

# Lakeview High School

## Daly Middle School

### Student Handbook



2023-2024

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**LAKEVIEW**



**HONKERS**

## **Notices**

### **ADMINISTRATOR'S MESSAGE**

It is with great pleasure that we take this opportunity to welcome you to school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administration to help you and your parents learn as much as possible about school policies and procedures and the services we offer students.

### **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.

### **COAT OF ARMS**

The escutcheon (shield) is divided into four parts or bearings: The dexter bearing displays a honker, which represents the school's mascot and wildlife of the area. The sinister bearing portrays the crossed branding iron and axe, emblematic of local industry. Taken from the family coat of arms of Dr. Bernard Daly, patron of Lake County education and founder of the Bernard Daly Educational Fund, the lower bearing portrays a tree and hound. The central bearing has two functions: In an inverted V, the lines of its upper border represent the mountains of Lake County, and the lower border of wavy lines represents the shores of lakes. The escutcheon is crowned by the lamp of knowledge.

### **BOARD OF DIRECTORS**

Barry Shullanberger  
Darwin Johnson

Annie Buntten  
Cori Price

Scott Havel

Superintendent: Michael Carter

### **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 Daly Middle School and Lakeview High School. 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")

### **LAKE COUNTY SCHOOL DISTRICT #7 NOTICE**

Lakeview High School/Daly Middle School 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 or sexual orientation; and Section 504 of the Rehabilitation Act of 1973, whereby no

otherwise qualified handicapped student shall solely by reason of a handicapping condition, be excluded from participation in or denied the benefits of any program or activity offered by this school.

Lakeview High School/Daly Middle School reconoce la importancia de y es conforme a Titulo VI del *Federal Civil Rights Act of 1964*, con que ningún estudiante se diferenciara contra raza, color, o el origen nacional; Titulo IX del *Education Amendments of 1972* con que ningún estudiante se negara participación en o se excluirá de cualquier programa de esta escuela, en base al sexo o a la orientación sexual; y Sección 504 del *Rehabilitation Act of 1973* con que ningún estudiante calificado incapacitado, debe solamente por causa de una condición estorbando, sea excluido de la participación en o sea negado los beneficios de cualquier programa o actividad ofrecidos por esta escuela.

Oregon Administrative Rules (OAR) require 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](http://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.

## General School Information & Policies

### LHS/DMS Bell Schedules

<b>Regular Bell Schedule (M, TH, F)</b>		<b>Early Release Bell Schedule (Wednesday)</b>	
<u>LHS</u>	<u>DMS</u>	<u>LHS</u>	<u>DMS</u>
1st: 7:50-8:41	1st: 7:50-8:41	1st: 7:50-8:33	1st: 7:50-8:33
2nd: 8:46-9:37	2nd: 8:46-9:37	2nd: 8:38-9:21	2nd: 8:38-9:21
Break: 9:37-9:42	3rd: 9:42-10:33	Break: 9:21-9:26	3rd: 9:26-10:09
3rd: 9:47-10:38	Break: 10:33-10:38	3rd: 9:31-10:14	Break: 10:09-10:14
4th: 10:43-11:34	4th: 10:43-11:34	4th: 10:19-11:02	4th: 10:19-11:02
5th: 11:39-12:30	5th: 11:39-12:30	5th: 11:07-11:50	5th: 11:07-11:50
Lunch: 12:35-1:09	Lunch: 12:35-1:09	Lunch: 11:55-12:25	Lunch: 11:55-12:25
6th: 1:14-2:05	6th: 1:14-2:05	6th: 12:30-1:13	6th: 12:30-1:13
7th: 2:10-3:01	7th: 2:10-3:01	7th: 1:18-2:01	7th: 1:18-2:01
<b>Extended Activity Bell Schedule</b>		<b>Advisory Bell Schedule (As Needed)</b>	
<u>LHS</u>	<u>DMS</u>	<u>LHS</u>	<u>DMS</u>
1st: 7:50-8:33	1st: 7:50-8:33	1st: 7:50-8:38	1st: 7:50-8:38
2nd: 8:38-9:21	2nd: 8:38-9:21	2nd: 8:43-9:31	2nd: 8:43-9:31
Break: 9:21-9:26	3rd: 9:26-10:09	Break: 9:31-9:36	3rd: 9:36-10:24
3rd: 9:31-10:14	Break: 10:09-10:14	3rd: 9:41-10:29	Break: 10:24-10:29
4th: 10:19-11:02	4th: 10:19-11:02	4th: 10:34-11:22	4th: 10:34-11:22
Activity: 11:07-12:02	Activity: 11:07-12:02	Advisory: 11:27-11:47	Advisory: 11:27-11:47
5th: 12:07-12:50	5th: 12:07-12:50	Lunch: 11:52-12:22	Lunch: 11:52-12:22
Lunch: 12:55-1:25	Lunch: 12:55-1:25	5th: 12:27-1:15	5th: 12:27-1:15
6th: 1:30-2:13	6th: 1:30-2:13	6th: 1:20-2:08	6th: 1:20-2:08
7th: 2:18-3:01	7th: 2:18-3:01	7th: 2:13-3:01	7th: 2:13-3:01

## LHS CONTACT INFORMATION

DMS/LHS Main Office: 541-947-2287

FAX: 541-947-3601

ADDRESS: 906 S. 3<sup>rd</sup> Street

SCHOOL WEBSITE: [www.lakeview.k12.or.us](http://www.lakeview.k12.or.us)

## STANDARD RESPONSE PROTOCOL

A critical ingredient in school and personal safety is standard response to any incident. Weather events, fire, accidents, intruders and other threats to school and personal safety are scenarios that institutions plan and train for. The Standard Response Protocol is based on the four actions: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called on the intercom. Review, training, and drilling will occur frequently with staff and students.

**Lockout** - "Secure the Perimeter"

**Lockdown** - "Locks, Lights, Out of Sight"

**Evacuate** - "To the Announced Location"

**Shelter** - "Using Announced Type and Method"

## 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
- 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.

#### **GUIDELINES FOR DISTANCE LEARNING**

At times, the district may opt to use, or be mandated to use, distance learning in place of instruction on site. During these periods it is imperative that students meet the same level of behavioral expectations in their online classrooms as they do in their physical classrooms. This includes, but is not limited to, the General Discipline Guidelines outlined in the Discipline section of the Student Handbook. It is the expectation of the district that students make every attempt to be an active partner in their learning through attending online class, completing hardcopy assignments, and communicating regularly with their teachers. Lakeview Academy operates as a district program; therefore participating students will be enrolled as LHS/DMS students choosing an online platform. 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. 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 LHS/DMS must also do so at the beginning of the school year or the beginning of the second semester.



### **SEARCH/SEIZURE/SURVEILLANCE**

As citizens, students have a Fourth Amendment right to be secure in their persons against unreasonable search and seizure. This right, however, has been applied less stringently in the schools than in the outside community, because the school has the duty to protect its students and is sometimes the location of many common objects of search.

The board seeks to create a climate that assures the safety and welfare of all. Equipment, such as lockers, belongs to the school district; students are privileged to use this equipment as a convenience. The school insists that lockers be properly cared for and not used for the storage of illegal items. Refer to the section on lockers.

To help ensure student safety and prevent vandalism at LHS/DMS, 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 expression.

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.

### **DISPLAY OF AFFECTION**

The student body and faculty strive to foster desirable standards of behavior on the school campus and at all school-sponsored activities. Inappropriate displays of affection will be subject to parent/guardian conferences and/or disciplinary measures. Zero displays of affection will be tolerated in classrooms. At appropriate times, displays of affection should not advance beyond hand holding.

### **DRESS AND GROOMING**

Dress and grooming for school are responsibilities of the individual students and parents/guardians. One LHS/DMS goal is to prepare students to successfully enter the workforce, knowing how to speak, dress, and behave. To maintain a positive learning and businesslike atmosphere, students are to wear modest and appropriate clothing to school.

The following are guidelines for appropriate dress and grooming:

1. Dress and grooming shall be clean and consistent with health, sanitary, and safety practices.
2. Spaghetti strap (less than a thumb-width) tops/dresses, strapless tops, tops that reveal midriffs when arms are raised, pajamas, low necklines and trench coats are not considered appropriate. Tops and shirts must cover the underwear and bra straps.
3. Dresses, skirts, and shorts must reach the mid-thigh. Holes in pants must be below mid

thigh or leggings must be underneath the holes.

4. Pants must be at the waist and covering underwear.
5. Leggings and yoga pants must be covered by a long top, shorts or a skirt.
6. Workout shirts that are cut down the side and not adequately covering the torso and sides are not allowed.
7. The only chains allowed are jewelry chains. Dog collars and spiked collars are not permitted. No other costumes or costume-like attire will be allowed.
8. Proper etiquette dictates hats, scarves, or any type of head covering is not to be worn in the building at any time during the normal school day except for religious reasons or with specific administrative approval.
9. Face masks may be permitted only for medical reasons.
10. Clothes or face masks advertising or displaying alcohol, drugs, or tobacco are prohibited.
11. Clothing which displays profanities or vulgarities is prohibited.
12. Dress which can reasonably be associated with gangs or gang activity is prohibited.
13. Students are to limit perfume and cologne to home use.
14. Students' undergarments should be covered at all times.

**Students violating the dress code will be required to change clothing (may be provided by the school). Repeat offenders may be subject to disciplinary action.**

#### **ELECTRONIC DEVICES**

Personal electronic music devices, portable speakers, electronic games, cell phones, headphones and other electronic devices are not to be used in the school during class hours, which includes hallways and offices, unless used for educational purposes with prior administrative approval. They are distractions to the learning process and are frequently damaged, lost, or stolen. If visible during class hours, they may be confiscated by school district personnel. Students may use electronic devices before and after school, and during lunch in the building for school appropriate uses. School issued laptops and personal computers are for educational purposes. These devices, while in the classroom, are to be used at teacher discretion only. Laser pointers are not allowed on school grounds and/or at school activities.

**1st Violation:** The electronic device can be confiscated by the classroom teacher or staff member and returned upon an agreed upon time, with the student on the same school day, by the same staff member.

**2nd Violation:** At the teacher's discretion, a parent/guardian could be required to pick up the device from a designated staff member in the Main Office.

**3rd Violation:** (and subsequent violations of the policy) Administrator is notified and a parent/guardian will pick up the device from the administrator. Other consequences may be imposed by the administrator.

#### **HALL PASS**

Students in the hallways must have an appropriate office pass, call slip, aide lanyard, or a planner signed by the teacher to be in the hallways. Students working on projects, such as photography, must carry an appropriate pass. Students without these permissions may be considered truant to class and may be asked to return to their classroom. Hall passes will not be granted during the first

15 minutes of each class. Student cell phones are required to remain in the classroom when students go to the restroom.

### **BICYCLES/ SKATEBOARDS/ROLLERBLADES**

Daly Middle School and Lakeview High School recognize that bicycles are essential forms of student transportation. Riding bicycles on the school grounds poses a safety threat to pedestrians. Therefore, no bike riding is allowed on the school grounds during school hours or during/after school events. Students will be permitted to walk their bikes on and off school grounds. Bikes on school grounds must be stored in designated bike racks. Students in non-compliance with the bicycle rule will be subject to disciplinary measures.

The school is responsible for the safety of its students at all times and considers the use of skateboards and rollerblades unsafe on any school property during school hours and or during/after school events. Skateboards, scooters, and rollerblades may be stored in the building during school hours and during after school events. Such items may be confiscated by school district personnel and the student subjected to disciplinary measures if these guidelines are not followed.

### **PARENT/SCHOOL COMMUNICATION**

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 solved, 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 and/or Athletic Director, 3. Superintendent, and 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 the school or district office if you have any further questions about these procedures:

Building Personnel Issues.....	Building Principal
Coaching Issues.....	Head Coach
Student Classroom Issues.....	Classroom Teacher
Student Discipline Issues.....	Elementary Principal, LHS/DMS Vice Principal
Transportation Issues.....	Business Manager
Maintenance Issues.....	Maintenance Supervisor

#### Contact List:

Michael Carter – Superintendent	947-3347
Janet Melsness – Business Manager	947-3347
Susan Warner – Elementary Principal	947-2136
Dusty Counts – Elementary Vice Principal	947-2136
Hillary Hulseman– Middle/High School Principal	947-2287
Challis Young– Vice Principal/Athletic Director	947-2287

**School-to-Home Communication:** The Thrillshare system facilitates communication by providing

timely automated calls on student attendance as well as a variety of other important announcements and celebrations. It is important that parents/guardians utilize our website and app each school year in order to receive both texts and phone calls from the school.

