

STUDENT & PARENT HANDBOOK
FREMONT/AD HAY/UNION ELEMENTARY SCHOOLS
2023 - 2024



This student and parent handbook has been amended for the 2023 - 2024 school year with input from school administration, teachers and staff, and Fremont/Hay parent's club. This handbook has been approved for adoption by the following:

- **Fremont/Hay Parents club (approved March 7, 2023)**
- **Lake County School District #7 board of directors (approved March 15, 2023)**

Dear Parents,

WELCOME to the 2023 -2024 school year! We're excited to welcome our students back to school. We are looking forward to a rewarding and academic year at Fremont, A.D. Hay, and Union Elementary Schools.

Our staff holds strong beliefs centered on student achievement and personal student growth. Staff will continue to do what is best for our students by rigorously evaluating our practices, and developing best strategies to help our students achieve maximum academic success.

Parents are an important partner in our learning community. We are grateful to the parents and community who support us. We encourage parents and community members to be a strong presence in our volunteer programs and schools.

If you have questions or concerns about your child's academic performance or personal interactions with fellow students and staff, please do not hesitate to stop by. Our doors are always open for your thoughts or concerns. I look forward to great accomplishments from our students in 2023 - 2024.

Sincerely,

**Susan Warner, Principal
Fremont, Hay and Union Schools**

**Dustin Counts, Vice-Principal
Fremont, Hay and Union Elementary Schools**

INFORMATION IN SMALL BITS:

1. To ensure the safety of students and staff, all visitors (including parents) are required to check in with the office and remain at the office upon entering the school. This is necessary to maintain student safety and keep distractions to a minimum.
2. If you have a change of address, phone, or emergency contact, please report it to the building secretary at Fremont/Hay School.
3. To withdraw from school, see the building secretary:
A.D. Hay - Bonnie Langum 541-947-2553
Fremont or Union Elementary - Carlee Albertson 541-947-2136
4. If your child is absent, please call the school office:
A.D. Hay - Bonnie Langum 541-947-2553
Fremont or Union Elementary - Carlee Albertson 541-947-2136

The lost and found is located near the office area of each building.

5. Occasionally off site field trips are a part of our educational program. Students must have parent or guardian permission in order to participate.
6. Safety drills will be held approximately once a month for students to practice leaving the building in the shortest possible time without confusion or panic.
7. Parents should always send children to school dressed appropriately for weather conditions. During winter months, we encourage warm coats, hats, and boots.
8. If you are interested in volunteering in our school, please inquire at the school office.

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

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

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

SCHOOL DISTRICT MOTTO AND VISION

Motto: "Preparing Today For a Successful Tomorrow"

Vision: Lake County School District #7 will provide all children an opportunity to reach their fullest success in academic, vocational, physical, and social education.

BOARD POLICY – LAKEVIEW SCHOOL DISTRICT #7

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

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

1. The district's personnel policies are posted on the district website - www.lakeview.k12.or.us.
2. The school district shall consider (upon request) and may excuse students from a state-required program or a specific learning activity, where necessary, to accommodate a student with handicapping disabilities or religious beliefs.
3. The school district, in accordance with state law, does provide alternative education program "recommendations and notice" upon the second or subsequent occurrence of a severe disciplinary problem within three years; upon the finding that attendance is so erratic that the student is not benefiting from the regular educational program; upon consideration of expulsion; and upon the request by either an emancipated minor or legal guardian for exemption for "compulsory attendance."
4. The school district shall allow credit for alternative programs as outlined in a student's board-approved individualized alternative plan.
5. All public schools are required to keep student records. Local school board policies are required to control the use of such records in accordance with state and federal law. Academic and attendance records are required to be transferred to another educational institution upon notification of enrollment. Behavioral records may be transferred only upon request of the parent/guardian or eligible student. The district will, from time to time, share student directory information following district policy and federal law.

The school district intends to publish directory information relating to its students including name, address, phone number, date and place of birth, parent/guardian names, most recent previous educational agency or institution attended, grade level, dates of attendance, honors and awards, photographs, major fields of study, participation in officially recognized activities and sports, and height and weight of athletic team members. If parents/guardians object to directory publishing, the parents/guardians should contact their student's building principal.

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

Each local education association that receives funds under the ESSA is to provide, on request by

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

6. Disclosure of social security numbers (SSN) is voluntary. The school district will use the SSN for record keeping, research, and reporting purposes only. The district will not use SSN's to make any decision directly affecting students or any other persons. The SSN's will not be given to the general public. Students not providing SSN's will not be denied any rights. Parents/guardians/students who provide SSN's consent to their use as described.
7. All students will have the opportunity every week to salute the United States flag by reciting the Pledge of Allegiance.
8. Lake County School District #7, in compliance with the Fingerprint-Based Criminal History Law effective January 1, 1994, shall collect and process fingerprints and other criminal history information for all newly hired persons, including but not limited to all classified employees and their substitutes, employees of a contractor, and non-licensed coaches from the community. All shall be subject to this provision if there exists any opportunity or probability for student contact through personal communication or touch when not under direct supervision. The fingerprinting process for licensed employees (teachers and administrators) will be conducted by the Teacher Standards and Practices Commission.
9. Oregon Revised Statute 419B.010 requires any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse, or that any person with whom the official comes in contact has abused a child shall report or cause a report to be made. Public and private officials include all school employees.

LAKE COUNTY SCHOOL DISTRICT #7

DISCLOSURE STATEMENT

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

TITLE VITITLE IX**SECTION 504

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

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

SUPERINTENDENT – Michael Carter
DISTRICT #7 SCHOOL BOARD
Cori Price - Barry Shullanberger
Darwin Johnson – Scott Havel – Annie Bunten
PRINCIPAL – Susan Warner VICE-PRINCIPAL -- Dustin Counts
SECRETARIES
Bonnie Langum – Hay
Carlee Albertson - Fremont/Union

Fremont/Hay Certified Staff	Fremont/Hay Classified Staff
Kindergarten -- Makenna Kelley, Tate Lightle, Starla Stewart	Title 1 Assistants -- Carmen Comstock, Maria Moreno, Nery Crosthwaite
First Grade -- Katie McNeley, Kristin Collins	Educational Assistants -- Josh Fledderjohann, Genvive Henderson, Rowdy Gerber, Kelley Hatman, Tracy Byers, Shay Hall, Ashley Ellis, Esmerelda Rodriguez, Helen St. Clair
Second Grade -- Donna Nicholl, Aleah Elliott, Julia Lindquist	
Third Grade -- Debbie Watts, Karmen Lampman	Head Cook -- Aimee Albertson
Fourth Grade -- Kaitlin Shuffield, Laurie Renfrow	Assistant Cook -- Kristy Gill
Fifth Grade - Leslie Arcularius, Jessie Buhrle, Nichole Ross	Library Manager - Maggie Bishop
Sixth Grade -- Sammeejo Hutchinson, Samantha Alves, Mariah DeLeon	Custodians -- Dillion Ventress, Torey Jorgensen
Physical Education -- Toby Mathews	
Music -- Susane Davis	
Special Education -- Kayla Tague, Karla Barajas	
ELL -- Susan Alberton	
Math Coach/Intervention Specialist -- Teresa Whitman	
Behavior Specialist - J.D. Hermann/Jackie McDougle	

Union Certified Staff	Union Classified Staff
Grades K/1/ 2 -- Delainey Vickerman	Instructional Assistant -- Becky Beets
Grades 3/4 -- Michele Lee	Special Education Assistant – Kristi Norby
Grades 5/6 -- Lucinda Carter	Head Cook/Custodial -- Sara Griffiths
Music --	

LAKE COUNTY SCHOOL DISTRICT #7

Fremont/Hay School

Student Supply List 2022 - 2023

****BE SURE TO LABEL ALL SUPPLIES WITH STUDENT'S NAME**

KINDERGARTEN

- 2 Boxes Crayons (16 count)
- 4 Glue sticks
- 1 Large Box Kleenex
- 2 Box - #2 Pencils (Dixon-Ticonderoga)

- 1 Box of Band-aids
- 2 Box Ziploc bags (quart or gallon)
- 4 Pack Dry Erase Markers (fine tip)
- Full Size Backpack

TENNIS SHOES FOR PE - Required

GRADE 1

- *24 Pencils - #2 (Ticonderoga)
- 2 Boxes – 24 crayons
- 1 Box – 8 Crayons (for math)
- 1 Pair scissors – Sharp point
- 2 Pink Erasers
- 2 Glue Sticks
- *2 Boxes of Kleenex
- *4 Dry erase markers (blue or black /fine tip or bullet)
- 1 Supply storage box (5" x 8" – nothing larger)
- 2 (2-pocket) folders for homework
- 1 - 12 pkg. of colored pencils
- 1 Backpack

TENNIS SHOES FOR PE - Required

***STARRED ITEMS ARE COLLECTED AND SHARED BY THE CLASS**

GRADE 2

- *24 Pencils - #2 lead (Dixon-Ticonderoga)
- *2 Boxes – 16 Crayons
- 3 Plastic Folders for homework (2 pockets)
- 1 Pair of scissors
- * 2 Large erasers
- * 6 glue sticks
- 1 – Water bottle to stay at school
- 1-container of Clorox wipes
- 1 Spiral Notebooks (70 pgs) wide-ruled
- * 2 Large boxes of Kleenex
- 1 Supply Box
- * 2 pkgs of dry erase markers (bullet or fine tip)
- Backpack/ Book Bag (for daily use)

TENNIS SHOES FOR PE - Required

***STARRED ITEMS ARE COLLECTED AND SHARED BY THE CLASS**

GRADE 3

- 24 Pencils #2 (Ticonderoga)
- 1 Boxes colored pencils
- 1 Box 16 crayons
- 1 Pair scissors – sharp point
- 2 Pink erasers
- 1 8oz white glue (no colored glue)
- 1 or 2 Boxes of Kleenex
- 1 – 12" ruler wood (inches & metric)
- 2 Dry erase markers (bullet or fine tip)
- 1 Small Pencil Box 5"x8" or smaller
- 1 or 2 folders for desk
- 1 Spiral notebook
- 1 Backpack

NO BINDERS OR LOOSE LEAF PAPER

TENNIS SHOES FOR PE - Required

GRADE 4

- 4 Boxed pencils #2 lead Dixon Ticonderoga
- 1 Package of Expo dry erase markers
- 2 Elmer's Glue Sticks-Large
- 1 Folder with sturdy pockets
- 1 Pkg wide ruled notebook paper-200 count
- 1 Pkg colored pencils (12 count)
- 1 Pkg 3x3 Post-It Notes
- 3 boxes of Kleenex
- 2 Spiral Notebooks (Wide Ruled/70 count)
- 1 Three Ring Binder 2 inch
- 1 Zippered pouch for supplies
- 1 Set of Binder Dividers- 8 tabs with pockets
- 1 Water bottle
- 1 Pair of Scissors-sharp point
- 1 Backpack

TENNIS SHOES FOR PE - Required

GRADE 6

- 1 3 inch Binder-Preferably a Trapper Keeper
- 3 Five Subject Spiral Bound Notebooks
- 1 Zippered pencil pouch
- 1 Set of Binder Dividers- at least 6 tabs
- 2 Elmer's Glue Sticks
- Highlighters
- 24 pencils
- 1 pair of scissors
- Calculator
- Markers
- Colored Pencils
- 1 Pkg Dry Erase Markers
- 5 Black Sharpies
- 2 Pkgs of Notebook Paper
- 1 Backpack
- 1 Pack of 3x5 notecards

TENNIS SHOES FOR PE - Required

GRADE 5

- 1 Two Inch Binder (Please no Trapper Keepers)
- 1 Binder Divider Set with Pockets - 8 Dividers
- 1 4 pack of highlighters
- 2 Notebook Paper - Wide Ruled
- 3 Spiral Notebooks
- 50 Pencils - #2 Lead (Ticonderoga)
- 4 Thin White Board Markers - Black
- 1 Package of Colored Pencils
- 1 Package of Crayons
- 3 Boxes Facial Tissues
- 2 Glue Sticks
- 1 Ruler
- 1 Scissors
- 1 Water Bottle
- 1 Backpack
- 1 3x3 post it notes
- 3 Pocket folders
- 1 Fine point Sharpie

TENNIS SHOES FOR PE - Required

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

UNION SCHOOL SUPPLY LISTS
2022 - 2023

KINDERGARTEN - Mrs. Vickerman

- 1 Box-8 Crayola Crayons
- 1 Pair sharp Fiskar Scissors
- 1 Box of facial tissues
- 1 Pencil Box
- 4 Large Glue Sticks (Class Supply)
- 1 Water Bottle-prefer flip top straw (Stay at school)
- 1 Full size Backpack
- 1 Box of Slider Ziploc Quart bags
- 1 Box of Slider Ziploc Gallon bags
- NON MARKING TENNIS SHOES FOR PE**

1ST GRADE - Mrs. Vickerman

- 1 Box of Band-aids
- 1 Pair sharp Fiskar Scissors
- 1 Box of facial tissues
- 1 Pencil Box
- 4 Large Glue Sticks (Class Supply)
- 1 Water Bottle-prefer flip top straw (Stay at school)
- 1 Box of Slider Ziploc Quart bags
- 1 Box of Slider Ziploc Gallon bags
- 1 Full size Backpack
- 1 16 count box of Crayola Crayons
- 1 Set of Colored Pencils
- NON MARKING TENNIS SHOES FOR PE**

2ND GRADE – Mrs. Vickerman

- 24 - Dixon/Ticonderoga brand Pencils*
- 1 Pair scissors – sharp point Fiskars*
- 2 Pink erasers or 1 Pkg - pencil top erasers*
- 3 Large glue sticks
- 2 Sets- colored pencils of student's choice
- 1 Boxes – facial tissues*
- 1 Pencil Box
- 1 Spiral notebook wide-ruled
- 1 Pkg Post-Its (Large pkg)*
- 2 Boxes of Crayola Crayons- any size
- 1 Bottle White glue
- 2 Dry Erase Markers
- 1 Pkg. index cards*
- 1 Box of Slider Ziploc Quart bags
- 1 Box of Slider Ziploc Gallon bags
- 1 Water Bottle-prefer flip top straw (Stay at school)
- 1 Full-size backpack
- NON MARKING TENNIS SHOES FOR PE**
- **Starred items are shared with the class.**

UNION SCHOOL SUPPLY LISTS

2022 - 2023

3rd and 4th GRADES – Mrs. Lee

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

Non Marking TENNIS SHOES FOR PE

***Starred items are shared with the class.**

5TH AND 6TH GRADE – Mrs. Carter

- 1 - Binder 3” only
- 1 – Set Binder Dividers with 8-pocket folders
- 2 – Pkg notebook paper 8 1/2 x 11” – college ruled
- 2 - Highlighters
- 4 - Boxes of #2 Dixon Ticonderoga pencils
- 2 Boxes- Facial tissue (200 count)
- 1 - Pair Sharp Point Fiskar scissors
- 1 –Set of 8 colored pencils
- 8 – Pencil top erasers or 2 Pink Pearl erasers
- 3 – Glue sticks
- Calculator (standard, not scientific) 6th Grade Only
- 2 – Spiral Notebooks (College-ruled – single subject – 70 pages)
- 1 Pkg – Post-It notes 3x3”
- 4 Dry Erase Markers – Fine line, BLACK only!
- 1 Box of Slider Ziploc Quart bags
- 1 Box of Slider Ziploc Gallon bags
- 1 Pkg. of index cards (4x6)
- 1 – 12” ruler (cm & inches)
- 3 Fine tip Sharpies
- Backpack
- Water bottle

Non marking Tennis Shoes for PE - Tennis shoes are for gym use and P.E.

