 5

24 - Dixon/Ticonderoga brand Pencils
2 Pink erasers or 1 Pkg - pencil top erasers*
1 Set- colored pencils of student's choice
2 Boxes – facial tissues*
1 Supply box/Bag
3 Spiral notebook wide-ruled
1 Pkg Post-Its (Large pkg)*
2 Dry Erase Markers – Fine line only
1 Pkg. index cards*
1 Binder – 3" only
1 Set binder dividers
1 Box of Slider Ziploc Quart bags
Water Bottle to stay at school
1 Full-size backpack
Non Marking TENNIS SHOES FOR PE
***Starred items are shared with the class.**

GRADES 6, 7 and 8

1 - Binder 3" only
1 – Set Binder Dividers with 8-pocket folders(**at least 5 tabs**)
2 – Pkg notebook paper 8 1/2 x 11"
2 - Boxes of #2 Dixon Ticonderoga pencils
1- Box pens (blue or black ink)
2 Boxes- Facial tissue (200 count)
1 - Pair Sharp Point Fiskar scissors
8 – Pencil top erasers or 2 Pink Pearl erasers
3 – Glue sticks
1 - Scientific Calculator (TI-30XIIS) **REQUIRED**
7 – Notebooks (College-ruled – single subject – 70 pages)
1 Pkg – Post-It notes 3x3"
4 Dry Erase Markers
1 Box of Slider Ziploc Quart bags
1 – 12" ruler (cm & inches)
1 Zipper pencil pouch
Backpack
Water bottle
Optional- Computer Mouse
Non marking Tennis Shoes for PE - Tennis shoes are for gym use and P.E.

***Please Label all items with name**
***Please replace all supplies as needed**

FREMONT/ AD HAY SCHEDULE

7:00 a.m	Playground supervision for bussed students begins; breakfast begins
7:20 a.m.	Parents may begin dropping off students
7:45 a.m.	First bell rings; doors are opened
7:50 a.m.	Tardy bell rings; class begins
TBD	Morning Recess
11:15a.m. - 12:00 p.m.	Lunch and Recess
TBD	Afternoon Recess
3:15 p.m.	Classes Dismissed

***PLAYGROUNDS ARE NOT SUPERVISED BEFORE 7:20 A.M. NOR AFTER 3:15 P.M.**

UNION SCHEDULE

6:45 a.m.	Playground supervision for bussed students begins;
7:20 a.m.	Parents may begin dropping off students; breakfast begins
7:45 a.m.	First bell rings; classroom doors are opened
7:50 a.m.	Tardy bell rings; class begins
TBD	Morning Recess
11:30 a.m. - 12:00 p.m.	Lunch and Recess
TBD	Afternoon Recess
3:15 p.m.	Classes Dismissed

PLAYGROUNDS ARE NOT SUPERVISED PRIOR TO 7:20 A.M. NOR AFTER 3:15 P.M.

REQUIREMENTS FOR REGISTRATION

- Kindergarten – 5 years old on or before September 1.
- 1st Grade – 6 years old on or before September 1.
- Birth Certificate and up-to-date immunizations are required to register for school.
- All students must be a legal resident of the district.
- **Birth certificates and required school records must be submitted to the school office within 30 days of registration.**

EMERGENCY PROCEDURES AND INFORMATION

Safety is a top priority at Lake County School District #7. We follow the Standard Response Protocol to address various incidents, including weather events, fires, accidents, and intruders. Our elementary students participate in monthly safety drills, covering lock down, lock out, take shelter, evacuate, and fire procedures. Please keep the school updated with your current contact information, as we utilize a text and email system called Thrillshare to communicate important information during emergencies.

VISITORS TO THE SCHOOL

To maintain a safe environment for our students and staff, all visitors, including parents, **MUST CHECK IN AT THE MAIN OFFICE UPON ENTERING THE SCHOOL AND REMAIN THERE.** If verification is needed, you may be asked to present photo identification and confirm your place on the student contact list. Visits to classrooms require prior approval from both the administration and the classroom teachers. These measures address our concerns regarding custodial parenting issues, and we reserve the right to deny access in certain situations. Unauthorized individuals on school property will be reported to an administrator and/or law enforcement

LOITERING

Please note that individuals not registered or attending our school regularly may not be on school grounds except for official business. Students should not loiter in hallways or on school grounds after school hours. They are expected to be in their assigned classrooms or to leave the building within 15 minutes after the last bell unless supervised by a teacher.

GUESTS

Student guests are not allowed. The purposes of school are education and learning; guests are a distraction and disruption to the learning process.

CAFETERIA

The cafeteria offers a nutritious breakfast and lunch for our elementary students. Lake County School District # 7 is eligible for free breakfast and lunch. **If your child purchases extra milk, they will be charged $ .50.**

- Student account balances will be reviewed on a monthly basis and bills sent to parents.
- A non-payment notice will be issued for an unpaid bill 14 days after the bill was issued
- Failure to remit the overdue amount with 30 days of the non-payment notice will result in collections actions taken by the Lake County School District #7.
- If you have questions, please contact your school secretary.

ALL RETURNED CHECKS ARE SUBJECT TO BANK FEES

Parents or other adults who may occasionally wish to have lunch at school can purchase meals for **$5.25**. ***Please notify the school prior to 9:00 a.m. if you wish to be on the lunch count.*** **A student who is lactose intolerant will need a note from their doctor to be served juice. Any student with food allergies should be reported to the school secretary.**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866)

632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. ***mail:***
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. ***fax:***
   (833) 256-1665 or (202) 690-7442; or
3. ***email:***
   Program.Intake@usda.gov

This institution is an equal opportunity provider.

CAFETERIA EXPECTATIONS - Students should use an orderly single-file line when entering and leaving the kitchen area to avoid accidents; running is not allowed in the cafeteria. Students are not allowed to re-enter the kitchen without permission. Students should remain seated while eating to prevent aspiration of food and should ask permission to leave the cafeteria to use the restroom. Students are not allowed to go back to their classroom after lunch without written permission from their teacher. Students are not allowed to remove food from the cafeteria.

Students will be dismissed from the cafeteria to recess by duty staff. While in the cafeteria, students should use inside voices and refrain from yelling, chanting, etc. to promote an environment suitable for all. Students should clean up after themselves; the throwing of food will not be tolerated. Any accidents or spills which require cleaning supplies should be reported to duty staff.

Students who eat hot lunches are given choices for meal options each morning and are tallied according to their choice. This allows cafeteria staff to know how many meals to make. Students must not change their mind when they enter the kitchen at lunchtime or other students will not receive their chosen meal. Students are not allowed to have energy drinks, coffee, soda or gum in the cafeteria or at school. There is no access to a microwave in the cafeteria.

WATER BOTTLES

Students are welcome to bring water bottles to school. Students will need to follow classroom rules about water bottles. **Water bottles must contain water only.**

ATTENDANCE AND HEALTH ISSUES

The elementary schools follow Oregon Health Authority guidelines for schools. Regular attendance is a vital part of the education process; however, if your children are ill, please keep them at home to help prevent the spread of illness. We suggest that you keep your children at home when they are experiencing the following symptoms:

- Acute cold or early stages of a cold
- Sore throat or earache
- Swollen glands
- Red or discharging eyes
- Nausea or vomiting the previous night
- Skin eruptions or rashes
- Signs of listlessness, weakness, drowsiness, flushed skin, chills, or headache
- Fever (do not return until temperature is normal for 24 hours)
- Diarrhea (do not return until 24 hours after diarrhea has subsided)

Serious communicable diseases will be handled using the Oregon Health Authority guidance *Communicable disease guidance for students* in conjunction with the local public health authority. Children with undetermined rashes may be excluded from school. They must be examined by a doctor and obtain an admittance slip before returning to school. State law requires school personnel to assist a student to manage his/her medication at school ***only with the written order of a physician***. **The giving of any medication at school without a physician's written order is not approved. See *Medication at School* and *District administered medications* sections for more information.**

INJURIES OR SERIOUS ILLNESS

If a student presents a doctor's note restricting P.E., recess or other physical activity, the note must give a specific time period. If the note states the activity must be limited until released from a doctor, a written release will be required to release the student back to normal activities.

Occasionally, after an illness or injury, a parent may request that a child be excused from regular physical education instruction. We will honor parental requests in these matters, however, if a student is unable to participate in regular physical education instruction, they will also be held in from all outdoor recesses on the day the request is made.

MEDICATION AT SCHOOL

The District recognizes that administering medication to students may be necessary when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if medication were not made available during the school hours and at school related activities.

DISTRICT ADMINISTERED MEDICATION:

Requests for the district to administer medication shall be made by the parent in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of student, name of the medication, dosage, frequency of administration and any special information. A prescription label meets the requirement for written instructions from the physician if the above information is included. **Written instructions by the parent which include the information above are required for all requests to administer non-prescription medication.**

ALL MEDICATION TO BE ADMINISTERED BY THE DISTRICT IS TO BE BROUGHT TO SCHOOL BY THE PARENT IN ITS ORIGINAL CONTAINER. MEDICATION NOT PICKED UP BY THE PARENT WITHIN (5) SCHOOL DAYS OF THE END OF THE MEDICATION PERIOD OR AT THE END OF THE SCHOOL YEAR, WHICHEVER OCCURS FIRST, WILL BE DISPOSED OF BY THE DISTRICT.

HEAD LICE POLICY

Head lice are a common problem among school age children. Lake County School District #7 operates on a "Nit Free" policy. Children who are discovered with **head lice or nits** will be sent home immediately. It may be requested by the school that each child identified with head lice or nits be cleared for re-admittance by Lake County School District Administration/staff. Random screenings of individual classrooms or grade levels may be conducted by the school; these may or may not include assistance from the Lake County Public Health Department.

TOILET TRAINING

It is Union/Fremont/Hay policy that students be toilet trained upon entering school. This means that the student is able to initiate going to the bathroom, can use the toilet and can adjust clothing necessary to urinate or have a bowel movement, and is free of diapering or "Pull-up" changing.

Individual students who require diapering or help toileting due to health, physical or cognitive disabilities will be accommodated as outlined in their IEP or 504 plan.

SHOWER POLICY

The purpose of a private shower room and laundry facilities at AD Hay Elementary school is to ensure students and families have access to clean clothing and good hygiene which can help improve a student's learning environment by improving confidence, health, and growth.

Staff shall notify the student's parent or guardian of the student's intent to shower and policies regarding this. Two staff will help student gather necessary shower items and clean clothing from the closet. Staff will then walk student to shower to show them where to place their dirty clothing, and expectations of shower usage which will also be posted. Staff will then leave the room to allow privacy for students to shower and change clothes. Staff will return to the office and maintain proximity to a two way audio monitor to ensure safety of students. Students will have 20 minutes in the shower room to ensure that they get back to their classroom in a timely Manner.