### FEES AND ASB CARDS

1. **Textbooks and Computers:** Textbooks and computers may be checked out to students and become their responsibility. A fee will be assessed up to the full replacement cost of each damaged, defaced, or lost book and/or computer. Students must turn in the books and computers that are checked out specifically to them.
2. **Combination Identification/Student Body/Sports Card \$20:** This entitles the student to membership in the Associated Student Body (ASB) and the rights to hold ASB and class offices, to vote, and to participate in student body activities. LHS/DMS students are required to purchase a student body card. This card grants LHS/DMS students free admission to home athletic contests, except for playoff contests.

**Participation fees:** Participation fees will be charged at all schools. The board of directors will determine the amount of the fee each year before school begins. Fees will be charged for all sports, intramurals, and activities. In order to participate, all fees must be paid before the first game/activity/performance. If a participant participates in the first contest, the fee will not be refunded. If an athlete is cut from the team, the fee will be refunded. Students owing fees will not be allowed to participate in an activity until all fees are paid. If a family or student feels this presents hardship, they may speak with the administration.

LHS sports (per sport)	\$100.00
DMS sports (per sport)	\$100.00
Family DMS/LHS sports fee maximum	\$300.00

### 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. LHS/DMS 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.

### COUNSELING/GUIDANCE

A counselor is available to assist students with any problems that they may encounter as they pursue their education at Lakeview High School/Daly Middle School as well as to make plans for work, education, or military service after graduation. Contact information for the LHS/DMS counselor is harrisb@lakeview.k12.or.us or through the front office at 541-947-2287. Additionally, on the *Students & Parents* tab on the school district website there is also an electronic counseling request form available.

Counselors provide several services: assisting students in setting educational and vocational goals; interpreting test results so that students will have better understandings of their aptitudes, interests, abilities, and limitations; and guiding students in making wise decisions concerning any personal or social problems.

The Lake County School District 7 Comprehensive School Counseling Program adheres to the philosophy that the school counseling program is an essential and integral part of the overall education process. This program supports, facilitates, and encourages classroom instruction and student achievement. Our counseling program is proactive and preventive in its focus. More specifically, our mission is to maximize the potential of all students, helping them to become caring, capable, connected, and confident members of society. The program addresses the personal/social, educational, and career needs of all students. The program's ultimate goal is for students to graduate with the competencies necessary to be able to make self-directed, realistic, and responsible decisions, and to be successful contributors to society.

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.

#### **CAFETERIA**

The cafeteria offers a nutritious breakfast, snack, and lunch for our students. The meals may be purchased on a daily, weekly, or monthly basis. Families who qualify may receive free or reduced-priced meals. Applications are available at the school office. The cost for school breakfast, nutrition break, and lunches is the financial responsibility of the parent or guardian even if a free and reduced lunch application is being processed. Breakfast at LHS/DMS is \$2.75 for students and \$3.00 for adults. Lunch is \$3.50 for students and \$5.00 for adults.

1. School meals are to be purchased in advance and not charged.
2. Student account balances will be reviewed on a monthly basis and bills sent to parents.
3. A negative balance notice will be issued for an unpaid bill 14 days after the bill was issued.
4. Failure to remit the overdue amount within 30 days of the negative balance notice will result in collections actions taken by the Lake County School District #7.
5. If you have questions, please contact your school secretary.
6. ALL RETURNED CHECKS ARE SUBJECT TO BANK FEES.

#### **LIBRARY**

The library provides resources for both research and pleasure reading. To meet reading skills and interests of all students, it houses a wide variety of materials: fiction, non-fiction, reference books, pamphlets, and magazines. The library is authorized to set fines for overdue materials and to charge full replacement cost for lost or damaged materials. Some materials may not be appropriate for all students; parents/guardians are encouraged to be aware of materials checked out by their children.

#### **SALES/ADVERTISING**

Students, staff members, and/or school facilities may not be used in any manner for advertising, selling, or promoting the interests of any community or non-school agency or organization without the prior approval of the building administrator. The building administrator will approve or initial the

material being posted on the bulletin board outside the main office. LHS/DMS may cooperate in furthering the work of any non-profit, community-wide social service agency, provided such cooperation does not infringe on the school program or diminish the amount of time teachers devote to classroom instruction. No non-district-sponsored organization or individual may solicit funds or sell tickets with the district without first securing permission through the superintendent and/or building administrator. All advertising will be in accordance with District Policy KJ.

#### **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.

#### **CLOSED CAMPUS**

Campus is closed at all times except during the lunch period for high school students or as indicated in individual student schedules (work program, off campus classes, etc). Campus is closed for DMS students at lunch. DMS students are expected to eat on campus in the cafeteria. After eating, they may remain in the cafeteria or go outside to the grass area to the east of the high school gym. Lake County School District #7 assumes no responsibility or liability for students who leave campus during the lunch period. The school reserves the right to revoke privileges and/or discipline students for violations of school rules during the lunch period. Students are not allowed to leave campus during the morning break or during their scheduled classes.

#### **CHANGE OF ADDRESS**

Students/parents are to immediately inform the office of any change of address, telephone number, or email. This information is vitally important to the school in case of an emergency or when mailings are sent out by the school. Any students moving into District #7 from Plush or Adel school districts must promptly file an address change, or the tuition district will be billed.

#### **TUITION STUDENTS**

Students who live outside the Lake County School District #7 boundaries will have their tuition paid by the school districts in which they live. These students are responsible for completing the proper forms when they register, so certification from the "home" district that must pay tuition to District #7 is completed. Students living with any persons other than natural parents/guardians must discuss their living situations with an administrator before enrolling in school. Guardianship papers must be provided.

#### **VISITOR / PARENT CHECK-IN**

To ensure the safety of students and staff, all visitors (including parents/guardians) are required to check in with the main office immediately upon entering campus through the front doors of LHS on South 3<sup>rd</sup> St. Those wishing to visit classrooms must have prior approval from the administration and affected teachers. 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.

### **GUESTS**

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

### **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. On Early Release Wednesdays students waiting for athletic practice may be in the designated supervised areas until practice begins.

### **LOCKERS**

Hallway lockers that are assigned to all students are the property of the school district. These lockers are subject to inspection at any time and may be inspected upon suspicion of vaping devices, tobacco, nicotine products, alcohol, illegal drugs, and/or weapons. Periodically, locker searches with police department drug dogs will occur if a building administrator suspects there are illegal substances or materials in school.

The hallway lockers have a capacity for the books and belongings of two students. Locker assignments are made by the attendance office. Students are not allowed to disable (jam) the locking device. Defacing or damaging lockers and/or locks is subject to penalty. No stickers, decals, tape, or other similar materials are to be placed within or on student lockers. Students are urged not to store valuables or large amounts of cash in lockers. Although LHS/DMS will assist in attempting to recover valuables, it assumes no responsibility for loss, theft, damage, or vandalism. Students are required to completely clean out lockers and have them checked by a teacher prior to the end of the school year. Locker changes must be made in the counseling office.

Lockers are also provided to students enrolled in physical education classes, and are located in the gym locker rooms. Students are urged to store their clothing and valuables in the provided locker during their P.E. class. It is also advised that students place the combination lock in the locking position. Although LHS/DMS will assist in attempting to recover valuables, it assumes no responsibility for loss, theft, damage, or vandalism. Students are required to completely clean out lockers and have them checked by their P.E. teacher prior to the end of the school year. Team lockers may be assigned by coaches to in season student athletes for use during the current season. Student athletes are expected to vacate the team locker at the end of their current season.

### **TELEPHONE**

All office phones are reserved for business or emergency purposes. A telephone located in the main office is available for student use. Students will not be called out of class to receive telephone calls. Emergency phone messages will be delivered to students in class.

### **PARKING / AUTOS**

Standard rules for auto safety will be enforced at all times. Violations will result in loss of parking privileges and/or police citations. ONLY visitors may park in front of the school on South 3rd St. on the east parking strip; The parking lot between the DMS and LHS is open for parking to all staff. No parking is permitted inside the gates on 2nd Street. Student parking is located in front of the LHS

Gym and in appropriate areas on the street along the football field (on either side). Students who drive must obey all driving codes and laws while on or near school grounds as well as park only in designated areas. Students who drive irresponsibly and carelessly will not be allowed to park and/or drive on campus and may be cited by the administration and/or police. Automobiles with stickers or signs that violate school rules (such as displays of alcohol, drugs, tobacco, etc.) will not be allowed to park on campus. Students and staff are required to obtain parking passes from the front office prior to parking on school grounds.

#### **ILLNESS AT SCHOOL**

Students who become ill at school should report to the office. There is a "sick room" to be used by students who are awaiting arrival of parents/guardians. No student is to go into the sick room without first checking in with the attendance secretary, office secretary, or administrator. A secretary will contact parents/guardians to notify them of illness and obtain permission to release students from school. No student is to go home without first checking out with the attendance office.

#### **HEALTH SERVICES**

Students who have special medical or health problems (such as medication or severe allergies) should notify the office to ensure the best possible care is provided.

#### **MEDICINE AT SCHOOL**

The district recognizes that administering medication to students and self-medication 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 school hours and during school-related activities. If a student is under medication from a doctor, all medications --- including prescriptions --- must be stored in the office.

Upon recommendation from the National Food and Drug Administration, the office cannot give students aspirin, even with parental permission. Aspirin has been associated with very serious complications to illnesses that affect teenagers.

#### **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: student's name, medication's name, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the above information is included.

Written instructions from 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. Medications not picked up by the parent within five (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.



## **SELF MEDICATION**

Students are permitted to self-medicate prescription and non-prescription medication upon written request of the parent and building administrator permission. In case of prescription medication, instructions from the physician are also required. Such instruction may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when necessary permission forms and written instructions have been submitted. All medications must be kept in appropriately labeled, original containers. Non-prescription medications must be labeled with student's names. Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action as outlined in the drugs and alcohol policy.

## **Discipline**

### **GENERAL DISCIPLINE GUIDELINES**

Students shall comply with the state laws and written rules of the district school board and LHS/DMS, 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)

Students who are unable to meet the expectations of Lakeview High School will be given assistance to change their behavior. Treating people fairly does not mean treating everyone the same. This allows for flexibility in applying consequences in order to best meet the needs and individual situations of each person.

When applying corrective action, principals use sound professional judgment to determine appropriate corrective action that is consistent with the District mission and goals, in the best interest of students and anchored in sound theory and practice. Principals will ensure that corrective action is consistent, fair, balanced, progressive in nature, and considers the developmental level of the student. The application of corrective action is at the discretion of principals.

The administration may discipline students who violate school rules and regulations. In addition, students may be denied/stripped of titles/privileges (e.g. student body/class/club offices, senior activities, dances). In some cases, state and local laws or Lake County School District policies specifically mandate consequences. Specific policies, as well as the Statement of Student Rights and Responsibilities are included in this handbook. The school may also make a referral to law enforcement. Some problem areas will include, but are not limited to, the following:

unexcused absences  
off-campus w/o permission

insubordination  
reckless driving

alcohol/drugs  
tobacco/e-cig/vaping

devices/nicotine gum	cheating/fraud	snowballs
tardiness	defiance of authority	disorderly conduct
theft		
display of affection	assault	extortion
vandalism	fighting	gambling
verbal abuse/profanity	vulgarity	bullying
racial harassment	sexual harassment	forgery
harassment	threats	weapons

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

#### **DETENTION**

For minor school violations, a commonly used discipline is the detention of students during lunch or after school. Students will be required to do assigned work. If a student is assigned an after school detention, the parent/guardian will be notified before detention takes place, either by telephone or by letter. Students may also be assigned tasks such as picking up litter.