***Please Label all items with name**

***Please replace all supplies as needed**

FREMONT AND HAY REGULAR SCHEDULE - Monday, Tuesday, Thursday and Friday

FREMONT SCHEDULE

7:30 a.m.	*Supervision on Playground (due to bus schedules)
7:55 a.m.	Doors are opened
8:00 a.m.	First bell rings
8:05 a.m.	Classes Begin/Tardy Bell Rings
9:15 a.m.-9:30 a.m.	Morning Recess
11:15a.m. - 12:00 p.m.	Lunch and Recess
TBD	Afternoon Recess
2:30 p.m.	Classes Dismissed

HAY SCHEDULE

7:30 a.m.	Supervision on Playground (due to bus schedules)
7:40 a.m.	Breakfast service - Cafeteria
7:55 a.m.	Doors are opened
8:00 a.m.	First Bell Rings
8:05 a.m.	Classes Begin/Tardy Bell Rings
9:15 a.m. - 9:30 a.m.	Morning Recess
11:30 a.m. - 12:20 p.m.	Lunch and Recess
TBD	Afternoon Recess
2:35 p.m.	Classes Dismissed

***PLAYGROUNDS ARE NOT SUPERVISED BEFORE 7:30 A.M. NOR AFTER 2:35 P.M.**

FREMONT AND HAY EARLY RELEASE WEDNESDAY SCHEDULE

FREMONT SCHEDULE

7:30 a.m.	*Supervision on Playground (due to bus schedules)
7:55 a.m.	Doors are opened
8:00 a.m.	First bell rings
8:05 a.m.	Classes Begin/Tardy Bell Rings
9:15a.m.- 9:30a.m.	Morning Recess
11:15 a.m. - 12:00 p.m.	Lunch and Recess
TBD	Afternoon Recess
1:30 p.m.	Classes Dismisses

HAY SCHEDULE

7:30 a.m.	Supervision on Playground (due to bus schedules)
7:40 a.m.	Breakfast service - Cafeteria
7:55 a.m.	Doors are opened
8:00 a.m.	First Bell Rings
8:05 a.m.	Classes Begin/Tardy Bell Rings
9:15a.m. - 9:30a.m.	Morning Recess
11:30a.m. - 12:10 p.m.	Lunch and Recess
TBD	Afternoon Recess
1:30 p.m.	Classes Dismisses

****PLAYGROUNDS ARE NOT SUPERVISED BEFORE 7:30 A.M. NOR AFTER 2:35 P.M.**

UNION REGULAR SCHEDULE - Monday, Tuesday, Thursday and Friday

7:45 a.m.	Breakfast service / Union Cafeteria
8:05 a.m.	Class begins
9:35 a.m. – 9:55 a.m.	Morning Recess
11:30 a.m.- 12:25 p.m.	Lunch / Noon Recess
2:35 p.m.	Students Dismissed

***PLAYGROUNDS ARE NOT SUPERVISED PRIOR TO 7:15 A.M. NOR AFTER 2:40 P.M.**

UNION EARLY RELEASE WEDNESDAY SCHEDULE

7:45 a.m.	Breakfast service / Union Cafeteria
8:05 a.m.	Class begins
9:35 a.m. – 9:55 a.m.	Morning Recess
11:30 a.m.-12:25 p.m.	Lunch / Noon Recess
1:30 p.m.	Students Dismissed

REQUIREMENTS FOR REGISTRATION

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

LAKEVIEW ACADEMY

Lake County School District #7 elementary schools use Lakeview Academy to provide an online/virtual education option for students. Students enrolling in Lakeview Academy are required to comply with all daily attendance requirements set by the state of Oregon, which means the students and/or parents must be available to make contact with the Academy teacher on a daily basis. Lakeview Academy operates as a district program; therefore participating students will be enrolled as Fremont/Hay/Union students choosing an online platform. Students who wish to enroll in Lakeview Academy may do so at the beginning of the school year or the beginning of second semester. Students who wish to return to Fremont/AD Hay may do so at the beginning of any 9 week quarter.

K-6 students who wish to enroll in Lakeview Academy’s online program must consult with elementary school administration for referral and application processes. Student progress will be monitored on a quarterly basis. Students who are not meeting benchmarks during any nine week period will be placed on a “watch list”. Students who do not meet academic benchmarks for two consecutive quarters will be referred to elementary administration for an academic conference and may be required to return to the brick and mortar school for onsite instruction.

EMERGENCY PROCEDURES AND INFORMATION

A critical ingredient in school and personal safety is Standard Response Protocol to any incident. Weather events, fire, accidents, intruders and other threats to school and personal safety are scenarios that public institutions plan for. Lake County School District #7 elementary students practice safety drills on a monthly basis. The drills practiced are lock down, lock out, take shelter, evacuate and fire. **It is critical for parents to keep the school updated with new contact information at all times in the event of an emergency. We send out important information using a text and email system called School Messenger or Thrillshare**

VISITORS TO THE SCHOOL

To ensure the safety of students and staff, all visitors (including parents) are required to check in with the office and remain at the office upon entering the school. This is necessary to maintain student safety and protect the learning environment. If the person attending the office can’t verify your identity, you may be asked to present photo identification, and wait to ensure that you are on the student contact list. If you wish to visit classrooms, you must have prior approval from the building administrator and the classroom teacher or teachers. These procedures have been put in place because of our growing concern with custodial parenting issues. The principal has the right to deny outsiders access to students in certain cases and/or bar parents and/or guests when they have been disruptive or harassing. Any unauthorized person on school property will be reported to an administrator. The person may be asked to leave. Police may be called if the situation warrants such measures.

LOITERING

Persons not registered and in regular attendance at a district school shall not be on school property except when required to conduct official school business. Students are not to loiter in the halls or school grounds after school. If students are not being supervised by a teacher in the halls, they are to be in their assigned

classroom. Students are expected to be out of the building 15 minutes after the last bell each day, unless they are in a teacher's classroom.

GUESTS

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

CAFETERIA

The cafeteria offers a nutritious breakfast and lunch for our elementary students. The meals may be purchased on a daily, weekly, or monthly basis. Families who qualify may receive free or reduced-price meals. Applications are available at the school office. The cost for school breakfast and lunches is the financial responsibility of the parent or guardian even if a free and reduced lunch application is being processed.

- School meals are to be purchased in advance and not charged.
- Student account balances will be reviewed on a monthly basis and bills sent to parents.
- A non-payment notice will be issued for a unpaid bill 14 days after the bill was issued
- Failure to remit the overdue amount with 30 days of the non-payment notice will result in collections actions taken by the Lake County School District #7.
- If you have questions, please contact your school secretary.

ALL RETURNED CHECKS ARE SUBJECT TO BANK FEES

Parents or other adults who may occasionally wish to have lunch at school can purchase meals for **\$5.00**. ***Please notify the school prior to 9:00 a.m. if you wish to be on the lunch count. A student who is lactose intolerant will need a note from their doctor to be served juice. Any student with food allergies should be reported to the school secretary.***

**STUDENT BREAKFAST \$2.25
EXTRA-MILK .50**

STUDENT LUNCH \$3.25

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 886-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

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

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

Students who eat hot lunches are given choices for meal options each morning and are tallied according to their choice. This allows cafeteria staff to know how many meals to make. Students must not change their mind when they enter the kitchen at lunchtime or other students will not receive their chosen meal.

Seconds on lunch meals may not be available. If daily food prep supports seconds, they will be allocated with priority given to students who have eaten their first meal and are waiting quietly and patiently. Duty staff will give permission for students to re-enter the kitchen.

ATTENDANCE AND HEALTH ISSUES

Regular attendance is a vital part of the education process. However, if your children are ill, please keep them at home to help prevent the spread of illness. We suggest that you keep your children at home when they are experiencing the following symptoms:

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

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

Serious communicable diseases will be handled using the Oregon Health Authority guidance *Communicable disease guidance for students* in conjunction with the local public health authority. Children with undetermined rashes may be excluded from school. They must be examined by a doctor and obtain an admittance slip before returning to school. State law requires school personnel to assist a

student to manage his/her medication at school only with the written order of a physician. The giving of any medication at school without a physician's written order is not approved.

INJURIES OR SERIOUS ILLNESS

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

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

MEDICATION AT SCHOOL

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

DISTRICT ADMINISTERED MEDICATION:

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

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

HEAD LICE POLICY

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

TOILET TRAINING

It is Fremont/Hay policy that students be toilet trained upon entering school. This means that the student is able to initiate going to the bathroom, can use the toilet and can adjust clothing necessary to urinate or have a bowel movement, and is free of diapering or "Pull-up" changing. Individual students who require diapering or help toileting due to health, physical or cognitive disabilities will be accommodated as outlined in their IEP or 504 plan.

SHOWER POLICY

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

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

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

PLAYGROUND SAFETY – STUDENT ARRIVAL AND DEPARTURE TIMES

The schedule of supervision for the Fremont/Hay playgrounds begins at 7:45 a.m. and ends at 2:45 p.m. each day. Supervision on the Union School playground starts at 7:15 a.m. and concludes at 2:30 p.m.

Children that are on the playgrounds when they are not supervised are there at their own risk. Student behavior issues that occur on the playgrounds between the hours of 7:45 a.m. and 2:45 p.m. at Fremont/A.D. Hay and from 7:15 a.m. to 2:30 p.m. at Union School, will be subject to the discipline policies of Fremont/A.D. Hay/ and Union. **Students ARE NOT ALLOWED to walk to DMS/LHS without written permission from parents and a note must be on file at the school office. Students are not allowed to walk to LHS/DMS to wait for siblings. Fremont/Hay students are prohibited from loitering outside/inside DMS/LHS at all times.**

DAILY ROLL

Official daily roll is taken after the tardy bell rings at 8:05 a.m. Students marked absent in the first ten minutes will be considered absent the entire day unless they check in properly with the office when they arrive. (See CHECK-IN PROCEDURE.) Parents/Guardians must then provide the office with an excuse just as with any other absence.

CHECK-IN PROCEDURE

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

CHECK-OUT PROCEDURE

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

PRE-ARRANGED ABSENCES

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

1. With a note or phone call from home requesting a pre-arranged absence.
2. Email or call your student's teacher to make arrangements for missed work. Please be aware teachers may not send work with students they feel will need their instruction to be successful. Your child may be kept in a recess to make up work with teacher instruction. Students who do not complete the homework that is sent may receive a zero (0) on those assignments. If no due date is indicated then students will be given a reasonable amount of time to finish assignments, per the teacher's classroom policy.
3. Absences in excess of ten days will result in students being dropped from our roles.

TARDINESS

Unexcused tardiness to a class will result in disciplinary action being taken by the teacher and/or school. This action may include make-up time, extra work, parent/guardian conference, recess and/or detention, or a combination of any of the preceding, and/or other appropriate measures. If the problem persists, a referral to the office may be made where further disciplinary action will be taken, including suspension and/or a referral to the attendance officer.

ATTENDANCE POLICY

Oregon statutes require that attendance records be a part of each student's progress records. A yearly record of absences and tardies will be maintained as a part of each student's permanent progress record.

For attendance purposes, if a class session is held and a student is not present, the teacher will record an absence. Student absences may be considered excused if verified for the following reasons:

The law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused. 1. illness 2. serious illness of a family member 3. emergency 4. pre-arranged, pending advance satisfactory arrangements

If a student misses more than 10 minutes of any class session, it will be counted as an absence from that class; the student must then provide the office with an excuse just as with any other absence.

The attendance officer may use the following types of actions in dealing with excessive tardiness and absences: 1. make-up work 2. communications with parent/guardian 3. parent/guardian conferences 4. school activity restrictions 5. "Compulsory Attendance"*** recommendation 6. referral to other community services ***The attendance officer may recommend a referral to the District Truancy Officer for failure to meet the standards as set forth in ORS 339.010-339.090, the Oregon Compulsory School law. Copies of this law are available in the office.

DUTY OF CARE: Parents/guardians charged with duty of care for their child outside of regular school hours of supervision. This means that parents/guardians are responsible for the safe transport of their child to and from school, and if/when their child is excluded from school for health and/or disciplinary reasons. Local law enforcement and/or department of human services may be contacted if a parent fails to pick up a child who is excluded from school for medical or disciplinary reasons.

FREMONT/HAY BEFORE-SCHOOL PROCEDURES

1. Parents are expected to drop their child off at school and their child will walk to the playground or breakfast. Please do not drop your child off before 7:45 at Fremont/Hay and 7:15 at Union.
2. Please do not enter the playgrounds at any time without checking in at the office.
3. Parents are welcome to conduct school business at the office before or after school.
4. Parents may not go to classrooms before or after school without checking in at the office and making an appointment with their teacher; many times teachers are not in their classrooms due to meetings and/or prepping for class.

FREMONT/HAY AFTER-SCHOOL PROCEDURES

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

1. Parents are required to send a written note telling us the normal procedures their child will follow after school.
 - a. For example, the note should tell us whether your child normally walks, rides the bus, or goes to daycare, who is authorized to pick them up, and so forth. To assist you with this a form will be provided at registration.
2. **If the after school plan changes for a student, the office must be notified no later than 2:00 p.m. and 1:00 p.m. on Wednesday in order for staff to deliver the messages to classrooms. Messages received after 2:00 pm and 1:00pm on Wednesday may not be delivered.**
3. **If a Fremont child is picked up at school, the person picking them up must go to the designated area on the Fremont Playground to check their student out from the teacher, so we are sure the student is being released to the proper person(s).**
4. **If a Hay student is being picked up, parents should wait outside the Hay building for their student.**
5. Be sure to use the crosswalks to maintain safety.
6. Fremont bus students will be escorted to the buses by a staff person.
7. **Students are not allowed to get on buses at DMS or LHS. Students must board buses at Fremont/Hay**

8. **TRAFFIC SAFETY:** Fremont/Hay Elementary has a voluntary system for added safety to the morning and afternoon traffic flow. This voluntary system requests that vehicles establish one-way traffic entering the school area on "I" Street and exiting on 5th Street. With this system students always have access to a sidewalk, eliminating students darting out into traffic or using other unsafe practices. The safety of our students is always our first priority. Please ensure that you are finding a parking space and not stopping in the middle of the street for your child's pickup.

BUS RULES

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

**RULES GOVERNING PUPILS RIDING SCHOOL BUSES
OAR 581-53-010**

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

FOR YOUR CHILD'S SAFETY

To Be Safe

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

SKATEBOARDS/ ROLLER BLADES / SCOOTERS

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

A GOOD AND SAFE BIKE RIDER WILL...

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

RECESS GUIDELINES

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

If your child has been sick and you would prefer them to remain indoors during regular recess time, please write a note that indicates how many recesses or days you would like your student to remain indoors. Your child will be sent to the office during recess time. If a student needs to be inside for a prolonged period of time, a doctor's note will need to be submitted.

We WILL NOT have outside recess in the following conditions:

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

INCLEMENT WEATHER AT FREMONT/HAY AND UNION

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

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

School cancellation or late start will be posted on the Lake County School Facebook website and sent out through the School Messenger System as soon as the superintendent makes the decision. We make every

effort to make this decision in a timely manner and post the information immediately. **The cancellation of school includes the cancellation of all extra-curricular activities.**

HOMEWORK/GRADING/REPORT CARDS

The basis for assigned grades to students shall be placed in writing and made available to students and parents. A.D. Hay/Fremont/Union School students and parents have access to view grades online through Synergy throughout the entire year using the school's website. Report cards will be available at conferences at the first and third nine weeks, and then mailed to the parents/guardians of the students if not picked up.

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

Willingness to engage in assigned work shall be a condition of school attendance for all students. Regular study at school and home shall be required to complete the prescribed courses of study. Grades will be recorded on the district-approved report cards.

Grades K – 6 use a standards based report card.

Homework is a natural extension of the classroom instructional program, which should be related to the school's instructional goals and objectives. There are many values and purposes of homework. Among them are:

- Remedial work and routine practice.
- Work needed for a student to keep up with a normal rate of progress for his/her grade and /or ability
- The need or desire to study beyond the depth of the normal curriculum
- The need to develop better study habits
- Other purposes suited to the needs of the individual students or the class.

Kindergarten through Grade Three:

Homework will be assigned as an extension of the classroom curriculum. Students should be encouraged to take home library books and appropriate learning materials.

Grades Four through Sixth:

The amount of homework assigned shall be gradually increased from grade to grade as the student advances through school. If the amount of homework assigned is overwhelming to your student, please contact the teacher to discuss the issue and remediate the problem.

Promotion:

Students shall be promoted upon achievement of the course goals and such other requirements as may be approved by the superintendent, building principal, or instructor. Students may be retained and required to repeat a subject or grade when such retention is judged to be useful to the student's future learning. The views of the parents should be given great consideration.

PARENT – TEACHER CONFERENCES

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

CLASSROOM PLACEMENT

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

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

If your student has academic or social issues we need to take into consideration when making classroom placements, please make an appointment to meet with the principal during registration to discuss your child’s needs.

AWARDS

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

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

FIELD TRIPS

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

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

DRESS AND GROOMING POLICY

Dress and grooming for school are responsibilities of the individual students and parents/guardians.

When dress and grooming disrupt the learning process, the matter will be resolved by the school administration, students, and parents/guardians.

The following are guidelines to appropriate dress and grooming:

1. Dress and grooming shall be clean and consistent with health, sanitary, and safety practices: shall not disrupt the learning process.

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

DISPLAY OF AFFECTION

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

ELECTRONIC DEVICES

Personal electronic music devices, electronic games, cell phones, Smartwatches (callwatches) and other electronic devices are not to be used in the school during school hours. They are distractions to the learning process and are frequently damaged, lost, or stolen. If visible and/or being used in the school, they may be confiscated by school district personnel and held by the office until the parent comes to retrieve the electronic item.

COMPUTER/NETWORK TAMPERING

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

GUIDELINES FOR ACCEPTABLE INTERNET USE

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

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

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

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

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

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

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

SEARCH ** SEIZURE ** SRO

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

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

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

FREEDOM OF EXPRESSION

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

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

PARENT/SCHOOL COMMUNICATION COMPLAINT PROCEDURE

To help maximize efficiency of the services we provide to our students and community, the district asks that all issues and/or concerns are first communicated with the person directly in charge of a program. This includes complaints as outlined in the district complaint procedures policy (KL & KLD) which outlines the expectation that all issues are solved at the lowest level possible. The district highly encourages and wishes that all individuals both inside and outside of the district exercise these procedures dutifully by first communicating with the person that directly supervises the specific program before communicating with that person’s supervisor. We have found that most all issues can be solved through a simple phone call, email, or letter addressed to the individual that directly oversees the program. If the person still does not feel like the issue has been resolved, the district invites the person to then communicate the issue with the next person in the chain of command which is 1. Employee (i.e. teacher, coach, etc.), 2. Building Principal &/or Athletic Director, 3. Superintendent & 4. Board of Directors.