1. Notify parents of the student's intent to shower and gain permission.
2. No adult shall be alone with a student; there must always be two adults.
3. One student at a time in the shower room.
4. A male teacher will assist with male students, and a female teacher will assist with female students.
5. Use of two-way audio monitoring to ensure safety when student is showering and adult is not in the room.
6. Students will have a 20 minute time limit in the shower room to ensure that students are not missing out on educational needs.

PLAYGROUND SAFETY – STUDENT ARRIVAL AND DEPARTURE TIMES

The schedule of supervision for the Fremont/Hay/Union playgrounds begins at 7:00 a.m. and ends at 3:15 p.m. each day. **Children that are on the playgrounds before or after school supervision times are there at their own risk.** Student behavior issues that occur on the playgrounds between the hours of 7:00 a.m. and 3:15 p.m. at Fremont/A.D. Hay/Union, will be subject to the discipline policies of Fremont/A.D. Hay/ and Union. **Students ARE NOT ALLOWED to walk to DMS/LHS without written permission from parents and a note must be on file at the school office. Students are not allowed to walk to LHS/DMS to wait for siblings. Union/Fremont/Hay students are prohibited from loitering outside/inside DMS/LHS during school hours.**

DAILY ROLL

Official daily roll is taken after the tardy bell rings at 7:50 a.m. Students marked absent in the first ten minutes will be considered absent the entire day unless they check in properly with the office when they arrive. (See CHECK-IN PROCEDURE.) Parents/Guardians must then provide the office with an excuse just as with any other absence.

CHECK-IN PROCEDURE

Whenever a student arrives at school after school has started, the student must check in at the front office. Parents/guardians need to call the office, or the student needs to bring a note the following day or students will be marked tardy or with an unexcused absence.

CHECK-OUT PROCEDURE

Once students arrive at school for the day or board a school bus, they are considered in attendance for the day and are expected to be in all classes unless they check out with the attendance office. Students may not leave the school grounds without permission from the office. Permission will be granted only for emergencies or pre-arranged absences. **Elementary parents/guardians must come sign students out at the school office.**

REGULAR ATTENDANCE

Parents are required to notify the office of their students' absence by phone or in writing. If parents do not notify the office, an automated phone call will go out at 9:30 a.m. Student absences may be considered excused if verified for the following reasons: 1) illness, 2) serious illness or death of a family member, 3) emergency, 4) pre-arranged, pending advance satisfactory arrangements. Parental requests will not be denied, however, the absence could be considered unexcused if the duration of the absence exceeds that specified in Oregon state statute (ORS 339.065). **Absences will be considered unexcused if the parent does not make any attempt to phone the school offices, or submit a written note explaining the absences within a 24 hour period of the student's return to school. The Attendance Officer may recommend a referral to the Lake County Education Service District for failure to meet the standards as set forth in Ors 339.010-339.090, the Oregon Compulsory School Attendance Law. Copies of the law are available in the office.**

Except when exempt by Oregon law, all children between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term.

All children five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school and maintain the child in regular attendance during the school term. Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee.

The attendance supervisor shall: a. Determine that the parent or guardian has failed to enroll their child and to maintain the child in regular attendance. "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session; b. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of verification of the violation. If the student is a youth offender on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor shall notify the student's parole or probation officer of the absence. (See School Board Policy JEA and JEA-AR)

PRE-ARRANGED ABSENCES

All absences for doctor appointments, trips, and other foreseeable events lasting longer than 3 days must be pre-arranged and have administrative approval to be considered excused or for students to be assigned make-up work from their teacher. Prearranged absences that would put the student out of compliance with our attendance policy must be approved by an administrator. Parents/guardians and students are asked to plan ahead by doing the following:

1. With a note or phone call from home requesting a pre-arranged absence.

2. Email or call your student's teacher to make arrangements for missed work. **Please be aware teachers may not send work with students they feel will need their instruction to be successful. Your child may be kept in a recess to make up work with teacher instruction.** Students who do not complete the homework that is sent may receive a zero (0) on those assignments. If no due date is indicated then students will be given a reasonable amount of time to finish assignments, per the teacher's classroom policy.

3. Absences in excess of ten days will result in students being dropped from our enrollment.

TARDINESS

If a student has excessive tardies (5 or greater per quarter) disciplinary action may be taken. This action may include make-up time, extra work, parent/guardian conference, recess detention, or a combination of any of the preceding, and/or other appropriate measures including suspension and/or a referral to the attendance officer.

DUTY OF CARE: Parents/guardians are charged with duty of care for their child outside of regular school hours of supervision. They are required to pick up their child from school if the child needs to be sent home for health or disciplinary reasons. If a parent fails to pick up their child from school, local law enforcement or the Department of Human Services will be contacted to ensure the safety of the child.

FREMONT/HAY BEFORE-SCHOOL PROCEDURES

1. Parents are expected to drop their child off at school and their child will walk to the playground or breakfast. **Please do not drop your child off before 7:20 am at Fremont/Hay and 7:20 am at Union.**
2. Please do not enter the playgrounds at any time without first checking in at the office.
3. Parents are welcome to conduct school business at the office before or after school.
4. **Parents may not go to classrooms before, during or after school without checking in at the office and making an appointment with their teacher; many times teachers are not in their classrooms due to meetings and/or prepping for class.**

FREMONT/HAY AFTER-SCHOOL PROCEDURES

The following after-school dismissal procedures are used at Fremont School (Kindergarten, First, and Second Grades).

1. Parents are required to send a written note telling us the normal procedures their child will follow after school.
    a. For example, the note should tell us whether your child normally walks, rides the bus, or goes to daycare, who is authorized to pick them up, and so forth. To assist you with this a form will be provided at registration.
2. **If the after school plan changes for a student, the office must be notified no later than 2:30 p.m. Messages received after 2:30 p.m. may not be delivered to the student.**
3. **If a Fremont child is picked up after school, the person picking them up must go to the designated area to check their student out from the teacher, so we are sure the student is being released to the proper person(s).**
4. **If a Hay student is being picked up, parents should wait outside the Hay building for their student.**
5. Be sure to use the crosswalks to maintain safety.
6. Fremont bus students will be escorted to the buses by a staff person.
7. **Students are not allowed to get on buses at DMS or LHS. Students must board buses at Fremont/Hay**
8. **TRAFFIC SAFETY: Fremont/Hay Elementary has a voluntary system for added safety to the morning and afternoon traffic flow. This voluntary system requests that vehicles establish one-way traffic entering the school area on "I" Street and exiting on 5th Street.**

With this system students always have access to a sidewalk, eliminating students darting out into traffic or using other unsafe practices. The safety of our students is always our first priority. Please ensure that you are finding a parking space and not stopping in the middle of the street for your child's pickup.

BUS RULES

The safety of the students is of utmost importance. The following rules are designed to assure the safest system possible. Students are expected to follow the rules listed below, and are subject to disciplinary action for behavior violations both on the bus and at the bus stop. Persistent violation of the rules will cause the privilege of riding the bus to be suspended. Students who violate bus rules may forfeit the PBIS bonus activity, field trips or be subject to school discipline.

RULES GOVERNING PUPILS RIDING SCHOOL BUSES

OAR 581-53-010

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Students may converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the driver.
13. Students shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver and to fellow students.
15. Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
16. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

FOR YOUR CHILD'S SAFETY

To Be Safe .....

1. **DO NOT** go with a stranger no matter what that person says to you.
2. **DO NOT** get in a car with a stranger.
3. **DO NOT** accept gifts or food from a stranger.
4. **If** you have a problem coming to school or going home, go to your own home, to the home of a neighbor you know, to your teacher, principal, counselor, or a policeman immediately.
5. **ALWAYS** let your parents know where you are going and where you will be.

SKATEBOARDS/ ROLLER BLADES / SCOOTERS

The school is responsible for the safety of its students at all times and considers the use of skateboards, scooters, roller blades, and wheelies unsafe items for use on any school property. Skateboards, scooters, roller blades, and wheelies are never allowed in the building, and are prohibited on school grounds at all times. School district personnel may confiscate such items and the student will be subjected to disciplinary measures if these items are brought on campus.

A GOOD AND SAFE BIKE RIDER WILL...

- **Ride the bike on the right side of the road.**
- **Obey traffic lights and signals.**
- **Use hand signals to stop and turn.**
- **Get off and walk across busy streets.**
- **Leave the bike home when the streets are icy and snow is on the ground.**
- **Immediately park and lock their bike upon arriving at school.**
- **ALWAYS wear a helmet.**

RECESS GUIDELINES

We intend to go outside every day for exercise and play. Recess is an important release for students while learning, and provides additional exercise. There are always two or more staff members on duty during recess time. Parents and caregivers are encouraged to monitor their children's clothing selections to make sure they are prepared for the unpredictable weather in Lake County. We expect our students to be prepared for cold or wet weather.

If your child has been sick and you would prefer them to remain indoors during regular recess time, please write a note that indicates how many recesses or days you would like your student to remain indoors. Your child will be sent to the office during recess time. If a student needs to be inside for a prolonged period of time, a doctor's note will need to be submitted.
We WILL NOT have outside recess in the following conditions:

- Heavy Rain
- Extremely wet playground surfaces that are unsafe
- Temperatures or wind chill is below 20 degrees
- Snow covering play surfaces causing unsafe conditions
- Threat of lightning
- Poor air quality (Air quality index scale of 151 or higher)
- At any time school staff may determine that unsafe recess conditions arise, and outside recess may be canceled.

INCLEMENT WEATHER AT FREMONT/HAY AND UNION

** **During extreme cold temperatures and dangerously cold wind chill temperatures students and parents are reminded:**

- **Students should dress warmly and cover all exposed skin surfaces**
- **STUDENTS SHOULD REMAIN INSIDE THE HOME OR VEHICLE UNTIL TRANSPORTATION ARRIVES –NOT AT THE BUS STOP**
- **Students should not walk long distances to or from school**

School cancellation or late start will be posted on the Lake County School Facebook website and sent out through the Thrillshare System as soon as the superintendent makes the decision. We make every effort to make this decision in a timely manner and post the information immediately. **The cancellation of school includes the cancellation of all extra-curricular activities.**

HOMEWORK/GRADING/REPORT CARDS

The basis for assigned grades to students shall be placed in writing and made available to students and parents. *A.D. Hay/Fremont/Union* School students and parents have access to view grades online through ParentVue throughout the entire year using the school's website. Report cards will be available at conferences at the first and third nine weeks, and then mailed to the parents/guardians the second and fourth quarters.