#### **DISCIPLINE POLICY**

The first two discipline referrals will be handled case by case according to severity. Students referred for very serious offenses e.g. fighting, assaults, threats, insubordination, tobacco, e-cigs, vaping devices, nicotine products will be disciplined at a higher step. Referrals involving alcohol/drugs/weapons may result in suspensions or expulsion. **MINIMUM** consequences will be the following:

- first referral:** Students may be required to write letters of apology; they may also serve detention time. We may notify parents/guardians by phone. Students may be required to participate in restorative practices and/or other social-emotional skill development.
- second referral** Students may serve detention time; we may notify parents/guardians by phone.

Following the first two referrals, in addition to the consequences listed below, during any suspension students will be ineligible for all extra-curricular activities for the duration of the suspension.

- third referral:** Students may serve a one-day in-school suspension; we will notify parents/guardians by phone or mail.
- fourth referral:** Students may serve a one-day out-of-school suspension. We will notify parents/guardians by phone and letter. The student and a parent/guardian will attend a mandatory conference with the administration before the student can return to school.
- fifth referral:** Students may serve a three-day in-school suspension. We will notify parents/guardians by phone.

- sixth referral:** Students may serve a three-day out-of-school suspension. We will notify parents/guardians by phone and letter. The student and a parent/guardian will attend a mandatory conference with the administration before the student can return to school.
- seventh referral:** Students may serve a five-day out-of-school suspension. We will notify parents by phone and letter. The student and a parent/guardian will attend a mandatory conference with the administration before the student can return to school.
- eighth referral:** Students may serve a ten-day out-of-school suspension. We will notify parents by phone and letter. The student and a parent/guardian will attend a mandatory conference with the administration before the student can return to school.

Referrals will be individually assessed to determine behavioral patterns and interventions that will best support the student in making successful choices in the future.

Mandated counseling or other behavioral/social-emotional support services may also be a result of a referral at any of the above levels. This could include:

- Restorative practices
- Social skills instruction
- Behavior monitoring
- Peer mediation
- Safety and/or behavior plan

Students receiving a ninth referral will appear with their parents/guardians before the principal to determine the next step. Options will include, but are not limited to, further out-of-school suspensions, referrals for an alternative method of education, or expulsion. Any students reaching the eighth referral will begin at the third referral consequence in their successive years at Daly Middle School and or Lakeview High School.

### **SUSPENSION**

1. **In-school suspension** is defined as suspension of 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 activity/athletic event for the days of the suspension and at the discretion of the administration a student may forfeit participation in future activities/athletic events.
2. **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:

1. Students are informed of the charges, including the specific acts that support the charges, and their suspensions.
2. The parents/guardians are notified of the suspension by telephone whenever possible and are given the reasons for the action. When parents/guardians cannot be contacted, the decision to send students home, 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.
3. 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 to be followed by the students and their parents/guardians for reinstatement are outlined.
4. The parents/guardians may request and be given a conference/hearing with the building administrator.
5. 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.
6. Students removed from school may not participate in or attend any activity/athletic event for the days of the suspension and at the discretion of the administration a student may forfeit participation in future activities/athletic events. 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 an interpreter.
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.

### **STUDENT CONDUCT ON BUSES**

Students who ride buses to and from school or school-sponsored activities will be notified of the rules and regulations governing their conduct on buses as well as of the consequences upon violating those rules. Bus conduct violations that jeopardize the health/safety of passengers and/or drivers may result in the loss of district approved transportation services. **The following bus rules are posted on all buses used by District #7:**

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:

1. obey the driver at all times;
2. not throw objects;
3. not have in their possession any weapon as defined by board policy IFCL Weapons in the Schools;
4. keep body, legs, and feet out of the aisle;
5. not fight, wrestle, or scuffle;
6. not stand up and/or move from seats while the bus is in motion;
7. not extend hands, head, feet, or objects from windows or doors;
8. not possess matches or other incendiaries and concussion devices;
9. use emergency exits only as directed by the driver;
10. not damage school property or the personal property of others;
11. not threaten or physically harm the driver or other riders;
12. not do any disruptive activity which might cause the driver to stop in order to reestablish order;
13. not make disrespectful or obscene statements;
14. not possess and/or use tobacco, e-cigs, vaping devices, nicotine gum, alcohol, or illegal drugs;
15. 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);

16. accept assigned seats when given;
17. stay away from the bus when it is moving;
18. be at the bus stop five minutes before the scheduled pick up time;
19. answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips.
20. students must have a note from the parent/guardian to get off at another bus stop.

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.

### **DRUGS, ALCOHOL, TOBACCO/VAPING DEVICES**

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. The school prohibits the use, possession, and buying and selling of tobacco in any form including vaping devices and e-cigarettes of any kind on school grounds, off-campus during lunch, and at all school-related activities. 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, on school property, or prior to, or during a school sponsored event. 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 may result in the following:

1. community service
2. substance use/abuse support groups/classes and/or cessation programs
3. parent/guardian notification
4. recommendation for expulsion to an appointed school district hearings officer
5. suspension for a period of up to ten school days
6. restriction from all school activities for a period of up to thirty school days

Further infractions shall fall under these guidelines except that it may 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 lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. 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 minor 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, permittee, 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.

### **FIREARMS AND OTHER WEAPONS**

No firearms or other items determined to be weapons of any sort will be allowed on campus, in the buildings, or in vehicles in the parking lots. 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 will result in an automatic one-year expulsion from school and all school activities. Violators will be reported to local law enforcement agencies.

### **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 or intimidation may also include actions committed online, through social media, or texting. Students or groups associated with bullying/intimidation will result in disciplinary action ranging from suspension to 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**

LHS/DMS desires 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, gender identity, 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 the **principal or vice-principal or SRO** (or to the superintendent if the administrator is the subject of the complaint.) Students will be encouraged to file formal complaints. The administrator or SRO 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.

### **SPECTATORS/BYSTANDERS**

Students who engage as spectators to a physical conflict may also face disciplinary actions or loss of extracurricular activities. Spectator behavior includes video recording fights, posting/commenting about fights, encouraging conflict to occur or blocking staff from being able to intervene and safely separate students.



## Attendance

### ATTENDANCE

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. If an absence is due to a school activity then the teacher, coach, counselor, or adviser involved will provide the office with a written excuse for the absence. Approved absences of this type are noted on the student's attendance record. Student absences may be considered excused if verified for the following reasons:

1. illness
2. serious illness of family member
3. emergency
4. pre-arranged, pending advance satisfactory arrangements

**The law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused.**

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:

- detention
- communications with parent/guardian
- parent/guardian conferences
- school activity restrictions
- Compulsory Attendance meeting\*
- 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.

### DAILY ROLL

Official daily roll is taken during the first period of the day. Students marked absent in the first period will be considered absent the entire day unless they check in properly with the office when they arrive. (See CHECK-IN PROCEDURE.) 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. Automatic phone calls for unexcused classroom absences by the district's message system will be conducted twice a day.

### CHECK-IN PROCEDURE

Whenever a student arrives at school after school has started, the student must check in at the attendance office. We encourage parents to call the office, or the student is advised to bring a parental excuse note at this time; an excuse will also be accepted the following day.

### **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.

### **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. Excused absences the day of a student activity or the day after a midweek activity may still result in loss of privilege for the next scheduled activity unless the absence is prearranged. Pre-arranging absences by asking in advance for work is vital to academic success. 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, pick up a form in the attendance office no later than the day prior to the absence.
2. Obtain a teacher's signature and homework for each affected period. On the form, each teacher will specify the due date for the work. Students that do not finish 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.

### **TRUANCY**

If a student is marked absent from a class and has not checked out through the attendance office, the absence will automatically be classified as an "unexcused" absence and will be treated initially as truancy. A student does not have to leave the school grounds to be considered truant from class. All truancy is subject to disciplinary action. Students who leave the school grounds to eat lunch are expected to return to afternoon classes. Students with parent/guardian permission are responsible for checking out through the office if they are not returning to classes after lunch. Failure to follow this procedure will cause the absence to be unexcused and may result in serious disciplinary action.

### **TARDINESS**

Unexcused tardiness to a class will result in disciplinary action being taken by the teacher and/or school. This action may include detention, parent/guardian conference, 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. Students that earn 3 tardies within a one week period will be required to meet with administration. For students that earn more than 3 tardies in a one week period, administration will contact parents and continued tardiness may lead to further discipline such as lunch or after school detention. We will use progressive discipline from there as necessary to correct student tardy behavior.

### **LHS/DMS ATTENDANCE COMMITTEE**

A student may miss no more than eight (8) unexcused one-half day absences in any four week period, exclusive of school activity absences (ORS 339.065). On the eighth unexcused absence of the quarter, the student's parents may be notified by letter that they must attend a mandatory attendance committee hearing. The committee may include administration, the truancy officer, counselor, and Lake County Juvenile Department. Students with excessive tardies may also be referred to the attendance committee. At the hearing the parents and the committee will work together to develop an attendance plan for the student which will include:

1. An attendance contract for the student for the remainder of the semester.
2. The requirement that the student only be absent for reasons outlined in ORS 339.065- "An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." All such absences will be excused in writing by the parent/guardian.
3. Failure to abide by the contract may result in issuance of a truancy citation.

#### **AUTOMATIC DROP**

After ten days of consecutive absence from school, a student will be automatically dropped for non-attendance unless the parent/guardian makes satisfactory arrangements for the absence.

Any student 16 years of age or older who has been automatically dropped may not be allowed to re-enroll at Lakeview High School until the following semester. After consideration of the length of absence and the academic standing, students who do re-enroll may not earn credit for the semester and may be placed in an alternative placement.

Prior to initiating an automatic drop on a student, LHS/DMS will mail a letter to the address on file with the office. If the student has a phone number on the directory information card, an attempt will also be made to contact the student and/or parent/guardian by phone before the student is dropped.

### **Academics**

#### **NEW STUDENT ORIENTATION**

New students checking in throughout the school year will have an orientation opportunity, meet staff, and tour the school. They will meet the building administrators and counselors. An LHS student council member will escort new students to their classes and introduce them to their teachers.

#### **REPORT CARDS/GRADES/CREDITS**

Daly Middle School and Lakeview High School students and parents have access to view grades online throughout the entire year, using the school's website. Report cards will be available at conference 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, notices will be sent out to parents/guardians of students who are doing failing work. Parents/guardians who receive these notices should schedule appointments to discuss their children's grades with individual teachers. Parents/guardians who do not receive report cards are encouraged to contact the counseling center. All teacher aides, office aides, library aides, peer tutors, work program, and service-learning students will receive pass/fail grades. A Pass grade does not carry the same weight as an academic grade and may affect the cumulative GPA.

A grading system of A-B-C-D-F-P (Pass/Fail) is used to indicate academic achievement. The following grading scale is utilized by all teachers:

A	93%-100%	C+	77%-79%	D-	60%-62%
A-	90%-92%	C	73%-76%	F	Below 60%
B+	87%-89%	C-	70%-72%		
B	83%-86%	D+	67%-69%	Pass	70% or higher
B-	80%-82%	D	63%-66%	Fail	Below 70%

No credit is granted for an F grade. No A+ grades will be given. An incomplete (I) is issued only when extenuating circumstances, such as prolonged illness, exist. A student has ten school days to complete the course unless the time is extended by the administrator and teacher. Work not completed at the end of the two-week period will be given a zero. All grade changes must be approved by the principal.

Lakeview High School is on a semester system; all classes are either one-half or a full year. One-half unit of credit is granted and recorded on the student's transcript for each semester successfully completed at LHS. Students who transfer in from a school which grants one-fourth unit will be given credit for every one-fourth completed. The Daly Middle School is on a quarterly grading system, but scheduled on a semester system.

#### **ADDING AND DROPPING COURSES**

Schedule changes are expected to take place within the first 3 school days of a new semester. To add or drop a class, you must obtain an Add/Drop form from the counselor and have both the instructor(s) and your parent or guardian sign the form. Any Add/Drop must be approved by an administrator or their designee. Any schedule changes between the fourth and tenth day of the semester will result in the student receiving a grade of "W" ("withdrawn" this doesn't affect a student's GPA) for the dropped course unless an administrator agrees to waive the "W". All schedule changes after 10 school days **will** result in the student receiving a grade of "F" for the dropped course unless the administration determines that there is a legitimate need to change the student's schedule. In all cases, students will be expected to maintain a schedule that includes 7 periods.

#### **CHALLENGING A CLASS**

1. An LHS student may challenge a given course only once. The test and/or work samples will be a comprehensive examination covering the class curriculum.