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

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

CONTACT LIST

Michael Carter – Superintendent	947-3347
Susan Warner – Fremont/Hay & Union Principal	947-2136/947-2553
Dusty Counts - Fremont/Hay & Union Vice-Principal	947-2136/947-2553
Hilary Hulseman – LHS Principal	947-2287
Challis Young – DMS/LHS Vice Principal/AD	947-2287
Janet Melsness – Business/Transportation	947-3347

STUDENT BEHAVIORAL EXPECTATIONS

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

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

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

Discipline

GENERAL DISCIPLINE GUIDELINES

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

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

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

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

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

DISCIPLINE POLICY

DETENTION

For minor school violations, a commonly used discipline is a warning slip or detention of students during recess or lunch. Detentions will usually be 15 – 30 minutes. Students will be required to do assigned work.

SUSPENSION

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

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

- a. temporary exclusion from school for a period not to exceed ten school days
- b. exclusion in cases being investigated pending expulsion
- c. a special circumstance suspension continued until some specific pending action occurs such as a physical or mental examination or incarceration by court action
- d. after investigation and recommended expulsion by the administration until the board of directors has taken official action.

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

In suspending students, the procedure is as follows:

Students are informed of the charges, including the specific acts that support the charges, and their suspensions.

- a. The parents/guardians are notified of the suspension by telephone, email or text, whenever possible and are given the reasons for the action. When parents/guardians cannot be contacted, the decision to send students home, or allow them to remain on

school premises, or refer them to the proper authorities must be made with consideration of each student's age, maturity, and the nature of the misconduct that caused the suspension.

- b. A letter is mailed to the parents/guardians with a copy to the superintendent, stating the time, date, charges, and the specific acts that support the charges for the suspension. Procedures or a return date to be followed by the students and their parents/guardians for reinstatement are outlined.
- c. The parents/guardians may request and be given a conference/hearing with the building administrator.
- d. The board shall provide students suspended under emergency conditions with the same suspension procedures as soon as the emergency condition has passed. These procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a probability that substantial harm will occur if suspension does not take place immediately. Students removed from school may not participate in or attend any school function during the week(s) the suspension takes place. With the exception of drug/ alcohol-related suspensions, students will be expected to make up all homework, class work, tests, etc. missed during the suspension.

EXPULSION

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

Expulsion hearings shall contain provision for the following:

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

- of the students. The officer shall submit findings as to the facts and whether or not the pupils charged are guilty of the conduct alleged, and the officer's decision of disciplinary actions, if any, including the duration of any expulsion.
10. If the decision is appealed to the board for review, the board shall be provided findings as to the facts and the decision of the hearings officer. This material shall be made available at the same time to the parents/guardians and to the students, if age 18 or over. When appealed, the board will affirm, modify, or rescind the decision of the hearings officer.

RESTRAINT AND SECLUSION

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

BULLYING /INTIMIDATION

Bullying or intimidation is defined as an act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of physically harming a student or damaging a student's property; knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; creating a hostile educational environment.

Bullying is NOT:

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

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

HARASSMENT

A.D. Hay, Fremont and Union Elementary School desire to maintain an instructional environment that is free from harassment. To be considered an abusive action, harassment need not result in concrete psychological harm to the student but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive the school environment as hostile or abusive. Harassment also can include off-campus behavior which creates a hostile educational environment at school. Harassment based upon a student's race, color, religion, sex, sexual orientation, marital status, national origin, familial status, source of income, disability, factors will not be tolerated.

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

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

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

DRUGS AND ALCOHOL

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

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

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

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

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

DRUG DOG

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

OREGON'S ALCOHOL LAWS AND MINORS

Students and parents need to be aware of the following: Oregon law prohibits anyone, except a parent or legal guardian, from providing alcohol to a minor or juvenile. Parents or guardians may legally provide

alcohol to their minor child only in a private residence when accompanying their minor child. A parent cannot transfer this responsibility to another adult or provide alcohol in a public place. If minors other than your children consume alcohol in your presence, you may have to forfeit property and may be issued a criminal citation, ORS 165.805 Misrepresentation of age by minor: When minors misrepresent their age they are referred to juvenile court or are issued a citation. If DMV identification is used in the misrepresentation, the minor's driving privileges may be suspended for up to one year. ORS 471.430 Minor in possession/minor in prohibited area: When minors are in possession of alcohol, they are either holding the alcohol, have consumed the alcohol, or attempted to purchase the alcohol. They are either referred to juvenile court or issued a criminal citation. ORS 471.610 Confiscation of liquor and property: When an officer arrests a person for violating a liquor law, the officer may take possession of all alcoholic beverages and other property used in violation of the law. ORS 471.620 Property or places subject to confiscation: Any room, house, building, boat, structure or place of any kind where alcohol beverages are sold or given away in violation of the law is subject to confiscation. ORS 471.410(2) Furnishing alcohol to a minor: No person shall sell, give or make alcohol available to a minor. Illegally providing alcohol to minors in a class A misdemeanor. ORS 471.410(3) Controlling an area where minors are permitted to consume alcohol: it is illegal for someone exercising control over private property to allow persons under the age of 21 to consume alcohol on the property. It is also illegal to allow any person under the age of 21 to remain on the property if they have consumed alcohol. ORS 471.565 Licensee, permittee, and social host liability: As a licensee, permittee, or social host if you serve a visibly intoxicated person or guest you may be held liable for damages caused by persons or guests away from your home or licensed premises. ORS 471.567 Liability for serving minors: Licensee's, permittee's, and social hosts can be held liable for injuries caused by a minor who obtained alcohol from you. Minors who represent their age to a licensee can be held liable for damages sustained by the licensee.

USE OF TOBACCO

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

FIREARMS AND OTHER WEAPONS

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

COUNSELING/GUIDANCE

A counselor or behavior specialist is available to assist students with any problems that they may encounter as they pursue their education at A.D. Hay, Fremont or Union Elementary Schools.

Counselors or behavioral specialists provide several services: assisting students in setting educational and behavioral goals; guiding students in making wise decisions concerning any personal or social problems and organization.

ORS 419B.010 states any school employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse or that any person with whom the employee comes in

contact has abused a child shall immediately report or cause a report to be made in the manner required in ORS 419B015.

STUDENT INTERVIEWS

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

LIBRARIES

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

TELEPHONE USE

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

DELIVERIES AT SCHOOL FOR SPECIAL OCCASIONS

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

- Many children do not and will not receive these types of items. Please be considerate of their feelings.
- A safety issue arises when we have small children and large balloons on a bus, or when a youngster has a glass vase to carry home from school.
- The number of hours staff must take out of their very busy schedules to make deliveries of these items. This is time they do not have in their schedules.

INSURANCE

The school district takes reasonable precautions to protect the personal safety of each individual. However, if a student is involved in an accident in school, the teacher and administrator should be notified immediately. An administrator will assist parents/guardians in filing claims with the district's insurance agent if parents/guardians feel that the accident was due to negligence on the part of the school district. Also, the school district's insurance does not cover personal items which may be lost, stolen, or vandalized. Students are reminded not to bring valuables to school. Lake County School District #7 will not be responsible for valuables that are lost or stolen.

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

FLAG DISPLAYS AND SALUTES

A United States flag and an Oregon flag shall be displayed on or near each school building during school hours except in unsuitable weather and at such other times as the Board deems proper. Students shall receive instruction in respect for the national flag and be provided an opportunity to salute the United States flag at least once each week by reciting *The Pledge of Allegiance*. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

DISTRIBUTION OF MATERIALS

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

PUBLIC SOLICITATION - ADVERTISING IN THE SCHOOLS

Fundraising by non-school agencies or for non-school activities during the school hours will not be permitted without prior approval of the Superintendent and/or the building principal. Demonstrations of service or materials and canvassing of students or any school employee for the purpose of selling products or services shall not be permitted in either the District's schools or school grounds, unless authorized by the Superintendent or his/her designee. Non-district sponsored organizations or individuals may not solicit funds or sell tickets within the District without first securing permission through the Superintendent and/or building principal. Whenever possible, solicitation should occur during non-classroom time. The soliciting of staff by sales people, other staff, or agents during on-duty hours is prohibited. Any non-district sponsored solicitation should be reported at once to the building principal or supervisor. Advertising is not allowed in the building without the principal's approval.

SCHOOL VOLUNTEERS

We encourage and often need volunteers in our school. Volunteers are subject to Lake County School District #7 Policy IICC. Please refer to the district web site to view this policy in its entirety. All volunteers who work with students will complete the district's "Volunteer Application" including the Criminal History Verification form. This application will remain on file in the district office. Applications are available at the school offices. Volunteers who work with students must be supervised by a licensed staff member. Volunteers should receive appropriate training or instruction so that their time and efforts will be of value to them and the district. All persons who volunteer during the regular school day shall be approved by the building principal. Volunteers who work with the students in extracurricular activities must be authorized by the board.

FREMONT/HAY PARENT'S CLUB

Welcome to Fremont/A.D. Hay Parent's Club! We would like to take a moment to share some thoughts with you. Whether you are a returning family or new to our area, we're sure you'll agree that our schools have many fine attributes. Throughout the school year, questions often surface regarding the purpose of the Parent's Club. Let us address some of those frequently asked questions:

- What is a Parent's Club? The objective of our group is "(1) to promote the welfare of the children in the school, home, and community (2) to promote opportunities for the children through a cooperative effort of parents, teachers, and staff (3) to enhance the unity amongst educators, students, and families."
- Who are the members of the Parent's Club? Parents/Guardians of children attending Fremont and/or A.D. Hay

- Elementary are members; no membership dues are collected.
- What activities does the Parent's Club sponsor? Book Fair twice a year at parent/teacher conferences, and various other activities as requested by the principal.
- Where does the Parent's Club money come from? Fund-raisers
- How do I know about upcoming Parent's Club events? Lake County School District #7 website.
- What is the purpose of a Parent's Club meeting? We try to present informational topics that are timely to you. We always welcome new ideas of subjects of interest to you.

There are many ways you can help us continue to be a successful part of what makes attending Fremont/A.D. Hay special. Please consider giving a little of your time this year. We can truly use your help. We look forward to meeting you!

WESTSIDE PARENT'S CLUB

Westside Parent's Club is a dedicated group of parent volunteers who are committed to raising funds to enhance the educational experience of Union School students. The main fund-raiser is the Union School Carnival, which is scheduled in March each year. All parents and community members are welcome to join. The Westside Parent's Club is, and continues to be an excellent vehicle in assisting the teachers to advance the educational opportunities of the Union School students.

THE STAFF AT FREMONT/HAY/UNION ABIDES BY THE PHILOSOPHY:

“YOUR KIDS ARE OUR KIDS” AND WE STRIVE TO MAKE THE BEST “JUDGMENT CALLS” POSSIBLE.

TWELVE THINGS A PARENT CAN DO TO MAKE A CHILD'S SCHOOL BEHAVIOR A SUCCESS

1. Create a warm, caring, supportive relationship.
2. Actively listen to your child's unspoken words as well as the spoken word.
3. Celebrate learning in your home. Everyone learns every day.
4. Learn all you can about growth and development.
5. Give your children time and distance to grow.
6. Give your child first hand learning experiences.
7. Value their good school work.
8. Help your child teach. Encourage teaching by listening.
9. Surround your child with books and reading.
10. Help your child engage in games and role playing.
11. Use a larger vocabulary than your child knows.
12. Love your child unconditionally!

HAVE A GREAT SCHOOL YEAR!!!

**Lake County School District #7 and Fremont/Hay/Union Elementary
FORMS AND NOTIFICATIONS:**

1. School discipline matrix
2. Technology guidelines
3. Chromebook insurance policy
4. Dental notification
5. Schoolwide Title I program eligibility notification
6. School-Parent Compact notification
7. Educational rights of children and youth that are homeless public notice
8. Referral for child or youth who may be homeless
9. Student residency questionnaire
10. End of service notice
11. FERPA annual notice of student education record privacy
12. FERPA request to refuse release of school directory information
13. PPRA annual notice to parents
14. Title I schoolwide planning meeting invitation to participate
15. Annual parent notice right to request teacher qualifications
16. Teacher qualification response to parents
17. English learner parent and family engagement meeting invitation
18. Home language survey
19. Annual asbestos notification letter
20. School closure letter
21. Integrated pest management letter
22. Bussing notification
23. School disciplinary referral form
24. Bus discipline form

FREMONT/HAY/UNION SCHOOL WIDE DISCIPLINE PROCEDURE BEHAVIOR MATRIX AND LEVELS OF CONSEQUENCES

Under certain circumstances or based on an individual's discipline record, the maximum consequence could be imposed on the first violation of a school wide rule. Students are held accountable for acts related to a school activity or attendance that occur any time including: On school grounds, going to or from school on the bus, lunch period, or any school sponsored activity.

Definitions:

- “Behavior Plan” means a plan of action to promote individual positive student behavior explaining consequences if the unwanted behavior continues. Behavior Plans can be included and are encouraged in any violation or level of school or classroom discipline.
- “Controlled substance” means any drug or alcohol substance in the Health and Safety code. This includes all alcoholic beverages, and tobacco products.
- “Day” means calendar days except for suspensions. Days for suspensions are weekdays that students would normally be expected to attend if they had not received a suspension.
- “Expulsion” means removal from the school of attendance and placement in an alternative setting. The severity of the violation determines the duration of expulsion.
- “Harassment” means to torment, annoy, or intimidate another person that causes physical or mental anxiety or creates a hostile educational environment.
- “Imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.
- “Injury” means any bruise, blood loss/scrape without stitches or medical intervention. Obvious evidence of wound or harm not needing medical care.
- “Knife” means dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a folding blade that locks into place, a razor with an unguarded blade or a weapon with a blade longer than 3.5 inches. Knives of any kind are not allowed.
- “Serious physical injury” means serious impairment of physical condition including loss of consciousness, bone fracture, loss or impairment of any body part, a wound requiring stitches or causing serious disfigurement.
- “Suspension – In School” means temporary removal from the classroom for a specified time period.
- “Suspension – Out of School” means temporary removal from school for a maximum of 10 days per incident / 20 school days per year except in cases of expulsion or special education students.

Fremont/Hay Discipline Procedures: Levels of Consequences

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

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

INTERVENTIONS: See PBISworld.com level 1 interventions and Ch. 17 of *The First Days of School* for more information.

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

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

INTERVENTIONS: See PBISworld.com level 2 interventions and Ch. 17 of *The First Days of School* for more information.

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

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

SCHOOL VIOLATION AND CONSEQUENCE MATRIX

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

Violation	First Consequence	Second Consequence	Third Consequence
Committed obscene act or engaged in habitual use of profanity or vulgarity directed toward students, staff, volunteers or opponents/referees during school or extra curricular activities. Used profanity/vulgarity to intimidate others.	<i>Discipline Referral</i> Possible parent contact; possible police contact. Possible detention, in school suspension or 1 to 3 day out-of-school suspension. Behavior Plan	<i>Discipline Referral</i> Parent contact; possible police contact. Detention. 1 to 4 day in or out of school suspension. Loss of next school activity upon returning. Behavior Plan	<i>Discipline Referral</i> Parent contact; possible police contact. 1 to 5 day Out of School suspension. Possible alternative placement. Loss of next two school activities upon returning. Behavior Plan
Dress Code Violation – following the opportunity to get appropriate clothes from the office, if available.	Possible parent contact Possible detention Change of clothing or covering up required	<i>Notice of Incident</i> Parent contact Possible detention Change of clothing or covering up required Loss of next school activity	<i>Discipline Referral</i> Parent contact Detention or 1 to 3 day in or out of school suspension Change of clothes required Loss of next two school activities
Use of cell phone, smartwatch and/or other ‘toys’ during the instruction day or in the school building without permission. Items to school	Possible parent contact. Item confiscated and returned at the end of the school day.	<i>Notice of Incident</i> Item confiscated. Parent must reclaim. Detention	<i>Discipline Referral</i> Parent contacted Item confiscated until June. 1 day in or out of school suspension. Loss of next school activity
Public displays of affection. PDA	<i>Notice of Incident</i> Student conference Possible parent contact	<i>Discipline Referral</i> Student conference Parent contact Possible detention	<i>Discipline Referral</i> Student conference Parent contact Detention
Leaving campus during the school day without permission. Truancy/Skipping Class	<i>Discipline Referral</i> Parent contact In school suspension	<i>Discipline Referral</i> Parent contact 1 – 3 day in school suspension Loss of next school activity	<i>Discipline Referral</i> Parent contact 3 – 5 day in school suspension Loss of next two school activities
Cheating: (E.g., giving or receiving answers, non-authorized possession of teacher materials, answer keys, etc. Copyright violations. Plagiarism.	<i>Notice of Incident</i> Parent/teacher contact. Zero credit for assignment or test. Detention,	<i>Discipline Referral</i> Parent/teacher/administrator conference. Zero credit 1 to 3 day out of school suspension Loss of next school activity	<i>Discipline Referral</i> Parent/teacher/administrator or conference Zero credit 1 to 3 day suspension Loss of next school activity

