



# **Student Handbook**

## **2018 - 2019**

South Valley Academy  
Rogue River School District  
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## Welcome Students and Families

South Valley Academy (SVA) is a “blended school” that offers a combination of online curriculum and direct teacher support in a learning environment for students in grades 3-12. The school is open to students every school day, Monday – Friday from 7:30am – 3:00pm. During the school sessions, certified teachers and educational assistants work with students to assist them with their studies. The staff and students appreciate the time you are taking to learn about our school.

SVA’s mission is to meet students where they are and take them beyond. As students prepare for College, Career and Citizenship we provide a setting that enables every student to:

- **Personalize** their education through study in online classes, standards based assignments, Project-Based and Proficiency Based Learning, Internships with local businesses, and flexible schedules.
- **Engage** by practicing self-advocacy, exercising personal responsibility and learning 21<sup>st</sup> Century skills and content designed to prepare students for life after high school in college or career.
- **Learn** by taking classes in English, Science, Math, Social Studies, Art, Health and Physical Education taught by highly qualified licensed teachers and staff.

The Rogue Valley has many wonderful community partners that allow our students the opportunity to intern at various businesses and organizations. We are proud of our school, our students, and our academic program that develops and encourages creativity and student voice and choice.

SVA offers something for all types of learners. You will find a comprehensive school, where each student is known and supported by all staff in a smaller setting. When you attend SVA, you will see that learning is a choice, and that we expect students and staff to choose to learn every day. Our staff is committed to our school and in the learning of each individual student. In today’s global economy, there are many skills that must be learned beyond a high school diploma. We aim to provide students with a vision beyond graduation and the necessary skills for a life full of opportunities.

Welcome to our community of learners! If you have any questions or would like to schedule a visit, please contact us at 541-582-6010.

Sincerely,

*Morgan*

Morgan Cottle Principal

## **Rogue River School District No. 35**

### **Superintendent – Paul Young**

P.O. Box 1045 - 1898 East Evans Creek Road Rogue River, OR. 97537

Phone: (541) 582-6010

### **Principal — Morgan Cottle**

School Mascot – Maverick

### **Mission Statement**

South Valley Academy will provide a personalized path of success for each student, while promoting self-worth and providing the foundation of education with a strong sense of community and support.

#### **We believe that:**

- Every student has the ability to learn.
- Teachers and the learning environment can create a lifelong desire to learn.
- Students need to grow academically, socially and emotionally.
- Success builds self-esteem and self-esteem leads to greater successes.
- Families, communities and schools must work together to develop students who become positive citizens and role models for future generations.

#### **Purpose**

This handbook is designed to help you understand the programs, expectations and goals of SVA. We believe that education succeeds best when there is a strong partnership between home and school. As the partnership thrives on communication, we ask parents and guardians to:

- Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the school provides.
- Keep informed and participate in school activities.
- See that your children get a good night's rest, eat a good breakfast and make daily progress.
- Work together with the school to develop students who become positive citizens and role models for future generations.

*Please take some time to read and discuss this handbook with your child.*

*The handbook provides information that will give students a clear understanding of school expectations, an understanding of the consequences of their behavior, and teach students the skills needed to make responsible choices.*

# South Valley Academy 2018-2019 Calendar

September 2018							October 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	lh	4	5	6	7	8	7	8	9	10	11	ti	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23/30	24	25	26	27	28	29	28	29	30	31			
November 2018							December 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	gp	10	2	3	4	5	6	7	8
11	lh	13	14	15	16	17	9	10	11	12	13	14	15
18	pt	ti	//	lh	//	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23/30	//	lh	//	//	//	29
January 2019							February 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		lh	//	//	//	5						gp	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	ti	16
20	lh	22	23	24	25	26	17	lh	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		
March 2019							April 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	gp	13
10	11	12	13	14	15	16	14	15	16	17	pt	ti	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24/31	//	//	//	//	//	30	28	29	30				
May 2019							June 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	gp	ti	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	lh	28	29	30	31		23/30	24	25	26	27	28	29

**September 4** = 1<sup>st</sup> Day of School for Students    **June 11** = Last day of School for Students

**June 8** = High School Graduation

**gp** = Grade Prep (no school for students)    **ti** = Teacher In-Service (no school for students)

**pt** = Parent/Teacher Conferences (no school for students)

**lh** = Legal Holiday (no school for students or teachers)

**//** = Unscheduled Day (no school for students or teachers)

# **SCHOOL ADMISSION/HOURS OF OPERATION**

## **Admission Policy**

An official registration packet is required each school year to update our records, including health and emergency information. Students are required to have proof of their birth date, immunization, and proof of residence. Students may request to attend and be selected for admission to South Valley Academy (SVA). Students from other school districts in the Rogue Valley may begin the process by contacting the administration at their resident school and obtain an interdistrict transfer request form signed by the student's home district. After obtaining permission to attend, students contact SVA for an intake interview.

## **School Hours/Office Hours**

School Hours for students are 8:00 a.m. to 2:20 p.m. on Monday through Thursday and 9:00 a.m. to 2:20 on Fridays (late start on Friday). The office is open from 7:30 - 3:00 Monday - Thursday and 8:30 - 3:00 on Friday.

## **Early Arrivals and Late Pick-up**

We cannot provide supervision for your children before 7:30 am (8:30 on Friday) or after 2:20 pm.  
**Students may not be left at school before 7:30 am. and must be picked up by 3:00 p.m.**

## **Orientation**

All students entering SVA receive an individual orientation. It is also required that a parent or guardian participate in the informational session. Orientation will help the student and family to understand SVA's programs and community. Students are expected to be responsible for their learning and achievement in order to maintain enrollment at the school. Making timely progress towards their goals is one way students demonstrate that they are a good fit for SVA. Students will be asked to appoint a Learning Coach for themselves. The role of a Learning Coach is to encourage the student to achieve their academic goals and to act as an intermediary between the student and the School.

## **General Information**

Students are provided with constant opportunities to set goals, self-assess, adjust priorities, and develop their strengths. Students attain real life skills necessary to be successful in high school and beyond. There is an intentional focus on job readiness and career exploration. Every student participates in an internship, in an area of interest by the end of their high school career. Students gain knowledge and skills as they organize, manage their time, set goals and learn self advocacy.

Students receive weekly progress reports that track the volume of work completed for the week as well as throughout the school year. Students and parents see exactly where they are in the pursuit of

high school or grade level completion on a weekly basis. They have continuous teacher support as they complete coursework and prep for essential skill assessments.

SVA cultivates partnerships with many community members and organizations. Students participate in a variety of activities designed to give back to the community.

## **Educational Records - Access/Release**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review educational records during regular district hours.

## **Report Cards**

The school year is split into four nine week quarters. Each 18-week semester will be an equivalent of one half year's credit. During each semester, progress reports will be issued on a regular basis at the end of each 4.5-week period. Report Cards will be issued every nine weeks at the end of each quarter.

## **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the students permanent record only as provided by the eligible student or parent.

## **Conferences**

Conferences will occur in November and April to coincide with the district calendar. However, staff and parents can meet throughout the year as needed. Parents or guardians are always welcome to take the opportunity to learn more about their student's current and future goals and accomplishments.

## **GRADING**

### **SVA Learning and Formative/Summative Grading**

The main goal of our grading procedures and policies is to foster the joy and experience of learning. Starting in Junior High we emphasize that learning is about the journey. We believe all students will achieve great results when they are active in the learning process. Our educators focus on each individual and how to engage them in the art of the learning.

Our teachers are the students' guide in the educational journey. We understand there may be obstacles and challenges, but we will focus and build upon our student's strengths and interests to ensure learning is relevant and rigorous. We empower our teachers to use their creativity and foster the concept that teaching is an art. In doing this, SVA School graduates will have met Oregon State Standards and demonstrates proficiency in essential skills.

Standard grades will be averaged for the final academic standards grade each quarter. An honorable attempt by students must be made and submitted on the due date, or prior arrangements must be made with a teacher for a standard assessment or assignment to be redone or turned in late. If a student demonstrates a sincere attempt at the material, he or she can meet with the teacher to develop a reassessment plan which will include alternative assessment options, when possible, if a student has proven an inability to be successful in the original assessment. SVA is committed to ensuring students have successfully learned the essential standards.

The following guidelines on proficiency based grading Teaching, Learning and Grading were developed by teachers and administrators from Rogue River School District. The intent of the guidelines is to provide a framework that is consistent with educational best practices, board policy, and state law. At the same time, these guidelines should provide some flexibility for individual teacher use.

### **1. Standards – What will be graded?**

- a. Grades must be related to established academic standards and guidelines (i.e. Oregon State Standards, Advanced Placement, College Articulated, district developed).

### **2. Performance Criteria – What determines proficiency?**

- a. District/teacher teams must develop performance criteria that clearly articulate the proficiency level required for the course. District/teacher teams will also determine the sufficiency required for a student to demonstrate that they have gained the knowledge and skills. This will be implemented consistently between teachers of the same course.
- b. Rubrics, assessment checklists, and/or other types of scoring guides will be used to provide feedback on formative performances.
- c. Grades will be determined based primarily on a variety of summative assessments.
- d. Provided a student is making adequate progress toward proficiency (using Odysseyware & projects), they will be given opportunities to retake failed assessments they fail, or wish to retake, in order to demonstrate proficiency.

### **3. Assessment - How will we know if they learned it?**

- a. Assessments will be well designed and reflective of the learning targets being taught.
- b. Common assessments will be designed by teacher teams who teach "like courses". The purpose of using common assessments is as follows:
  - i. Provide evidence that students throughout a common course within the district are demonstrating proficiency.
  - ii. Identify what is working and what needs more work (allows educators to adjust instructional practices).
  - iii. Ensure consistency and equity.

### **4. Communication - With whom do we communicate?**

- a. Teachers must ensure that students understand how their grades will be determined.

- b. Teachers will clearly communicate with parents the learning targets and outcomes to be measured for the given course of study.
- c. Teachers will include standards and learning targets within their course syllabus.
- d. Students should be involved in the assessment process, record keeping, and communication of their achievement and progress.
- e. It is critical that teachers keep records up to date on Schoolmaster/Family link to facilitate quality communication.

## Terms and Definitions

Term	Definition
Assessments - Formative	Formal and informal process teachers and students use to gather evidence for the purpose of improving learning
Assessment-Summative	Assessments that provide evidence of student achievement for the purpose of making a judgment about student competence or program effectiveness Summative assessment is characterized as assessment of learning and is contrasted with formative assessment, which is assessment for learning
Core Classes	Math, Language Arts, Science and Social Studies
Content knowledge And Skills	These are the skills most commonly associated with the assessed state standards
Curriculum map	Developed by teacher teams identifying the standards, content and skills divided into units with an established but flexible pacing schedule
Learning Targets	The knowledge and skills students are expected to learn stated in student friendly language (i.e. "I can")
Proficiency	Sufficient evidence of student demonstrated knowledge and skills that meet or exceed defined levels of performance.
Proficiency Based Learning (PBL)	This term refers to a system in which teachers assess and grade students based on content specific knowledge and skills with less emphasis being placed upon behavior, tardiness or extra credit because those elements do not reflect a student's knowledge.
Rubrics	A scoring guide that defines the level of performance within a standard. For example, the students is "proficient" within the standard, "approaching master" or a "master" of that standard
Sufficiency	The number or amount of times a student must demonstrate proficiency

**Assessment Options to Measure Student Knowledge and Skills Assessments** serve as a GPS for teachers by laying out a pathway to identifying what students already know and can do and what they still need to learn. Without this information, teachers may teach information students already knows or skills they already have. Teachers can use the information gained through frequent and purposeful assessments to double back and reteach a learning concept students didn't grasp or to move more quickly to keep pace with the advanced

learners. Along the way, teachers adjust the activities and tasks to address unique student needs. The frequent and "just in time" assessments are known as formative because they form the pathway to the learning target. At a point identified by either the teacher or the student, there is a summative assessment that measures student learning before moving on to the next learning target. An abbreviated list of suggested formative and summative assessments follows, with many working for either assessment purpose.

Formative	Summative
Formative assessments occur regularly and inform the teacher and the student about what the student knows and can do. They provide a roadmap for routine instructional decisions to help each student reach the learning target.	Summative assessments are capstone activities that measure what the student knows and can do at the end of a unit or period of learning. Students may complete multiple summative assessments in order to prove " proficiency in the learning target. Teachers can provide a variety of ways students can share their learning.
Anticipation guides	Artwork
Classroom performance system check-ups	Blogs
Concept mapping	Board games
Cooperative learning strategies	Bulletin boards
Discussion questions	Charts/diagrams/graphs
Entrance/exit notecards	Computerized learning: blogs, PowerPoint, presentations, podcasts, video games, web pages, wiki entries
Graphic organizers	Costumes
Guided work with highlighters	Debates
I Do/We Do/You Do	Demonstrations
Individual whiteboards	Discussions
KQL Charts	Flip charts
Peer evaluations with rubric	Game shows
Quick response writing	Journal entries
Quick writes	Learning centers
Rankings	Mock trials
Short quizzes with leveled questions	Models, murals
Think/pair/share	Original writings: books, letters, news accounts, plays, poems, songs, stories, compositions, journals, etc.
Thumbs up, down, sideways	Portfolio collections
Write what you know assignments	Radio shows
Verbal checks with teacher	Tests, quizzes

Taken from "It's About Time: A Framework for Proficiency-Based Teaching and Learning" by Diane Smith.

## **Grading Scale**

Grades are issued as soon as a student completes enough coursework and shows proficiency. All student work is evaluated in both quality and quantity. Completed Odysseyware units are valued and applied to credits. Other school work will have value placed by the SVA teaching staff.

The standard grading scale (below) is used to evaluate the quality of student work.

**A = 90-100%**

**B = 80-89%**

**C = 70-79%**

**D = 60-69%**

## **GRADUATION**

Students must pay all outstanding fees, maintain a 90% attendance rate their senior year, and meet all requirements for a high school diploma as mandated by the state of Oregon and Rogue River School District, before they will be permitted to take part in the district's graduation exercises. Foreign exchange students who are enrolled as seniors will be given a certificate of attendance as described by the Oregon Department of Education.

### **Diploma**

Students receive a standard diploma as long as the student has met the standard graduation requirements. Students may also pursue a planned course of study to attain their GED.

### **Advanced Diploma**

This is an optional program available to high school seniors at SVA. In this cooperative arrangement, students take between 9-12 quarter hours of class at Rogue Community College. Tuition and tuition fees for the courses are paid by the school district. Students and their families are financially responsible for transportation, books and any special equipment that may be necessary for college classes. Students receive dual credit at RCC and South Valley Academy.

### **Transcripts/Credit Analysis**

At any time, a student may request a copy of his/her credit analysis from the registrar. This will indicate type of diploma, current accumulated credits, grade history, and required as well as remaining credits. To request a copy of your transcript, see the Registrar.

### **Important Graduation Deadline**

All required coursework to meet graduation requirements is due to teachers by May 31, 2019 by 3:30 pm in order to walk at graduation.

## Graduation Requirements

Subject Area	Traditional	Honors
Physical Education	1	1
English	4	4
Math (Algebra 1 and Above)	3	4
Science	3	4
Health	1	1
Social Studies	2	2
U.S./World History	1	1
Electives	6	4
Foreign Language	*	2
Fine Arts/CTE/Foreign Lang.	3	1
<b>Total Credits</b>	<b>24</b>	<b>24</b>

**\*If you are planning on attending a four-year college after high school, they will require two years of a foreign language.**

In addition to the above credits required for graduation, the State of Oregon requires students to show essential skills proficiency in Math, Reading, and Writing. This is demonstrated by passing the State Assessment or by multiple local assessments.

### Honors Diploma

The Honors Diploma was designed to recognize those students who demonstrate excellence in the classroom and contribute service to their community. Honors Diploma students are required to maintain a cumulative Grade Point Average of 3.3+ for 26 units of study, complete 65 hours of community service (must be pre-approved by the Counseling Services).

**Honors Diploma students in class of 2020 are required to maintain a cumulative grade point average of 3.5+ for 26 units of study, complete 65 hours of community service (must be pre-approved by school staff).**

By the end of their junior year, interested students should contact the academic counselor and officially enroll in the honors program. The student is responsible for keeping a log of their community service hours. For specific information regarding the CWE program, please contact our SVA school staff at: (541) 582-6010.

➤ **Requirements are as follows:**

- 4 English (to include 2 years of Honors)
- 4 Math (to include Algebra 1, Geometry, Algebra II, Statistics, Pre-Calculus, or Calculus in the appropriate sequence.)
- 4 Science (to include 2 of the following: Physics, Chemistry, Anatomy and Physiology), Physical Science, Biology, Honors Biology.
- 3 Social Studies (to include Global Studies, US History, and Social Studies)
- 2 Foreign Languages
- 1 Health
- 1 Physical Education
- 1 Fine Arts
- 2 Computer Science
- 4 Electives

<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
English	Honors English	Honors English	Honors English
Alg. I/Geometry	Geometry/Alg II	Alg II/Pre Calc	Pre Calc/Calc
Phys. Science	Phys. Sci/Chem	Science	Science
Health	World History	Health	Government/Curr. Events
Elective/Spanish	Elective	US History	Elective
Elective	Elective/Spanish	Elective/Spanish	Elective/Spanish
	Elective	Elective	Elective

## Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

Subject	Modified Diploma Requirements
English	3
Math	2
Science	2
Social Studies	2
Health	1
PE	1
Career Technical Ed, The Arts or World Language	1
Electives	12
<b>Total credits required for modified diploma:</b>	<b>24</b>

**Essential Skills Required:** Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.

**Other Graduation Requirements:** Develop and education plan and build an education profile. Demonstrate extended application through a collection of evidence.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP), any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct or measured outcome of an assessment. This means that IEP or school teams are responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard.
2. For a student not on an IEP, any modifications to work samples must have been provided to the student during his/her instruction in the content area to be assessed, and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified Smarter Balanced assessment.

## Special Exceptions

A junior or senior student transferring from another district or state, who is meeting graduation requirements that are less than those of RRSD #35, may petition for a waiver of elective credit, through the SST process. The waiver or request must be obtained from the Academic Advisor.

A student who has satisfied all graduation requirements in less than four years may be allowed a diploma upon written request from the student and parent(s).

## **Electives**

The high school curriculum includes a vast array of elective and high interest courses. These classes include: Advanced Placement, Art, Second Language, Career & Technical Education. Additional elective courses are added annually.

## **College Exams**

- The PSAT will be given each fall.
- AP Literature Test and Music Theory class will be given each spring.

Visit [www.collegeboard.org](http://www.collegeboard.org) for SAT examination information. Visit [www.ACT.org](http://www.ACT.org) for ACT examination information.

## **CONDUCT AND DISCIPLINE**

### **Affection**

Any inappropriate public display (kissing, sitting on each other's lap, laying on each other, hugging for an extended period of time, necking, petting, etc). Individual classrooms may have an even stricter classroom PDA policy. No romantic relationships between Jr. High School Students and Sr. High School Students on Rogue River School District Property and/or Busses/Transportation Vehicles.

### **Behavior**

Disciplinary actions are taken with the aim of supporting students in taking responsibility and being accountable for making things right and repairing harm caused to the best of their ability in each unique situation using the principles and processes of restorative justice. The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. In order to protect the rights of all our students, it is important that parents and students understand the consequences of misbehavior.

### **Classroom Expectations**

In order to learn in a positive environment, students are expected to adhere to the common set of classroom rules listed below. Individual teachers may have additional rules to address specific conditions in their classroom.

1. Be in class with the required materials and equipment when the bell rings. Reusable water bottles are encouraged.
2. Follow the teacher's directives and instruction and be on task.
3. Respect and do not interfere with the rights of other students to learn.
4. Maintain and care for personal and school property. Students who do not follow classroom rules will receive appropriate discipline.

## **Student Code of Conduct**

All students at SVA must be provided an opportunity to attend school in a safe and orderly learning environment. Administrators and teachers are charged with the responsibility to minimize distractions and disruptions to the learning process. In order to implement this responsibility, school officials may find it necessary to employ a variety of disciplinary techniques or counseling to insure that they can carry out their primary task of helping children learn and grow. SVA follows three main rules: Be safe, Be Respectful and Be Responsible.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. The objectives of disciplining a student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate.

Various disciplinary procedures shall be used by school personnel to correct behavioral problems. Examples include, but are not limited to, conferences, detention, loss of privileges including bus riding. In cases of serious infractions or repeated failure to comply with school rules, suspension or expulsion may be used. Parental assistance shall be requested when persistent violations of school rules occur.

Students shall be liable to discipline including suspension or expulsion for misconduct, including, but not limited to:

1. theft;
2. disruption of the school environment;
3. damage or destruction of school property;
4. damage or destruction of private property on school premises during school activities;
5. assault, fighting or threats of harm to self or others;
6. possession of or unauthorized use of weapons or dangerous instruments;
7. possession, sale of or unlawful use of drugs, narcotics, or alcoholic beverages;
8. persistent failure to comply with rules under the lawful direction of teachers or school officials;
9. abusive language; and
10. harassment in any form.

## **DISCIPLINARY GUIDELINES**

1. Rights
  - All students shall receive fair treatment.
  - Student disciplinary decisions shall be based on careful investigation and consistent application of rules.
  - All students shall be apprised of the school rules and disciplinary procedures.

## 2. Responsibilities

- Disruption of school - A student shall not disrupt or attempt to disrupt a school function.
- Damage or destruction of school or private property - A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property either on school grounds or during a school activity, function, or event off the school grounds.
- Threats, assaults or fighting. A student shall not make threats, engage in fighting or assault a school employee, another student, harm to self, or other person not employed by the school.
- Weapons and dangerous instruments - A student shall not intentionally do bodily injury to any person; threaten any person; knowingly possess, handle, or transmit any object that can reasonably be considered a weapon, explosive, or highly volatile substance on the school grounds at any time or off the school grounds at any school activity, function, or event.
- Use of, possession of, or transmission of drugs, alcohol or tobacco (narcotics, alcoholic beverages, drugs, tobacco) - A student shall not knowingly possess, use, transmit, or be under the influence of any drugs, alcohol, tobacco or intoxicant of any kind on school grounds or off school grounds at a school activity, function or event. (Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule.)
- Insubordination - A student shall not willfully fail to comply with reasonable directions of teachers or other authorized school personnel. Students who are willfully disobedient or openly defiant of a staff member's authority, or who use profane or obscene language or gestures, will be subject to discipline.

## 3. Definitions

- Minor discipline procedures - Discipline for minor infractions may be handled without going through all the steps of formal procedure and are usually handled by the classroom teacher or instructional assistant. Discipline for such includes time-out at recess, problem-solving opportunity, conference with the school principal and/or disciplinarian, recess detention, loss of privileges, etc. A "tracker" form may be used by the school internally to document potential patterns of minor infractions so that behaviors can be addressed before they become a chronic issue.
- Major infractions-violations of responsibilities addressed in section 2 above, or chronic numbers of minor infractions. Students who have a major infraction of student conduct expectations or responsibilities or chronic minor infractions will receive a referral. Consequence(s) will be determined and parents/guardians will be notified. The written record shall be maintained in the student's file. Consequence Options for a Referral (include, but are not limited to and are based on the severity of the incident(s) and the age of the student): conference with school principal or disciplinarian, missed recess, lunch detention, parent conference, behavior plans, exclusion from events/rewards/field trips, in-school or out of school suspension, possible expulsion.

## **Suspension/Expulsion Additional Information**

Any discipline consequence that results in a suspension will include a specification of the reasons for the suspension, the length of the suspension, whether it will be an in-school or out-of-school suspension, and a plan for readmission. Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under an out-of-school suspension a student may not attend any school activities, be present on school district property nor participate in activities directed or sponsored by the district. Schoolwork missed by a student while on suspension will be made up upon the student's return to school.

Expulsion: A student may be expelled for severe or repeated violations of Serious Behaviors. No student may be expelled without a hearing unless the student's parent waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

## **Computer Use**

Students may be permitted to use the district's system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals – for personal use, consistent with the general use prohibitions and guideline/etiquette set forth in administrative regulation. The district Network Acceptable Use Regulation policy is available on the district website at [www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us). Prior to computer use at South Valley Academy, students/parents must read and sign the Electronic Communication System Acceptable Use Administration Regulation Student Agreement.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the following:

- Students have the right to be treated respectfully.
- Students have the right to be safe while they learn.
- Students have the right to learn free of harassment, bullying, teasing or other forms of discrimination.
- Students have the right to an appropriate education that prepares them for college, their career, and to become productive citizens.
- Students have the right to be informed of their academic progress in school. Individual conferences with teachers regarding academic progress are strongly encouraged.
- Civil rights – including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others.
- The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights.
- The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
  - The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
  - The right to privacy, which includes privacy in respect to the student's education records;
  - The right to know the behavior standards expected the responsibility to know the consequences of misbehavior.

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, peer mediation, detention, after school/lunch detention, work detail with parent approval, suspension, expulsion, loss of privileges, loss of honors and awards, and removal to an alternative education program and loss of participating in graduation ceremonies. Disciplinary measures are applied depending on the nature of the offense.

In addition, when a student commits drug and/or alcohol-related offenses or any other criminal act, he/she will also be referred to law enforcement officials, and possible recommendation for suspension of driving privileges.

- Administration may require a student suspected of an alcohol/marijuana related offense to submit to a breathalyzer or urine test.
- Parents will be informed and provided the opportunity to be present.

## **STUDENT RESPONSIBILITIES**

### **Class Disruptions**

No one has the right to interfere with the learning, safety or well being of anyone else in the school. SVA has a very casual atmosphere where students cooperation is paramount to success.

### **Substitute Teachers**

Every student will periodically be taught by a substitute teacher. Students are expected to be extra courteous to these guest teachers.

## **Study Skills**

Specific skills and techniques can make learning easier and more worthwhile. Students are expected to have a positive attitude about learning. The following are student's guidelines for achieving good study habits.

Come to class prepared with necessary materials. Be an active participant in class. Listen well and take turns. Ask questions if you don't understand. Schedule time for homework after school. Strive to do your best work. Eat right - sleep well!

## **Passes**

SVA is a closed campus. Passes are required if you are off campus during your class time.

## **Food & Drink**

Food and drink in class is at the discretion of the teacher. It is a privilege, not a right.

## **STUDENT HEALTH/SAFETY**

### **School Insurance**

If your child is not covered by a family insurance plan we would like to encourage you to purchase insurance that will cover your child during the school day. The cost of school time insurance is low. For parents who wish to insure a child for 24 hour coverage that lasts through the summer it is also available, along with dental accident insurance. There are also preferred and budget plans available. Information is available at school office.

### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A student with certain school restricted diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\*, lice infestations\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\*, and tuberculosis. Parents with questions should contact the school office.

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Students entering Oregon

schools for the first time must have immunizations for the following diseases: polio, measles, German measles (Rubella), diphtheria, whooping cough, tetanus and mumps. Please contact your physician or local health department for further information. Students transferring from out of state have a 30-day grace period in which to get them completed.

## Medication

A **written request** for the district to administer prescription and nonprescription medication to students must be submitted to the front office and include: the written signed permission of the parent to include: the name of the student and medication, the route, dosage and frequency of administration and any other special instructions. Medication must be **brought to school by the parent** in its **original container**. The ***Authorization for Medication Administration by School Personnel*** and ***Self Medication Agreement forms*** may be obtained from the front office or on the district website.