Students must pass the test and/or work samples with a score of 80% or higher. Students passing with 80% or higher will receive a course grade equal to that of the challenge test grade. Students who fail to receive a score of 80% will have to take the course.

2. Students wishing to challenge a course must apply in writing to the counselor and the teacher prior to the end of the year before they wish to take the test. All such applications must be approved by the teacher, counselor and the principal.

3. All challenge tests must be taken before the student would ordinarily have to take the class being challenged. Full year classes would have to be challenged at the end of the school year previous to taking the class (or just prior to the start of the school year). Semester classes would have to be challenged during the semester previous to the class.
4. The teacher whose class is being challenged will provide the student with their syllabus/course outline and a copy of the textbook used in the class.

#### **LATE ENROLLMENT**

All students are expected to be enrolled and in attendance from the first day of the semester. Course curriculum plans are developed with the expectation that all classwork and homework is assigned from the first day. Thus, any student who is not in regular attendance from the beginning is under a definite handicap. Faculty members will assist students when late entrance is unavoidable. Students under 18 years of age must be enrolled in school; if they enroll later than fifteen (15) days after the beginning of the semester, they may not earn semester credits unless they are transferring from another school.

#### **EARLY FINALS**

It is the expectation of Lake County Schools that all students finish the school year and take their finals during the normally scheduled time. Students that cannot be here for finals will have their finals delivered to the office by their teachers when they check out of school for the summer. Students will need to make arrangements with the administration to come in over the summer and complete their finals. They will receive an I (incomplete) until the finals are graded and entered. On rare occasions, the administration may allow students to arrange to take finals early.

#### **EARLY WITHDRAWAL**

Students withdrawing from school at any time prior to the end of the semester will receive withdrawal grades only and will not earn semester credits unless they transfer to another school, enroll, and are issued credits by that school. The staff will consider individual situations and needs concerning absences during the last days of a semester. Students withdrawing early need to do the following:

1. Obtain a check-out sheet from the office and complete it properly.
2. Return all textbooks.
3. Pay fines.
4. After obtaining all necessary signatures, return the completed form to the office. The office will provide a copy of this form to be taken to the new school. Students/parents are to immediately inform the office of any address changes.

#### **ALTERNATIVE EDUCATION NOTICE**

It is the policy of the Lake County School District 7 board to give notice of, to provide for, and to approve (by contract with public or private programs) appropriate and accessible individualized alternative credit-earning programs of instruction and counseling as required by Oregon Statutes and Administrative Rules. Placement in an alternative program requires principal and counselor approval. The primary objective of these individualized programs shall be to enable students to return to a regular diploma track.

If that is not feasible, then a secondary objective is to retain a student in some form of alternative program which has district-identified goals for the attainment of some secondary form of diploma (e.g. modified diploma, certificate of attendance, Graduation Equivalency Diploma (GED), or other similar document). Through this policy, it is the intent of the board to maintain learning situations which are flexible with regard to environment, time, structure, and staff.

#### **ASSIGNMENT REQUESTS**

Students are expected to make up all work missed due to all absences; teachers may develop alternate assignments. Students are to request make-up work and assignments on the same day they return to school. Assignments must be made up within a reasonable amount of time as determined by the teacher. Failure to make up all work missed could affect the student's grades. Students may contact teachers about missed work while absent and arrange makeup work. Students must follow additional requirements as stated in each class syllabus.

#### **HOMEWORK**

Homework is a natural extension of the classroom instructional program which should be related to the school's instructional goals and objectives. Homework assignments should be a regular part of the instructional program for students. Students are expected to complete all assignments necessary to satisfy course requirements. Well planned homework assignments can and should enhance the instructional program.

#### **MEDICAL POLICY FOR CLASSROOM PARTICIPATION**

When a physician restricts or limits a student's participation in class activities for treatment of an injury or illness, the teacher shall not allow the student to participate further until a doctor has issued a written release approving participation. All doctor's notes will be kept in students' permanent files in the office. The classroom teacher/coach will receive a copy.

#### **SEXUALITY EDUCATION**

State regulations require school districts that teach sex education to give parents/guardians an opportunity to review course materials. Parents/guardians will receive written notice prior to the presentation of any classroom materials related to sexuality education. Parents/guardians may submit written objections to their children's participation in the unit or section of the course that deals with sex education.

#### **CHEATING/PLAGIARISM**

Students should be proud of what they accomplish through honest effort. Academic integrity and responsibility are expected of students. Therefore, cheating at any level is irresponsible and will not be condoned. Students caught cheating will receive a zero on that assignment/test; parents/guardians will be notified. Continued cheating will result in further discipline. Plagiarism is defined as the act of taking (copying) someone else's work/idea and passing it off as one's own creation. Students who plagiarize will receive zeroes on those assignments; parents/guardians will be notified.

#### **CO-CURRICULAR ACTIVITIES**

Annual, band, choir, leadership, AVID, and FFA are curriculum choices at Lakeview High School. The primary lessons of these classes occur during the school day with some activities occurring outside the school day. Student participation in these activities will be subject to OSAA and school district eligibility requirements as it applies to the activity (class required vs enrichment activities). Some

activities are part of the class grade. Attendance and participation may be required by the teacher as specified in the class syllabus.

### **DMS CLASS OFFERINGS**

Seventh and eighth grade students will be required to take PE along with five core subjects: math, English, science, health and social studies. Students will also select from elective classes to be determined by staffing.

## **Graduation Requirements/Diploma Options**

### **GRADUATION REQUIREMENTS AND PROCEDURES**

Oregon Administrative Rules require high school programs to award diplomas to all students who fulfill all state requirements (OAR 581-022-1130). Under the same ruling, schools may award an alternative document to a student who has met some but not all of the graduation requirements. Schools shall also grant credit for work satisfactorily completed in any district school, including alternative education, if the student fulfills defined criteria. For the 2021-2022 cohort specific guidelines have been applied by ODE pertaining to graduation requirements. For specific guidance on the changes speak with the school counselor.

A **diploma** will be awarded to each student who has satisfactorily completed all state and local requirements for units of credit, demonstrated proficiency, and attendance.

### **DIPLOMA REQUIREMENTS**

To graduate with a regular diploma, students must complete the following requirements:

1. **Attendance-** Eight semesters (four years) are required. (For exception, see Early Graduation policy)
2. **Academic-** Lakeview High School publishes a descriptive list of all academic course offerings in a separate publication, the course catalog. Students must consult with the counselor regarding the availability and policies of online courses. Copies can be obtained in the counseling office. This catalog is designed to guide and assist students and parents/guardians in selecting the best courses for the students.
3. **Career Education-** In order to graduate each student will develop an education plan and profile, demonstrate extended application through work samples, demonstrate career-related knowledge and skills, and participate in career-related learning experiences outlined in their education plan. Students will complete these requirements in the College and Career Readiness/Personal Finance class. The purpose of College and Career Readiness/Personal Finance is to expose and acquaint students with information and techniques for financial survival after high school; this includes researching career and college opportunities. Students will work on furthering their career education so they will have basic interviewing and application skills in order to be ready for the workforce. Students will develop skills that will make them able to be fiscally responsible when making post-high school educational decisions, purchasing a home and car, opening a checking account, and making purchases as consumers.
4. **Credits-** A total of 24 units of credit must be earned to graduate; 19.5 required credits and 4.5

elective credits. The following is a list of requirements. Below is a typical progression:

<u>freshman</u>	<u>sophomore</u>	<u>junior</u>	<u>senior</u>
English 9	English 10	English 11	English 12
health 9*	biology	U.S History	government*
physical science	world history	health 11*	economics*
physical ed*	math	physical ed*	Car. Ed./Per. F.
math	math	math	science

\*semester class

Note: Requirements are subject to change to be in accordance with state law.

The following is a list of the total credits that must be earned in high school.

a. Language Arts	4
b. Mathematics	3
c. Science	3
d. U.S. History	1
e. World History	1
f. Government	0.5
g. Health	1
h. Physical Education	1
i. Economics	0.5
j. Professional Technical Education/Fine Arts/ Applied Arts/Foreign Language	3 (this includes, but is not limited to, courses such as welding, art, culinary, band, choir, or foreign language)
k. Technology	0.5 (this includes, but is not limited to, courses such as keyboarding, computer applications, word processing, information and technology, game design, digital, photography, drafting, or annual)
k. College and Career Readiness/Personal Finance	1
l. Electives	4.5
<b>Total Credits</b>	<b>24</b>

Notes:

\*A student must complete three years of mathematics and four years of English while in grades 9 through 12. High school courses taken in middle school do not count toward graduation requirements.

\*\*Exact class offerings can be found in the course catalog.

5. **Demonstrate Proficiency-** Students must demonstrate proficiency in reading, writing, and applying mathematics. Proficiency must be demonstrated by one of the following:

a. Meeting or exceeding the state standard on the Oregon Statewide Assessment



- b. Student work samples that adhere to state guidelines regarding grading and administration
- c. Other standardized tests (SAT, ACT, NCRC etc.) approved by the district.

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

Students who wish to appeal a work sample must make the appeal in writing to the principal. Appeals will be heard by a committee made up of administration, the testing coordinator, counselor and teacher(s) not involved in the initial scoring of the work sample.

### **EARLY GRADUATION REQUIREMENTS**

**Early planning:** Students should file a plan with the building principal for early graduation by June 15 of the year prior to their proposed “senior” (final) year in school. This plan should involve the student, parents/guardians, counselor, and administration.

**Unit requirement:** Students will be required to complete the regular graduation requirements, but this may be accomplished by attending summer sessions or by other course work as permitted by the accepted plan for early graduation on the basis of one high school unit per six college quarter hours.

**Final decision:** The counselor and administrator have the option to reject any plan for early graduation even if the plan meets the criteria established. It is the intent of the early graduation policy to allow students to move to another level of education—academic, business, technical—when such movement seems beneficial.

**Follow-up:** Applicants will be screened carefully prior to qualifying for early graduation. The agreement between school and student shall include provisions for completing the regular program should the student be unsuccessful or unwilling to pursue the early graduation program as planned. In each case, the student will need to complete the unit requirements at Lakeview High School or some alternative and approved requirements.

**Senior/school activities:** Students who complete their graduation requirements prior to their scheduled graduation date and do not attend school in their eighth semester are finished with high school.

All early graduates from LHS and alternative education programs will follow these guidelines:

1. May attend the following school activities on campus with a prior written request from student and with administrative approval
  - a. Senior Mother’s Luncheon
  - b. Senior Awards
  - c. Father’s Breakfast
  - d. The mandatory graduation practice
  - e. Community service group luncheons and brunches
2. May not attend the following activities
  - a. Senior picnic
  - b. Prom, unless invited by a current LHS student and an approved guest pass is on file
3. Attending Baccalaureate is optional for all students

## HONORS DIPLOMA

**Honors diploma** will be awarded to all students who demonstrate excellence in the classroom, contribute to their community, and complete honors diploma requirements. All requirements must be completed in grades 9-12. The requirements are as follows:

1. **Attendance:** Eight semesters (four years) are required. (For exceptions, see early graduation.)
2. **Minimum performance requirements:** Students must attain semester grades of C's (73%) or better in all courses (beginning with 2023 cohort). Students must meet all required state high school benchmarks including testing and work samples.
3. **Credits:** Twenty six (26) total credits are required to graduate with an honors diploma.
4. **Community service:** Students will complete 65 hours of community service. This activity must be a volunteer service for which credit and/or pay are not earned. The 65-hour community service requirement plan is to be pre-approved by a committee made up of the principal, the counselor, and a designated teacher. The student is responsible for keeping a log of activities, recording the time spent on each activity, and submitting the log with a verification signature from the project supervisor. Community service needs to be completed by February 15 (if this date falls on the weekend, the application is due the Friday before) prior to graduation.
5. **Requirements which exceed the regular diploma requirements:**
  - a. Language arts                               4    Must include honors English
  - b. Mathematics                                 4    Must include a 4 year progression of courses, Algebra I or higher.
  - c. Science                                       4    (Three years of sports medicine or four years of agriculture science-based courses can be substituted for one year of science. Other science related classes may be considered by the honors diploma committee.)
  - d. College credit                               9    Can include dual credit
  - e. Foreign language                           2    Credits must be a progression of the same language
  - f. Technology                                 0.5 May include courses such as, but not limited to, word processing, computer applications, or annual
  - g. AP courses                                 Must enroll into the AP option of current required courses (for 25-26 cohort)

### **Application process:**

All applications for an honors diploma must be turned in by February 15 (if this date falls on the weekend, the application is due the Friday before) prior to graduation. An honors diploma committee made up of the principal, counselor and one teacher will determine who is awarded an honors diploma. The honors diploma committee will also determine which classes will meet the honors diploma requirements. Each student's application will be reviewed for its academic excellence.