Violation	First Consequence	Second Consequence	Third Consequence
<p>Committed or attempted to commit robbery or extortion. Stole or attempted to steal school or private property. Knowingly received stolen school or private property.</p>	<p><i>Notice of Incident</i> Parent contact; possible police contact. 1 to 3 day suspension. Possible expulsion recommended. Restitution (repairs, staff time, replacement) Possible loss of next school activity.</p>	<p><i>Discipline Referral</i> Parent contact; police contact. 3 to 5 day suspension. Possible expulsion recommended. Restitution. Loss of next school activity.</p>	<p><i>Discipline Referral</i> Parent contact / Police contact. 5 to 10 day Out of School suspension. Expulsion recommended. Restitution. Possible loss of activities for remainder of year. Possible alternative placement.</p>
<p>Caused or attempted to cause damage or vandalism to school</p>	<p><i>Discipline Referral</i> Parent contact; possible police contact. 1 to 3 day suspension. Possible expulsion recommended. Restitution (repairs, staff time, replacement) Possible loss of next school activity.</p>	<p><i>Discipline Referral</i> Parent contact; police contact. 3 to 5 day suspension. Possible expulsion recommended. Restitution. Loss of next school activity.</p>	<p><i>Discipline Referral</i> Parent contact / Police contact. 5 to 10 day Out of School suspension. Expulsion recommended. Restitution. Possible loss of activities for remainder of year. Possible alternative placement.</p>
<p>Possessed or used tobacco</p>	<p><i>Discipline Referral</i> Parent contact 1 day suspension Loss of next school activity Referral to smoking cessation program in lieu of suspension</p>	<p><i>Discipline Referral</i> Parent contact 2 day suspension Loss of next school activity Referral to smoking cessation program</p>	<p><i>Discipline Referral</i> Parent contact 3 day suspension Loss of next school activity Referral to smoking cessation program</p>
<p>Possession or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind. Possessed, sold, negotiated to sell look-alike controlled substances</p>	<p><i>Discipline Referral</i> Parent/police contact 2 to 5 day Out of School suspension Possible expulsion recommended Loss of next school activity</p>	<p><i>Discipline Referral</i> Parent contact Police contact Expulsion recommended Up to 10 day suspension</p>	
<p>Sexual Harassment Pornographic Materials Referral for Severe Aggressive Behavior</p>	<p><i>Discipline Referral</i> Parent contact Investigation and review of District Policy with student and parents. Documentation of incident. Possible mediation and/or counseling Possible detention or suspension</p>	<p><i>Discipline Referral</i> Parent contact. Full investigation as per District Policy Detention or 1 to 5 day in or out of school suspension Possible placement or schedule change Possible expulsion</p>	<p><i>Discipline Referral</i> Parent contact Full investigation as per District Policy. 1 to 5 day suspension. Possible expulsion. Possible alternative placement.</p>

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

Technology Use

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

GUIDELINES FOR ACCEPTABLE TECHNOLOGY USE

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

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

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

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

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

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

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

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

LCSD7 Board Policy

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

Student Fees, Fines, and Charges

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

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

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

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

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

Lakeview High School / Daly Middle School / Lakeview Academy

Chromebook Insurance Policy

Lake County School District 7 is self-insured for its Chromebooks. Students and parents can help keep premiums and deductibles low by taking good care of the Chromebooks and chargers checked out to them. The provisions in this policy restrict coverage. Please read this policy to understand your family's rights and responsibilities, as well as what is covered.

Costs

1. **Yearly premium of \$20 (to be paid at registration).** This premium is mandatory and is good for one year (from the beginning of the school year and through the following summer).
2. If there is a claim for insurance coverage, **there is no deductible for the first claim** (except for lost/stolen/destroyed Chromebooks; see chart at bottom of policy). A **deductible of \$25 will apply for the second claim.**
3. Students who have insurance claims on their Chromebook more than two times during a school year (for their regular, loaner, or replacement Chromebook), will face higher per-incident deductibles. **The deductible for the third and any subsequent insurance claims will be \$50 per claim.**
4. After the second full week of school (or after two weeks from mid-year enrollment), no premium refunds will be issued.
5. If a student is unenrolled from Lake County School District 7 for any reason, their Chromebook insurance policy becomes null and void on their unenrollment date. If the student later re-enrolls in the school district during the same school year, their Chromebook insurance policy will be reinstated through the end of the policy period.
6. The school administration has the final say in determining insurance and repair situations.

Covered Equipment

1. The insurance provided applies to any Chromebook issued to students by Lake County School District 7, whether it is the Chromebook originally issued, a loaner, or a replacement.
2. The deductible is the same whether the device is the original, a loaner, or a replacement Chromebook. There will **not** be an additional premium for the use of a loaner Chromebook. A student's yearly \$20 premium covers any Chromebook issued to that student during the current school year.
3. **Chromebook chargers are not covered** under the insurance policy. Chargers that are lost, damaged, or broken will be replaced at the cost of **\$25 for each occurrence.** If a charger tip breaks off inside the Chromebook and cannot be easily removed, there will be a \$25 charger replacement fee, as well as a deductible fee, if applicable.

Exclusions

Under some conditions, Lake County School District 7 will not pay for loss or damage to student Chromebooks. These conditions are described below.

1. Not informing the Technology Department immediately of damage to the device may void the insurance coverage for that incident.
2. Damage caused by using an inappropriate charger or electrical source.
3. Intentional or malicious damage.
4. Dishonest, fraudulent, or criminal acts.
5. Theft not accompanied by an associated police report.

Claims Procedures

1. Students or parents should take their Chromebook to the Technology Department as soon as possible following the incident. If the incident happens outside of school hours, notify the Technology Department by email of the incident, then visit the Technology Department during the next day that school is in session. The Technology Department can be reached at techstaff@lakeview.k12.or.us and is located in Room 408 at Lakeview High School.
2. The Technology Department will examine the Chromebook to determine if a qualified insurance claim exists.
3. The Technology Department will complete the appropriate documentation and inform the office staff of any applicable fees or charges.
4. Once the claim is in process, a loaner (or replacement) Chromebook will be issued to the student.
5. In cases of theft or disappearance, a copy of the associated police report must be provided before an insurance claim can be made. The police report must directly mention the theft of the Chromebook and the circumstances surrounding the theft.

The table below shows the costs associated with this insurance policy:

Yearly Insurance Premium	\$20
Deductible (first claim)	\$0
Deductible (second claim)	\$25
Deductible (third and subsequent claims)	\$50
Replacement Charger	\$25
Stolen/Lost/Destroyed Chromebook (covered by the policy)	\$75
Stolen/Lost/Destroyed Chromebook (not covered by the policy)	\$300

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Lakeview High School / Daly Middle School / Lakeview Academy

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3. The Technology Department will complete the appropriate documentation and inform the office staff of any applicable fees or charges.
4. Once the claim is in process, a loaner (or replacement) Chromebook will be issued to the student.
5. In cases of theft or disappearance, a copy of the associated police report must be provided before an insurance claim can be made. The police report must directly mention the theft of the Chromebook and the circumstances surrounding the theft.

The table below shows the costs associated with this insurance policy:

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Deductible (first claim)	\$0
Deductible (second claim)	\$25
Deductible (third and subsequent claims)	\$50
Replacement Charger	\$25
Stolen/Lost/Destroyed Chromebook (covered by the policy)	\$75
Stolen/Lost/Destroyed Chromebook (not covered by the policy)	\$300



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

Oregon
Health
Authority

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

Regarding: Information required by House Bill 2972

Access to Dental Care: Further Examinations and Necessary Treatments

Dear parents and school staff,

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

Do you need dental insurance?

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

Do you need to find a dentist?

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

Do you need low-cost dental care?

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

Sincerely,

Bruce Austin, DMD

Statewide Dental Director

Health Policy Administration

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

503-551-5905



DIVISIÓN DE SALUD
PÚBLICA
Salud Materna e Infantil

Kate Brown, Governor

Oregon
Health
Authority

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

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

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

Estimados padres y personal de la escuela:

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

¿Necesita seguro para servicios de atención dental?

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

¿Necesita encontrar un dentista?

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

¿Necesita atención dental de bajo costo?

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

Atentamente,

Bruce Austin, DMD

Director estatal de servicios dentales

Administración de Política de Salud

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

503-551-5905



Lake Co School District 7

Welcome to Our School!

Welcome to Fremont, Hay & Union Elementary. We hope your child enjoys our school and that your family feels comfortable here.

We need to know some things about your child to help us at school. We have translated some forms into your language, and we need you to fill them out. Please fill them out in English, if you can.

If you need help, translations, or an interpreter, please let us know. We will make every effort to help you feel involved and understand how your child is doing in school.

Please let us know how we can help when you have concerns or questions about our school and your child.

Sincerely,

Susan Warner

Name

541-947-2553

Phone

Elementary Principal

Title

warners@lakeview.k12.or.us

Email



Lake Co School District 7

¡Bienvenido a nuestra escuela!

Bienvenidos a Fremont, Hay & Union Elementary. Esperamos que su hijo(a) disfrute nuestra escuela y que su familia se sienta cómoda aquí.

Necesitamos saber algunas cosas sobre su hijo(a) para poder atenderlo mejor en la escuela. Hemos traducido algunos formularios a su idioma y necesitamos que los complete. Complételes en inglés, de ser posible.

Infórmenos si necesita ayuda, traducciones o un intérprete. Haremos todo lo posible para ayudarlo a sentirse participe y a saber cómo le va a su hijo en la escuela.

Díganos cómo podemos ayudarlo cuando tenga inquietudes o preguntas sobre nuestra escuela y su hijo(a).

Atentamente,

Susan Warner

Nombre

541-947-2553

Teléfono

Elementary Principal

Título

warners@lakeview.k12.or.us

Correo electrónico

Lake Co School District 7
Schoolwide Title I Program Eligibility
School Year: 2023 - 2024

School: Lake County School District #7 Date: 02/23/2023
(mm/dd/yyyy)

Dear Parent or Guardian:

Our school qualifies to receive *Title I, Part A* funds under the *Elementary and Secondary Education Act (ESEA)* as amended (2015) for this school year.

Our school is eligible for the following:

Schoolwide Title I Program: Title I eligibility is based on the number of students in our school from low-income families. School staff members work with input from parents and the community to develop a Schoolwide plan. The purpose of this plan is to improve our entire educational program.

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

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

Sincerely,

Susan Warner
Name

541-947-2553
Phone

Elementary Principal
Title

warners@lakeview.k12.or.us
Email Address

Lake Co School District 7

Elegibilidad para el Programa del Artículo I en toda la escuelaAño escolar: 2023 – 2024Escuela: Lake County School District #7Fecha: 02/23/2023

(mm/dd/aaaa)

Estimado padre/madre/tutor:

Nuestra escuela cumple con los requisitos para recibir fondos del *Artículo I, Parte A*, bajo la *Ley de Educación Primaria y Secundaria (Elementary and Secondary Education Act (ESEA))* en su versión vigente (2015) para este año escolar.

Nuestra escuela cumple con los requisitos para lo siguiente:

Programa del Artículo I en toda la escuela: la elegibilidad para el Artículo I se basa en la cantidad de alumnos en nuestra escuela que provengan de familias de bajos recursos. Los miembros del personal de la escuela trabajan con los aportes de los padres y de la comunidad para desarrollar un plan en toda la escuela. El propósito de este plan es mejorar todo nuestro programa educativo.

Esperamos contar con su participación en las actividades escolares y en la educación de su hijo(a). Recibirá información a lo largo del año escolar para mantenerlo informado sobre el avance académico de su hijo(a) y el avance de la escuela para ayudar a que todos los alumnos alcancen altos estándares académicos. También recibirá invitaciones a reuniones para analizar el Programa del Artículo I en toda la escuela y actividades del Artículo I, y se le pedirá que contribuya con el desarrollo, la revisión y la implementación de nuestro plan del programa en toda la escuela.

Usted es un colaborador importante en nuestros esfuerzos para brindarle la mejor educación posible a su hijo(a). Llame a la escuela en caso de que tenga preguntas o si desea obtener más información.

Atentamente.

Susan Warner

Nombre

541-947-2553

Teléfono

Elementary Principal

Título

warners@lakeview.k12.or.us

Dirección de correo electrónico

Please Respond
in English

English
School-Parent Compact

Lake Co School District 7 School-Parent Compact

Date: 02/23/2023
(mm/dd/yyyy)

Dear Parent or Guardian:

We value what you do to help your child succeed in school. One part of our school’s parent and family engagement policy is this school-parent compact. This compact is developed jointly with parents and identifies ways you and school staff can share the responsibility for supporting your child’s learning.

School’s Responsibility:

- We will provide high quality curriculum and instruction in a supportive and effective learning environment
- We will provide you with assistance in understanding academic achievement standards and tests, how to track your child’s progress, and how to establish a successful homework setting and routine
- We will provide opportunities for regular communication between you and teachers through:
 - parent-teacher conferences,
 - frequent reports about your child’s progress,
 - opportunities to talk with staff, volunteer in class, and observe classroom activities,
 - ensuring regular communication between family members and school staff to the extent possible, in a language that family members can understand

Parent’s Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to use positive school behavior
- Set regular times for homework and support effort, completion, and correctness
- Set limits on the amount of time your child spends in front of a screen such as a television, smartphone, or computer and encourage positive use of your child’s additional time
- Volunteer in your child’s school and classroom if time or schedule permits
- Attend parent-teacher conferences and when it is appropriate, participate in decisions about the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child’s progress in school.

Thank you for your support and involvement in your child’s education. Please contact the person listed below for more information:

Name: Susan Warner Title: Elementary Principal
Telephone Number: 541-947-2553 Email Address: warners@lakeview.k12.or.us

Please sign and date below to show that you have read and received this information. Please return the entire form to your child’s teacher.

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

Por favor,
responda en inglés

Spanish

School-Parent Compact

Lake Co School District 7 Acuerdo entre los padres y la escuela

Fecha: 02/23/2023

(mm/dd/aaaa)

Estimado padre/madre/tutor:

Valoramos lo que hace para ayudar a que su hijo(a) tenga éxito en la escuela. Este acuerdo entre los padres y la escuela forma parte de la política de participación de los padres y las familias de nuestra escuela. Este acuerdo se desarrolló en colaboración con los padres e identifica maneras en las que usted y el personal de la escuela pueden compartir la responsabilidad de apoyar el aprendizaje de su hijo(a).

Responsabilidades de la escuela:

- Ofreceremos programas e instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo.
- Proporcionaremos asistencia para comprender las pruebas y los estándares de rendimiento académico, para saber cómo supervisar el avance de su hijo(a) y para poder establecer un entorno y una rutina de tareas exitosos.
- Proporcionaremos oportunidades periódicas de comunicación entre usted y los maestros a través de:
 - reuniones de padres y maestros,
 - informes frecuentes sobre el avance de su hijo(a),
 - oportunidades para hablar con el personal, trabajar como voluntario en la clase y observar las actividades del salón de clases,
 - garantizaremos una comunicación continua entre los miembros de la familia y el personal de la escuela en la medida de lo posible, en un idioma que los miembros de la familia puedan comprender.

Responsabilidades de los padres:

- Alentar a su hijo(a) a asistir a la escuela con regularidad
- Incentivar a su hijo(a) a tener un comportamiento escolar positivo
- Establecer horarios regulares para la tarea y apoyar el esfuerzo, la finalización y la exactitud de las tareas
- Establecer límites para el tiempo que su hijo(a) pasa frente a una pantalla, como la televisión, un teléfono inteligente o una computadora, y alentar el uso positivo del tiempo libre
- Trabajar como voluntario en la escuela y el salón de clases de su hijo(a) si el horario lo permite
- Asistir a las reuniones de padres y maestros y, cuando sea apropiado, participar en decisiones sobre la educación de su hijo(a).

Revise este Acuerdo entre los padres y la escuela con su hijo(a). Podemos analizar este Acuerdo con usted durante una reunión de padres y maestros en lo que se refiere al avance escolar de su hijo(a).

Gracias por su interés y participación en la educación de su hijo(a). Para obtener más información, comuníquese con la persona que se indica a continuación:

Nombre: Susan Warner Título: Elementary Principal

Número de teléfono: 541-947-2553 Dirección de correo electrónico: warners@lakeview.k12.or.us

Firme e incluya la fecha a continuación para confirmar que ha leído y recibido esta información. Devuelva todo el formulario al maestro de su hijo(a).

Firma del padre/madre/tutor: _____ Fecha: _____

Firma del maestro: _____ Fecha: _____

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

Lake Co School District 7

**Public Notice
Education Rights of Children and Youth that are Homeless**

This public notice provides information about the rights of children, youths, and unaccompanied youth that are homeless to attend a public school or public charter school. An unaccompanied youth is a youth that does not live with a parent or guardian. This notice includes information to help you know if you or someone you know is considered homeless and is eligible for services from our school district. Children or youths that are homeless have rights that include the right to attend public schools. If you need assistance understanding this letter, please contact:

Name: Jennifer Schulze Title: Student Services Director
 Email: schulze.jennifer@lakeview.k12.or.us Phone: 541-947-2287

Do you need an interpreter? Please tell us and we will make sure one is available.

Our school district actively enrolls and provides services for children and youth that are homeless. If you are homeless or know of a child, youth, or unaccompanied youth that may be homeless, please contact the person listed here for help.

District Liaison: Jennifer Schulze Phone: 541-947-2287
 District Address: 1341 South First Street, Lakeview, Oregon 97630 Email: schulze.jennifer@lakeview.k12.or.us

- *Who is "homeless"?* Children or youth (including children of migrant workers) who lack a fixed, regular, and adequate nighttime residence are homeless. Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living. Children who are sharing someone else's housing because they lost theirs or because they cannot afford their own housing are homeless. Children and youths who are homeless may be living in:

- motels;
- hotels;
- trailer parks (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers);
- camping grounds because they do not have an adequate home;
- emergency or transitional shelters;
- or are abandoned in hospitals.