In addition, in the middle of each nine-week period, grade reports will be sent out to parents/guardians who have students in grades 4 - 6. If you have a concern about your student's grades, please contact your student's teacher to arrange for a conference. Please contact your student's teacher to arrange for a conference any time.

Students should willingly engage in assigned work from staff. Grades will be recorded on the district-approved report cards. **Grades K – 6 use a standards based report card.**

Homework is a natural extension of the classroom instructional program, which should be related to the school's instructional goals and objectives. All students should be encouraged to take home library books and appropriate learning materials. The amount of homework assigned shall be gradually increased from grade to grade as the student advances through school. If the amount of homework assigned is overwhelming to your student, please contact the teacher to discuss the issue and remediate the problem.

PROMOTION/RETENTION/EARLY ENTRANCE/GRADE ADVANCEMENT

Students shall be promoted upon achievement of the course goals and successful learner goals. Students may be retained and required to repeat a subject or grade when such retention is judged to be useful to the student's future learning. Please see district policy IKE for retention framework and policy JEBA for grade advancement.

Evergreen Virtual Academy (EVA) Partnership

Fremont, A.D. Hay and Union Elementary Schools are proud to partner with Evergreen Virtual Academy (EVA) to provide flexible online learning opportunities. Students enrolled in this program are members of Lake County School District #7

To ensure a safe and productive environment, all EVA students must adhere to the following guidelines:

Conduct and Campus Policies

While EVA students primarily learn online, they are expected to follow all rules and expectations outlined in this handbook when they are on school grounds or attending any school-sponsored event (including sports, dances, and clubs).

On-Campus Attendance & Check-In

If an EVA student is on campus during the regular school day for any reason, the following procedures apply:

- Assigned Location: Students will be directed to a specific, supervised area for their work.
- Check-In Procedure: Students must follow the specific check-in and check-out protocols provided to them during their EVA enrollment orientation.
- Supervision: Students are expected to remain in their designated area unless they have staff permission to move elsewhere.

Technology and Equipment

Students using a district-issued computer or device are bound by the District Technology Acceptable Use Policy and fees at all times, regardless of whether they are working from home or on campus. This includes, but is not limited to:

- Proper care of the device.
- Adherence to internet safety and filtering guidelines.
- Using the device strictly for educational purposes.

Failure to comply with handbook policies while on campus or using district equipment may result in disciplinary action or a review of the student's enrollment in the EVA program.

PARENT – TEACHER CONFERENCES

The person-to-person communication provided by Parent-Teacher conferences is recognized as perhaps the most effective technique for ensuring appropriate and valuable communication between parents and teachers for the educational progress of the child. Scheduled Parent-Teacher conferences are held at the end of the 1st and 3rd quarters. Report cards are shared with parents at the end of the 2nd and 4th quarters.

CLASSROOM PLACEMENT

In order to provide an equitable and positive learning environment for all students, the process used in making classroom placement is as follows:

- Previous year teachers give input regarding each student's general academic abilities and learning style.
- The principals consider all information and then work to achieve a positive learning environment for each student and a balanced classroom for teachers.
- Parents who wish to send their child to Union elementary need to contact the office

Fremont/AD Hay/Union administration wish to elicit input from parents regarding the best classroom placement option for their student. Please visit the district website to complete the Parent Input Form to best provide meaningful information to assist with the best classroom placement for your child.

AWARDS

Fremont/Hay and Union Elementary Schools recognize outstanding achievement, attendance through the year in our classrooms and quarterly PBIS Assemblies. We recognize outstanding academic, attendance and achievement through an annual year-end awards assembly.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS): Fremont/A. D. Hay/Union implements a PBIS program which includes bonus activities at the end of each quarter. To be eligible for a bonus activity, students must not have received a disciplinary referral during the 9 week period. The school also uses "Honker Bucks" which are awarded to students for single acts of good citizenship. Honker Bucks are redeemable for various rewards throughout the school year.

FIELD TRIPS

Field trips are a natural extension of the classroom. Local walking field trips (nature walk, local museums, etc..) are scheduled throughout the year to enhance learning about curriculum and our community. A walking field trip requires administrative approval but not a parent permission form. All field trips in which a student is transported shall require a permission form signed by parents or guardian. Please contact the elementary school if you do not wish for your child to leave campus for any field trips.

Students may not be eligible for field trips due to disciplinary referrals, failing grades, behavioral or safety concerns. Parents will be notified when students are not eligible for field trips.

DRESS AND GROOMING POLICY

Dress and grooming for school are responsibilities of the individual students and parents/guardians. **When dress and grooming disrupt the learning process, the matter will be resolved by the school administration, students, and parents/guardians.**
The following are guidelines to appropriate dress and grooming:

1. Dress and grooming shall be clean and consistent with health, sanitary, and safety practices: shall not disrupt the learning process.
2. When a student is participating in special activities, dress and grooming shall not disrupt the performance or constitute a health or safety hazard to the individual or other students.
3. Hats, hoods, or any type of head covering are not to be worn in the building at any time during the normal school day unless approved by administration.
4. Clothes advertising of displaying alcohol, drugs, tobacco, profanities, vulgarities, or sexual innuendos are prohibited. Students will be required to change.
5. Dress which can reasonably be associated with gangs or gang activity is prohibited.
6. **The following clothes are prohibited: jeans ripped above fingertip length, pajama tops and bottoms, trench coats, bare midriffs, spaghetti straps, racer back tank tops, or tank tops that are revealing or reveal undergarments, or clothes that are too tight.**
7. **Hemlines for dresses, skirts, and shorts will be a minimum of fingertip length when arms are extended.**
8. Neck and wallet chains that are deemed by administration to pose a possible threat of injury to other students are prohibited.
9. Baggy pants must be belted at the waist and cover underwear.
10. Students are to limit perfume and cologne to home use.
11. **Close-toed shoes are required. Flip-flops are prohibited.**

DISPLAY OF AFFECTION

The student body and faculty strive to foster desirable standards of behavior on the school campus. Inappropriate displays of affection will be subject to parent/guardian conferences and/or disciplinary measures.

ELECTRONIC DEVICES

Personal electronic music devices, electronic games, cell phones, Smartwatches (callwatches) and other electronic devices are not to be used in the school during school hours and should be kept in the student's backpack. They are distractions to the learning process and are frequently damaged, lost, or stolen. If visible and/or being used in the school, they may be confiscated by

school district personnel and held by the office until the parent comes to retrieve the electronic item.

PERSONAL ITEMS AND TOYS

Personal valuables, toys, stuffed animals, etc. should be kept at home and NOT brought to school. These items create a distraction for students and disrupt the learning environment. Lake County School District #7 will not be responsible for valuables that are lost or stolen.

COMPUTER/NETWORK TAMPERING

School computers and network are property of Lake County School District #7; use of this system is a privilege. Student files are subject to review by teachers and administration. Students who tamper with and/or abuse the computers and computer network will be disciplined. Depending on the severity of the abuse, this discipline could include loss of computer privileges, even if the student is enrolled in a computer or keyboarding class. Before having access to the network/internet, all students and their parents/guardians must sign a release form regarding the responsibilities and ethical use of school district resources; the signed form acknowledges that they have read and understood and will follow all district policies regarding student access to networked information services as well as copyright procedures and practices. Students are not to access, or attempt to access any inappropriate and/or disallowed websites, or in any way attempt to evade or bypass network security or filters, or in any way violate the terms of the district computer/internet use agreement.

GUIDELINES FOR ACCEPTABLE INTERNET USE

Students shall be held responsible to a level of behavior on the school's computer network and internet that is consistent with those general codes of conduct governing student behavior and communication regardless of the time, setting, or location.

Network access and internet use shall be deemed a privilege and not a right. The computer network, its hardware, software, and its telecommunications capabilities are to be used by students solely for approved instructional purposes. Research and communication on this system shall be deemed *'public'* in nature. Though generally secure from the scrutiny of other students and staff, student users shall be notified that they should not expect that their internet usage and communications stored on the school district's system will be private. Designated staff shall have the responsibility to review files and communications to maintain system integrity and insure that users are using the system responsibly.

Because of the complexity, importance, and interdependence of the school district's computer network with the daily administration and execution of all phases of school district operations,)

instruction, support, administration, finance, and maintenance) students shall be held strictly liable for any inappropriate or harmful conduct or activity performed on the school's network and internet. Prohibitions on the use of this include, but are not necessarily limited to the following:

- Using, developing, or installing pirated software or programming applications.
- Altering or manipulating system and/or machine configuration, protocol or programming;
- Intentionally altering, disrupting or destroying system and/or machine capabilities;
- Sending, retrieving, or displaying offensive messages, pictures, or video material;
- Using obscene or vulgar language;
- Harassing, insulting or attacking others;
- Violating copyright laws;
- **Using others' passwords and sharing students' own passwords**
- **Trespassing into the folders, work, or files of other students or staff;**
- Knowingly and intentionally wasting or misusing district resources or property; and
- Utilizing the network for personal, commercial or financial gain.

Inappropriate use, misuse, and/or abuse of the school district's computer network by students shall result, depending on the severity and consequences of the student's action, in a wide range of potential disciplinary actions including, but not limited to:

- Verbal warning;
- Written reprimand;
- Restricted use/access to the network and its components,
- Temporary loss of access rights to the network;
- Permanent loss of access rights to the network;
- Suspension for as many as ten consecutive school days;
- Expulsion from school for as long as one calendar year;

A. When applicable, referral to law enforcement agencies for legal action; and Financial liability for costs incurred in correcting and replacing the network's administrative protocol, programming, software, files, and /or equipment if intentionally and knowingly disrupted, damaged, or destroyed by a student.

SEARCH ** SEIZURE ** SRO (School Resource Officer)

As citizens, students have a Fourth Amendment right to be secure in their persons against unreasonable search and seizure. This right, however, has been applied less stringently in schools than in the outside community, because the school has the duty to protect its students. If probable cause exists, school district administration can search a student's backpack with permission from the student or parents or request that law enforcement perform the search.

The board seeks to create a climate that assures the safety and welfare of all. Equipment such as student desks and cubbies belong to the school district: students are privileged to use this equipment as a convenience. The school insists that student desks be properly cared for and not used for the storage of illegal items.

To help ensure student safety and prevent vandalism at our elementary schools, surveillance cameras are situated in areas of concern. These systems have proven to be effective in deterring negative behavior.