Over-the-counter medications may include, but is not limited to, vitamins, food supplements, ear/eye and nose drops, inhalants, aspirin, cough drops and antacids. All medication will be kept in the office. Medication not picked up by the parent within five 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.

## Health Room Procedures

If a student reports they are not feeling well, they can rest for 15 minutes. If no improvement, parents or emergency contact person will be called and the child will be sent home. (The child will either be asked to lie down or to sit in a chair provided). If the child is sick to his/her stomach or throwing up, the parents or emergency contact person will be called and the student will be sent home immediately.

## Doctor and Dentist Appointments

Please make every effort to schedule doctor or dentist appointments around attendance hours.

## Screening for Speech/Language/Hearing

All kindergarten students will be screened in the fall for speech, language, and hearing needs by the Speech/Language Pathologist (SLP) and/or support staff. Teachers and parents can request a screening throughout the year for any student 1st-6th grade. The screening takes a few minutes and is used to help determine if further testing is needed. Please contact the front office to request a screening. A teacher will make contact with you if he/she would like your child to be screened. If the teacher requests a screening, you will be asked to give consent for the screening to occur.

## Vision Screening

A vision screening test is performed every fall for all students by the Lions Club. If further screening is needed, the parent/guardian will be informed.

## **Drills - Fire, Earthquake and other Emergency Drills**

Emergency drills for students shall be conducted at least once each school month. A map/diagram of the fire escape route to be followed are posted at all classroom doorways and reviewed with students. When any alarm is sounded, students must follow the direction of staff.

## **Asbestos**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The plan is available for public inspection in the district office.

## **ACTIVITIES/PROGRAMS**

### **Clubs and Organizations - Offered through Rogue River High School**

Student clubs and performing groups such as the band, choir, dance and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. These rules or consequences must be approved by administration first. If a club/performing group violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to those specified by the organization.

In accordance with the Federal Equal Access Act, the Rogue River School District prohibits non-curricular-related student-led groups at the secondary level from meeting on school premises. Provisions are made for rental of space when appropriate.

### **Extra Curricular Activities - Clubs/Groups**

**All SVA students may participate in JR/SR High Clubs/Groups.**

<b>Drama</b>	<b>Future Farmers of America</b>	<b>Future Business Leaders of America</b>	<b>National Honor Society</b>
<b>Watershed Council</b>	<b>Student Leadership</b>		

## **ATHLETICS**

**All SVA students may participate in JR/SR High Sports.**

*Our Vision: Through implementation and integration of our community values: Respect, Learning, Community, Perseverance, and Service. RRJSHS will establish an environment where every coach, athlete, and spectator will know, display and promote these values.*

## JUNIOR HIGH SCHOOL SPORTS

FALL	WINTER	SPRING
Football	Boys Basketball	Track
Volleyball	Girls Basketball	
Cross Country	Wrestling	

### Junior High School Athletic Fees

**Fees:** \$40.00 per athlete per sport for enrolled students of RRJSHS. Fees must be paid one week prior to first contest.

- \$40.00 per athlete per sport for non-attending students of RRJSHS
- Athletes will follow the Rogue River Junior/Senior High School Code of Conduct.
- SOMSAC rules and policies will apply to Junior High School Students.
- There will be no fee reductions for students that do not attend RRJSHS.

### Senior High School Sports

FALL	WINTER	SPRING
Football	Boys Basketball	Softball
Volleyball	Girls Basketball	Track & Field
Boys Soccer	Wrestling	Golf
Girls Soccer	Cheer	Baseball
Cross Country		
Cheer		

**Athletic Schedule and General Information: Visit the Athletic Webpage**

<https://sites.google.com/rogueriver.k12.or.us/rchieftainathletics/home>

### Senior High School Athletic Fees:

Each athlete is required to pay a user fee of \$100 per sport, per season (a season is defined as fall, winter, or spring).

- \$100 per athlete per sport for non-attending students of RRJSHS 50% of the \$100 sport's fee is required 1 week prior to the first contest of the season. The remaining 50% will be paid 1 month prior to the end of the regular season. *Student-Athletes will not compete until remaining fees are paid.*
- Families of the Rogue River Junior/Senior High School students with more than one athlete participating in one season will receive a \$35 discount.
- A family will have a cap of \$225 per season for three or more athletes participating in a single season.
- There will be no fee reductions for students that do not attend RRJSHS.

**For more Athletic Information, please visit the Rogue River Junior/Senior High School webpage: [http://www.edline.net/pages/Rogue\\_River\\_JrSr/ATHLETICS](http://www.edline.net/pages/Rogue_River_JrSr/ATHLETICS)**

## **ATTENDANCE**

South Valley Academy cares about our students and their future. Our learning environment is small enough that we will grow to know your students as individuals--not just a number. With every student attending every day, be it in class or virtually, we can strengthen weaknesses and magnify student strengths. Although all students won't attend SVA everyday, we do require a daily check in for attendance.

The school is required by law to maintain regular attendance records. It is the responsibility of the student to initiate contact with SVA staff on a daily basis. It is the responsibility of the school and staff to provide educational experiences that are meaningful and engaging to the student as well as grades that reflect the student's academic performance. Knowledge and experiences, which are vital to the educational development of the learner, cannot be recovered when a student is absent. Therefore, attendance and participation in daily classroom activities will be a critical part of each student's grade. Student attendance will be considered as a component of a teacher's grading policy. A negative attendance pattern is defined as lack of daily communication initiated by the student after three days.

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any student who fails to contact SVA within three (3) consecutive days, is not complying with compulsory attendance requirements and may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$180 per day, as provided by ORS 339.020 (Duty to send children to school). The district will notify the parent in writing that, in accordance with law, the attendance office will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements.

The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;

1. Failure to send a student to school is a class C violation;
2. A citation may be issued by the district in the amount of \$180 per day.
3. A conference with the parent and student is required.
4. All circumstances must be verifiable through documentation for medical or judicial reasons.

## **Absences**

Students attending SVA may not be physically at school each day. Students MUST call or email each day for attendance. A student who does not perform the necessary check in with SVA will be considered truant and will be subject to disciplinary action including, attendance Impact activity/project, attendance accountability agreements and/or ineligibility to participate in athletics or other activities. An absence, explained or unexplained becomes a withdrawal after 10 consecutive days (ten-day rule). A student must be present for at least one-half day in order to restart the count of consecutive day's absence – ORS 326.327.125. If a student's attendance falls below 90% after the first 6 weeks of school, the parent/student must participate in "Attendance" Conferences provided by SVA staff. If attendance does not improve additional Attendance Conferences will be required. If you know in advance that your child will be absent, please inform the office prior to the scheduled absence. Absences need to be emailed or called in. This will allow communication between family, teacher and office. It also allows school work to be compiled and sent home in a timely manner.

## **RESTORATIVE PRACTICES**

### **Making Things Right**

In each disciplinary action, students will be guided through restorative questions aimed at supporting truth-telling, identifying needs and related obligations, and making things right with the people most impacted and the school. These questions are generally:

- What happened?
- What were you thinking and feeling at the time?
- Who has been affected by what happened and how?
- What needs to happen to make things right?

Students taking full responsibility for their actions will be given every opportunity to make things right and collaboratively determine agreements. If agreements are not upheld, traditional consequences may be utilized in place of a restorative response.

## Communication with Student and Parents regarding Incidents

Parents and the school are a team working together to help each student find success. We would love it if the teachers, parents and students over-communicate. So often, lack of communication or miscommunication is the root of most issues. We want to work with all parents and students to foster behavior that increases student success.

### Informal Conversation

A member of the school staff will talk with the students to reach agreement and understanding regarding a student's behavior.

### Formal Dialog

A formal conference is held between the student and administrator with teacher and or counselor involvement optional. Legal guardian may be notified by phone, letter, or referral form.

### Accountability Agreement Meeting and Problem Solving Dialog

A conference may be conducted between the student, his/her legal guardian, appropriate school staff, and other individuals involved. These meetings are meant as a support for parents, students and teachers. The goal is to hold the student accountable for behavior and problem solve for future solutions. Telephone, personal contact, or letter notifies a legal guardian of the meeting.

### Suspension (Out of School)

A student may be suspended from school for willful violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property. The student may be excluded from school and all school related activities for a period of up to ten school days. The student is informed that he/she is subject to suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of the action and a parent conference may be held. While on suspension, students are not to be on school grounds and violations may result in charges of criminal trespassing being filed with the Jackson County Sheriff's Department. **(OAR 581-021-0065 Suspension) Suspended** students will be allowed to make up final, midterm, unit exams and weekly tests without an academic penalty, but it is within the district's discretion as to whether the student may be allowed to make up daily assignments, laboratory experiments, class discussions, or presentations.

South Valley Academy has determined when a student is suspended by administration; missed work will be handled as though it was an excused absence. *(See make-up work/excused absence.)*

### Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. The student is suspended and informed that a recommendation for expulsion will be made. Students

expelled from another district will be denied admission to our District. Students and parents will be notified of the pending expulsion and informed about their rights. The student will be advised of district or community educational alternatives. The District Office will notify students/parents of available alternatives to expulsion. These alternatives are on file at the District Office.

## **Discipline of Disabled Students**

A student being served by an Individual Education Program (IEP), who engages in conduct which would warrant suspension for a non-disabled student, may be suspended for ten (10) school days for violations of the Student Code of Conduct. When a disabled student is suspended more than ten (10) consecutive school days, or for more than ten (10) cumulative school days during a school year, or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP Team Meeting. The IEP Team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP Team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP Team concludes the misconduct is a consequence of the student's disability, the Team may recommend alternative placement for the student. The district may not expel a disabled student or terminate educational services for any behavior which is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to ten (10) school days or ten (10) cumulative school days, to provide a general planning and "cooling off" period. At the end of the ten (10) day period, the student shall be allowed to remain in his/her current school placement unless the district has obtained a hearings officer or court order to change the student's placement.

## **Dress and Grooming**

### **Professional Dress Code: Preparing for a Bright Future**

In most future workplaces, our students will experience a dress code of some nature. School is a preparation for future endeavors and we take advantage of every aspect of that task. Our students are expected to dress in a professional nature.

Attire should not be a distraction to learning. Please be respectful of our learning environment. Students will be asked to turn t-shirts inside out or to change clothing if it is inappropriate. If anyone is offended by a student's attire, it is deemed as not appropriate.

**If students are dressed inappropriately, they will be asked to change. If student refuses, student will be asked to go home.**

## **Drug-Free Schools**

The Rogue River School District board has adopted drug-free school policies. South Valley Academy standard of conduct prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any activities. Compliance with this standard conduct is mandatory. Disciplinary sanctions may include a recommendation for expulsion and referral to the police for students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program. An unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony. Punishment is a maximum of 20 years imprisonment, \$100,000 fine, or both. Information about any drug and alcohol counseling and rehabilitation and re-entry programs are available through the counseling office.

## **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. Additional information is available by contacting the School Secretary, at (541) 582-6010.

## **Searches and Questioning**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, and administrative regulations or is present in a particular place.

District-owned storage areas assigned for student use, such as locker and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation or South Valley Academy code of conduct may be seized. When appropriate, the district may utilize the Oregon State Police Canine Unit to conduct random premise searches.

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## Sexual Harassment

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged perpetrator, where the harassment occurred; and other incidents of sexual harassment where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

The building principal and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

**Step I** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

**Step II** The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 5 (five) working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing.

The district official(s) conducting the investigation shall notify the complainant (in writing) when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. (A copy of the notification letter) (The date and details of notification to the complainant), together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step III** If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed writing (10) working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 2 (two) working days.

**Step IV** If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within (10) working days after receipt of the Step III decision. The Board shall, within (20) work days; conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within (10) working days following completion of the hearing.

**Step V** If the complainant is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U. S. Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

## **Tobacco**

In accordance with Oregon Law, any person under age 21 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$75 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 21 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575.

## **Vandalism**

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student will be liable for the amount of the assessed damages not to exceed \$5000 plus costs if legal action is required (ORS 339.270).

## **Weapons**

Students shall not bring, possess, conceal or use a weapon (or facsimile of a weapon) on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education. Weapons may include, but not be limited to, knives, metal knuckles, straight razors, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. Prohibited weapons possessed on or about a person while on district property are subject to seizure or forfeiture.

### **Weapons include:**

1. "Dangerous weapon" – any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
2. "Deadly weapon" – any instrument, article or substance specifically designed for presently capable of causing death or serious physical injury.
3. "Firearm" – any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer.
4. "Destructive device" – any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone", as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds. In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such a request to the Department of Transportation. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

**Possible Disciplinary Action for any of the above Incidents:**

1. Conference
2. Parent Contact and conference
3. Work detail (upon parent approval)
4. Peer Mediation
5. In-School Discipline
6. After School Detention
7. In-School Suspension
8. Suspension

After School Detention, Lunch Detention and/or Community Service may be assigned as a disciplinary consequence or as an alternative to suspension. Athletes who miss or skip Detention will be declared ineligible for one game rather than receive in-school suspension. It is understood that all disciplinary actions may involve the parent. A parent is encouraged to contact the school if they should have any questions about a disciplinary matter. It is important that students, parents, and the school, work in close harmony to change inappropriate behavior.

## **STUDENT SUPPORT PROGRAMS & INFORMATION**

### **Special Programs**

SVA has on-site extra help programs. The federally funded Title I program provides for remedial reading and math in grades 3-6. Southern Oregon Education Service District (SOESD) provides some of our services for speech, hearing or vision, handicapped children, and makes available a variety of supplemental media materials.

### **Title I**

Our school receives federal funds for Title I programs that are part of the Every Student Succeeds Act of 2015 (ESSA). Throughout the school year, we will continue to provide you with important information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s) by contacting your child's school. If you request this information, the district or school will provide you information about whether or not the teacher has met state licensing requirements for the grade level and subjects in he or she is providing instruction; and if the state licensing requirements have been waived for the teacher on a temporary basis.

## **SST (Student Services Team) Procedures**

The Student Services Team (SST) meets to review student progress and make recommendations to help students succeed in the general education setting. The SST may include the parents/ guardians, classroom teacher, and other specialists. Records and interventions tried are reviewed, student strengths and weakness are explored, and an informal plan recommended. This discussion may or may not progress to a special education referral or change of placement.

## **Special Education**

SVA is diligent in their desire to meet the needs of all enrolled students. Trained Special Education staff are available for consultation and development of Individual Education Plan.

## **Talented and Gifted Program**

A **TAG** (Talented and Gifted) program is offered at South Valley Academy. A student may be referred by a teacher, parent or the student. The TAG coordinator will screen and possibly evaluate the student. A TAG portfolio is developed with test scores from STAR Assessments, DIBELS Assessments, and Smarter Balanced Assessments, where appropriate. An eligibility meeting is scheduled and all data reviewed. The team will determine if the student is eligible as outlined by RRSD. If a student qualifies a Personal Education Plan (PEP) will be drafted at the meeting. The focus of the PEP is the student's classroom.

## **Student Education Records**

The principal in each building has a copy of the district student record policy that you may examine. The principal is the person in charge of the records in each building. As a parent you have the right to inspect your child's records. You have the right for a hearing should you choose to challenge the content of such records to insure that the records are not inaccurate, misleading, or otherwise in violation of your child's or your privacy or other rights. This provides an opportunity to correct or delete any inaccurate, misleading, or otherwise inappropriate data contained in the records, and to include with such records a written statement by the parent regarding the content of the record. Twenty-Four (24) hour notice should be given to permit the school time to assemble all records. These records are private and may not be inspected by other than school officials and parents except with the parent's written permission. The school complies with all federal, state, and district rules, regulations and policies concerning parent's rights in the following particulars:

1. Parental permission prior to any special education, psychological, speech or academic tests for evaluation purposes.
2. Parental permission prior to assigning a student to a 'special education' program.
3. Student Records.
4. Parents may inspect the student record file of their own child by giving written notice to the principal of this intent.
5. Parents may challenge any material contained in the record file.

6. Parents are hereby advised that progress records will be transferred on request of the new school when a student transfers.
7. You have the right to file a complaint with the US Department of Education concerning the alleged failure of the District to comply with the requirements of FERPA (Family Educational Rights and Privacy Act). Oregon schools maintain two types of student records that are designated as 'progress records' and 'behavior records'.

## **Confidentiality**

All personally identifiable information, materials and records are confidential and only available to parents, authorized district personnel and officials collecting PL 94-142 information. District personnel in the immediate vicinity of the document storage area will according to their principal's direction ensure that access to confidential materials occurs according to a posted list, and all other persons requesting access will be referred to the principal. The principal will, according to state law and district policy, assume all responsibility for the confidentiality of these records, and control access to these records. The Education Amendment of 1974 provides that certain state and federal agencies may inspect. (Student records without written consent but a record must be maintained indicating specifically the legitimate educational or other interest that the person, agency or organization has in seeking this information). This statement is to become a permanent part of the record only for inspection by the parents or students over 18 and the school official who is responsible for the custody of such records.

This is your notification that should your child enroll in another school or school system an official transcript or copy of the permanent record will be sent to that school upon our receipt of notification of the child's enrolling in that institution. Before withdrawal of your child from our District, you have the right to see your child's records and a right to a hearing should you wish to challenge the content of the record. Your request for a hearing must allow two (2) working days between request and the hearing. You may receive a copy of the record to be transferred, if you wish for a minimal fee of .05 cents per page. Any hearing must be held before the actual withdrawal of your child. In the event of divorce, both parents will have full opportunity to inspect student records, unless the custodial parent provides the school with a document denying access to school records by the non-custodial parent. The school should verify with the court issuing the document that the document is valid and no later court action overturned the order presented to the school. Federal law requires that any parent or guardian be advised if information concerning students is to be released. So that we can use information about students in newspaper articles, athletic rosters, honor rolls and releases, the following kinds of information will be considered directory information and may be released by Rogue River School District #35: A student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photo and the most recent previous education agency or institution attended by the student. If you should NOT wish to have any of the above information published, please notify the appropriate school upon enrollment or within fifteen (15) days of when such information may be published.

# **COMPLAINT PROCEDURES**

## **Student/Parent Complaints**

A student or parent who has a complaint concerning a classroom/teacher should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal or administrative designee can be requested and formal written procedures must be followed. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent or designee can be requested.

If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint to the Board in care of the superintendent following the conference with the superintendent or designee and appear before the Board, in accordance with Board policy.

### **Discrimination on the Basis of Gender**

A student and/or parent with a complaint regarding possible gender discrimination of a student should contact the Rogue River School District Superintendent Paul Young, at the District Office at (541)582-3235.

### **Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

## **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a form/procedure may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All forms must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

## **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, board members, school volunteers, parents, school visitors, service contractors other engaged in district business is strictly prohibited.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance; or creates an intimidating, offensive or hostile educational environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile?; was it reasonable to view the environment as hostile?; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students.

The principal and superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated.

## **TRANSPORTATION**

### **Bicycles/Scooters/Skateboards**

Students who will be riding their bicycle or scooter to school need to walk it onto the grounds and park it in the bike rack. Please park your skateboard in the office for safekeeping. Students on bikes/scooters/skateboards will be expected to wear a helmet. If you are in need of a helmet, please let us know.

### **Bus Riders**

Bus service is provided from home, to and from school for students in the Rogue River School District. Students from other districts are responsible for their own transportation. Buses may not transport any person other than children enrolled in school, teachers and school officials. Field trips are for students, staff and volunteer parents only-no siblings.

In case of an emergency, the school authorities may arrange for the driver to pick up or drop the students at another designated spot. Parents should instruct their children in safe walking practices and proper behavior on the bus for safety of all students. Any questions or concerns regarding bus services, please call First Student at 541-476-7733.

**The following rules shall apply to student conduct on district transportation:**

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.

4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animals on the bus.
7. Students will remain seated while bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students will have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students and passers-by.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

## **Discipline and Denial of Transportation**

The following are the disciplinary guidelines which will be used with bus transportation:

1. For most infractions, a citation will be given to the Principal or his/her designee only after verbal warnings have been issued and further disciplinary action needs to be taken.
2. Upon the second citation, a parent communication will be held by the Principal or higher designee and a suspension of privileges may result.
3. Receipt of a third citation will result in a loss of bus privileges for up to ten (10) school days. A parent communication will be necessary before reinstating lost privileges.
4. Receipt of the fourth citation will result in loss of privileges up to the remainder of the current school year.
5. When the Principal deems it necessary, bus privileges may be suspended indefinitely for acts of a significant nature to warrant such measures.

*(Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.)*

## **SCHOOL CLOSURES/DELAYS**

### **Inclement Weather**

During inclement weather the start of school will be delayed by two (2) hours. The basic procedure will be decided by 5:45 a.m. If the delayed start is necessary, the various media will be contacted and informed that school bus routes and school starting times will be delayed by two (2) hours -10:00 a.m. With a delayed schedule, staff will be available 30 minutes prior to school starting.

Breakfast will not be served. We also have a parent/guardian automated call/email system. Please keep the office updated with your current phone numbers and email address.

Stay tuned to any of the following stations on mornings when the weather appears questionable (snow, cold/ice, fog).

Radio Stations: KAJO, KRRM, KBOY, KLDL, KCMX, KSOR, KDOV, KYJC

Television Stations KOB1 (5), KTVL (10), KDRV (12), [www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us)

If after the delayed time, the weather has not improved, the school day will be canceled and the media will be notified.

If at any time it appears that weather in our area may be such that it could affect the starting times or eventual cancellation of school, please turn to one of the local radio or television stations for updated information.

## **PHONE USE**

### **Office Telephone Use**

We discourage students from making personal calls, such as having parents bring library books or homework. If a parent needs to contact a child, the parent should call the school office and leave a message or we will call the child to the phone.

### **Cell Phones and Electronic Devices on Campus**

If you bring electronic devices to school, you do so at your own risk. ***The school is not responsible if they are lost or stolen.*** Cell phones are allowed during class time at South Valley Academy for school related activities. Responsible use of cell phones is expected. Appropriate use includes silencing the ring tone, no excessive use, having a conversation in a hallway or obtaining a pass to go outside to have a conversation. Electronic devices will be confiscated if misused. In case of a genuine emergency, parents should call the school office.

## **PARENT/GUARDIAN INVOLVEMENT**

It is evident that a child's school success is enhanced by parent/guardian involvement. The three most important aspects of parent involvement are becoming involved with your children, their teacher, and the school.

### **With your children:**

Spend time with them, attend conferences, listen to them, help with homework, talk about school, display their work, share your values.

### With their teacher:

Communicate with teachers through notes/phone, ask teachers for advice, volunteer to help, work together.

### With the school:

Attend school functions, keep the school informed of work schedules and changes in addresses or phone numbers, read the newsletter, volunteer to help at school.

## **Visitors**

Students are expected to stay on campus during the school day. Arrangements need to be made in advance for any student that needs to leave campus by the parent or guardian. We welcome visitation by families. Parents can contact the teacher or principal to arrange appointments for visits or drop ins. All parents, visitors, or guests are required to check-in at the office when arriving on campus. Prospective students and their families are encouraged to make arrangements to visit the school and should contact the principal or secretary prior to a visit.

## **GENERAL INFORMATION & MISCELLANEOUS**

### **Character Counts**

Our school is a Character Counts School. We all want our kids to acquire good values and strong character. It's up to each of us to lay a solid foundation for character development by teaching children right from wrong and by acting as positive role models.

Our Character Traits are: Safe, Responsible, Respectful, Caring, Helpful, Friendly, Trustworthy, Patience, Integrity and Citizenship.

### **Curriculum: Odysseyware**

This is the online curriculum that is incorporated into the overall SVA curriculum. Courses are available for grades 3-12. Students rarely, if ever, carry a textbook. Odysseyware allows for students to access their classes via the internet 24 hours a day, 7 days a week from anywhere that there is an internet connection. Aside from the convenience of online learning, courses and curriculum are updated annually. Learning tools, such as Writer, are also a benefit to students. Writer is designed as an instruction aid for teachers and students to create focused, differentiated instruction. It is a powerful tool to improve student writing by offering targeted feedback at key factors in the writing process. This feedback encourages student practice and revision to achieve writing success. The data provided by Writer also gives teachers better insight into students' strengths, as well as areas for improvement.

## **Transition**

South Valley Academy's administration and staff are dedicated to student success. As a component of an education at SVA, students are offered transition services in their final year of attendance at the school. Whether planning for the workforce, college, military or pursuing world travel; all students will be given the tools for success after high school with the SVA Transition Program.

## **Food Services**

Our school participates in the National School Lunch and Breakfast program. Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office. If possible please send correct change, we do not keep change. Food is available throughout the school day.

## **Flag Salute**

Students will be provided an opportunity to salute the United States flag daily by reciting The Pledge of Allegiance.

## **Media Access to Students**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events, with Administrative approval. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **Acceptable Use Policy Student Standards**

### **Password Protection**

These guidelines are intended for use by all students using the Rogue River School District No. 35 network. Middle and High School students will have a personal network account with a password that is assigned by the network administrators. Elementary School students will use shared network accounts; login information will be provided by their teachers as needed.

Your password allows access to applications, your class work and other files you have saved on the network. This is why password security is so critical.

Do:

- Refer anyone who demands your password to the Acceptable Use Policy
- Report anyone attempting to get your username and/or password
- Inform your teacher if you suspect an account or password has been compromised
- Logout when you are done using a machine you have logged into

Don't:

- Access files or applications while using another's login and password
- Write down or store a password on-line or on ANY computer system
- Share a password with anyone except your teachers, school administrators, and Technology Department staff
- Use the "Remember Password" feature of applications

### **Internet Safety**

These guidelines are intended for use by all students who access the Internet through accounts provided by Rogue River School District No. 35.

Do:

- use only your first name online. Unless told to do so by your teacher, don't fill out any online forms that ask for your full name, address, phone number or any other info that would help someone find you. This includes the name of your school, sports team, the town you live in, etc.
- tell your teacher if you come across any information that makes you feel uncomfortable.
- ask your teacher to notify the Technology Department of any public chat rooms or other inappropriate sites that are not blocked by the District.

Don't:

- agree to meet in person with anyone you have met online.
- post or do anything online that would hurt someone else. No cyber-bullying!
- post or do anything online that is against the law.
- attempt to bypass existing security and/or web filtering applications.
- download or install any software on a district computer without checking with your teacher and the Technology Department.

### **Ethical Expectations**

- Electronic devices such as PDA, cell phones, personally owned computers must adhere to the school policies and follow the Acceptable use regulations.
- STUDENTS BRINGING computers on campus must NOTIFY the Building Administration, PROVIDE THEIR MACHINE'S ADDRESS, AND have up to-date anti-virus software in use.
- Use of any personal electronic device for hacking, bullying, or other activities prohibited in the Acceptable Use Policy will result in confiscation of the device.

### **Expectations of Privacy**

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district's information systems, including e-mail, sent or received is not considered private or confidential and may be subject to monitoring by the superintendent or his designee; this may include real-time monitoring of network activity. By using the district's system, individuals consent to have that use monitored by authorized district personnel. Rogue River School District #35 reserves the right to access and disclose, as appropriate, all data contained on district computers and district-owned e-mail system. Use of district equipment or software for any unauthorized purposes is prohibited.