## **MODIFIED DIPLOMA**

A modified diploma will only be awarded to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. Students must meet the following criteria:

1. Have a documented history of an inability to meet grade level achievement due to significant learning and instructional barriers **OR**
2. Have a documented history of a medical condition that creates a barrier for achievement.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

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

- a. Three credits in English;
- b. Two credits in mathematics;
- c. Two credits in science;
- d. Two credits in social sciences;
- e. One credit in health education;
- f. One credit in physical education; and
- g. One credit in career technology, the arts or a second language.

**Essential Skills:** Students receiving a modified diploma must also demonstrate proficiency in the Essential Skills. The school district may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

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

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

## **EXTENDED DIPLOMA**

An extended diploma will be awarded to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must be on a current IEP, and must complete 12 credits, only 6 of which may be completed in a special education room, must have a documented of inability to perform at grade level, have a documented medical condition that

creates a barrier to achievement, participated in alternative assessment beginning no later than the sixth grade and lasting through at least two testing cycles, or have a serious illness or injury which prevents the student from grade level achievement.

#### **ALTERNATIVE CERTIFICATE**

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, modified diploma or extended diploma if the students meet minimum credit requirements established by a multidisciplinary team for that student. Alternative certificates will be awarded based on individual student needs and achievement.

#### **ADVANCED DIPLOMA**

The Advanced Diploma Program offers students the opportunity to make college a reality, rather than a dream. The program partners with Klamath Community College to provide a bridge of support between high school and the early college experience. It helps students experience a smoother transition into college and increase their chances for success. The district will pay the costs of tuition, fees, and textbooks for 36 credits. Students will receive support from the high school counselor and a KCC academic advisor. Seniors will receive information on application towards the Advanced Diploma program throughout the school year.

#### **SELECTION OF VALEDICTORIAN/SALUTATORIAN**

The honor of valedictorian and salutatorian shall be based upon the accumulated GPA of the first seven semesters of high school. An Honors Diploma will be required for valedictorian/salutatorian. The student with the highest grade point average\* will be named valedictorian, and the student with the second highest grade point average will be named salutatorian. These two honors will be announced by the administrator during the month of February.

\* Grade point average is the numerical average of the semester grades received in all classes attempted in high school calculated to the thousandths place. Letter grades are converted to numerical values as indicated:

A	4.00	C+	2.3	D-	0.7
A-	3.7	C	2.00	F	0.00
B+	3.3	C-	1.7	P	Pass/Fail courses could potentially limit your GPA strength
B	3.00	D+	1.3		
B-	2.7	D	1.00		

In order to be eligible for either valedictorian or salutatorian, a student must complete at least two semesters immediately prior to graduation day at Lakeview. Students who graduate early will not be eligible for either the valedictorian or salutatorian award. In the event of a tie, co-valedictorians or co-salutatorians will be appointed.

#### **GRADUATION CEREMONY ELIGIBILITY**

Participation in the graduation ceremony is not a requirement. It is a privilege afforded students who have attended the equivalent of twelve years of schooling and who are in good standing with the school. A student who is not in good standing with school district policy, procedures, and/or

behavior standards, may, at any time, be denied the privilege of participating in the commencement exercises.

In order to participate in the graduation ceremony, students are expected to have completed 21 ½ credits by the end of their seventh semester. (exception: Early Graduation Procedure) If students need more than three and ½ credits to graduate at the end of the seventh semester, they will need administrative approval for any alternative method to make up the missing credits to be eligible to participate in the ceremony. All 24 credits must be completed by the end of the eighth semester along with all essential skill requirements in order to participate in the graduation ceremony. Foreign exchange students may be eligible to receive an honorary diploma, and go through the ceremony, provided that they have the administration's approval and have met the appropriate requirements.

### **GRADUATION SPEECHES**

All speeches must be reviewed and approved by an administrator prior to the graduation ceremony. If designated valedictorians/salutatorians/senior class officers violate board policy, administrative regulations, or school rules (which include the activity/athletic participation rules), their titles and privileges may be revoked.

## **Activities/Athletics**

### **STUDENT ACTIVITY/ATHLETIC PARTICIPATION PHILOSOPHY**

The school board's goal is to create and support an activity/athletic program for all students who wish to participate. They view all programs, regardless of level, as extensions of academic programs. Therefore, participating is a privilege contingent upon meeting academic and behavior expectations. As such, all students participating in school activities are responsible for all of their class work when there is an absence due to scheduled school activities. Foreseeable absences due to any school activity must be prepared for in advance by requesting work and preparing for upcoming assessments. This is vital to academic success.

We expect all advisers and coaches to behave in a professional manner on and off the playing field; they are models to the students with whom they work. We expect our staff members to treat their students with respect and to be respectful and fair in their relationships with those students. At all times, we expect advisers and coaches to provide hard work and discipline as well as encouragement and support to their students.

We expect parents and other community members to act and behave in the same manner as our staff members. Parents must support and reinforce this philosophy at home. All stakeholders must be united in these beliefs to ensure the success of all our programs.

Changing from one sport to another during the season shall be done only with approval of both head coaches. The approval of the coach of the sport the athlete is dropping will be obtained first. The athletic/activity director shall be notified of any changes.

Students should not be expected to practice with two levels (two separate practice sessions) on one day (e.g., JV and Varsity football). Students are entitled to a five school-day practice break between sport seasons. Students may waive this break.

If high school athletes in a current sport are participating in athletics which are not school-sponsored, their practice and game priority shall be with the high school program unless previously approved by high school administration. (i.e., If an out-of-school practice/game is scheduled and it conflicts with a high school practice/game, the athlete's first priority shall be the high school activity.) This is at the discretion of the individual coach and players must provide proof of enrollment for excused absences.

All athletes must follow the medical and legal policies, training rules, codes of behavior, participation rules, sportsmanship guidelines, and other policies listed in this handbook.

### CODE OF BEHAVIOR

1. Students involved in school activities should strive to maintain high standards in dress and grooming, attitude, discipline and sportsmanship
2. Each student involved in school activities is expected to regularly and promptly attend all team/activity practices and events. If students involved in school activities know in advance that they are going to be late or absent from a practice or event, they will personally notify the coach/advisor well in advance. Sending messages by another student will not suffice. Failure to notify the coach/advisor may result in suspension from the activity.
3. If there is an athletic/academic conflict, it will be the responsibility of the student to work with both coaches/advisors to settle the issue. If that is not possible, the athletic director/administrator will work with the coaches/advisors for the best possible solution.
4. All students involved in school activities will comply with the existing school policy on dress during the regular school day. Students should exceed the school dress code while representing their teams/activities on out-of-town contests.
5. Students involved in school activities may be released by the coach/advisor only to parents/guardians or, with signed administrative pre-approval, to a designee of the parents/guardians.
6. Students are to use language appropriate for the classroom at all times before, during and after every event, including during transportation.
7. There will be zero tolerance for athletes involved in the harassment of others including on and off campus, or with the use of electronic devices. Consequences may include suspension of a contest or up to removal for the season. (see pg. 23 of the LHS Student Handbook and Board Policy JFCFA/GBNAA).
8. Any student fighting or involved in a fight during the course of an athletic event and/or ejected from an athletic event will be suspended for the next contest.
9. **Taunting**—any student involved in taunting, which is any behavior intended or designed to embarrass, ridicule or demean athletic competitors at any interscholastic event, will be immediately removed from that event and the next athletic contest.
10. Students involved in school activities should refrain from posting negative comments towards opponents, teammates, coaches, officials, etc., on social media sites. Refusal to remove derogatory posts may result in disciplinary action.
11. Any student involved in school activities who violates any of these rules is subject to a penalty prescribed by the coach/advisor.

### PARTICIPATION RULES

Participation rules apply to all students involved in school athletics/activities throughout their entire LHS/DMS enrollment. Lakeview School District #7 personnel will work closely with local law enforcement officials in an effort to identify violations of participation rules. It is the responsibility

of parents/guardians and students to report violations of eligibility and participation rules to district officials during the season, off-season and summer vacation. A parental/school partnership begins when students and parents sign the participation rules form prior to involvement in activities/athletics. **By signing the participation rules form, both parents and students commit themselves to the rules and consequences of the participation policy.** It is the intent of this policy that disciplinary consequences be timely and fair with violations and consequences during the same school year. Except for expulsions, disciplinary actions do not follow students from Daly Middle School to the Lakeview High School; once in the high school infractions may follow students year to year.

The following rules and code of behavior must be observed by all students involved in school athletics/activities:

1. shall not use or have in possession alcoholic beverages, tobacco, illegal drugs, hallucinogenic compounds, e-cigarettes, vaping devices, nicotine gum and/or controlled substances at any time
2. shall not commit or engage in any criminal act including misdemeanors and felonies at any time
3. shall display good citizenship and appropriate behavior, both in and out of the classroom, at all times
4. shall not participate in, or display, any form of sexual misconduct at any time
5. refer to page 11 (drugs and alcohol) concerning expulsions

### CONSEQUENCES

**First violation:** The first time students involved in any sport/activity are found in violation of the participation rules, at any time, the following will take place:

1. **Students will be immediately removed from participation in interscholastic sports/activities/clubs for 30 school days.** During suspensions from sports/activities, students will be excluded from all school activities (e.g. assemblies, class activities, field trips, dances, etc.). Sports practice and club meeting attendance will be required if the student intends to participate at the end of the suspension.

Any student who cooperates when questioned by the principal or dean of students will be removed from participation for a period of 10 school days once competition has begun. The 10-day suspension will be for competition only. Students who are unwilling to fully cooperate will serve the full 30-day suspension for competition and school activities. At the coach's discretion, athletes suspended for violations of the participation rules may be allowed to be present on the team bench in street clothes for home contests. Suspended students will not be permitted to travel with the team to away contests during the period of suspension.

First violations that occur while representing the team or activity (at practice, at games, on the bus, etc.) shall not be eligible for the 10-day suspension; the full 30 day suspension must be served.

2. The intent of this policy is to encourage and reward student honesty, and to recognize that students sometimes make bad decisions. First violation consequence allows for students to

return to activity, while the second and third violation consequences are far more severe.

3. For a first violation, students will be on probation for a minimum of 365 days from the date of the violation. Students who are cooperative and agree to the contest reduction will be required to sign a contract that will include additional eligibility requirements during the one-year probationary period (i.e.-curfew, minor in attendance, attendance, school behavior, etc).

All of the above consequences must be completed and/or ongoing before students may participate in the next activity/sport. During any period of restriction, the participant must abide by the Participation Rules to avoid further penalty.

**Second violation:** If a second violation occurs at any time during the student's high school career (or middle school career), they will be removed from all activities/athletics for one calendar year (365 days) from the date of the second violation. At that time, students must state whether or not they are going to participate in the following sport season. However, upon the requests of students to head coaches/advisers of restricted sports/activities, the athletic director and the administrator may consider and develop an Athletic Plan of Participation for students who are affected by this rule. Students who request an Athletic Plan of Participation will be suspended from activities/athletics for 45 school days. Plans of Participation must be approved by the superintendent who will then take the plan before the board of directors for consideration; it will take effect at the end of the 45 school-day suspensions. The Plan of Participation will be a minimum of 365 days from the date of the violation.

A second violation that occurs during the 365 day probationary period of a first violation will eliminate the student for consideration for a plan of participation and the full 365 day suspension will be served.

**Third violation:** If a third violation occurs at any time in the student's high school career (or middle school career), the student will be removed from all activities/athletics for the remainder of his/her high school enrollment. Suspended students must have administrative approval to attend school activities (eg-dances, games, school activities, etc.)