FREEDOM OF EXPRESSION

One of the basic purposes of school is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments of the U.S. Constitution and under Article I, Section 8, of the Oregon Constitution. As citizens, students have the right to free expression; however, they must bear the consequences of such expressions.

Because school is a learning experience, the matter of free expression must also be viewed as a part of the learning process. Therefore, school officials may find it necessary to review student publications and speeches when they have reason to believe that students are unaware of the possible consequences of their expression. Officials may give advice on matters of libel, slander, journalistic ethics, and the possible effects of publications and/or speeches on the school.

PARENT/SCHOOL COMMUNICATION COMPLAINT PROCEDURE

To help maximize efficiency of the services we provide to our students and community, the district asks that all issues and/or concerns are first communicated with the person directly in charge of a program. This includes complaints as outlined in the district complaint procedures policy (KL & KLD) which outlines the expectation that all issues are solved at the lowest level possible. The district highly encourages and wishes that all individuals both inside and outside of the district exercise these procedures dutifully by first communicating with the person that directly supervises the specific program before communicating with that person's supervisor. We have found that most all issues can be solved through a simple phone call, email, or letter addressed to the individual that directly oversees the program. If the person still does not feel

like the issue has been resolved, the district invites the person to then communicate the issue with the next person in the chain of command which is 1. Employee (i.e. teacher, coach, etc.), 2. Building Principal &/or Athletic Director, 3. Superintendent & 4. Board of Directors.

The table below provides examples on who to first talk with regarding school related issues. Please do not hesitate to contact us if you have any further questions about these procedures:

Building Personnel Issues .....Building Principal
Student Classroom Issues .....Classroom Teacher
Student Discipline Issues..... .....LHS, DMS or Elem. Principals
Transportation Issues .....Transportation Supervisor
Maintenance Issues .....Superintendent

CONTACT LIST

Jennifer Schulze – Superintendent	**947-3347**
Dustin Counts – Fremont/Hay & Union Principal	**947-2136/947-2553**
Andy Rygg - Fremont/Hay & Union Dean of Students	**947-2136/947-2553**
Wyatt Poland – LHS Principal	**947-2287**
Cody Blair – DMS/LHS Vice Principal	**947-2287**
Nathan Puccio – Transportation Supervisor	**947-3347**

STUDENT BEHAVIORAL EXPECTATIONS

Our staff is committed to creating an environment in which the highest degree of learning is possible. We want our elementary school to be a pleasant and safe place. In order to attain this goal, it is imperative that we have the full cooperation of students and parents. We believe students need to be able to make mistakes as a part of the learning process. Our staff and procedures will help our students learn about appropriate behavior in a safe environment.

The parent's role is to support their student in their learning and behavior at school. Our staff has adopted a school-wide management program called PBIS, (Positive Behavior Incentive and Supports). This program rewards positive behavior with "Honker Bucks" that students can spend each month. The role of staff is to create consistent expectations and educate our students about these expectations. Classroom teachers are also expected to contact parents when a student is struggling with a particular behavior or expectation. The student's role is to be a responsible school citizen and to conduct themselves in a way that is acceptable to parents and school staff.

For those few students who struggle to conduct themselves in a responsible manner, there are consequences built into our policies and procedures. The first time, a staff member will remind the student about the expectation or rule. If the student is not able to change the behavior, the student is issued a warning to discuss/work through the behavior in a quiet place. After this process, a student would enter the formal discipline system as outlined on the forms at the end of the handbook.

ELEMENTARY DISCIPLINE POLICY

GENERAL DISCIPLINE GUIDELINES

Students shall comply with the state laws and written rules of the Lake County School District #7 and A.D. Hay, Fremont and Union Elementary School policy, to pursue the prescribed courses of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion. School staff members (administration, teachers, coaches, secretaries, aides, cooks, custodians, bus drivers) are in positions of authority, not only in the classrooms, but also throughout the building, on school grounds, at school functions, and on school buses. Please respect all staff members' authority, and treat them with courtesy.

Oregon law requires students to comply with rules for governing the school and to submit to a teacher's authority. It further states "willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, suspension, and/or expulsion from school." ORS 339.250 (1)(4)

The administration will discipline students who violate school rules and regulations and/or disrupt the learning environment of others. The school may also make a referral to law enforcement. Some problem areas will include, but are not limited to, the following: Defiance, insubordination, disrespect, abusive language or gestures, harassment, fighting with any physical contact, forgery, theft, plagiarism, technology or electronic violations, property damage, lying, cheating, inappropriate display of affection, bullying, suicidal ideation, threat of self-harm, bus misconduct, use or possession of drugs or alcohol, use or possession of weapons, threat or harm to others.

A.D. Hay/Fremont and Union Elementary Schools have a zero tolerance policy regarding **bullying, harassment, profanity, vulgarity, and obscenity** in the classrooms, halls, on campus, and at **any school activities/events.**

All students deserve reasonable safeguards in the consideration of all matters affecting their school lives. Careful attention must be given to procedures and methods whereby fairness and consistency in discipline shall be assured for each student. Special problems may arise when administrators and teachers are supervising school programs, and so school officials may find it necessary to discipline or remove students from the formal learning environment for a period of time.

DETENTION

For minor school violations, a **Recess Reflection** may be used. Recess Reflections will usually be 15 – 30 minutes. Students will be required to do assigned work during a Recess Reflection. Parents generally are not notified of minor infractions.

NOTICE OF INCIDENT

For repeated minor school violations and some major violations, a **Notice of Incident** is issued to the student by a staff member. Parent contact is required when a notice of incident is issued. Additionally, students may serve one or more recess/lunch detention as a consequence for the disciplinary infraction.

OFFICE DISCIPLINE REFERRAL

For repeated minor school violations following a *Notice of Incident*, and some major violations, an *Office Discipline Referral* will be issued. Parent contact will be done by a school administrator and a behavioral expectation plan may be created. Students may serve lunch detention(s), in-school suspension, out of school suspension or expulsion depending on the severity and frequency of violations. **Students who receive *Office Discipline Referrals* are not allowed to participate in the bonus day at the end of the quarter and/or other extra curricular activities during the quarter. Parents will be notified of the loss of bonus day or extra curricular activity.**

SUSPENSION

In-school suspension is defined as suspension of refractory students from class attendance not to exceed three consecutive days). Students serving in or out of school suspensions will not be allowed to participate in any school sponsored extracurricular or bonus activity, athletic events and/or field trips.

Out-of school suspension is defined as one of the following:

a. temporary exclusion from school for a period not to exceed ten school days

b. exclusion in cases being investigated pending expulsion

c. a special circumstance suspension continued until some specific pending action occurs such as a physical or mental examination or incarceration by court action

d. after investigation and recommended expulsion by the administration until the board of directors has taken official action.

Suspension procedures: Students shall have notice of charges in such terms as will permit them to change their courses of conduct or afford the opportunities to defend their rights to engage in such conduct or show that they are innocent of the conduct charge.

In suspending students, the procedure is as follows:
Students are informed of the charges, including the specific acts that support the charges, and their suspensions.

a. The parents/guardians are notified of the suspension by telephone, email or text, whenever possible and are given the reasons for the action. When parents/guardians cannot be contacted, the decision to send students home, or allow them to remain on school premises, or refer them to the proper authorities must be made with consideration of each student's age, maturity, and the nature of the misconduct that caused the suspension.

b. A letter is mailed to the parents/guardians stating the time, date, charges, and the specific acts that support the charges for the suspension. Procedures or a return date to be followed by the students and their parents/guardians for reinstatement are outlined.

c. The parents/guardians may request and be given a conference/hearing with the building administrator.

d. The board shall provide students suspended under emergency conditions with the same suspension procedures as soon as the emergency condition has passed. These procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a probability that substantial harm will occur if suspension does not take place immediately. Students removed from school may not participate in or attend any school function during the week(s) the suspension takes place. With the exception of drug/ alcohol-related suspensions, students will be expected to make up all homework, class work, tests, etc. missed during the suspension.

EXPULSION

Expulsion is defined as the release of a student from school attendance. A school district board or hearings officer shall not expel students without hearings, unless they and their parents/ guardians waive in writing the right to a hearing. By waiving the right to a hearing, students and their parents/guardians agree to abide by the lawful findings of the hearings officer.

Expulsion hearings shall contain provision for the following:

1. Notice to students and to parents/guardians shall be given by personal service or certified mail of the charge or charges and the specific facts that support the charge or charges. The notice shall include the statement of intent to consider the charges as reason for expulsion. Where notice is given by personal service, the person serving the notice shall file a return of service, where notice is given by certified mail to a parent/guardian of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing.
2. Unless otherwise provided by the board, the superintendent or his designated representative shall act as a hearings officer and shall maintain control over and conduct the hearing. In case of foreign language differences or other serious communication handicaps, the hearings officer shall provide a translator.
3. Any hearing held by the school board or its hearings officer on the matter of expulsion of a minor student shall be conducted in executive session of the board or privately by the hearings officer unless the student or the student's parents/guardians request a public hearing.
4. Students may be represented by counsel or other persons.
5. Students shall be permitted to introduce evidence by testimony, writings, or other exhibits.
6. Students shall be permitted to hear the evidence presented against them.
7. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
8. The hearings officer and/or the students may make a record of the hearing.
9. The hearings officer shall determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the students. The officer shall submit findings as to the facts and whether or not the pupils charged are guilty of the conduct alleged, and the officer's decision of disciplinary actions, if any, including the duration of any expulsion.

10. If the decision is appealed to the board for review, the board shall be provided findings as to the facts and the decision of the hearings officer. This material shall be made available at the same time to the parents/guardians and to the students, if age 18 or over. When appealed, the board will affirm, modify, or rescind the decision of the hearings officer.

RESTRAINT AND SECLUSION

Use of restraint or seclusion is used only in safety situations when a student is violent and/or a safety threat to themselves or others. Lake County District #7 provides training to staff in how to safely restrain a child and adheres to Lake County School District #7 Policy- JGAB-AR(1) This policy is available to review online or can be obtained from your school building administrator.

BULLYING /INTIMIDATION

Bullying or intimidation is defined as an 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 or at any official school bus stop, and 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; creating a hostile educational environment.

Bullying is NOT:

1. Single episodes of social rejection or dislike
2. Single episode acts of nastiness or spite
3. Random acts of aggression or intimidation
4. Mutual arguments, disagreements or fights

Students or groups associated with bullying/intimidation will result in disciplinary action up to suspension/ expulsion; if deemed necessary, the school administration will contact the police. A psychological evaluation and/or counseling may be required before the student is allowed to return to school.