Children and youth who are homeless may have a place they usually sleep that is a public or private place not meant to be a regular place for people to sleep. They may also be living in:

- cars;
- parks;
- public spaces;
- abandoned buildings;
- substandard housing (housing that does not meet modern standards of living);
- bus or train stations;
- or other similar settings.

If you are not sure, please contact the person listed on this notice.

- *What are the education rights of children and youth that are homeless?* Our schools provide the same educational services to all students without regard to their living situation. Children and youth who are homeless also have rights that include:
 - Based on what is best for the child or youth, the child or youth can continue to attend the "school of origin" or be immediately enrolled in any public school where the student now lives. This includes any school that students who are not homeless attend that is in the area where the child or youth now lives.
 - Being given services without delay, such as transportation and meal programs.
 - Other appropriate services and programs, such as programs for:
 - gifted children;
 - children with disabilities;
 - English learners;
 - career and technical education;
 - and preschool.
 - Help in school through the district's federally funded Title I program. A student that is homeless can receive Title I services even if the student is not attending a Title I funded school.

Lake Co School District 7

- School activities for parents or guardians.
 - Participation in athletics, fine arts, or other extra-curricular activities.
 - Being treated the same as students who are not homeless by school personnel:
- *What is the "school of origin"?* 'School of origin' means the school the child or youth attended before becoming homeless or the school the child or youth last attended, including a preschool. When the child or youth completes the final grade level of a school of origin, then 'school of origin' means the school the child or youth would attend at the next grade level. The district must consider what is best for the child or youth when making a decision about which school the student will attend. Placement at the school of origin must be a choice unless doing so is not what is best for the student or is against the wishes of the parent, guardian or unaccompanied youth.
 - *What if there is disagreement about school placement?* If the district places a student in a school that is not the school of origin or a school requested by the parent, guardian or unaccompanied youth, then the parent, guardian or unaccompanied youth may appeal (ask to change) the placement decision. The student will be immediately enrolled in the school that the student or parent asked for while an appeal is being considered. The district homeless liaison listed on this notice will provide information and assistance to appeal a placement decision.

No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education

Lake Co School District 7

Aviso público
Derechos de educación de niños y jóvenes sin hogar

Este aviso público proporciona información sobre los derechos de niños, jóvenes y jóvenes sin compañía que no tienen hogar para que asistan a una escuela pública o escuela charter pública. Un joven sin compañía es alguien que no vive con su padre/madre o tutor. Este aviso incluye información para ayudarlo a saber si usted o alguien que conoce se consideran sin hogar y cumplen con los requisitos para obtener servicios de nuestro distrito escolar. Los niños y jóvenes sin hogar tienen derechos que incluyen el derecho a asistir a escuelas públicas. Si necesita asistencia para comprender esta carta, comuníquese con:

Nombre: Jennifer Schulze Título: Student Services Director
 Correo electrónico: schulze.jennifer@lakeview.k12.or.us Teléfono: 541-947-2287

¿Necesita un intérprete? Infórmenos y nos aseguraremos de contar con un profesional disponible.

Nuestro distrito escolar inscribe y ofrece servicios de manera activa a niños y jóvenes sin hogar. Si usted no tiene hogar o conoce a un/una niño(a), joven o joven sin compañía que pueda estar en esta situación, comuníquese con la persona que se indica aquí para obtener ayuda.

Coordinador del distrito: Jennifer Schulze Teléfono: 541-947-2287
 Dirección del distrito: 1341 South First Street, Lakeview, Oregon 97630 Correo electrónico: schulze.jennifer@lakeview.k12.or.us

- *¿Quiénes se consideran personas sin hogar?* Los niños o jóvenes (incluidos los hijos de trabajadores migrantes) que no tengan una residencia nocturna fija, regular y adecuada se consideran personas sin hogar. El término “fija” significa que la vivienda está construida sobre la tierra y que no es fácil moverla. “Regular” hace referencia a un lugar en el que el niño duerme todas las noches. “Adecuada” significa que la vivienda cumple con estándares de vida modernos. Los niños que comparten la residencia con otra persona porque perdieron su vivienda o porque no pueden pagar una se consideran sin hogar. Los niños y jóvenes sin hogar pueden vivir en los siguientes lugares:
 - moteles;
 - hoteles;
 - estacionamientos de casas remolque (esto no hace referencia al estacionamiento de casas móviles (remolques), sino que se refiere a un tipo de campamento para remolques de cinco ruedas u otros tipos de casas móviles);
 - campamentos porque no poseen un hogar adecuado;
 - albergues de emergencia o temporales, o
 - se encuentran en situación de abandono en hospitales.
- Es posible que los lugares en los que los niños y jóvenes sin hogar duermen sean espacios públicos o privados que no están equipados como lugares regulares en los que se pueda dormir. También pueden vivir en los siguientes lugares:
- automóviles;
 - parques;
 - espacios públicos;
 - edificios abandonados;
 - viviendas por debajo del estándar (que no cumplen con los estándares de vida modernos);
 - estaciones de autobús o de tren, u
 - otros entornos similares.

Si no está seguro, comuníquese con la persona que se nombra en este aviso.

- *¿Cuáles son los derechos de educación de los niños y jóvenes sin hogar?* Nuestras escuelas brindan los mismos servicios educativos a todos los alumnos, independientemente de sus condiciones de vida. Los niños y jóvenes sin hogar también tienen derechos que incluyen los siguientes:
 - En función de lo que es mejor para el/la niño(a) o joven, puede continuar asistiendo a la “escuela de origen” o inscribirse inmediatamente en cualquier escuela pública ubicada en el lugar donde el/la alumno(a) viva ahora. Esto incluye cualquier escuela a la que asistan alumnos que sí tienen hogar que se encuentre en el área donde el/la niño(a) o joven viva ahora.
 - Recibir servicios sin demora alguna, tales como programas de transporte y de comidas.
 - Otros servicios y programas apropiados, como programas para:
 - niños superdotados;
 - niños con discapacidades;
 - alumnos de inglés;

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- educación profesional y técnica, y
 - educación preescolar.
 - Ayuda escolar mediante el programa del Artículo I del distrito financiado con fondos federales. Un/Una alumno(a) sin hogar puede recibir servicios del Artículo I incluso si no asiste a una escuela financiada por el Artículo I.
 - Actividades escolares para padres o tutores.
 - Participación en deportes, bellas artes u otras actividades extracurriculares.
 - Recibir el mismo trato que los alumnos que sí tienen hogar por parte del personal de la escuela.
- *¿Qué es la “escuela de origen”?* “Escuela de origen” hace referencia a la escuela a la que el/la niño(a) o joven asistía antes de convertirse en alguien sin hogar o la última escuela a la que el/la niño(a) o joven asistió, incluido un centro de educación preescolar. Cuando el/la niño(a) o joven completa el nivel de grado final de una escuela de origen, este término se refiere a la escuela a la que el/la niño(a) o joven asistiría en el siguiente nivel de grado. El distrito debe considerar lo que es mejor para el/la niño(a) o joven en el momento de tomar una decisión sobre la escuela a la que asistirá. La colocación en la escuela de origen debe ser una elección, a menos que hacerlo no sea lo que es mejor para el/la alumno(a) o vaya en contra de la voluntad del padre, madre, tutor o joven sin compañía.
 - *¿Qué pasa si hay un desacuerdo con respecto a la colocación escolar?* Si el distrito coloca a un/una alumno(a) en una escuela que no sea la escuela de origen o una escuela solicitada por el padre, madre, tutor o joven sin compañía, esta persona puede apelar la decisión de colocación (solicitar un cambio). Mientras se considera la apelación, el/la alumno(a) se inscribirá de inmediato en la escuela que él/ella o el padre/madre haya solicitado. El coordinador del distrito para personas sin hogar que figura en este aviso brindará información y ayuda para apelar una decisión de colocación.

A ningún menor se le debe negar una educación pública pertinente y gratuita

Lake Co School District 7
Referral: Child or Youth who may be Homeless

DISTRICT INFORMATION: Please give this referral form to the following person:

District Liaison: Jennifer Schulze Phone: 541-947-2287
District Address: 1341 South First Street, Lakeview, Oregon 97630 Email: schulze.jennifer@lakeview.k12.or.us

REFERRAL SOURCE:

Name or Agency: _____ Title: _____
Email: _____ Phone: _____

STUDENT INFORMATION:

The following children or youth(s) may be homeless.

Student: _____
Current Address or Location: _____
Contact Information (Parent, Guardian, or Other): _____
Name of Current School or School Last Attended (if known): _____

REASON FOR REFERRAL

Please check one of the following as a reason for referral and indicate details. You may attach more information if necessary.

Where is the student currently living? (Please check one)

- In a motel or hotel due to loss of housing or financial hardship
- In an emergency shelter, transitional housing facility, or abandoned in a hospital
- Sharing another family's house or apartment
- In a car, park, trailer park (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers), camping ground, street, public space, substandard housing (housing that does not meet modern standards of living), or an abandoned building
- In a bus or train station
- Moving from place to place (couch surfing)
- In a public or private place not meant to be used as a regular place for people to sleep
- Other: _____

ADDITIONAL COMMENTS (include names of additional children in this family here):

OFFICE USE ONLY

Date Referral Received: _____ Additional Comments/Information: _____

Lake Co School District 7

Derivación: Niño(a) o joven posiblemente sin hogar

INFORMACIÓN DEL DISTRITO: entréguele este formulario de derivación a esta persona:

Coordinador del distrito: Jennifer Schulze Teléfono: 541-947-2287
 Dirección del distrito: 1341 South First Street, Lakeview, Oregon 97630 Correo electrónico: schulze.jennifer@lakeview.k12.or.us

FUENTE DE DERIVACIÓN:

Nombre u organismo: _____ Título: _____
 Correo electrónico: _____ Teléfono: _____

INFORMACIÓN DEL/LA ALUMNO(A):

Es posible que los siguientes niños o jóvenes no tengan hogar.

Alumno(a): _____
 Dirección o ubicación actual: _____
 Información de contacto (padre/madre, tutor u otro): _____
 Nombre de la escuela actual o de la última escuela a la que asistió (si dispone de esta información): _____

RAZÓN DE LA DERIVACIÓN:

Marque una de las siguientes opciones como una razón de la derivación e indique los detalles. Si es necesario, puede adjuntar más información.

¿Dónde vive actualmente el/la alumno(a)? (Marque una opción).

- En un motel u hotel debido a la pérdida de vivienda o dificultades económicas
- En un albergue de emergencia, centro de acogida de transición o se encuentra abandonado en un hospital
- Comparte la casa o departamento de otra familia
- En un automóvil, un estacionamiento de casas remolque (esto no hace referencia al estacionamiento de casas móviles (remolques), sino que se refiere a un tipo de campamento para remolques de cinco ruedas u otros tipos de casas móviles), un campamento, la calle, un espacio público, una vivienda por debajo del estándar (que no cumple con los estándares de vida modernos) o en un edificio abandonado
- En una estación de autobús o de tren
- Se traslada de un lugar a otro (se vale de la hospitalidad de conocidos)
- En un espacio público o privado que no está equipado como lugar regular en el que se pueda dormir
- Otro: _____

COMENTARIOS ADICIONALES (incluya aquí los nombres de otros niños en esta familia):

OFFICE USE ONLY	
Date Referral Received:	Additional Comments/Information:

Lake Co School District 7 Student Residency Questionnaire

Name of Student: _____ Date of Birth: _____
(mm/dd/yyyy)

Person completing form:

- Parent or guardian Unaccompanied youth (a youth that does not live with a parent or guardian)
 Youth Other: _____

Name: _____
 Email: _____ Phone: _____

Please answer these questions about the student's residency. The information you provide is confidential and protected by the law called the Federal Education Rights and Privacy Act. We use this information to decide which schools students should attend. We also use this information to make sure the rights of a child, youth or an unaccompanied youth are met based on a law called the McKinney-Vento Homeless Assistance Act.

1. Is the student's address a temporary living arrangement? Yes No
 2. Is the student's living arrangement due to loss of housing or financial hardship? Yes No

If the answer to any of the above is YES, please complete the following:

Where is the student identified above currently living? (Please check one)

- In a motel or hotel due to loss of housing or financial hardship
 In an emergency shelter, transitional housing facility, or abandoned in a hospital
 Sharing another family's house or apartment
 In a car, park, trailer park (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers), camping ground, street, public space, substandard housing (housing that does not meet modern standards of living), or abandoned building
 In a bus or train station
 Moving from place to place (couch surfing)
 In a public or private place not meant to be used as a regular place for people to sleep
 Other: _____

Last school the student attended:

School: _____ District: _____
 City: _____ State: _____

Name of Parent, Guardian or education decision maker:

Name _____ Signature: _____
 Name _____ Signature: _____
 Address: _____
 City: _____ Signature: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ Email: _____

OR
 Student (if an unaccompanied youth that is homeless):
 Name _____ Signature: _____
 Address: _____
 Email: _____ Phone: _____

If a child, youth or unaccompanied youth is NOT living in permanent housing, proof of residency and other documents (health, school records, etc.) normally needed for enrollment are NOT required. The child, youth or unaccompanied youth must be enrolled immediately in his or her school of origin, the school where other children attend that is in the area where the student is currently living, or another school that the student may attend based on what is best for the student.

OFFICE USE ONLY			
Date Completed:	Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	District Representative:	Comments:

Lake Co School District 7
Cuestionario sobre la residencia de los alumnos

Nombre del/la alumno(a): _____ Fecha de nacimiento: _____
(mm/dd/aaaa)

Persona que completa el formulario:

- Padre/madre o tutor Joven sin compañía (alguien que no vive con su madre/padre/tutor)
 Joven Otro: _____

Nombre: _____

Correo electrónico: _____ Teléfono: _____

Responda estas preguntas sobre la residencia del/la alumno(a). La información que usted brinde es confidencial y está protegida por la Ley Federal de Derechos Educativos y Privacidad Familiar (Family Educational Rights and Privacy Act). Utilizamos esta información para decidir a qué escuelas deberían asistir los alumnos. También utilizamos esta información para garantizar que se cumplan los derechos de un/una niño(a), joven o joven sin compañía de conformidad con la Ley McKinney-Vento de Asistencia a Personas Sin Hogar (McKinney-Vento Homeless Assistance Act).

1. ¿La dirección particular del/la alumno(a) corresponde a una vivienda temporal? Sí No
2. ¿El/la alumno(a) reside en esta vivienda debido a la pérdida de su hogar o a dificultades económicas? Sí No

Si la respuesta a cualquiera de las preguntas anteriores es SÍ, complete lo siguiente:

¿Dónde vive actualmente el/la alumno(a) antes identificado(a)? (Marque una opción).

- En un motel u hotel debido a la pérdida de vivienda o dificultades económicas
 En un albergue de emergencia, centro de acogida de transición o se encuentra abandonado en un hospital
 Comparte la casa o departamento de otra familia
 En un automóvil, un estacionamiento, un estacionamiento de casas remolque (esto no hace referencia al estacionamiento de casas móviles (remolques), sino que se refiere a un tipo de campamento para remolques de cinco ruedas u otros tipos de casas móviles), un campamento, la calle, un espacio público, una vivienda por debajo del estándar (que no cumple con los estándares de vida modernos) o en un edificio abandonado
 En una estación de autobús o de tren
 Se traslada de un lugar a otro (se vale de la hospitalidad de conocidos)
 En un espacio público o privado que no está equipado como lugar regular en el que se pueda dormir
 Otro: _____

Última escuela a la que asistió el/la alumno(a):

Escuela: _____ Distrito: _____
Ciudad: _____ Estado: _____

Nombre del padre/madre, tutor o persona responsable de la decisión educativa:

Nombre _____ Firma: _____
Nombre _____ Firma: _____
Dirección: _____
Ciudad: _____ Firma: _____
Teléfono de casa: _____ Teléfono del trabajo: _____
Teléfono celular: _____ Dirección de correo electrónico: _____

O
Alumno(a) (si se trata de un/una joven sin compañía ni hogar):
Nombre _____ Firma: _____
Dirección: _____
Correo electrónico: _____ Teléfono: _____

Si un/una niño(a), joven o joven sin compañía NO vive en una residencia permanente, NO se requieren pruebas de residencia ni otros documentos que normalmente se solicitan para la inscripción (información de salud, registros escolares, etc.). El/la niño(a), joven o joven sin compañía debe inscribirse de inmediato en su escuela de origen, la escuela a la que otros alumnos asisten y que se encuentra en el área en la que vive actualmente, u otra escuela a la que pueda asistir según lo que sea de su conveniencia.

OFFICE USE ONLY			
Date Completed:	Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	District Representative:	Comments:

Lake Co School District 7
End of Services Notice

Name of Student: _____ Date of Birth: _____ (mm/dd/yyyy)

Dear Parent or Guardian,

This letter is to inform you that your child is no longer eligible for services provided under the law called the McKinney-Vento Homeless Assistance Act. Your child is no longer eligible because your family has obtained a "fixed, regular, and adequate nighttime residence". Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living.

The services listed here may have been provided to your child under the McKinney-Vento Act:

- Free breakfast, free lunch, or both
Title I services (based on your child's educational needs),
Transportation to _____ (school)
The right to attend _____ (school) your child's school of origin (if known).