**Due process: For all violations of the participation rules, due process procedures and rights as identified in this handbook under the heading of Suspension Procedures shall apply.**

#### **HOME SCHOOL AND ASSOCIATE SCHOOLS STUDENT PARTICIPATION**

Home school students and associate school students are eligible to participate in interscholastic activities sponsored by Daly Middle School and Lakeview High School per OSAA guidelines. Those students participating shall reside within the attendance boundaries of Lakeview School District #7 and shall follow these requirements: (Refer to OAR 581-021-0033 and ORS 339.460.)

1. The student shall be in compliance with all rules governing home schooling and shall provide the school administration with acceptable documentation of compliance.
2. The student shall meet all school district eligibility requirements with the exception of the school district's attendance requirements and the OSAA class requirements.
3. Homeschool students shall achieve a minimum score (23rd percentile) on the achievement test required annually of all home-schooled students, which shall be taken at the end of each year and which shall be used to determine eligibility for the following year.



## ELIGIBILITY GUIDELINES

Students participating in any school-sponsored activity must meet the minimum eligibility standards established by the Oregon School Activities Association, be in regular attendance, have passed six classes the previous and current semester, and obey participation rules as outlined below. Students on an Individualized Education Plan (IEP) will be considered on an individual basis. Modifications may be made in the eligibility requirements to ensure students on individualized programs have the same opportunities.

School sponsored activities include all sports, cheer, team helpers, statisticians, managers, student body officers, individuals when representing the school, class officers, honor society, other clubs, and the extra-curricular aspects of annual, band, choir, and FFA.

The Lake County School District #7 board of directors feels that Lakeview student athletic/activity participants are capable of and should be expected to achieve high academic standards. Therefore, **the following standards must be met by each student participating in a school-sponsored extracurricular activity:**

### Lakeview High School

1. Currently enrolled in and passing six subjects; 80% or better attendance by period

Grades will be checked every 4½ weeks or at the coach's discretion. This will determine whether a plan of assistance is an option for continued eligibility.

2. Passed six subjects the previous semester; 80% or better attendance by period

Ineligible students may not participate for the entire subsequent semester unless on a plan of assistance.

The OSAA requires that student athletes be making satisfactory progress toward graduation. In order to be eligible, a student must have earned the following required credits: Prior to grade 10 a student must have earned 4.5 credits, prior to grade 11 a student must have earned 10.5 credits, and prior to grade 12 a student must have earned 17.5 credits.

The **day before/day of** rule: To participate in or to attend any school-sponsored activity, game, or practice, a student must be present in school the entire day of the activity or all day Friday for a Saturday activity unless there is a pre-arranged absence approved by an administrator or an emergency where the absence is excused by administration. (see pre-arranged absences, page 15)

The **day after** rule: Students will be in school **the entire day** following a mid-week event, unless pre-arranged by an administrator or an emergency where the absence is excused by administration. A partial or full day absence the day following a mid-week event will result in loss of the next full game or activity including both participation and travel with the team to the event. Athletic violations will result in an athletic consequence. Activity violations will result in an activity consequence.

See the chart for athletic and activity trips that return late at night and requirements for school the following day:

Arrival time at school	Expected student attendance at school
anytime before 12:00am	all day including 0 period / 1 <sup>st</sup> period
between 12:00am and 1:00am	may choose to arrive after 0 period
between 1:00am and 2:00am	may choose to arrive after 1 <sup>st</sup> period

LHS students may go to summer school to make up credits. Made-up credits must be on LHS's records before those students are eligible to participate in fall sports.

Students who are ineligible are not allowed to participate in any extracurricular activities except those that are part of class grade requirements. Ineligible students should not dress for events or travel with the groups during this time. Participation in practice is at the administration/coach/adviser's discretion. Students serving a disciplinary suspension will not be allowed to participate in practice or an event during the time of the in-school or out-of-school suspension.

#### ACADEMIC PLAN OF ASSISTANCE

Students who fail to meet the Lakeview High School eligibility guidelines at any of the 4½ week grade checks may be eligible for an academic plan of assistance. The student must continue to meet the OSAA guidelines of passing a minimum of five classes at this time. The student-athlete, parents, guardians, administrator, teachers, and coaches may all be involved with creating the academic plan of assistance. Grades will be monitored in accordance with the plan. The student-athlete will be placed on academic probation for the next 4½ week block during which the student-athlete will work to earn academic eligibility. During the probationary period the student-athlete may be eligible to still practice and compete with their team. If, at the end of the next 4½ week block, the student-athlete has not reached academic eligibility again then they will not be eligible to participate for 4½ weeks, even if a different sports season has begun.

**Daly Middle School:** DMS student's grades will be checked at the end of each quarter. Students not passing 6 classes will be ineligible for the next quarter unless on a plan of assistance. Seventh grade fourth quarter grades determine eighth grade first quarter eligibility.

**Adel/Plush students:** County school students are eligible to participate in interscholastic activities sponsored by Daly Middle School and Lakeview High School. Those students participating shall meet all Lake County School District #7 eligibility requirements and observe all participation rules.

#### DESCRIPTION OF LHS ACTIVITIES

##### ASSOCIATED STUDENT BODY (ASB) AND STUDENT COUNCIL:

The student council is responsible for student activities and is expected to deal with student concerns, assist in promoting activities, and coordinate student events. Composed of elected Associated Student Body officers and officers of the freshmen, sophomore, junior, and senior classes, this group has the responsibility to transact ASB business matters and to bring before the ASB all major decisions regarding by-laws, constitution, and changes in traditions. Any and all students and/or parents/guardians are welcome to attend student council meetings. Any violation

of the participation rules may lead to dismissal of the student from ASB/student council.

**CLUBS AND ORGANIZATIONS:**

Clubs and organizations are a valuable part of high school life and can be a rewarding experience for participants. Membership is open to all interested and/or eligible students. The following activities/clubs are recognized by the student council:

**FFA:** FFA is open to any student enrolled in agriculture classes and involved in a class project.

**LAKEVIEW HONOR SOCIETY:** Membership in the Lakeview Chapter of Honor Society is one of the highest honors a student may attain. Lakeview Honor Society membership is based on the following criteria:

- membership:** limited to sophomores, juniors, and seniors
- scholarship:** 3.65 cumulative grade point average
- service:** willingness to render service to school and community willingness to do committee or staff work; readiness to show courtesy by assisting visitors, teachers, and students
- leadership:** demonstration of leadership in classroom or organization work; demonstration of leadership in promoting school activities; success in holding school offices or positions of responsibility; exemplification of positive qualities and standards
- character:** meets commitments and responsibilities to the school promptly; demonstrates highest standards of honesty and reliability; cooperates with school regulations; demonstrates concern for others

Sophomores and juniors with a GPA of 3.65 or higher will be invited to apply after the first semester. The application includes a short essay regarding the student's academic achievements, extra-curricular activities, leadership experience, community service, and character.-Students not selected for membership may consult with the honor society advisor as to specific reasons and may reapply during the following selection period. Any violation of the participation rules may lead to dismissal of the student from honor society.

**GSA:** The Gay-Straight Alliance Club, founded in 2023, is open to all Lakeview High School and Daly Middle School students in good academic and behavioral standing.

The purpose of the GSA is to:

- a) define parameters for expectations and responsibilities of GSA members;
  - b) outline procedures for GSA actions and activities.
2. The purpose and function of the GSA shall be:
- a) to serve the school with an earnest commitment and dedication to better the social environment of Lakeview High School and Daly Middle School by providing a safe space for its students regardless of sexual orientation and gender identity;
  - b) to encourage acceptance and support within the student body;
  - c) to coordinate and direct, in accordance with the administration and staff of Lakeview High School and student government, social and extracurricular activities;

d) to foster student leadership and allyship within the school and community.

### **NEW CLUBS/ORGANIZATIONS**

If a group of students is interested in starting a club or organization within the school, the following information should be submitted in writing to the student council per School Board policy IGDA:

1. goals and purpose
2. activities
3. organizational and operational structure
4. name of advisor
5. membership qualifications or procedures

Approval to start the club must be granted by both the student council and administrator. All applications must be approved by the school board. Within one month after approval, a copy of the club's constitution and by-laws must be submitted to the student council and administrator for approval. Clubs which have become inactive may be reactivated and recognized by submitting a written request which includes the five points above to the student council.

### **SCHEDULING ACTIVITIES**

All school groups (classes, clubs, etc.) must schedule activities as follows:

1. Submit a non-athletic activity request form to the student council and the administration for approval.
2. After approval, schedule activities through the athletic director/activities director no less than one full week in advance. It is advisable to submit the request much further in advance to assure approval and requested transportation.

### **TRAVEL IN PRIVATE VEHICLES**

All participants must ride the district provided transportation with the advisor/coach when going to contests, field trips, and athletic contests. With prior arrangements by parents/guardians, administrators may approve the release of their children to an adult 21 and over or to a sibling for travel to or from an activity, provided that the administrator/athletic director pre-approves the release in writing and notifies the coach/adviser of the release approval. **For return trips home without pre-approval, the coach/adviser may release students ONLY to the students' own parents/guardians.** Students are also permitted to ride with their coach/adviser with parental approval.

### **SPORTSMANSHIP PHILOSOPHY**

**SHOW RESPECT FOR THE OPPONENT AT ALL TIMES:** The opponent should be treated as a guest, greeted cordially upon arriving, given the best accommodations, and accorded the tolerance, honesty, and generosity all human beings deserve.

**SHOW RESPECT FOR THE OFFICIALS AT ALL TIMES:** The officials should be recognized as impartial arbitrators who are trained to do their jobs and who can be expected to do them to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.

**NEGATIVE OR DEROGATORY CHEERS WILL NOT BE TOLERATED:** Cheers such as "air ball", "it's all over" and other cheers demeaning our opponents will not be allowed.

**KNOW, UNDERSTAND, AND APPRECIATE THE RULES OF THE CONTEST:** It is essential to be familiar with the current rules of the game and to recognize their necessity for a fair contest. Good

sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

**MAINTAIN SELF-CONTROL AT ALL TIMES:** A prerequisite of good sportsmanship requires understanding one's own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

**RECOGNITION AND APPRECIATION SKILL IN PERFORMANCE REGARDLESS OF AFFILIATION:** Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as teasing. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

### **MEDICAL AND LEGAL POLICIES**

1. All athletes must have met the following requirements prior to their first practice in any given authorized sport: A current physical must be on file in either the athletic trainer's office. All students must have a physical at the seventh, ninth, and eleventh grade levels (or every two years). Students new to District #7 or those who failed to get a physical at these grade levels will be required to have one.
2. All athletes who participate in Lake County School District sponsored sports will be required to complete the most current district approved concussion management tool (e.g. IMPACT Concussion Management Software) prior to their ninth (9<sup>th</sup>) and eleventh (11<sup>th</sup>) grade school years. All new students who participate in sports will be required to complete the concussion management tool no later than one-week after the first day of practice. Additional concussion management testing will be conducted as needed.
3. All equipment issued by the school for other sports and/or activities must be returned. All fines must be paid in the office.
4. When a physician restricts a student's participation in athletics for treatment of an injury, the athlete cannot participate further until a doctor has issued a written release approving athletic practice and/or competition.
5. A **complete athletic participation permit form** including emergency information, parent/guardian permission to participate, insurance arrangements, and special medical information must be on file prior to participation in the first practice. The athlete must be covered by a parent's/guardian's insurance policy.
6. Return **participation rules information sheet** signed by athlete and parent/guardian prior to participation in the first practice.
7. **All fees must be paid.** LHS/DMS students must satisfy the fee requirements for a student body card, and activity fees. These must be paid in full to the building secretary.

### **PRACTICE**

Coaches/advisors need to do the following:

1. By working with the athletic/activities director, establish a practice schedule which starts and ends at a specific time to better enable parents/guardians to plan meals and pick up children. The length and frequency of a practice session should be set to gain maximum training effectiveness. Double practices for LHS teams during the OSAA-approved summer/fall pre-season dates are to follow all OSAA requirements as outlined in the OSAA handbook. Practice on Sunday is not permitted. Practices on holidays and during vacations are permitted with advance approval of the Athletic/Activity Director and Building Administrator. Practice during vacations should be planned in advance to enable families to

- plan their activities.
2. Be responsible for informing parents/guardians of practice dates and times, game schedules, bus departures, and return times.
  3. Obtain the approval of the athletic/activity director in advance of any practice cancellations.
  4. High school teams shall adhere to all OSAA requirements on practice sessions.