HARASSMENT

A.D. Hay, Fremont and Union Elementary Schools desire to maintain an instructional environment that is free from harassment. To be considered an abusive action, harassment need not result in concrete psychological harm to the student but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive the school environment as hostile or abusive. Harassment also can include off-campus behavior which

creates a hostile educational environment at school. Harassment based upon a student's race, color, religion, sex, sexual orientation, marital status, national origin, familial status, source of income, disability, factors will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment may include such actions as sex-oriented verbal kidding, teasing, or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.

Racial harassment (harassment based on a person's race or nationality) is defined as subjecting another person to offensive physical contact; insulting another person by abusive words, actions, or gestures; or threatening to inflict serious physical injury on another person or any member of that person's family.

Students who feel victimized by harassment from peers, staff, or visitors should immediately report their concerns to school staff, principal (or to the superintendent of the administrator as the subject of the complaint.) Students will be encouraged to file formal complaints. The administrator will investigate, or cause to have investigated, all complaints and will assure and protect the rights of both the person making the complaint and the alleged harasser. Findings of harassment will result in appropriate disciplinary action.

DRUGS AND ALCOHOL

Due to the special problems caused by drugs and alcohol in the educational setting, students and parents/guardians need to be aware that specific procedures are stipulated for drug and alcohol use or possession. District administrators acting on reasonable suspicion may request that students participate in a Breathalyzer screening administered by properly certified law enforcement personnel for alcohol at school, and on school property. If a student refuses, he/she may be subject to school discipline. Students found to be under the influence of, in possession of, or involved in the buying or selling of alcohol, drugs, or other controlled substances or the conspiracy to deliver alcohol, drugs, or other controlled substances, or possession of drug paraphernalia on school grounds or at school activities shall result in the following:

1. Recommendation for expulsion to an appointed school district hearings officer
2. Suspension for a period of up to ten school days
3. Restriction from all school activities for a period of up to thirty school days

A second infraction shall fall under these guidelines except that it shall result in a recommendation for expulsion being made to the school board instead of a hearings officer.

As per OAR 581-21-0065 (6), school district boards or designated representatives shall specify the methods and conditions, if any, under which the student's school work can be made up. Students will be expected to make up school work during and upon their return from the suspension.

Any use or possession of drugs, alcohol, or controlled substances by a student which appears to violate any state law or statute shall immediately be reported to the appropriate law enforcement agency. Penalties or actions incurred as a result of a violation of state law or statute shall not preclude school administrators from enforcing this policy. Students may be referred for assessment and counseling until released by the school district administration.

DRUG DOG

School administrators may authorize the use of dogs trained to detect contraband to conduct random searches for contraband in student desks, other common areas of school buildings. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

USE OF TOBACCO

The school prohibits the use, possession, and buying and selling of tobacco in any form including vape pens and e-cigarettes of any kind on school grounds, off-campus during lunch, and at all school-related activities. Any use or possession of tobacco, including vape pens or e-cigarettes by a student which appears to violate any state law or statute shall immediately be reported to the police. All infractions of this rule will result in mandatory attendance in a tobacco cessation program; refusal to attend will result in disciplinary action.

FIREARMS AND OTHER WEAPONS

No firearms or other items determined to be weapons of any sort will be allowed on campus, or in the buildings. This includes use or display in classrooms, dramatic presentations, and demonstrations unless specifically approved by district administration. According to state and federal laws, violation of this rule may result in an automatic one-year expulsion from school and all school activities. Violators will be reported to local law enforcement agencies.

BEHAVIORAL SUPPORT

A behavior specialist is available to assist students with problems they may encounter as they pursue their education at A.D. Hay, Fremont or Union Elementary Schools. Behavioral specialists provide several services: assisting students in setting educational and behavioral goals; guiding students in making wise decisions concerning any personal or social problems and organization.

STUDENT INTERVIEWS

Individual students may not be interviewed by any person, except an employee of the board, without the administrator's approval. Administrators shall not grant interviews unless they deem them essential to the welfare of the students. Administrators may also designate their representatives to be present. Student interviews with police will be conducted in accordance with District Policy KN. Student interviews with DHS will be conducted in accordance with policy JHFE-AR.

ORS 419B.010 states any school employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse or that any person with whom the employee comes in contact has abused a child shall immediately report or cause a report to be made in the manner required in ORS 419B015.

LIBRARIES

Students are encouraged to use their school libraries. We strive to respect and meet the different needs and points of view of the students and the community. Please keep in mind that in meeting those needs, there are books that will be suitable for some students and not as suitable for other students. Therefore, we recommend parents be aware of, and share with their child, the books he or she checks out of the library. Books not returned may result in fine or compensation for the lost book or periodical.

DISTRIBUTION OF MATERIALS

Distribution or posting of non-school related materials is prohibited in district schools and district property at all times unless authorized by building administration.

SOLICITATION POLICY

Please remember that solicitation for funds or ticket sales within the District requires prior approval from the Superintendent and/or building administration. Whenever possible, solicitations should occur during non-classroom hours, and soliciting staff during on-duty hours is strictly prohibited. Any non-district sponsored solicitation must be reported

immediately to the building principal or supervisor. Additionally, advertising in the building is not allowed without prior approval.

TELEPHONE USE

The telephone at school is for **EMERGENCY USE ONLY**! Students will not be allowed to use the phone without teacher permission. Prior written permission from parents is required before students will be allowed to alter their usual after-school going home routine. **Please be advised, when a school district phone is used to contact you, various phone numbers will show on caller I.D. DO NOT use the numbers exhibited on caller I.D. to return phone calls to the school. If you need to contact the school, please use the advertised phone number of 541-947-2136 for Fremont/Union and 541-947-2553 for A.D. Hay.**

SPECIAL OCCASION TREATS AND DELIVERIES AT SCHOOL

Treats: We are not able to accept or distribute homemade treats. All food items for parties or special occasions have to be store bought/purchased. This is a safety issue and we will not be able to make exceptions.

Deliveries: We ask for the cooperation and understanding of all parents regarding the delivery of holiday balloons, flowers, or candy. PLEASE have items such as these delivered to your place of residence rather than school. The staff of Fremont/Hay School appreciates these acts of love shown by parents to their children; however, the delivery of such items at school raises many issues:

- Birthday or other party invitations should not be handed out at school.
- Many children do not and will not receive these types of items. Please be considerate of their feelings.
- A safety issue arises when we have small children and large balloons on a bus, or when a youngster has a glass vase to carry home from school.
- **If a delivery is made to the school for a student, the delivery will be held at the office until the end of the day and then sent home.**

INSURANCE

The school district takes reasonable precautions to protect the personal safety of each individual. However, if a student is involved in an accident in school, the teacher and administrator should be notified immediately. An administrator will assist parents/guardians in filing claims with the district's insurance agent if parents/guardians feel that the accident was due to negligence on the part of the school district. Also, the school district's insurance does not cover personal items which may be lost, stolen, or vandalized. Students are reminded not to

bring valuables to school. Lake County School District #7 will not be responsible for valuables that are lost or stolen.

The school district does not carry a general medical coverage policy which pays medical expenses if a student is injured accidentally during school time. For this reason, parents/guardians are urged to make sure their private insurance carriers cover their students if they are accidentally injured at school.

FLAG DISPLAYS AND SALUTES

The United States and Oregon flags will be displayed during school hours. Students will have the opportunity to salute the flag daily by reciting The Pledge of Allegiance, while those who choose not to participate should maintain respectful silence.

VOLUNTEERS

We greatly appreciate our volunteers! All volunteers working with students must complete the district's "Volunteer Application," including the Criminal History Verification form, which will be kept on file. Applications are available at the school offices. Volunteers must be supervised by licensed staff and should receive appropriate training to ensure their contributions are valuable. All volunteers during regular school hours need approval from the building administration.

FREMONT/HAY PARENT'S CLUB

Welcome to Fremont/A.D. Hay Parent's Club! Our objective is to promote the welfare of children in our school and community. Parents/Guardians of children attending Fremont and/or A.D. Hay Elementary are automatically members, and we hold various events throughout the year. Your involvement is crucial to our success, and we look forward to your participation!

WESTSIDE PARENTS CLUB

The Westside Parent's Club is committed to enhancing the educational experience of Union School students through fundraising events. We invite all parents and community members to join us, especially for our annual Union School Carnival in March.

Staff Philosophy

The staff at Fremont/Hay/Union upholds the philosophy: "Your kids are our kids," striving to make the best decisions for their success.

HAVE A GREAT SCHOOL YEAR!!!

Lake County School District #7 and Fremont/Hay/Union Elementary

ADDITIONAL DOCUMENTS, FORMS AND RESOURCES ATTACHED

Fremont/Hay Discipline Procedures: Levels of Consequences

Level 1 Minor infractions: Single incidence of behavioral expectations not being met

CONSEQUENCE - Teacher discretion to use their classroom discipline plan accordingly. Clear and consistent expectations and positive/negative consequences are key here. Negative consequences may include the following: Verbal warning, talk in the hallway, having student restate directions, redirect to task, reteach, nonverbal cue to task, hand on shoulder, proximity, change in seating, loss of recess time (recess reflection), clearly state choices/options, thank you to nearby student for doing desired behavior, reteach with overcorrection.

Level 2: Minor infraction of any behavior expectation repeated more than two or three times, or some major infractions (see discipline matrix).

CONSEQUENCE - ***Notice of incident referral*** completed and consequence assigned by teacher (may include a recess reflection). Form sent to the office for record only. Parent notified.

Level 3: Multiple *Notice of Incident* forms; major infractions; Automatic office referrals (zero tolerance behaviors, severe aggressive behaviors, alcohol, tobacco, weapons, danger to self or others)

CONSEQUENCE - *Discipline Referral* form completed by teacher and sent to office for administrative action.