Your child may still qualify for these services based on your family's income and your child's educational needs. Please contact your child's school to obtain an application for free or reduced lunch. You may contact your child's school to find out if your child will continue to receive services in the Title I program.

Please contact the district enrollment office to find out if your child will continue in the school they attended last year, or if they will need to enroll in a different school closer to your new home.

District Enrollment Contact: _____

Email: _____ Phone: _____

If your living situation changes, or if you do not have permanent housing for your family, please contact the McKinney-Vento District Liaison listed below. The District Liaison will help you find out if your child is still eligible for McKinney-Vento services.

District Contact/Liaison: Jennifer Schulze

Email: schulze.jennifer@lakeview.k12.or.us Phone: 541-947-2287

Sincerely,

Name: Jennifer Schulze Title: Student Services Director

Email: schulze.jennifer@lakeview.k12.or.us Phone: 541-947-2287

OFFICE USE ONLY

Table with 3 columns: Date Sent, Response Date, Comments

Lake Co School District 7
Aviso de finalización de los servicios

Nombre del/la alumno(a): Fecha de nacimiento: (mm/dd/aaaa)

Estimado padre/madre/tutor:

El objetivo de esta carta es informarle que su hijo(a) ya no cumple con los requisitos para recibir los servicios en virtud de la Ley McKinney-Vento de Asistencia a Personas Sin Hogar (McKinney-Vento Homeless Assistance Act). Su hijo(a) ya no cumple con los requisitos porque su familia ha obtenido una "residencia nocturna fija, regular y adecuada". El término "fija" significa que la vivienda está construida sobre la tierra y que no es fácil moverla. "Regular" hace referencia a un lugar en el que el niño duerme todas las noches. "Adecuada" significa que la vivienda cumple con estándares de vida modernos.

Es posible su hijo(a) haya recibido los servicios que aquí se enumeran de conformidad con la Ley McKinney-Vento:

- Desayuno gratuito, almuerzo gratuito o ambos
• Servicios del Artículo I (según las necesidades educativas de su hijo(a))
• Transporte hacia (school)
• El derecho a asistir a (school), la escuela de origen de su hijo(a) (si dispone de esta información)

Es posible que su hijo(a) aún cumpla con los requisitos para recibir estos servicios según los ingresos de su familia y sus necesidades educativas. Comuníquese con la escuela de su hijo(a) para obtener una solicitud de almuerzo gratuito o a bajo precio. Puede comunicarse con la escuela de su hijo(a) para averiguar si continuará recibiendo los servicios del programa del Artículo I.

Comuníquese con la oficina de inscripción del distrito para averiguar si su hijo(a) seguirá en la escuela a la que asistió el año pasado o si necesitará inscribirse en una escuela diferente que esté más cerca de su nuevo hogar.

Contacto de inscripción del distrito:

Correo electrónico: Teléfono:

Si sus condiciones de vida cambian o si no cuenta con una residencia permanente para su familia, comuníquese con el coordinador del distrito del programa McKinney-Vento que se menciona a continuación. El coordinador del distrito lo ayudará a averiguar si su hijo(a) aún cumple con los requisitos para los servicios del programa McKinney-Vento.

Contacto/Coordinador del distrito: Jennifer Schulze

Correo electrónico: schulze.jennifer@lakeview.k12.or.us Teléfono: 541-947-2287

Atentamente.

Nombre: Jennifer Schulze Título: Student Services Director

Correo electrónico: schulze.jennifer@lakeview.k12.or.us Teléfono: 541-947-2287

Table with 3 columns: Date Sent, Response Date, Comments. Header: OFFICE USE ONLY

Lake Co School District 7

**Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy**

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to request access to your child's record:

Name of Staff: Bonnie Langum/Carlee Albertson Phone: 541-947-2553

Email: langumb@lakview.k12.or.us or albertsonc@lakeview.k12.or.us

You will be notified of the place and time the record(s) may be available for review.

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request a change to your child's record:

Name of Staff: Bonnie Langum/Carlee Albertson Phone: 541-947-2553

Email: langumb@lakview.k12.or.us or albertsonc@lakeview.k12.or.us

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
 - a. a person employed by the district;
 - b. a person serving on the school board;
 - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
 - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
 - e. an official of another school district in which a student seeks to enroll;
 - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

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

Lake Co School District 7

**Ley de Derechos Educativos y Privacidad de la Familia (Family Educational Rights and Privacy Act (FERPA))
Aviso anual sobre la privacidad de los registros educativos de los alumnos**

Estimado padre/madre/tutor:

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA) es una ley federal que protege la privacidad de los registros educativos de los alumnos. La ley se aplica a todas las escuelas que reciben fondos federales.

La ley FERPA les otorga a los padres ciertos derechos con respecto a los registros educativos de sus hijos. Cuando los alumnos cumplen 18 años o asisten a una universidad o escuela de nivel superior, los derechos de los padres se transfieren a los alumnos. En ese momento, los alumnos son "alumnos elegibles" según la ley.

Según la ley FERPA, los padres y los alumnos elegibles tienen los siguientes derechos:

1. Derecho a examinar y revisar los registros educativos del/la alumno(a) en poder de la escuela. La escuela debe permitirlo en un plazo de 45 días a partir de la recepción de una solicitud por escrito. La solicitud debe identificar los registros que se examinarán. La escuela no está obligada a proporcionar copias de los registros y puede cobrar una tarifa si se solicitan copias. Para acceder a los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: Bonnie Langum/Carlee Teléfono: 541-947-2553

Correo electrónico: langumb@lakeview.k12.or.us or albertsonc@lakeview.k12.or.us

Se le notificará sobre el lugar y hora en que podrá revisar los registros.

2. Tiene derecho a solicitar que la escuela corrija los registros que considera incorrectos o equívocos. La solicitud debe presentarse por escrito y especificar claramente: (a) la parte del registro que se solicita cambiar y (b) por qué dicho registro es incorrecto o equivocado. Si la escuela decide no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a solicitar una audiencia. Una audiencia es similar a un proceso legal, donde se revisa evidencia para determinar los pasos a seguir. Después de la audiencia, si la escuela ratifica su decisión de no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a incluir en el registro una declaración sobre la información en disputa. La escuela no tiene la obligación de considerar las solicitudes para enmendar decisiones disciplinarias o sobre calificaciones, u opiniones de autoridades escolares que consten en el registro educativo, ni la determinación acerca de la educación especial del/la alumno(a). Para solicitar una modificación de los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: Bonnie Langum/Carlee Teléfono: 541-947-2553

Correo electrónico: langumb@lakeview.k12.or.us or albertsonc@lakeview.k12.or.us

3. Tiene derecho a controlar la divulgación de la información de identificación personal de su hijo(a) que consta en el registro educativo. La escuela o distrito deben, con determinadas excepciones, obtener el consentimiento por escrito de los padres antes de divulgar información de identificación personal de los registros educativos. La excepción permite divulgar información de identificación personal sin consentimiento cuando se realiza ante representantes autorizados del distrito escolar con intereses educativos legítimos. Pueden ser:
 - a. una persona empleada por el distrito;
 - b. una persona que ejerce un cargo en la junta escolar;
 - c. una persona o empresa que el distrito ha contratado para desempeñar una tarea especial (como un abogado, auditor o terapeuta);
 - d. un padre/ madre o un/una alumno(a) que presta servicios en un comité oficial, como un comité de quejas (reclamos) o un comité disciplinario, o que asiste a otra autoridad escolar;
 - e. una autoridad de otro distrito escolar en el que el/la alumno(a) desea inscribirse;
 - f. una persona u organismo a cargo de la auditoría, evaluación o aplicación del cumplimiento de los programas con apoyo estatal o federal.
4. Una autoridad escolar posee un interés educativo legítimo si tiene la necesidad de revisar un registro educativo para cumplir con su labor profesional. Un distrito escolar también puede divulgar, sin consentimiento previo por escrito, información de identificación personal de los registros educativos a los terceros correspondientes en relación con una emergencia, si el conocimiento de dicha información fuera necesario para proteger la salud o seguridad del/la alumno(a) u otras personas. La información de directorio de los alumnos también puede divulgarse sin consentimiento previo si se identifican las categorías que se divulgarán y los padres tienen la oportunidad de no permitir la divulgación de la información de directorio antes de que sea divulgada.

Si considera que el distrito escolar no ha cumplido con los requisitos de la ley FERPA, tiene el derecho de presentar una queja ante el Departamento de Educación de EE. UU. (U.S. Department of Education) a la siguiente dirección:

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

Please Respond
in English

English
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory
Information Elementary or Middle School

Lake Co School District 7
Family Education Rights and Privacy Act (FERPA)
Annual Notice for Release of School Directory Information
Elementary or Middle School

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the release of personally identifiable information from your child’s educational records. The exception is that the school may release some student information without written consent when the information is designated “Directory Information”. The school may not release “Directory Information if you have advised the district in a way that follows school district procedures that you do not want this information released. Using this form to make this request follows school district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a performance program, showing your child’s role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school or student directory
- the school or district website

Directory Information can also be released to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- state or federal authorities auditing programs, evaluating programs, or enforcing state or federal laws
- a court by order of a subpoena (legal request)

The school district has designated the following as Directory Information:

Student name	Dates of attendance
Telephone number	Grade level
Photograph	Awards or recognition received
Participation in school activities	Weight and height of athletic team members

If you do not want our school or district to release directory information about your child without your prior written consent, you must complete the attached form “Parent Request to Refuse Release of School Directory Information” by 9/30/2023 to let us know which type of directory information you do not want released or request prior written consent prior to release.

We ask that you complete one form for each child and return the form(s) to your child’s school. If you have any questions or concerns, please let us know.

Sincerely,

Susan Warner

Name
541-947-2553

Phone

Elementary Principal

Title
warners@lakeview.k12.or.us

Email Address

Please Respond
in English

English
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory
Information Elementary or Middle School

Lake Co School District 7
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory Information
Elementary or Middle School

Name of Student: _____ Date: _____
(mm/dd/yyyy)

Name of Parent or Guardian: _____ School: _____

Use a separate form for each child you are requesting that school directory information not be released. Please return this form to:

School Name: _____

Attention: _____

Address: _____

City, State, Zip: _____

***Parent or Guardian: Please complete the section below and return the entire form to your child's school
Please mark either 1, 2 or 3 from the list below***

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

- 1. Do not release ANY information about my child, including name, telephone number, grade level, etc.
- or
- 2. Do not release the following information about my child (select one or more):

<input type="checkbox"/> Student Name	<input type="checkbox"/> Phone number
<input type="checkbox"/> Grade level	<input type="checkbox"/> Awards or school recognition
<input type="checkbox"/> Dates of attendance	<input type="checkbox"/> Photograph
<input type="checkbox"/> Participation in school activities	<input type="checkbox"/> Weight and height of athletic team members
<input type="checkbox"/> _____	<input type="checkbox"/> _____

- or
- 3. Notify me for my prior written consent before any directory information is released about my child.

Signature of Parent or Guardian: _____ Date: _____
(mm/dd/yyyy)

Address _____ City: _____ State: _____ Zip: _____

Preferred method for school to communicate with parent: Phone Email

Por favor,
responda en inglés

Spanish

Family Educational Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory
Information Elementary or Middle School

Lake Co School District 7

Ley de Derechos Educativos y Privacidad de la Familia (Family Educational Rights and Privacy Act (FERPA)) Aviso anual de divulgación de la información del directorio escolar Escuela primaria o intermedia

Estimado padre/madre/tutor:

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA) es una ley federal que exige que el distrito escolar, con algunas excepciones, obtenga su consentimiento por escrito antes de divulgar información de identificación personal de los registros académicos de su hijo(a). La excepción permite que la escuela divulgue una parte de la información de los alumnos sin consentimiento por escrito cuando dicha información está identificada como "información de directorio". La escuela no puede divulgar "información de directorio" si usted le ha solicitado al distrito que cumpla con los procedimientos del distrito escolar respecto a que no desea que esta información se divulgue. Utilizar este formulario para realizar esta solicitud sigue los procedimientos del distrito escolar.

El uso principal de la información de directorio por parte del distrito es incluir este tipo de información en determinadas publicaciones escolares. En caso de divulgarse, generalmente no se considera perjudicial ni una invasión de la privacidad. Algunos ejemplos de publicaciones escolares son:

- el programa de una representación, que muestra el papel de su hijo(a) en una producción escolar
- las listas del cuadro de honor u otros reconocimientos publicados en la escuela o en periódicos
- directorio escolar o de alumnos
- el sitio web de la escuela o del distrito

La información de directorio también puede divulgarse a organizaciones externas sin el consentimiento previo por escrito de los padres. Las organizaciones externas incluyen, entre otras, las siguientes:

- otras escuelas a las que los alumnos deseen asistir (calificaciones, etc.)
- autoridades estatales o federales que auditan o evalúan programas, o que controlan el cumplimiento de leyes estatales o federales
- un tribunal que ordena una citación (solicitud legal)

El distrito escolar ha identificado la siguiente información como información de directorio:

Nombre del/la alumno(a)	Fechas de asistencia
Número de teléfono	Nivel de grado
Fotografía	Premios o reconocimientos recibidos
Participación en actividades escolares	Estatura y peso de los integrantes de un equipo deportivo

Si no desea que nuestra escuela o el distrito divulguen la información de directorio de su hijo(a) sin su consentimiento previo por escrito, debe completar el formulario adjunto denominado "Solicitud de los padres para rechazar la divulgación de la información de directorio" antes del 9/30/2023 e indicar qué tipo de información de directorio no desea que se divulgue o si desea que se solicite consentimiento previo por escrito para la divulgación.

Le pedimos que complete un formulario por cada alumno(a) y que devuelva el/los formulario(s) a su escuela. Si tiene preguntas o inquietudes, comuníquese con nosotros.

Atentamente,

Susan Warner

Nombre

541-947-2553

Teléfono

Elementary Principal

Título

warners@lakeview.k12.or.us

Dirección de correo electrónico

Por favor,
responda en inglés

Spanish
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory
Information Elementary or Middle School

Lake Co School District 7

Ley de Derechos Educativos y Privacidad de la Familia (Family Educational Rights and Privacy Act (FERPA))

Solicitud de los padres para rechazar la divulgación de la información de directorio Escuela primaria o intermedia

Nombre del/la alumno(a): _____ Fecha: _____
(mm/dd/aaaa)

Nombre del padre/madre o tutor: _____ Escuela: _____

Use un formulario individual por cada alumno(a) para el que solicite que no se divulgue la información de directorio. Devuelva este formulario a:

Nombre de la escuela: _____

Atención: _____

Dirección: _____

Ciudad, estado, código postal: _____

**Padre/madre o tutor: complete la siguiente sección y devuelva todo el formulario a la escuela de su hijo(a)
Marque 1, 2 o 3 de la siguiente lista**

Solicito que la escuela de mi hijo(a) tome una de las siguientes medidas en relación con la divulgación de la información de directorio de la escuela.

- 1. Solicito que no se divulgue NINGUNA información sobre mi hijo(a), incluido su nombre, número de teléfono, nivel de grado, etc. o
- 2. Solicito que no se divulgue la siguiente información sobre mi hijo(a) (seleccione una o más opciones):

<input type="checkbox"/> Nombre del/la alumno(a)	<input type="checkbox"/> Número de teléfono
<input type="checkbox"/> Nivel de grado	<input type="checkbox"/> Premios o reconocimiento escolar
<input type="checkbox"/> Fechas de asistencia	<input type="checkbox"/> Fotografía
<input type="checkbox"/> Participación en actividades escolares	<input type="checkbox"/> Estatura y peso de los integrantes de un equipo deportivo
<input type="checkbox"/> _____	<input type="checkbox"/> _____

- 3. Solicito que me notifiquen para obtener mi consentimiento previo por escrito antes de divulgar cualquier información de directorio de mi hijo(a).

Firma del padre/madre o tutor: _____ Fecha: _____
(mm/dd/aaaa)

Dirección: _____ Ciudad: _____ Estado: _____ Código postal: _____

Método preferido para que la escuela se comunique con el padre/madre: Teléfono Correo electrónico

Lake Co School District 7
Protection of Pupil Rights (PPRA)
Annual Notice to Parents

Dear Parent or Guardian:

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

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

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

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

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

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

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

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

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

Lake Co School District 7

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

Estimado padre/madre/tutor:

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

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

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

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

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

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

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

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

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

Lake Co School District 7
Title I Schoolwide Planning Meeting:
Invitation to Participate

School: Lake County School District # 7 - Fremont, Hay and Union Elementary Date: 02/23/2023
(mm/dd/yyyy)

Dear Parent or Guardian:

Our school is eligible for the Title I Schoolwide Program. You are invited to a meeting to discuss the development or review and revision of our Title I Schoolwide plan. Title I eligibility is based on the number of students in our school from low-income families. In a Title I Schoolwide School, school staff members work with input from parents and the community to develop a Schoolwide plan. The purpose of this plan is to improve our entire educational program.

Title I Schoolwide plans are based on a comprehensive needs assessment and must include a description of the strategies that the school will be using to address school needs. This includes a description of how these strategies will:

- provide opportunities for all children to meet the challenging State academic standards;
- use methods and instructional strategies that 1) strengthen the academic program in the school, 2) increase the amount and quality of learning time, and 3) help provide an expanded and more advanced curriculum; and
- address the needs of all children in the school with a focus on the needs of children at risk of failing.

Please join us to provide your comments and ideas to help our district develop a strong and effective plan for improvement.