#### **CONDITIONING AND TRAINING**

An athlete shall have an appropriate period of training and physical conditioning prior to engaging in a contest. This period of time shall be determined by responsible athletic personnel and will depend on the physical condition of the athlete, type of competition, and OSAA rules and regulations.

#### **ATHLETIC CUT POLICY**

If there is a need to cut numbers on an athletic squad, all athletes will be notified of a cut date and the process by which cutting will take place. Athletes will be given a minimum of three days of practice prior to any cuts. The process to be used for cutting will be approved by the school administration prior to any notification of cutting to athletes and their parents. If cutting is necessary, the coaching staff, with approval of the administration, will make the decision within the first 10 days of the season.

#### **OSAA EJECTION POLICY**

Any player/coach ejected from a game will not participate in the next scheduled contest. Any player/coach making physical contact with an official will be ejected and suspended for the next contest. The school will be fined up to a maximum of \$1000; the player will appear before the OSAA executive board with a school administrator.

#### **ATHLETIC EJECTION POLICY**

LHS/DMS has a zero tolerance policy regarding unacceptable sportsmanship:

1. Any athlete/coach ejected from a game or activity because of unsportsmanlike behavior will not play/coach in the next game or activity. LHS coaches and players will pay the OSAA levied fine; they will not participate until this fine is paid.
2. Any athlete/coach who is ejected for a second time in a school year will not be able to participate/coach for the remainder of the school year.
3. If an ejection is successfully appealed to the OSAA, the fine will be refunded to the athlete/coach.
4. ORS 161.067 authorizes sports officials to eject an unruly coach, player, or spectator from a sporting event, and makes it a crime of criminal trespass if the ejected person refuses to leave.

#### **OPEN GYM POLICY**

While we believe that off-season skill development is important to a successful sports program, our priority is the season that is in progress at the time. The purpose of this policy is to allow some open gym flexibility while ensuring that the open gyms do not infringe on the sports currently in season. There are several guidelines that all Lake County School District #7 high school coaches, both under contract and volunteer, must follow:

1. No open gym session will last more than two hours in length.
2. Open gyms must be after the in-season sports practices are concluded.
3. Conditioning and weight training is appropriate but should not include in-season athletes

- without the in-sport coach's approval.
4. OSAA rules will apply to all open gyms.
  5. Open gym attendance is **NEVER** a requirement for team participation.
  6. Gym time for non-school-related groups will be granted providing there is sufficient scheduling time available. Non school-related groups must forfeit times when weather or scheduling of current Daly MS / Lakeview HS requires additional gym time.
  7. The priority for scheduling the gym is:
    - a. School district sponsored athletic teams and activities
    - b. School district sponsored clubs
    - c. Inclusive community groups (indoor soccer, adult volleyball)
    - d. Exclusive community groups (traveling teams)
  8. The district's facility use form must be completed to use any district facility

#### **OFF-SEASON GYM USE/RULE OF TWO**

Use of the gym facility at LHS will be allowed for off-season sports only when there is no conflict with the current sport/activity. Open gyms will be open to students not participating in a current sport or current athletes with approval of in-season coach of current sport being played. No coach will work with more than two students outside of the designated sports season. Off-season gym use pertains only to the OSAA sports year, September through May. A high school administrator will schedule facility use. All off-season activities will abide by the OSAA moratorium regulations.

#### **AWARDS**

If given, awards should have intrinsic value only. Participation in activities should stimulate students to participate for self-enrichment and not for awards or other extrinsic incentives.

At LHS, all class officers, student council members, band and choir members, National FFA members, Lakeview HS Honor Society members, and other deserving students as approved by the administrator are eligible for letter awards and/or participation awards. Each advisor will have written criteria for students to meet in order to earn letters.

All students assisting athletic teams as statisticians, managers, or other support positions are eligible to earn a letter for that sport. Each coach will have written criteria for earning letters. Criteria will be consistent with the position's responsibilities and contribution to the overall program. All awards must be approved by the administrator.

#### **AWARD BANQUETS/DESSERTS**

The selection of an appropriate forum to present awards to participants will be the responsibility of each coach/advisor. Students and parents/guardians will not be required to pay for admission and/or meals to attend the event. Potluck meals are permitted. Low-cost events such as an awards dessert in the cafeteria are encouraged.

#### **STUDENT DANCES**

Dances are for the benefit and enjoyment of the members of the student body. No dance sponsored by the school or a school group may be held off campus without administrative approval. All school dances must be sponsored by a school organization. Dances must be scheduled in the same manner as other group-sponsored activities. A violation of any school rule or policy at a dance is subject to regular school disciplinary action. The following dance rules and procedures must be observed:

1. All dance requests must be approved at least one month in advance by the student council and administration.
2. Dances will end by 11:00 pm and will not be longer than three and one-half hours in length. DMS dances will end by 10:00 p.m.
3. All dances must have at least six chaperones; a combination of teachers and parents/guardians is fine.
4. A student who is absent for any period of the day of a weekday dance (Friday) or for any period during the school day prior to a Saturday dance may not attend the dance unless prior permission has been obtained from the administrator. An attendance sheet may be checked at the door to enforce this requirement.
5. Student dress codes will be observed; students are expected to dress neatly and cleanly for all school dances.
6. Student policy regarding displays of affection and appropriate dance will be followed. Front-to-back dancing or bumping and grinding are not appropriate.
7. Students must submit guest passes for their dates **one week prior** to the dance. Guests must abide by all student rules, or they will be asked to leave. Lakeview High School students are responsible for guest behavior. Students are limited to one guest pass per dance.
8. All guests must be high school graduates or high school students enrolled full-time in a regular or approved alternative school program. They must be under the age of 21. All guests must be approved by the administration.
9. Guests are only allowed at the following LHS dances: homecoming, prom, winter formal, and other special dances approved by an administrator. No guests are permitted at DMS dances.
10. Any student or guest who leaves will not be allowed to re-enter the dance.
11. DMS students may not attend LHS dances and LHS students may not attend DMS dances.
12. Dress codes for dances are as follows:

<b>Formal (prom)</b>	<b>Semi-formal (winter formal)</b>	<b>Informal (homecoming, after-game dances)</b>
formal dresses, slacks/dress jeans	nice dress/pants outfit, slacks/dress jeans	neat/clean school clothes
<b>No t-shirts or ball caps</b>	<b>No t-shirts or ball caps</b>	

**Themed dances (MORP, Sadie Hawkins):** casual clothing or appropriate to dance theme



**General Supplies- All Grades**

Quantity:	Supplies:
1	3-inch 3 Ring Binder
10	Binder Dividers
10	Single-Subject Spiral Notebooks
1	Binder Pencil Pouch
2 boxes	Number 2 Pencils
1 package	Blue or Black Pens
3	Red Pens
1 box	Colored Pencils
1	Eraser
2	Highlighters
2 packages	College-Ruled Paper
5 packages	Lined Note Cards
5	Note Card Rings
1 package	Graph Paper
3	Composition Notebooks
2 boxes	Kleenex (Give to the Office)

**Class Specific Supplies**

P.E.	T-shirt, Shorts or Sweats, socks, towel, shoes with non-marking soles ONLY!
Middle School Math	Scientific Calculator REQUIRED (TI 30X IIS suggested)
Algebra/Pre-Algebra/Geometry/Physical Science/Chemistry	Scientific Calculator REQUIRED ( TI-30XB Multiview suggested)
Pre-Calculus/Calculus/Math Analysis	Graphing Calculator REQUIRED
Art	2 Black Sharpie Markers

\*Individual classes may have additional items that your student will need. The teachers will notify the students of any additional supplies within the first week of school.

**PLEASE REPLACE ALL SUPPLIES THROUGHOUT THE YEAR AS NEEDED.**

# 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](mailto: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:

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



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@dhsaha.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

## Toothbrush tips

- Choose the right toothbrush for your child's age.
- Choose a toothbrush with soft bristles.
- Replace a toothbrush when bristles wear out (two to three months).



Time for a new toothbrush!

## Toothpaste tips

### Baby to age 3

- Clean your baby's mouth with a cloth or soft toothbrush during the first year.
- As teeth begin to break through the gums, use a smear of fluoride toothpaste twice a day.
- It is best to clean the teeth after breakfast and before bedtime.



### Age 3 and older

- Increase the amount of fluoride toothpaste to a pea-sized amount.
  - Brush twice a day for at least two minutes.
- ### All ages
- You need to help your child brush their teeth until they are at least 7 or 8 years old.
  - Teach your child to spit out toothpaste and not swallow it after brushing.



## Dental sealants

Your child will usually have their first set of permanent molar teeth (back teeth) in first and second grades (two on the top and two on the bottom). The second set of permanent back teeth usually comes in around sixth and seventh grades.

Dental sealants are a coating that flows into the deep pits and grooves of the back teeth. Sealants "seal out" bacteria and food that cause cavities. Sealants help protect the back teeth from cavities. Your child should get dental sealants from your dentist or a school dental sealant program.



**Before:** Pits and grooves  
**After:** with sealant

Dental sealants only protect the back teeth. It is very important your child keeps brushing twice a day, flossing each day and using fluoride either at home or at school.

You can get this document in other languages, large print, braille or a format you prefer. Contact the Oral Health Unit at 971-673-0348, or email [oral.health@state.or.us](mailto:oral.health@state.or.us). We accept all relay calls or you can dial 711.

OHA 8770 (11/2017)

# Keeping Your Child's Mouth Healthy



A healthy mouth is an important part of overall health. Good oral health starts with keeping your child's teeth cavity-free.

Oregon  
**Health**  
Authority

PUBLIC HEALTH DIVISION  
Oral Health Unit



## What is a cavity?

A cavity is a hole in the tooth. When bacteria (germs) mix with sugar left on a tooth, it creates acid. This acid weakens the tooth and eventually causes a hole in the tooth — a cavity. Cavities can be very painful if not treated.

## Tips for a healthy smile

- See a dentist regularly
- Brush teeth for at least two minutes, two times a day
- Floss teeth daily
- Use fluoride
  - » Toothpaste
  - » Fluoride varnish
  - » Fluoridated water
- Have dental sealants applied
- Choose healthy snacks like fruits, vegetables and cheese
- Drink water, low-fat milk and milk products (soy milk)
- Wear a mouth guard while playing sports

## See the dentist regularly

Take your child to the dentist by age one. Continue to take your child for regular visits. Most dentists will want to see your child twice a year. An oral health screening at school does not replace the need for regular visits to the dentist.

## Fluoride

Fluoride is a mineral that helps make teeth stronger so teeth do not get cavities. There are many ways your child can get the right amount of fluoride to protect their teeth.

You can find out if your tap water has fluoride in it by calling your water service. If your child does not get fluoride that way, your doctor or dentist may want your child to get fluoride another way:

- Drinking bottled water with fluoride
- Fluoride toothpaste
- Fluoride varnish (see below)
- Fluoride tablets, drops or mouth rinse
- Fluoride foams or gels

## Fluoride varnish

Fluoride varnish helps protect against cavities. It is a safe coating of fluoride painted onto the teeth. The fluoride soaks into the teeth. The coating on the outside is off by the next day.

Your child can get fluoride varnish from your dentist, doctor or school oral health program. It works best if your child has two to four treatments per year.

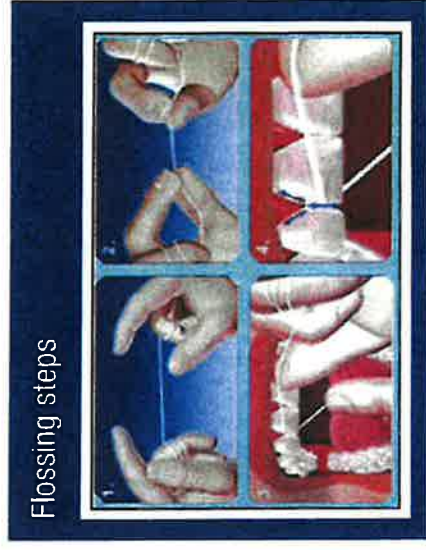


## Floss once a day

It is important to floss at least once a day. Food and germs stick between the teeth where the toothbrush cannot reach. This leads to cavities.

## How to floss

1. Take out about 18 inches of dental floss from a floss dispenser.
2. Wrap the ends of the floss around your middle fingers.
3. Guide the floss with your index finger around each tooth in a “C” shape.
4. Gently scrape the floss up and down against the side of each tooth. Be sure to floss under the gum line to remove food and bacteria.
5. Unroll a new section of floss as you move from tooth to tooth.
6. Floss all teeth, even the back teeth.



## Consejos sobre los cepillos de dientes

- Elija el cepillo de dientes correcto para la edad de su hijo/a.
- Elija un cepillo de dientes con cerdas suaves.
- Reemplace el cepillo de dientes cuando las cerdas se gasten (cada dos o tres meses).



¡Es tiempo de obtener un nuevo cepillo de dientes!

## Consejos sobre la pasta de dientes

### Bebés hasta los 3 años de edad

- Limpie la boca de su bebé con un paño o un cepillo de dientes suave durante el primer año.
- Cuando los dientes empiecen a salir a través de las encías, use una cantidad muy pequeña de pasta de dientes con flúor dos veces al día.
- Lo mejor es limpiar los dientes después del desayuno y antes de ir a dormir.



### De 3 años en adelante

- Aumente la cantidad de pasta de dientes con flúor hasta que sea del tamaño de un chicharro.
  - Cepille dos veces al día durante al menos dos minutos.
- ### Todas las edades
- Necesita ayudar a su hijo/a a cepillarse los dientes hasta que cumpla al menos 7 u 8 años.
  - Enseñe a su hijo/a a escupir la pasta de dientes y a no tragársela después del cepillado.



## Selladores dentales

Generalmente, a su hijo/a le saldrá su primer conjunto de muelas permanentes (dientes posteriores) durante el primer y segundo grado (dos en la parte superior y dos en la parte inferior). El segundo conjunto de muelas permanentes usualmente aparece alrededor del sexto y séptimo grado.

Los selladores dentales son una capa que cubre las cavidades y ranuras de las muelas.

Los selladores evitan que penetran los gérmenes y los alimentos que provocan la caries. Los selladores ayudan a proteger a las muelas de la caries. Su hijo/a debe recibir selladores dentales por parte de su dentista o programa escolar de selladores dentales.



**Antes:**  
cavidades y ranuras

**Después:**  
con sellador

Los selladores dentales solo protegen a las muelas. Es muy importante que su hijo/a siga cepillando los dientes dos veces al día y usando hilo dental todos los días, además de usar flúor, ya sea en la casa o en la escuela.

Puede recibir este documento en otros idiomas, en letra grande, en braille o en el formato que prefiera. Comuníquese con la Unidad de Salud Bucal al 971-673-0348 o por correo electrónico a [oral.health@state.or.us](mailto:oral.health@state.or.us). Aceptamos todas las llamadas de retransmisión o puede llamar al 711.

# Cómo mantener la salud de la boca de su hijo/a



Una boca sana es parte importante de la salud general. La buena salud oral empieza al mantener los dientes de sus hijos libres de caries.

Oregon  
**Health** Authority  
DIVISION DE SALUD PUBLICA  
Unidad de Salud Bucal

## ¿Qué es una caries?

Una caries es un hoyo en el diente. Cuando las bacterias (gérmenes) se mezclan con el azúcar que queda en un diente, se genera ácido. Este ácido debilita al diente y, con el tiempo, crea un hoyo en el mismo: una caries. Las caries pueden ser muy dolorosas si no reciben tratamiento.

## Consejos para tener una sonrisa saludable

- Ir al dentista con regularidad
- Cepillarse los dientes durante al menos dos minutos, dos veces al día
- Usar hilo dental todos los días
- Usar flúor
  - » Pasta de dientes
  - » Barniz de flúor
  - » Agua con flúor
- Recibir selladores dentales
- Elegir bocadillos sanos, como frutas, verduras y queso
- Beber agua, leche descremada y productos de leche (leche de soya)
- Usar un protector bucal cuando practique deportes

## Visite al dentista con regularidad

Lleve a su hijo/a al dentista cuando cumpla un año de edad. Continúe llevándolo/a con regularidad. La mayoría de los dentistas querrá ver a su hijo/a dos veces al año. Un examen de salud oral proporcionado en la escuela no sustituye la necesidad de ir al dentista regularmente.

## Fluoruro

El flúor es un mineral que ayuda a fortalecer los dientes para que no tengan caries. Existen muchas formas en las que su hijo/a puede obtener la cantidad correcta de flúor para proteger sus dientes.

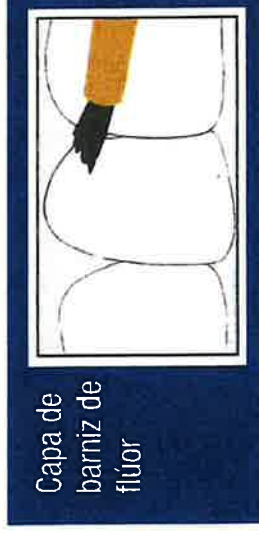
Puede averiguar si su agua de la llave tiene flúor si llama a su servicio de agua. Si su hijo/a no obtiene flúor de esta forma, su médico o dentista tal vez quiera que su hijo/a obtenga el flúor de otra forma:

- Bebiendo agua embotellada con flúor
- Pasta de dientes con flúor
- Barniz de flúor (ver abajo)
- Tabletas, gotas o enjuague bucal con flúor
- Espumas o geles con flúor

## Barniz de flúor

El barniz de flúor ayuda a proteger contra la caries. Es una capa segura de flúor que se pinta en los dientes. El flúor penetra en los dientes. La capa exterior desaparece al día siguiente.

Su hijo/a puede obtener barniz de flúor con su dentista, médico o programa escolar de salud oral. Funciona mejor si su hijo/a recibe de dos a cuatro tratamientos por año.

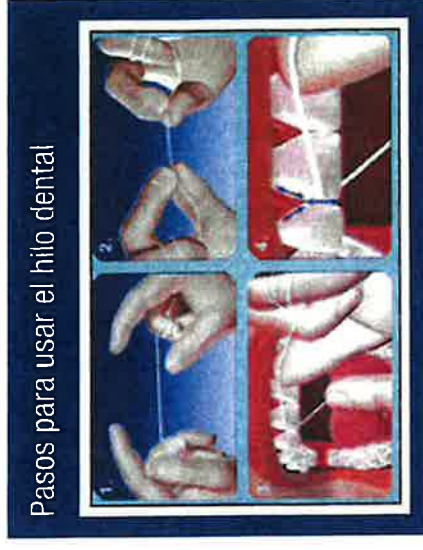


## Use hilo dental una vez al día

Es importante usar hilo dental al menos una vez al día. La comida y los gérmenes se quedan atorados entre los dientes donde el cepillo de dientes no puede llegar. Esto causa caries.

## Cómo usar el hilo dental

1. Tome aproximadamente 18 pulgadas de hilo dental de un dispensador de hilo dental.
2. Enrolle los extremos del hilo dental alrededor de sus dedos medios.
3. Guíe el hilo dental con su dedo índice alrededor de cada diente en forma de "C".
4. Con suavidad, deslice el hilo dental hacia arriba y hacia abajo en la parte lateral de cada diente. Asegúrese de usar el hilo dental debajo de la línea de las encías para eliminar la comida y las bacterias.
5. Desenrolle una nueva sección de hilo dental conforme avanza de diente en diente.
6. Use hilo dental en todos los dientes, incluyendo las muelas.



Please Respond  
in English

**English**  
Family Educational Rights and Privacy Act  
(FERPA) Annual Notice for Release of  
School Directory Information High School

Lake Co School District 7  
**Family Education Rights and Privacy Act (FERPA)  
Annual Notice for Release of School Directory Information  
High 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 drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football, which may include height and weight of team members.
- 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.)
- class ring manufacturers
- 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	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	
Telephone number	Participation in school-sponsored activities and sports	Photograph	
Email address	Weight and height of members of athletic teams	Date and place of birth	

Two federal laws require school districts that receive assistance under the *Elementary and Secondary Education Act* as amended (2015) to provide military recruiters, upon request, with three Directory Information categories. Those categories are the names, addresses, and telephone listings of students. The school district must provide this information unless parents have notified the district that they do not want their child’s information released without their prior written consent.

If you do not want the district to released Directory Information about your child without your prior written consent, you must notify the district in writing by 09/29/23 (mm/dd/yyyy). Please complete the lower portion of this form and return the entire form to your child’s school if you do not want your child’s directory information released.

**Parent or Guardian: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.**

I **do not** want my child’s Directory Information released and request one of the following:

- Do not release my secondary student’s directory information at any time.
- Do not release my secondary student’s directory information without my prior written consent.

Name of Student: \_\_\_\_\_ School \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Name of Parent or Guardian: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Por favor,  
responda en inglés

**Spanish**  
Family Education Rights and Privacy Act  
(FERPA) Annual Notice for Release of  
School Directory Information High 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 preparatoria

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 obra de teatro o una producción musical
- el anuario de la escuela
- las listas del cuadro de honor u otros reconocimientos publicados en la escuela o en periódicos
- programas de graduación
- estadísticas deportivas enumeradas en programas, como fútbol, que pueden incluir la estatura y el peso de los miembros del equipo
- 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.)
- fabricantes de anillos de graduación
- 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)	Títulos, distinciones honoríficas y premios recibidos	Campo principal de estudio	Nivel de grado
Dirección	Último organismo o institución educativa a la que asistió	Fechas de asistencia	
Número de teléfono	Participación en actividades y deportes patrocinados por la escuela	Fotografía	
Dirección de correo	Estatura y peso de los integrantes de los equipos deportivos	Fecha y lugar de nacimiento	

Dos leyes federales exigen que los distritos escolares que reciben asistencia de la Ley de Educación Primaria y Secundaria (*Elementary and Secondary Education Act*) en su versión vigente (2015) les proporcionen a los reclutadores militares, previa solicitud, tres categorías de la información de directorio. Esas categorías son listas con los nombres, las direcciones y los teléfonos de los alumnos. El distrito escolar debe proporcionar esta información a menos que los padres le hayan notificado al distrito que no desean que la información de su hijo(a) se divulgue sin su consentimiento previo por escrito.

Si no desea que el distrito divulgue la información de directorio de su hijo(a) sin su consentimiento previo por escrito, debe notificar por escrito al distrito antes del **09/29/23** (mm/dd/yyyy). Si **no** desea que se divulgue la información de directorio de su hijo(a), complete la parte inferior de este formulario y devuelva todo el formulario a su escuela.

**Padre/madre o tutor: SOLO complete y devuelva todo el formulario SI NO autoriza a divulgar la información de directorio de la escuela. Utilice un formulario individual por cada alumno(a) y devuélvalo a su escuela.**

No deseo que se divulgue la información de directorio de mi hijo(a) y solicito una de las siguientes medidas:

- Solicito que no se divulgue la información de directorio de mi hijo(a) de secundaria en ningún momento.
- Solicito que no se divulgue la información de directorio de mi hijo(a) de secundaria sin mi consentimiento previo por escrito.

Nombre del/la alumno(a): \_\_\_\_\_ Escuela \_\_\_\_\_ Fecha: \_\_\_\_\_  
(mm/dd/aaaa)

Nombre del padre/madre o tutor: \_\_\_\_\_ Firma del padre/madre o tutor: \_\_\_\_\_

Dirección: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código postal: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

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 09/29/23 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,

**Hillary Hulseman**  
\_\_\_\_\_  
Name  
**541-947-2287**  
\_\_\_\_\_  
Phone

**DMS/LHS Principal**  
\_\_\_\_\_  
Title  
**hulseman.hillary@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 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))**  
**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 09/29/23 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,

**Hillary Hulseman**  
\_\_\_\_\_  
Nombre  
**541-947-2287**  
\_\_\_\_\_  
Teléfono

**DMS/LHS Principal**  
\_\_\_\_\_  
Título  
**hulseman.hillary@lakeview.k12.or.us**  
\_\_\_\_\_  
Dirección de correo electrónico



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)) 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"/> _____

- o
- 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 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 1<sup>st</sup> 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](http://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](http://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](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](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