SCHOOL VIOLATION AND CONSEQUENCE MATRIX

Violation	First Consequence	Second Consequence	Third Consequence
Minor violations: Talking in class, Out of seat, disrespectful behavior, not prepared for class, horseplay, incomplete/missing work, disruptive behavior, profanity, etc.	Level 1 consequence at teacher discretion	Level 1 consequence at teacher discretion	*Notice of Incident* Level 2 consequence at teacher discretion Phone call home
Playing rough or other impulsive or out-of-control behavior resulting in fighting and/or other physically or verbally aggressive behavior resulting from rough play not involving an actual injury.	*Notice of Incident* Parent contact. Mediation. Loss of recess (recess reflection). Possible loss of next school activity	*Discipline Referral* Parent contact Loss of recess privileges for one week. 1-3 day in-school suspension possible. Behavior Plan	*Discipline Referral* Parent contact 1 - 5 day in or out of school suspension. Behavior Plan Counseling recommended. Suspension from activities for at least two weeks. Possible alternative placement. Referral for Behavior Testing Continued violations = 1-5 OSS
Harassment, intimidation, hazing, Bullying	*Notice of Incident* Mediation, Conference, Documentation Parent Contact Behavior Plan (BIRC Assessment)	*Discipline Referral* Parent contact; possible police/SRO contact. Possible loss of recess; 1 to 5 day suspension.	*Discipline Referral* Parent contact; possible police/SRO contact. 3 to 10 day Out of School suspension. Possible alternative placement Possible expulsion recommended
Insubordination (including failure to serve recess reflections time) **Insubordination**	*Discipline Referral* Increase loss of recess by double or triple original infraction. Behavior Plan	*Discipline Referral* Parent contact In school suspension. Behavior Plan	*Discipline Referral* Parent contact In school suspension Loss of next school activity
Disruption of school activities **Disruptive Behavior**	*Notice of Incident* Parent contact; Loss of recess; 1 to 3 day in or out of school suspension; Possible Behavior Plan	*Discipline Referral* Parent contact; 1 to 4 day in or out of school suspension. Behavior Plan	*Discipline Referral* Parent contact; possible 3 to 10 day Out of School suspension. Behavior Plan
Repeated Incomplete Work	*Notice of Incident* Loss of recess	*Discipline Referral* Loss of recess; In-School Suspension; Parent Contact; Behavior plan	*Discipline Referral* In-School Suspension Parent Contact Behavior plan

Violation	First Consequence	Second Consequence	Third Consequence
Committed obscene act or engaged in habitual use of **profanity** or vulgarity directed toward students, staff, volunteers or opponents/referees during school or extra curricular activities. Used profanity/vulgarity to intimidate. others.	*Discipline Referral* Possible parent contact; Possible loss of recess: in school suspension or 1 to 3 day out-of-school suspension. Behavior Plan	*Discipline Referral* Parent contact; possible police/SRO contact. Loss of recess;. 1 to 4 day in or out of school suspension. Loss of next school activity upon returning. Behavior Plan	*Discipline Referral* Parent contact;possible police/SRO contact. 1 to 5 day Out of School suspension. Possible alternative placement. Loss of next two school activities upon returning. Behavior Plan
Dress Code Violation -- following the opportunity to get appropriate clothes from the office, if available.	Possible parent contact Possible a recess reflection Change of clothing or covering up required	*Notice of Incident* Parent contact Possible recess reflection Change of clothing or covering up required Loss of next school activity	*Discipline Referral* Parent contact; loss of recess; 1 to 3 day in or out of school suspension Change of clothes required Loss of next two school activities
Use of cell phone, smartwatch and/or or other 'toys' during the instruction day or in the school building without permission. **Items to school**	Possible parent contact. Item confiscated and returned at the end of the school day.	*Notice of Incident* Item confiscated. Parent must reclaim; Recess reflection	*Discipline Referral* Parent contacted Item confiscated until June. 1 day in or out of school suspension. Loss of next school activity
Public displays of affection. **PDA**	*Notice of Incident* Student conference Possible parent contact	*Discipline Referral* Student conference; Parent contact; Possible recess reflection	*Discipline Referral* Student conference; Parent contact; recess reflection
Leaving campus during the school day without permission. **Truancy/Skipping Class**	*Discipline Referral* Parent contact In school suspension	*Discipline Referral* Parent contact 1 – 3 day in school suspension Loss of next school activity	*Discipline Referral* Parent contact 3 – 5 day in school suspension Loss of next two school activities
Repeated tardiness (>5 in a quarter)	*Recess Reflection* for each subsequent tardy – Possible *Notice of Incident* and *Discipline Referral* if problem persists. Parent subject to truancy violations		

Violation	First Consequence	Second Consequence	Third Consequence
Cheating: (E.g., giving or receiving answers, non-authorized possession of teacher materials, answer keys, etc. Copyright violations. Plagiarism.	*Notice of Incident* Parent/teacher contact. Zero credit for assignment or test. a recess reflection,	*Discipline Referral* Parent/teacher/administrator conference. Zero credit 1 to 3 day out of school suspension Loss of next school activity	*Discipline Referral* Parent/teacher/administrator conference Zero credit 1 to 3 day suspension Loss of next school activity
Committed or attempted to commit robbery or extortion. Stole or attempted to **steal** school or private property. Knowingly received stolen school or private property.	*Notice of Incident* Parent contact; **possible police/SRO contact**. 1 to 3 day suspension. Possible expulsion recommended. Restitution (repairs, staff time, replacement) Possible loss of next school activity.	*Discipline Referral* Parent contact; **police/SRO contact.** 3 to 5 day suspension. Possible expulsion recommended. Restitution. Loss of next school activity.	*Discipline Referral* Parent contact; **police/SRO contact.** 5 to 10 day Out of School suspension. Expulsion recommended. Restitution. Possible loss of activities for remainder of year. Possible alternative placement.
Caused or attempted to cause damage or **vandalism** to school	*Discipline Referral* Parent contact; **possible police/SRO contact**. 1 to 3 day suspension. Possible expulsion recommended. Restitution (repairs, staff time, replacement) Possible loss of next school activity.	*Discipline Referral* Parent contact; **police/SRO contact**. 3 to 5 day suspension. Possible expulsion recommended. Restitution. Loss of next school activity.	*Discipline Referral* Parent contact; **police/SRO contact.** 5 to 10 day Out of School suspension. Expulsion recommended. Restitution. Possible loss of activities for remainder of year. Possible alternative placement.
Possessed or used **tobacco**	*Discipline Referral* Parent and **SRO contact** 1 day suspension Loss of next school activity Referral to smoking cessation program in lieu of suspension	*Discipline Referral* Parent and **SRO contact** 2 day suspension Loss of next school activity Referral to smoking cessation program	*Discipline Referral* Parent and **SRO contact** 3 day suspension Loss of next school activity Referral to smoking cessation program
Possession or being under the influence of any controlled substance, **alcoholic** beverage or intoxicant of any kind. Possessed, sold, negotiated to sell look-alike controlled substances	*Discipline Referral* **Parent, police/SRO contact** 2 to 5 day Out of School suspension Possible expulsion recommended Loss of next school activity	*Discipline Referral* **Parent, police/SRO contact** Possible Expulsion recommended Up to 10 day suspension	

Violation	First Consequence	Second Consequence	Third Consequence
Sexual Harassment Pornographic Materials Referral for Severe Aggressive Behavior (SIRC Assessment)	*Discipline Referral* Parent contact Investigation and review of District Policy with student and parents. Documentation of incident. Possible mediation and or counseling Possible loss of recess or suspension possible police/SRO contact.	*Discipline Referral* Parent contact. Full investigation as per District Policy; loss of recess and/or 1 to 5 day in or out of school suspension Possible placement or schedule change Possible expulsion possible police/SRO contact.	*Discipline Referral* Parent contact Full investigation as per District Policy. 1 to 5 day suspension. Possible expulsion. Possible alternative placement. possible police/SRO contact.
Possessed, sold or furnished a firearm. Brandished a knife at another person. Unlawfully sold or furnished a controlled substance. Committed or attempted to commit sexual assault or battery. **Zero Tolerance Behavior**	*Discipline Referral* Parent contact. Police contact. 10-day suspension. Mandatory expulsion not to exceed 1 calendar year. Police/SRO contact.		
Caused serious physical injury to another person, except in self-defense. Possessed any knife, explosive, or other dangerous object of no reasonable use to the pupil. Possessed any controlled substance. Committed assault or battery on a school employee/volunteer. Harassed, threatened, intimidated, or retaliated against a student witness in a discipline case. **Zero Tolerance/Severe Aggressive Behavior**	*Discipline Referral* Parent contact. Police/SRO contact. 1 –10 day suspension. Recommendation for expulsion possible. Recommendation for private agency counseling possible.	*Discipline Referral* Parent contact. Police/SRO contact. 5 – 10 day suspension. Mandatory expulsion recommended.	
Caused, attempted to cause, or threatened to cause physical injury to another person (i.e. fighting resulting in injury). Possessed, sold or furnished any fireworks or other dangerous objects such as mace or pepper spray. Possessed an imitation firearm. **Severe Aggressive Behavior** (Threat Assessment)	*Discipline Referral* Parent contact. possible police/SRO contact. 1 – 5 day suspension. Behavior Plan Possible expulsion recommended Private agency counseling possibly recommended Possible loss of next school activity.	*Discipline Referral* Parent contact possible police/SRO contact. 1-5 day suspension (OSS) Behavior Plan Possible expulsion recommended Private agency counseling recommended Loss of next two school activities	*Discipline Referral* Parent contact possible police/SRO contact. 5 -10 day suspension (OSS) Expulsion recommended Counseling recommended Suspension from activities for at least two weeks. Possible alternative placement

Fremont/A.D. Hay/Union Elementary Schools
Office Discipline Referral Form

Student Name: _____

Date: _____ **Time:** _____

Teacher: _____ **Grade:** K 1 2 3 4 5 6

Referring Staff: _____

Location:	
Classroom Playground PE / Music Bathroom Hallway	Cafeteria Library Bus Other:

Violation: Minor/Low Severity		**Violation: Major/High Severity**		**Motivation**
Noncompliance	Unsafe Behavior	Insubordination	Theft	Get: • Peer attention • Adult attention • Item/ Activity
Disrespect (list):	Property Misuse (list):	Harassment ☐ Verbal ☐ Physical	Harassment ☐ Sexual ☐ Racial	
Horseplay/ Physical Contact	Inappropriate Language	Forgery/Plagiarism	Lying/Cheating	
Dress Code	Tardy / Truancy	Weapon Violation List:	Fighting ☐ Targeted ☐ Mutual	Avoid: • Peer attention • Adult attention • Item/ Activity
Cell Phone	Gum	Physical Altercation	Vandalism	
Threat of harm	Unauthorized Area	Threat/Intimidation	School Threat	
Other:		Abusive/Obscene Language or Gesture	Alcohol/Drugs/Tobacco Possess Use Distrib	
		Other:		

Description of Behavior:

Student Comments:

Principal Signature: **Student Signature:**

Teacher Action		**Administrator Action**	
Time Out	Detention	Detention Date/Time:	Parent Contact:
Loss of Privilege	Parent Contact	In-School Suspension Date: Duration:	Out-of-School Suspension Date: Duration:
Other:			

White copy – Office *Yellow copy – Parent* *Pink copy – Teacher*

Notification to Parents/Guardians – Title I, Part A
Schoolwide Program Eligibility 2026-2027

8/10/2026

Dear Fremont, AD Hay and Union Elementary Parents and Guardians,

We hope this letter finds you well and that you are enjoying the start of the school year. As the Principal of the elementary schools, I would like to share information with you regarding our school's Title I program and your opportunities to be involved.

Title I is a federally funded program that provides additional resources and support to schools with a high percentage of students from families navigating poverty. The goal of Title I is to ensure that all students have the opportunity to receive a high-quality education and to help ensure every child has adequate supports for their learning.

A school plan was developed with staff and family input. We looked at student data together and identified the needs of the school. We are hoping our strategies will help raise students' achievement and give students who are struggling the supports they need.

We look forward to your involvement in school activities and your child's education. You will receive information throughout the school year to keep you informed about your child's academic progress and the progress the school is making toward helping all children meet high academic standards. You will also receive invitations to meetings to discuss the Title I Schoolwide Program, Title I activities, and will be asked to assist in the development, revision, and implementation of our Schoolwide Program Plan.

We are committed to working together with parents and guardians to ensure the success of every student. If you have any questions, please feel free to contact the school. You are an important partner in our effort to provide the best education possible for your child. Thank you for your continued support and involvement in your child's education and our school community.

Sincerely,

Dustin Counts

Principal

Notification to Parents/Guardians – Title I, Part A
Right to Ask for Teacher's and Paraeducator's Qualifications

8/10/2026

Dear Fremont, AD Hay and Union Elementary Parents and Guardians,

Federal education law requires all schools receiving Title I, Part A funds to inform parents/guardians of their right to ask about the professional qualifications of their child's teachers and paraprofessionals (also called instructional assistants, educational assistants, or a teacher's aide). A paraprofessional provides academic or other support for students under the direct supervision of a teacher.

Our school receives Title I, Part A funding and we are happy to share this information with you upon your request. If you ask for this information, we will provide you with the following as soon as possible:

1. Whether your student's teacher:
    a. Has met Oregon licensure requirements for the grade levels and subject areas the teacher is currently teaching;
    b. Is teaching under an emergency or other provisional status through which Oregon qualifications or licensure/endorsement criteria have been waived; and
    c. Is teaching in the field that they received their certification to teach.

2. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information about the qualifications of your child's teacher and/or instructional paraprofessional, please contact Jennifer Schultz, Superintendent at (541) 947-2287

Our school is fully committed to the success of all students. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,

Dustin Counts
Elementary Principal

Technology Use

The following document is used by Lake County School District 7 in Lakeview, Oregon for students who wish to gain access to the network/internet and parental permission for such access.

GUIDELINES FOR ACCEPTABLE TECHNOLOGY USE

Students shall be held responsible to a level of behavior on the school's computer network and internet that is consistent with those general codes of conduct governing student behavior and communication regardless of the time, setting, or location.

Network access and internet use shall be deemed a privilege and not a right. The computer network, its hardware, software, and its telecommunications capabilities are to be used by students solely for approved instructional purposes. Research and communication on this system shall be deemed *'public'* in nature. Though generally secure from the scrutiny of other students and staff, student users shall be notified that they should not expect that their internet usage and communications stored on the school district's system will be private. Designated staff shall have the responsibility to review files and communications to maintain system integrity and insure that users are using the system responsibly.

Because of the complexity, importance, and interdependence of the school district's computer network with the daily administration and execution of all phases of school district operations,) instruction, support, administration, finance, and maintenance) students shall be held strictly liable for any inappropriate or harmful conduct or activity performed on the school's network and internet. Prohibitions on the use of this include, but are not necessarily limited to the following:

A. Utilizing *'non-approved'* disks (because of the probability of introducing a *'virus'*):
B. Using, developing, or installing *'pirated'* software or programming applications.
C. Altering or manipulating system and/or machine configuration, protocol or programming;
D. Intentionally altering, disrupting or destroying system and/or machine capabilities;
E. Sending, retrieving, or displaying offensive messages, pictures, or video material;
F. Using obscene or vulgar language;
G. Harassing, insulting or attacking others;
H. Violating copyright laws;
I. Using others' passwords;
J. Trespassing into the folders, work, or files of other students or staff;
K. Knowingly and intentionally wasting or misusing district resources or property; and
L. Utilizing the network for personal, commercial or financial gain.

Inappropriate use, misuse, and/or abuse of the school district's computer network by students shall result, depending on the severity and consequences of the student's action, in a wide range of potential disciplinary actions including, but not limited to:

A. Verbal warning;
B. Written reprimand;
C. Restricted use/access to the network and its components;
D. Temporary loss of access rights to the network;
E. Permanent loss of access rights to the network;
F. Suspension for as many as ten consecutive school days;
G. Expulsion from school for as long as one calendar year;
H. When applicable, referral to law enforcement agencies for legal action; and
I. Financial liability for costs incurred in correcting and replacing the network's administrative protocol, programming, software, files, and /or equipment if intentionally and knowingly disrupted, damaged, or destroyed by a student.

All LHS/DMS students will be assigned a district-owned Chromebook for school use. Due to state testing requirements, this includes those students that have previously used their own Chromebook or laptop. Students will keep their assigned Chromebook as long as they are enrolled in LHS or DMS, including summers. Students that unenroll from our school district must return the Chromebook and charger in good condition. School district policies regarding if a student's Chromebook is damaged, lost, or stolen are shown below.

The school district is self-insured for its Chromebooks. A mandatory insurance premium fee must be paid at the beginning of each school year. The insurance premium is good for one school year. Please read the policy attached to this form to ensure its provisions and restrictions are understood.

LCSD7 Board Policy

Code: JN Adopted 2/28/2005 Readopted: 3/14/2012 Orig. Code(s): JN

Student Fees, Fines, and Charges

It is the policy of the Board to charge and collect student fees for any elective activities that are approved as an educational program or a part of an approved program of the district. The superintendent is directed to develop procedures to complement this intent consistent with the following requirements:

No student will be denied an education because of his/her inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies, and equipment.

Textbook/Instructional Materials Replacement: Textbooks/Instructional Materials are checked out to students and become the responsibility of the student. A fee will be assessed up to the full replacement cost of damaged, defaced, or lost books and materials;

Notice: All student fees and charges, both optional and required, will be listed and described annually in the student/parent handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them;

Withholding Records: In accordance with the law and Board policy, restrictions and/or penalties may be imposed until fees, fines, or charges are paid.

PUBLIC HEALTH DIVISION)
Maternal and Child Health
Kate Brown, Governor

Oregon Health Authority

800 NE Oregon St.
Portland, OR 97232
971-673-0339

Regarding: Information required by House Bill 2972

Access to Dental Care: Further Examinations and Necessary Treatments

Dear parents and school staff,

Most Oregonians can enroll in either private health insurance through HealthCare.gov or free or low-cost coverage through the Oregon Health Plan (Medicaid). All Oregonians can apply for coverage, and no one can be denied coverage because of a pre-existing health condition.

Do you need dental insurance?

- You may apply for the Oregon Health Plan (Medicaid) at any time.
  http://www.oregonhealthcare.gov/apply-for-medicaid-now.html
- If you need to buy health insurance, visit Healthcare.gov to see if you qualify.
  https://www.healthcare.gov/

Do you need to find a dentist?

- For a listing of dentists in your area:
  http://www.oregondental.org/for-the-public/find-a-dentist

Do you need low-cost dental care?

- For low-cost dental care:
  http://www.oregondental.org/for-the-public/low-cost-dental-care
- If your child does not qualify for Oregon Health Plan or Qualified Health Plans, contact an I'm Healthy!/¡Soy Sano! partner near you to see if dental services are provided:
  http://www.oregon.gov/oha/hsd/ohp/pages/safety-net-capacity-grant.aspx

Sincerely,

Bruce Austin, DMD

Statewide Dental Director

Health Policy Administration

BRUCE.W.AUSTIN@dhsoha.state.or.us

503-551-5905

DIVISIÓN DE SALUD
PÚBLICA
Salud Materna e Infantil

Kate Brown, Governor

Oregon Health Authority

800 NE Oregon St.
Portland, OR 97232
971-673-0339

Con relación a: Información requerida por el Proyecto de ley 2972 de la Cámara de Representantes

Acceso a servicios de atención dental: Exámenes adicionales y tratamientos necesarios

Estimados padres y personal de la escuela:

La mayoría de los residentes de Oregon pueden inscribirse en un seguro de gastos médicos privado a través de HealthCare.gov, o pueden obtener una cobertura gratuita o de bajo costo a través del Plan de Salud de Oregon (Medicaid). Todos los residentes de Oregon puede solicitar cobertura y a nadie se le puede negar la cobertura debido a condiciones de salud preexistentes.

¿Necesita seguro para servicios de atención dental?

- Puede hacer la solicitud para el Plan de Salud de Oregon (Medicaid) en cualquier momento. http://www.oregonhealthcare.gov/apply-for-medicaid-now.html
- Si necesita comprar seguro de gastos médicos, visite HealthCare.gov para ver si califica. https://www.healthcare.gov/

¿Necesita encontrar un dentista?

- Para una lista de dentistas en su área, visite: http://www.oregondental.org/for-the-public/find-a-dentist

¿Necesita atención dental de bajo costo?

- Para atención dental de bajo costo, visite: http://www.oregondental.org/for-the-public/low-cost-dental-care
- Si su hijo/a no califica para el Plan de Salud de Oregon o para los Planes de Salud Calificados contacte a un socio de I'm Healthy!/¡Soy Sano! cerca de usted para consultar si se ofrecen servicios dentales: http://www.oregon.gov/oha/hsd/ohp/pages/safety-net-capacity-grant.aspx

Atentamente,

Bruce Austin, DMD

Director estatal de servicios dentales

Administración de Política de Salud

BRUCE.W.AUSTIN@dhsoha.state.or.us

503-551-5905

English

Protection of Pupil Rights (PPRA)
Annual Notice to Parents

Lake Co School District 7

Protection of Pupil Rights (PPRA)
Annual Notice to Parents

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
   - Political affiliations or beliefs of the student or student's parent;
   - Mental or psychological problems of the student or student's family;
   - Sex behavior or attitudes;
   - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
   - Critical appraisals of others with whom respondents have close family relationships;
   - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
   - Religious practices, affiliations or beliefs of the student or parents; or
   - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
   - Any other protected information survey, regardless of funding;
   - Any non-emergency, in depth physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
   - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, upon request and before administration or use –
   - Protected information surveys of students;
   - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
   - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent or Refusal Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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Spanish

Protection of Pupil Rights (PPRA) Annual Notice to Parents

Lake Co School District 7

Protección de los derechos del alumno (Protection of Pupil Rights (PPRA))
Aviso anual para los padres

Estimado padre/madre/tutor:

El objetivo de esta carta es informarle sobre sus derechos con respecto a las prácticas del distrito en relación con encuestas, recopilación y uso de información de los alumnos con propósitos de marketing y ciertos exámenes físicos. Estos derechos incluyen los siguientes:

1. Se requiere su consentimiento antes de que los alumnos completen una encuesta que tenga relación con una o más de las siguientes áreas protegidas si la encuesta es financiada total o parcialmente por un programa del Departamento de Educación de los EE. UU. (U.S. Department of Education).
   - Afiliaciones o creencias políticas del/la alumno(a) o de sus padres;
   - Problemas mentales o psicológicos del/la alumno(a) o de su familia;
   - Comportamiento o actitudes sexuales;
   - Comportamiento ilegal, socialmente inaceptable, que implica su culpa o que sea humillante;
   - Juicios críticos de otras personas con quienes los encuestados tengan relaciones familiares cercanas;
   - Relaciones privilegiadas reconocidas legalmente, como con abogados, médicos o ministros;
   - Prácticas, afiliaciones o creencias religiosas del/la alumno(a) o de los padres, o
   - Ingresos, que no sean los exigidos por ley para determinar la elegibilidad para el programa.
2. Debe recibir aviso y tener la oportunidad de negarse a que su hijo(a) participe en:
   - Cualquier otra encuesta de información protegida, independientemente del financiamiento;
   - Cualquier examen o control físico exhaustivo que no sea de emergencia y que sea requerido como una condición de asistencia, realizado por la escuela o su agente, y que no sea necesario para proteger la salud y seguridad inmediata de un/una alumno(a). Las excepciones son para controles auditivos, de la vista o para detectar escoliosis (trastorno de la columna vertebral), o cualquier control o examen físico permitido o exigido por la ley estatal, y
   - Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los alumnos con fines de marketing o ventas, o para distribuirla a otras personas.
3. Puede revisar, previa solicitud y antes de su administración o uso, lo siguiente:
   - Encuestas de información protegida de los alumnos;
   - Instrumentos utilizados para recopilar información personal de los alumnos con propósitos de marketing, ventas o distribución, y
   - Materiales de instrucción utilizados como parte del programa de estudios educativo.

Cuando los alumnos cumplen 18 años o en el caso de menores emancipados (estado independiente) según la ley estatal, los derechos de los padres se transfieren a los alumnos.

El distrito ha adoptado políticas, a través de consultas con los padres, respecto a estos derechos. Estas políticas están relacionadas con disposiciones para proteger la privacidad de los alumnos durante la administración de las encuestas de información protegida y la recopilación, divulgación o el uso de la información personal para fines de marketing, ventas o por otros motivos de distribución. Los padres recibirán una notificación sobre estas políticas al menos una vez al año al comienzo de cada año escolar y después de cualquier cambio importante. Al comienzo del año escolar, el distrito también informará a los padres si ha determinado las fechas específicas o estimadas de actividades o encuestas, y les dará una oportunidad para que se nieguen a que sus hijos participen en una actividad o encuesta específica.

Para las actividades programadas después del comienzo del año escolar, los padres recibirán aviso razonable de las actividades y encuestas planificadas, y tendrán la oportunidad de negarse a que sus hijos participen en estas actividades y encuestas. A los padres también se les proporcionará una oportunidad para revisar cualquier encuesta correspondiente. A continuación, se encuentra una lista de las actividades y encuestas específicas contempladas por este requisito:

- recopilación, divulgación o uso de información personal con fines de marketing, ventas u otro tipo de distribución;
- administración de cualquier encuesta de información protegida que no esté financiada por el Departamento de Educación de los EE. UU., y
- cualquier examen o control físico exhaustivo que no sea de emergencia, como se describió anteriormente.

En caso de estar programadas en este momento, encontrará adjunto un aviso de "Actividades y encuestas programadas". Para su comodidad, también hemos adjuntado un formulario de "Consentimiento o respuesta de rechazo de los padres" que tiene que devolver a la oficina.

Para presentar una queja ante el Departamento de Educación de los EE. UU. sobre supuestos incumplimientos del distrito de los requisitos de la PPRA, comuníquese con:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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Lake County School District No. 7

"Preparing Today for a Successful Tomorrow"

ANNUAL ASBESTOS NOTIFICATION LETTER

February 28, 2023

To: All Employees, Parents and Guardians

Asbestos Introduction

In 1987, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The act required that all school districts perform inspections, evaluate and inventory all asbestos containing building materials (ACBM) in facilities that are owned, leased or rented by the district for educational and administrative purposes, and those facilities essential to the operation of the district. A school district must ensure that:

- All custodians and maintenance employees are properly trained
- All employees, occupants, parents and legal guardians are informed at least once each year about inspections, response actions, re-inspections and surveillance activities
- All short-term workers, e.g., telephone and utility repairmen, are provided with information regarding the location of ACBM
- Warning labels are posted on or near ACBM
- A management plan is available for each site
- Designate a person to ensure that requirements are implemented

Location of Management Plans

Copies of all management plans are located at the administrative office and at the following sites:

- Fremont Elementary School — Office of the principal
- AD Hay Elementary School — Office of the principal
- Union School — Office of the principal
- Daly Middle School — Office of the principal
- Lakeview High School — Office of the principal
- Maintenance — District Office
- Administrative Office — District Office

All questions regarding the management plans and ACBM should be directed to the district's designated person who is: Michael Carter, 1341 South 1st Street, (541)947-3347.

Types of Asbestos Found
The management plans have identified the following ACBM to be present within the buildings used by this district:

- Vinyl Asbestos Floor Tile (VAT) – All buildings but not all rooms
- Sheet Linoleum – In most buildings but in small quantities in most cases
- Thermal System Insulation (TSI) – All buildings except that all TSI easily accessible to students and staff has been removed. TSI is now located only behind walls, underneath floors in pipe chases, and above and behind ceilings
- Transits Paneling (wallboard) – High school locker, shower and adjacent office room ceilings

All wall materials (plaster, etc.) and ceiling tile have been identified as NOT CONTAINING ASBESTOS.

In addition to the above, this district also has non – AHERA asbestos-containing building materials located as follows:

- Cementious Asbestos Siding – Exterior of the high school
- Asbestos-containing roofing – Fremont Elementary attic and high school cafeteria/library wing

Although not covered under AHERA, the above siding and roofing is governed by other regulations and must not be improperly removed or damaged.

We want to further advise you that all ACBM should not be physically abused or intentionally damaged. Immediately report any damage observed.

Respectfully,



Michael Carter
Superintendent

Lake County School District No. 7

"Preparing Today for a Successful Tomorrow"

February 28, 2023

To the Employees, Parents and Guardians:

This letter is to inform you of the Integrated Pest Management (IPM) law enacted on July 1, 2012 that Oregon Schools must abide by (ORS 634.700-634.750). We are required to notify staff, students, and parents anytime there is a scheduled application of a pesticide at any of our school campuses. In that notification you will find expected application date, name of the pesticide being applied, the EPA registration number of the pesticide, and other information. You will find our IPM plan on the Lake County School District #7 web page along with a notification any planned pesticide applications. Our web address is: www.lakeview.k12.or.us.

For each application of a pesticide –inside or outside – we are also required to post in the vicinity of the application on that school campus. So on occasion you may see signs posted informing you of a pesticide application at a school, but please be assured that we are doing everything we can to keep these applications to a minimum and only using the safest of products to achieve the expected results. There will be contact information on the application posting signs of who can call if you ever have questions about what is going on or what products are being used.

An OSU faculty member with expertise in pesticide toxicology has reviewed all of the pesticides that we use, and they meet the requirements of "low-impact pesticide" as defined by ORS 634.705 (5). The never have a label category that is higher than Caution, and contain no known carcinogens. You can find a copy of the approval list of pesticides at the following web page: http://www.ipmnet.org/tim/IPM_in_Schools/IPM%20Materials/8-5-13_Low-Impact_Pesticide_List.pdf. If you have any questions or concerns about these products, I encourage you to contact the National Pesticide Information Center at http://npic.orst.edu.

I would also encourage you to review the entire OSU School IPM program at http://www.ipmnet.org/tim/IPM_in_Schools/IPM_in_Schools-Main_Page.html to see what we are doing and how we go about improving the condition of our schools to create a healthier environment for your children. It is all about educating, communicating, and eliminating pests through cleaning and organizing our environment. We are sealing up our buildings, eliminating clutter, keeping food in plastic storage containers, eliminating leaks and drips in our plumbing, properly pruning our landscaping, and being more thorough in our cleaning efforts. Through these efforts we are eliminating the three things that pests need to survive: Food, Water, and Shelter. We are also providing a healthier learning environment for your children, and saving the school district precious dollars that would otherwise be spent on pesticides.

If you have questions you may contact me at 541-947-3347.

Thank you,

Quinn McKay
IPM Coordinator

1341 South First St. • Lakeview, Oregon 97630 • Phone 541-947-3347 • Fax 541-947-3386 • www.lakeview.k12.or.us

BUSSING

Bus transportation is a privilege. In order to ensure the safety of all passengers and bus drivers in addition to establishing a pleasant atmosphere on the bus, our school district has established the following rules. As identified in Lake County School District #7 Policy EEAC, School Bus Safety Program, all students using school transportation will abide by the student code of conduct as listed below.

While riding in a school bus, students will:

- Obey the driver at all times
- Not throw objects
- Not have in their possession any weapon as defined by board policy JFCJ, Weapons in the Schools
- Keep body, legs, and feet out of the aisle
- Not fight, wrestle, or scuffle
- Not stand up and or move from seats while the bus is in motion
- Not extend hands, head, feet or objects from windows or doors
- Not possess matches or other incendiaries and concussion devices
- Use emergency exists only as directed by the driver
- Not damage school property or the personal property of others
- Not threaten or physically harm the driver or other riders
- Not do any disruptive activity which might cause the driver to stop in order to reestablish order
- Not make disrespectful or obscene statements
- Not possess and or use tobacco, alcohol or illegal drugs
- Not take onto the bus, skateboards or other large objects, which might pose safety risks or barriers to safe entry and exit from the bus (unless permission is granted from the bus driver)
- Accept assigned seats when given
- Stay away from the bus when it is moving
- Be at the bus stop five minutes before the scheduled pick up time
- Answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips

Any violation of the above mentioned rules can result in disciplinary action, ranging from a discussion with the driver, up to and including expulsion from all bus riding privileges.