Meeting Date: To be announced in Sept. 2023 (mm/dd/yyyy)

Time: _____

Meeting Location:

Please let us know if you can attend the meeting by completing the "Parent Participation Form". Please have your child return this form to his or her teacher. Please call your child's school or the school district office at 541-947-2553 (phone) if you have any questions or concerns.

We look forward to working with you so that all students can succeed in school.

Sincerely,

Susan Warner

Name

541-947-2553

Phone

Elementary Principal

Title

warners@lakeview.k12.or.us

Email Address

Lake Co School District 7
Parent Participation Form

Meeting Date: _____ (mm/dd/yyyy)

Time: _____

Meeting Location: _____

- checkbox The district can provide childcare for this meeting.
checkbox The district can provide transportation for this meeting.
checkbox An agenda for the meeting is attached.

Please return this completed form to your child's teacher by this date _____ (date).

Parent or Guardian: Please complete the section below and return the entire form to your child's teacher.

Name of Student: _____ Date: _____ (mm/dd/yyyy)

Name of Parent: _____ School: _____

Please mark all boxes that apply to you:

- checkbox I can attend the meeting.
checkbox I can attend the meeting, but I have transportation difficulties. If the district can provide transportation (see above if district can or cannot provide transportation), I am requesting transportation assistance.
checkbox I can attend the meeting, but I have childcare responsibilities. If the district can provide childcare (see above if district can or cannot provide childcare), I am requesting child care assistance.
checkbox I cannot attend the meeting.

Please provide the following information:

Phone: _____

Address: _____

Number of children needing childcare during the meeting: _____

Thank you for making sure your child succeeds in school.

Please indicate if you need the following assistance while attending the meeting:

- checkbox Oral Interpretation: Language: _____
checkbox Interpreter: Sign language
checkbox Other: _____

Table with 4 columns: Student ID #, Date Distributed, Date Received, and an empty column. Header: OFFICE USE ONLY

Lake Co School District 7

Reunión sobre la planificación del Artículo I en toda la escuela: invitación a participar

Escuela: Lake County School District # 7 - Fremont, Hay and Union Elementary Fecha: 02/23/2023 (mm/dd/aaaa)

Estimado padre/madre/tutor:

Nuestra escuela cumple con los requisitos para el Programa del Artículo I en toda la escuela. Lo invitamos a una reunión para analizar el desarrollo o la revisión de nuestro plan del Artículo I en toda la escuela. La elegibilidad para el Artículo I se basa en la cantidad de alumnos en nuestra escuela que provengan de familias de bajos recursos. En una escuela que implementa el plan del Artículo I en toda la escuela, los miembros del personal de la escuela trabajan con los aportes de los padres y de la comunidad para desarrollar un plan en toda la escuela. El propósito de este plan es mejorar todo nuestro programa educativo.

Los planes del Artículo I en toda la escuela se basan en una evaluación integral de las necesidades y deben incluir una descripción de las estrategias que la escuela utilizará para abordar esas necesidades. Esto incluye una descripción de cómo estas estrategias:

- brindarán oportunidades para que todos los alumnos puedan alcanzar los rigurosos estándares académicos estatales;
• utilizarán métodos y estrategias de instrucción que 1) fortalezcan el programa académico en la escuela, 2) aumenten la cantidad y la calidad del tiempo de aprendizaje, y que 3) ayuden a proporcionar un programa de estudios ampliado y más avanzado, y
• abordarán las necesidades de todos los alumnos en la escuela con un enfoque en las necesidades de los niños en riesgo de reprobar.

Lo invitamos a reunirse con nosotros para aportar comentarios e ideas, y así ayudar a nuestro distrito a desarrollar un plan sólido y efectivo para mejorar.

Fecha de la reunión: To be announced in Sept. 2023 (mm/dd/aaaa)

Hora: _____

Lugar de la reunión:

Para informarnos si puede asistir a la reunión, complete el "Formulario de participación de los padres". Pídale a su hijo(a) que se lo entregue a su maestro. Llame a la escuela de su hijo(a) o a la oficina del distrito escolar al 541-947-2553 (phone) si tiene cualquier pregunta o inquietud.

Esperamos trabajar juntos para que todos los alumnos puedan tener éxito en la escuela.

Atentamente.

Susan Warner

Nombre

541-947-2553

Teléfono

Elementary Principal

Título

warners@lakeview.k12.or.us

Dirección de correo electrónico

Lake Co School District 7
Formulario de participación de los padres

Fecha de la reunión: _____ (mm/dd/yyyy)

Hora: _____

Lugar de la reunión: _____

- El distrito puede proporcionar servicios de guardería para esta reunión.
- El distrito puede proporcionar transporte para esta reunión.
- Se adjunta un programa de la reunión.

Envíe este formulario completo al maestro de su hijo(a) antes de esta fecha: _____ (date).

Padre/madre o tutor: Complete la siguiente sección y devuelva todo el formulario al maestro de su hijo(a).

Nombre del/la alumno(a): _____ Fecha: _____
(mm/dd/aaaa)

Nombre del padre/madre: _____ Escuela: _____

Marque todas las casillas que correspondan:

- Puedo asistir a la reunión.
- Puedo asistir a la reunión, pero tengo problemas de transporte. Si el distrito puede proporcionar transporte (vea arriba si el distrito puede o no proporcionar transporte), solicito ayuda de transporte.
- Puedo asistir a la reunión, pero debo cuidar de mi(s) hijo(s). Si el distrito puede proporcionar servicios de guardería (vea arriba si el distrito puede o no proporcionar servicios de guardería), solicito ayuda con el cuidado infantil.
- No puedo asistir a la reunión.

Proporcione la siguiente información:

Teléfono: _____

Dirección: _____

Cantidad de niños que necesitan servicios de guardería durante la reunión: _____

Gracias por asegurarse de que su hijo tenga éxito en la escuela.

Indique si necesita los siguientes servicios durante la reunión:

- Interpretación oral: Idioma: _____
- Intérprete: Lenguaje de señas
- Otro: _____

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Student ID #	Date Distributed	Date Received	

Lake Co School District 7

Annual Parent Notice
Right to Request Teacher Qualifications

School: Lake County School District #7 - Fremont, Hay and Union Elementary Date: 02/23/2023
(mm/dd/yyyy)

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- if the teacher is teaching in the field of discipline for which they are certified or licensed;
- if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: Susan Warner Title: Elementary Principal
Email: warners@lakeview.k12.or.us Phone: 541-947-2553

Thank you for your interest and involvement in your child's education.

Sincerely,

Susan Warner

Name

Elementary Principal

Title

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: Susan Warner Title: Elementary Principal
Address: 500 South I Street, Lakeview, Oregon 97630
Telephone: 541-947-2553 Email: warners@lakeview.k12.or.us

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

OFFICE USE ONLY

Student ID #:	Date Distributed:		
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Lake Co School District 7

Aviso anual a los padres Derecho a solicitar las acreditaciones de los maestros

Escuela: Lake County School District #7 - Fremont, Hay and Union Elementary Fecha: 02/23/2023
(mm/dd/yyyy)

Nuestra escuela recibe fondos federales para programas que son parte de la *Ley de Educación Primaria y Secundaria* (Elementary and Secondary Education Act (ESEA)), en su versión vigente (2015). Durante el año escolar, continuaremos proporcionándole información importante sobre esta ley y la educación de su hijo(a). Según las leyes de educación actuales, los maestros deben contar con una certificación y licencia estatales. La certificación y la licencia estatales son el tipo de capacitación que se necesita para ser maestro.

Estamos muy orgullosos de nuestros maestros y consideramos que están listos para el próximo año escolar. Estamos preparados para brindarle a su hijo(a) una educación de gran calidad. Usted tiene derecho a solicitar información sobre la acreditación profesional de los maestros o paraprofesionales de su hijo(a). Un paraprofesional les proporciona apoyo académico o de otro tipo a los alumnos bajo la supervisión directa de un maestro. Si solicita esta información, el distrito o la escuela le proporcionará la siguiente información tan pronto como sea posible:

- a. si el maestro ha cumplido con los requisitos estatales de certificación y de licencia para los grados escolares y las asignaturas que instruye;
- b. si los requisitos estatales de certificación y de licencia del maestro se han eximido (no se solicitan en este momento) conforme a un estado de emergencia u otro estado temporal;
- c. si el maestro está enseñando en el campo de disciplina para el que tiene certificado o licencia;
- d. si el maestro ha obtenido un certificado, licencia, registro u otros requisitos comparables aprobados o reconocidos por el estado. Estos requisitos se aplican a la disciplina profesional en la que el maestro se desempeña y pueden incluir la formación en inglés de alumnos de inglés, educación especial o servicios relacionados a alumnos con discapacidades, o ambos, y
- e. si su hijo(a) recibe servicios del Artículo I o servicios de educación especial de paraprofesionales, sus acreditaciones.

Nuestro personal se dedica arduamente a ayudar a su hijo(a) a desarrollar el pensamiento social, académico y crítico que necesita para tener éxito en la escuela y en otros entornos. Este compromiso incluye asegurarse de que todos nuestros maestros y paraprofesionales estén altamente calificados.

Si desea solicitar información sobre los maestros o paraprofesionales de su hijo(a), o si tiene preguntas sobre la asignación de un maestro o paraprofesional de su hijo(a), comuníquese con la siguiente persona de su escuela:

Nombre: Susan Warner Título: Elementary Principal
Correo electrónico: warners@lakeview.k12.or.us Teléfono: 541-947-2553

Gracias por su interés y participación en la educación de su hijo(a).

Atentamente,

Susan Warner
Nombre

Elementary Principal
Título

El distrito escolar no discrimina contra la raza, el color, el origen, el sexo, la edad o la discapacidad en asuntos que afectan al empleo o a la accesibilidad a programas y servicios. Brinda acceso equitativo a los Niños Exploradores (Boy Scouts) y otros grupos juveniles designados. Se ha asignado a la siguiente persona para manejar las preguntas y quejas referentes a las normas de no discriminación y para coordinar su cumplimiento:

Nombre: Susan Warner Título: Elementary Principal
Dirección: 500 South I Street, Lakeview, Oregon 97630
Teléfono: 541-947-2553 Correo electrónico: warners@lakeview.k12.or.us

Las preguntas o quejas también se pueden dirigir a la Oficina de Derechos Civiles del Departamento de Educación de EE. UU.: Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, o al teléfono (800) 421-3481 o (877) 521-2172 (TTY).

OFFICE USE ONLY			
Student ID #:	Date Distributed:		

Lake Co School District 7
Teacher Qualification Response to Parents

Name of Student: _____ Date: _____
(mm/dd/yyyy)

School: _____

Thank you for your request for the qualifications of your child's teacher(s). Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher. This form provides the qualifications of your child's teacher(s). If your child receives support from a paraprofessional, please see the second page "Teacher Qualification Response to Parents – Paraprofessional." A paraprofessional provides academic or other support for students under the direct supervision of a teacher.

- Your child currently receives services from a paraprofessional who provides additional academic or other support for your child under the supervision of a certificated teacher.

If you need assistance understanding this letter, please contact:

Name: _____ Title: _____

Email: _____ Phone: _____

Do you need an interpreter? Please tell us and we will make sure one is available.

We have given your child's teacher this position because we believe your child's teacher is able to provide high quality instruction for your child. The district provides opportunities for all teachers and leaders to receive additional training. This helps ensure that your child will continue to receive a high quality education.

TEACHER:

Name: _____

Grade Level: _____ Subjects: _____

- meets State certification and licensing criteria for the grade level and subject(s) that he or she teaches.
 does not currently meet State certification and licensing criteria for the grade level and subject(s) that he or she teaches.
 has State licensing requirements waived (is not being required at this time) under emergency or other temporary status..
 is teaching in the field of discipline in which the teacher is certified.
 is not teaching in the field of discipline for which the teacher is certified.
 has the following college degree major(s): _____
 has additional degrees, certificates, and training: _____

TEACHER:

Name: _____

Grade Level: _____ Subjects: _____

- meets State certification and licensing criteria for the grade level and subject(s) that he or she teaches.
 does not currently meet State certification and licensing criteria for the grade level and subject(s) that he or she teaches.
 has State licensing requirements waived (is not being required at this time) under emergency or other temporary status..
 is teaching in the field of discipline in which the teacher is certified.
 is not teaching in the field of discipline for which the teacher is certified.
 has the following college degree major(s): _____
 has additional degrees, certificates, and training: _____

Thank you for your interest and involvement in your child's education.

Sincerely,

Name

Title

Lake Co School District 7
**Teacher Qualification Response to Parents
 Paraprofessional**

Dear Parent or Guardian:

Your child currently receives services from a paraprofessional(s) who provides additional support for your child under the supervision of a teacher.

PARAPROFESSIONAL

Support area or Subject(s): _____

He or she has the following qualifications for this position:

- has earned a secondary school diploma or recognized equivalent.
- has two or more years of higher education.
- has obtained an associate's degree or higher.
- has passed a district competency test.
- if required by the State or district, has obtained appropriate paraprofessional certification.
- has additional skills required to provide services to English learner students, students with disabilities, or both.
- has demonstrated experience as an effective paraprofessional.

PARAPROFESSIONAL

Support area or Subject(s): _____

He or she has the following qualifications for this position:

- has earned a secondary school diploma or recognized equivalent.
- has two or more years of higher education.
- has obtained an associate's degree or higher.
- has passed a district competency test.
- if required by the State or district, has obtained appropriate paraprofessional certification.
- has additional skills required to provide services to English learner students, students with disabilities, or both.
- has demonstrated experience as an effective paraprofessional.

PARAPROFESSIONAL

Support area or Subject(s): _____

He or she has the following qualifications for this position:

- has earned a secondary school diploma or recognized equivalent.
- has two or more years of higher education.
- has obtained an associate's degree or higher.
- has passed a district competency test.
- if required by the State or district, has obtained appropriate paraprofessional certification.
- has additional skills required to provide services to English learner students, students with disabilities, or both.
- has demonstrated experience as an effective paraprofessional.

Thank you for your interest in the quality of your child's education. We encourage your continued involvement toward their academic success in school

OFFICE USE ONLY			
Student ID #:	Date Distributed:		

Lake Co School District 7

Respuesta a los padres sobre las acreditaciones de los maestros

Nombre del/la alumno(a): _____ Fecha: _____
(mm/dd/aaaa)

Escuela: _____

Gracias por su consulta sobre las acreditaciones profesionales de los maestros de su hijo(a). Según las leyes de educación actuales, los maestros deben contar con una certificación y licencia estatales. La certificación y la licencia estatales son el tipo de capacitación que se necesita para ser maestro. Este formulario contiene las acreditaciones del/los maestro(s) de su hijo(a). Si su hijo(a) recibe apoyo de un paraprofesional, consulte la segunda página titulada "Respuesta a los padres sobre las acreditaciones de los maestros – Paraprofesionales". Un paraprofesional les proporciona apoyo académico o de otro tipo a los alumnos bajo la supervisión directa de un maestro.

- Su hijo(a) actualmente recibe servicios de un paraprofesional que le brinda apoyo académico adicional o de otro tipo bajo la supervisión de un maestro certificado.

Si necesita asistencia para comprender esta carta, comuníquese con:

Nombre: _____ Título: _____

Correo electrónico: _____ Teléfono: _____

¿Necesita un intérprete? Infórmenos y nos aseguraremos de contar con un profesional disponible.

Le hemos dado este cargo al maestro de su hijo(a) porque creemos que puede brindarle instrucción de alta calidad. El distrito ofrece oportunidades para que todos los maestros y líderes puedan recibir capacitación adicional. Esto ayuda a garantizar que su hijo(a) continúe recibiendo una educación de alta calidad.

MAESTRO:

Nombre: _____

Nivel de grado: _____ Asignaturas: _____

- cumple con los criterios estatales de certificación y de licencia para el nivel de grado y la(s) asignatura(s) que enseña.
- actualmente no cumple con los criterios estatales de certificación y de licencia para el nivel de grado y la(s) asignatura(s) que enseña.
- sus requisitos estatales de licencia están eximidos (no se solicitan en este momento) conforme a un estado de emergencia u otro estado temporal.
- está enseñando en el campo de disciplina para el que tiene certificado.
- no está enseñando en el campo de disciplina para el que tiene certificado.
- tiene la(s) siguiente(s) especialización(es) en su título universitario: _____
- tiene títulos, certificados y capacitación adicionales: _____

MAESTRO:

Nombre: _____

Nivel de grado: _____ Asignaturas: _____

- cumple con los criterios estatales de certificación y de licencia para el nivel de grado y la(s) asignatura(s) que enseña.
- actualmente no cumple con los criterios estatales de certificación y de licencia para el nivel de grado y la(s) asignatura(s) que enseña.
- sus requisitos estatales de licencia están eximidos (no se solicitan en este momento) conforme a un estado de emergencia u otro estado temporal.
- está enseñando en el campo de disciplina para el que tiene certificado.
- no está enseñando en el campo de disciplina para el que tiene certificado.
- tiene la(s) siguiente(s) especialización(es) en su título universitario: _____
- tiene títulos, certificados y capacitación adicionales: _____

Gracias por su interés y participación en la educación de su hijo(a).

Atentamente,

Nombre_____
Título

Lake Co School District 7
Respuesta a los padres sobre las acreditaciones de los maestros
Paraprofesional

Estimado padre/madre/tutor:

Su hijo(a) actualmente recibe servicios de un paraprofesional que le brinda apoyo adicional bajo la supervisión de un maestro.

PARAPROFESIONAL

Áreas de apoyo o asignaturas: _____

Tiene las siguientes acreditaciones para este cargo:

- ha obtenido un diploma de educación secundaria o un equivalente reconocido.
- tiene dos años o más de educación superior.
- ha obtenido un título de asociado o superior a este.
- ha aprobado la evaluación de competencia del distrito.
- si así lo requiere el estado o distrito, ha obtenido la certificación paraprofesional apropiada.
- tiene competencias adicionales necesarias para proporcionar servicios a alumnos que son estudiantes del idioma inglés, a alumnos con discapacidades o a ambos.
- ha demostrado tener experiencia como paraprofesional eficaz.

PARAPROFESIONAL

Áreas de apoyo o asignaturas: _____

Tiene las siguientes acreditaciones para este cargo:

- ha obtenido un diploma de educación secundaria o un equivalente reconocido.
- tiene dos años o más de educación superior.
- ha obtenido un título de asociado o superior a este.
- ha aprobado la evaluación de competencia del distrito.
- si así lo requiere el estado o distrito, ha obtenido la certificación paraprofesional apropiada.
- tiene competencias adicionales necesarias para proporcionar servicios a alumnos que son estudiantes del idioma inglés, a alumnos con discapacidades o a ambos.
- ha demostrado tener experiencia como paraprofesional eficaz.

PARAPROFESIONAL

Áreas de apoyo o asignaturas: _____

Tiene las siguientes acreditaciones para este cargo:

- ha obtenido un diploma de educación secundaria o un equivalente reconocido.
- tiene dos años o más de educación superior.
- ha obtenido un título de asociado o superior a este.
- ha aprobado la evaluación de competencia del distrito.
- si así lo requiere el estado o distrito, ha obtenido la certificación paraprofesional apropiada.
- tiene competencias adicionales necesarias para proporcionar servicios a alumnos que son estudiantes del idioma inglés, a alumnos con discapacidades o a ambos.
- ha demostrado tener experiencia como paraprofesional eficaz.

Gracias por su interés en la calidad de la educación de su hijo(a). Alentamos su continua participación en el éxito académico de su hijo(a) en la escuela.

OFFICE USE ONLY

Student ID #:	Date Distributed:		
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Lake Co School District 7

**English Learner Parent and Family Engagement Meeting:
Invitation to Participate**

School: Lake County School District # 7 - Fremont, Hay and Union Elementary Date: 02/23/2023
(mm/dd/yyyy)

Dear Parent or Guardian:

You are invited to attend a meeting at your child's school or a school in your area. Your participation as a partner with the school is important to a successful education for all of our students. Please join us to help make sure our students are successful in school.

The school district or your child's school will be holding meetings for parents of students in Title III English Learner Services. The purpose of these meetings is to listen to your concerns for your child's English learning and academic progress and to provide you with information on how you can work with us to make sure that your child succeeds in:

- Becoming English proficient (proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication);
- Meeting high goals for achievement in a well-rounded education; and
- Meeting the challenging State academic standards expected of all students.

You are invited to attend the following meeting for parents and guardians of students in Title III English Learner Services. Please join us for this meeting to help make sure all of our students are successful in school.

Meeting Date: to be announced in Sept. 2023 (mm/dd/yyyy)

Time: to be announced

Meeting Location:

Please let us know if you can attend the meeting by completing the "Parent Participation Form". Please have your child return this form to his or her teacher. Please call your child's school or the school district office at 541-947-2553 (phone) if you have any questions or concerns.

We look forward to working with you so that all students can succeed in school.

Sincerely,

Susan Warner

Name

541-947-2553

Phone

Elementary Principal

Title

warners@lakeview.k12.or.us

Email Address

Lake Co School District 7
Parent Participation Form

Meeting Date: _____ (mm/dd/yyyy)

Time: _____

Meeting Location: _____

- checkbox The district can provide childcare for this meeting.
checkbox The district can provide transportation for this meeting.
checkbox An agenda for the meeting is attached.

Please return this completed form to your child's teacher by this date _____ (date).

Parent or Guardian: Please complete the section below and return the entire form to your child's teacher.

Name of Student: _____ Date: _____ (mm/dd/yyyy)

Name of Parent: _____ School: _____

Please mark all boxes that apply to you:

- checkbox I can attend the meeting.
checkbox I can attend the meeting, but I have transportation difficulties. If the district can provide transportation (see above if district can or cannot provide transportation), I am requesting transportation assistance.
checkbox I can attend the meeting, but I have childcare responsibilities. If the district can provide childcare (see above if district can or cannot provide childcare), I am requesting child care assistance.
checkbox I cannot attend the meeting.

Please provide the following information:

Phone: _____

Address: _____

Number of children needing childcare during the meeting: _____

Thank you for making sure your child succeeds in school.

Please indicate if you need the following assistance while attending the meeting:

- checkbox Oral Interpretation: Language: _____
checkbox Interpreter: Sign language
checkbox Other: _____

OFFICE USE ONLY

Table with 3 columns: Student ID #, Date Distributed, Date Received

Lake Co School District 7

**Reunión sobre la participación de los padres y las familias de alumnos de inglés:
invitación a participar**Escuela: Lake County School District # 7 - Fremont, Hay and Union Elementary Fecha: 02/23/2023
(mm/dd/aaaa)

Estimado padre/madre/tutor:

Lo invitamos a que asista a una reunión en la escuela de su hijo(a) u otra de su área. Su participación como colaborador de la escuela es importante para que todos nuestros alumnos tengan una educación exitosa. Únase a nosotros para ayudarnos a garantizar que nuestros alumnos tengan éxito en la escuela.

El distrito escolar o la escuela de su hijo(a) realizará reuniones para los padres de alumnos que reciben los Servicios para alumnos de inglés (English Learner Services) del Artículo III. El propósito de estas reuniones es escuchar las inquietudes que pueda tener sobre el avance académico y el aprendizaje de inglés de su hijo(a) y proporcionarle información sobre cómo puede trabajar con nosotros para garantizar que su hijo(a) tenga éxito en lo siguiente:

- Lograr el dominio del inglés (el dominio de un idioma es una estimación de la capacidad que tiene una persona para comprender y comunicarse en ese idioma o mediante el modo de comunicación que prefiera);
- Cumplir con metas de rendimiento elevadas en una educación integral, y
- Cumplir con los exigentes estándares académicos del Estado que se esperan de todos los alumnos.

Lo invitamos a que asista a la siguiente reunión para padres y tutores de alumnos en los Servicios para alumnos de inglés del Artículo III. Únase a nosotros en esta reunión para ayudarnos a garantizar que todos nuestros alumnos tengan éxito en la escuela.

Fecha de la reunión: to be announced in Sept. (mm/dd/aaaa)Hora: to be announced
2023

Lugar de la reunión:

Para informarnos si puede asistir a la reunión, complete el "Formulario de participación de los padres". Pídale a su hijo(a) que se lo entregue al maestro. Si tiene alguna pregunta o inquietud, llame a la escuela de su hijo(a) o a la oficina del distrito escolar al 541-947-2553 (phone).

Esperamos trabajar juntos para que todos los alumnos puedan tener éxito en la escuela.

Atentamente,

Susan Warner

Nombre

541-947-2553

Teléfono

Elementary Principal

Título

warners@lakeview.k12.or.us

Dirección de correo electrónico

Lake Co School District 7
Formulario de participación de los padres

Fecha de la reunión: _____ (mm/dd/yyyy)

Hora: _____

Lugar de la reunión:

- El distrito puede proporcionar servicios de guardería para esta reunión.
- El distrito puede proporcionar transporte para esta reunión.
- Se adjunta un programa de la reunión.

Envíe este formulario completo al maestro de su hijo(a) antes de esta fecha: _____ (date).

Padre/madre o tutor: Complete la siguiente sección y devuelva todo el formulario al maestro de su hijo(a).

Nombre del/la alumno(a): _____ Fecha: _____
 (mm/dd/aaaa)

Nombre del padre/madre: _____ Escuela: _____

Marque todas las casillas que correspondan:

- Puedo asistir a la reunión.
- Puedo asistir a la reunión, pero tengo problemas de transporte. Si el distrito puede proporcionar transporte (vea arriba si el distrito puede o no proporcionar transporte), solicito ayuda de transporte.
- Puedo asistir a la reunión, pero debo cuidar de mi(s) hijo(s). Si el distrito puede proporcionar servicios de guardería (vea arriba si el distrito puede o no proporcionar servicios de guardería), solicito ayuda con el cuidado infantil.
- No puedo asistir a la reunión.

Proporcione la siguiente información:

Teléfono: _____

Dirección: _____

Cantidad de niños que necesitan servicios de guardería durante la reunión: _____

Gracias por asegurarse de que su hijo tenga éxito en la escuela.

Indique si necesita los siguientes servicios durante la reunión:

- Interpretación oral: Idioma: _____
- Intérprete: Lenguaje de señas
- Otro: _____

OFFICE USE ONLY			
Student ID #	Date Distributed	Date Received	

Lake Co School District 7

HOME LANGUAGE SURVEY

Student Name: _____ Birth Date: _____ Sex: Male Female

Parent/Guardian Name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

School: _____ Grade: _____ Date: _____

Federal and state laws require the following information be collected about the primary and home language of every student upon enrollment in the school district. Please complete a survey for each child you are enrolling in the school district.

1. What language did your child learn when he/she first began to talk? _____
2. What language does your child most frequently speak at home? _____
3. What language is spoken by you and your family most of the time at home? _____

If a language other than English is indicated for any of the above questions, the school district will test your child's English language proficiency to determine eligibility for initial and continuing placement in an English language development program. You will be notified about the results of this testing.

4. If available, in what language would you prefer to receive information from the school? _____

Parent or Guardian's Signature

Date

OFFICE USE ONLY			
Student ID #	Date Distributed	Date Received	

Por favor responda
en inglés

Lake Co School District 7
ENCUESTA DE IDIOMA EN EL HOGAR

Spanish
Home Language Survey

Nombre del alumno: _____ Fecha de nacimiento: _____ Sexo: Masculino Femenino

Nombre de los padres/apoderado: _____

Dirección: _____

Teléfono de la casa: _____ Teléfono del trabajo: _____

Escuela: _____ Grado: _____ Fecha: _____

Las leyes federales y estatales exigen que se recopile la siguiente información sobre el idioma principal y el hablado en el hogar de cada alumno que se inscriba en el distrito escolar. Complete una encuesta por cada alumno que se inscriba en el distrito escolar.

1. ¿Qué idioma aprendió su hijo cuando recién comenzó a hablar? _____
2. ¿Qué idioma habla en casa su hijo con más frecuencia? _____
3. ¿Qué idioma habla usted y su familia con más frecuencia en el hogar? _____

Si se indica un idioma que no sea el inglés en cualquiera de las preguntas anteriores, el distrito escolar evaluará la aptitud en inglés que tenga su hijo para así determinar su calificación inicial y permanencia en un programa de desarrollo de dicho idioma. Le informaremos sobre los resultados de estas evaluaciones.

4. Si ello fuera posible, ¿en qué idioma le gustaría recibir información de la escuela? _____

Firma del padre/madre o apoderado

Fecha

OFFICE USE ONLY

Student ID #	Date Distributed	Date Received	



Lake County School District No. 7

"Preparing Today for a Successful Tomorrow"

ANNUAL ASBESTOS NOTIFICATION LETTER

February 28, 2023

To: All Employees, Parents and Guardians

Asbestos Introduction

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

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

Location of Management Plans

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

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

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

Types of Asbestos Found

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

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

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

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

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

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

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

Respectfully,



Michael Carter
Superintendent



Lake County School District No. 7

“Preparing Today For A Successful Tomorrow”

February 27, 2023

RE: SCHOOL CLOSURES

Lake County School District #7 (LCSD #7) would like to remind parents and community members that the district may need to occasionally close or delay school for inclement weather during the winter season or other emergency situations. These situations can include interruptions in the ability to heat schools, provide power or water to the buildings, as well as natural events such as earthquakes, floods, or fires. Weather that brings high winds, snow, hail, or other elements that affect transportation safety is the most common reason for closing schools.

The procedures that LCSD #7 follows in the decision to close school include careful monitoring of multiple weather reports, coordinating with the Lake County Road Department and Oregon Department of Transportation (ODOT) personnel, and evaluating the district's ability to safely open school doors on time.

LCSD #7's bus fleet includes buses that have drop-down chains, studded snow tires, and strobe lights for low visibility conditions. The district's bus drivers are very experienced in inclement weather and aren't afraid to make the tough call to turn around in an unsafe situation. They maintain a line of communication with the business manager, district, road departments, and each other at all times.

The decision to close/delay school and/or school functions is usually made as early in the morning as possible but could occur any time throughout the day based on current weather conditions. When the decision is made to close or delay school, the following methods are used to communicate this closure to parents and the community:

- All local radio and television stations are notified
 - KLCR 95.3 FM, KORV 93.5 FM, Channel 5 KOBI, Channel 10 KTVL, Channel 12 KDRV
- Lake County School District #7 website: www.lakeview.k12.or.us
- After 8:00 AM, information will also be available from the district office 541-947-3347

If you have any other questions regarding school closures please call the district office at 541-947-3347.

Sincerely,

R. Michael Carter
Superintendent



Lake County School District No. 7

"Preparing Today for a Successful Tomorrow"

February 28, 2023

To the Employees, Parents and Guardians:

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

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

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

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

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

Thank you,


Quinn McKay
IPM Coordinator

BUSSING

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

While riding in a school bus, students will:

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

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

Parent Notification - Bus Conduct Report

Lake County School District 7
1341 South 1st, Lakeview, OR 97630

To the parents of: _____ Date: ____/____/____ (circle one)
Address: _____ AM PM
_____ Bus No.: _____
Telephone: _____ School: _____

Bus transportation is a service and privilege that the school district provides for students. During transportation student passengers are under the authority of the driver who is responsible for their orderly conduct and safety. The student listed above violated one or more of the following rules and/or exhibited unacceptable behavior:

- | | |
|---|--|
| _____ Destruction of property | _____ Rude, discourteous |
| _____ Does not remain seated | _____ Safety procedure violations |
| _____ Eating, drinking, littering | _____ Throwing objects at others |
| _____ Extends arms or body from window | _____ Unacceptable verbal/sign language (profanity, vulgarity, verbal abuse) |
| _____ Fighting, wrestling, rowdy, pushing, tripping | _____ Unauthorized objects/substances on bus |
| _____ Improper boarding and/or exiting bus | _____ Other _____ |
| _____ Insubordination; did not follow instructions | |

Driver's Comments: _____

Driver's Signature Principal's Signature

Student's Comments: _____

Student's Signature Parent's Signature ____/____/____

FIRST OFFENSE - This is to notify you that the conduct of your child on the school bus is unsatisfactory as checked above.

SECOND OFFENSE - Parent Must Request a Conference
Transportation privileges are cancelled pending a conference with the principal, parent, student and bus driver.
Conference held: ____/____/____
Principal's Signature Parent's Signature

THIRD OFFENSE - Transportation is Cancelled
Transportation is cancelled for the following period: From: ____/____/____ through ____/____/____
Principal's Signature ____/____/____ Date Parent's Signature ____/____/____ Date

FOURTH OFFENSE - RECOMMENDATION FOR EXPULSION FROM TRANSPORTATION
In accordance with District Policy _____, your child has been recommended for expulsion from transportation.
Principal's Signature ____/____/____ Date Parent's Signature ____/____/____ Date

Fremont/AD Hay/Union Elementary Schools

Discipline Referral Form

Student Name: _____ Date: _____ Time: _____ Teacher: _____ Grade: K 1 2 3 4 5 6 Referring Staff: _____	Location <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Classroom Playground Bathroom Hallway </td> <td style="width: 50%; border: none;"> Cafeteria Library Bus Other: </td> </tr> </table>	Classroom Playground Bathroom Hallway	Cafeteria Library Bus Other:
Classroom Playground Bathroom Hallway	Cafeteria Library Bus Other:		

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
Defiance/Insubordination Disrespect Physical Aggression Safety Violation Threat of Harm to Others Tardy Inappropriate Language/Behavior Property Misuse Dress Code Violation/Inappropriate Dress Technology/Electronic Violation Forgery/Plagiarism Bus misconduct Failed Academic Standards Other:	Defiance/Insubordination Disrespect Abusive Language or Gesture Harassment *See notes Fighting – Physical Contact Forgery/Theft/Plagiarism Technology/Electronic Violation Property Damage Lying/Cheating/Theft Inappropriate Display of Affection Bullying Suicidal Ideation/Self Harm Bus Misconduct Use/Possession of Drugs or Alcohol Use/Possession of Weapons Threat of Harm to others Other:	Get: Peer Attention Adult Attention Item/Activity Avoid: Peer Attention Adult Attention Item/Activity

Description of Behavior:

Student Comments:

Principal Signature: _____ Student Signature: _____

Action Taken		
Teacher	Admin	
Time Out/Detention Conference With Student Parent Contact Loss of Privileges Individualized Instruction	Detention Dates _____ Times _____ In-School Suspension (_____ hours/days) Out-of-School Suspension (_____ hours/days)	Bus Restriction Warning issued Parent Contact _____ phone _____ written _____ date Other:

