



**FAMILY HANDBOOK**

**AND**

**CALENDAR**

Springwater School does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation<sup>1</sup>, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

Springwater may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

The principal/leadership team has been designated to coordinate compliance with these legal requirements and may be contacted at the school office for additional information and/or compliance issues.

The material covered within this student handbook is intended as a method of communicating to students and parent's general Springwater information, rules and procedures and is not intended to either enlarge or diminish any Board policy, or administrative regulation. Material contained herein may therefore be superseded by such Board policy or administrative regulation. Board policies are available at the school office and website ([springwaterschool.com](http://springwaterschool.com))

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

**As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student or a foster parent, as defined in OAR 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.**

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## **OUR MISSION AND PHILOSOPHY**

The mission of Springwater Environmental Sciences School is to integrate the sciences throughout the academic core curriculum in a nurturing environment created and maintained by a high level of parent and community involvement. The philosophy of Springwater Environmental Sciences School is that the sciences are conducive to powerful learning and that increasing the presence of hands-on experiences with “Real World” science in all subjects will increase motivation, relevance, and achievement for our students, as well as foster children’s natural curiosity in the world around them.

## **CONTACT INFORMATION**

School is located at 16491 S Springwater Road in Oregon City, OR 97045

[Google Map](#)

Office Phone: 503-631-7700      Office Fax: 503-631-7720

Website: [www.springwaterschool.com](http://www.springwaterschool.com)

Office Email: [office@springwaterschool.com](mailto:office@springwaterschool.com) **Note:** this address is monitored by office staff M-F 8:30 am – 4:00 pm

## **LEADERSHIP TEAM**

Katie Rasouli, Leadership Team, Instructional Coordinator (ICC) [katie@springwaterschool.com](mailto:katie@springwaterschool.com)

Jen Wozniak, Leadership Team, Instructional Coordinator (ICC) [jen@springwaterschool.com](mailto:jen@springwaterschool.com)

Heidi Blackwell, Leadership Team, Learning Specialist, Transitional Support Specialist  
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## **STAFF**

April Newlon, Secretary [april@springwaterschool.com](mailto:april@springwaterschool.com)

Rebecca Bigbee, Bookkeeper [rebecca@springwaterschool.com](mailto:rebecca@springwaterschool.com) (Tuesday/Thursday)

Marjorie Nafziger, Counselor [marj@springwaterschool.com](mailto:marj@springwaterschool.com) (Tuesday/Wednesday)

## **TEACHERS**

### **Oak Leaves (Kindergarten)**

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### **Dragonflies (1<sup>st</sup> & 2<sup>nd</sup> grade blend)**

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**Blue Herons (3<sup>rd</sup> & 4<sup>th</sup> grade blend)**

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Kathy Lowrie-Barraza [kathy@springwaterschool.com](mailto:kathy@springwaterschool.com)

**River Otters (5<sup>th</sup> & 6<sup>th</sup> grade blend)**

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**Foxes (7<sup>th</sup> & 8<sup>th</sup> grade blend)**

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**Garden Educator**

Katherine Globerson [katherine@springwaterschool.com](mailto:katherine@springwaterschool.com)

**Facilities Manager**

Josh Green [josh@springwaterschool.com](mailto:josh@springwaterschool.com)

**BOARD OF DIRECTORS**

Springwater is a non-profit organization that is authorized by the Oregon City School district to run the school. As such, the Board of Directors is responsible for the organization of the school. Seats on the Board are volunteer positions and can be filled by parents or other interested and qualified community members.

Board meetings are held monthly to conduct the business of the school. They are open to all community members. Meeting agendas and past minutes will be posted on the school website in a timely fashion. Please visit the school web site for an up-to-date schedule of Board meetings.

**ADMISSION**

A student seeking enrollment at Springwater for the first time must meet all eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

Springwater policy requires student enrollment be voluntary. If the number of applicants exceeds the capacity, students shall be selected through an equitable lottery process.

Springwater may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, proficiency in the English language, athletic ability, or academic records, but may limit admission within a given age group or grade level.

## **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. Springwater will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

## **ASBESTOS**

Springwater has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the Springwater office. The building administrator serves as Springwater's asbestos program manager and may be contacted for additional information.

## **ASSESSMENT PROGRAM**

Springwater's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and essential skills and to identify students who meet or exceed the performance standards and essential skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. Springwater shall provide the required notice and necessary forms to the student. Springwater shall provide supervised study time for students who are excused from participating in the assessment.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the Springwater school administrator prior to June 1 of the school year in question. Requests to change a student's assigned class at other times must be directed to the Springwater administrator. Final decisions are the responsibility of the Springwater administrator or designee.

## **ATTENDANCE**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students 5 or 6 years of age who have been enrolled in a public school are required to attend regularly.

Any parent or person who fails to send a student to school within three days of notification by the Springwater School that their student is not complying with compulsory attendance requirements may be issued a citation by Springwater School for the student's failure to attend school. Failure to send a



student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.

Springwater will notify the parent in writing that, in accordance with law, the principal will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The principal or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by Springwater;
4. The parent has the right to request:
  - a. An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
  - b. A review of the student's current IEP.

A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4 above, if request by the parent, has been completed.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

### **ABSENCES AND EXCUSES**

We ask that parents notify the school as soon as possible when a child will not be at school for the day. Springwater shall notify a parent by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who leaves school during the day must notify the school and sign them out in the school main office by the parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The office staff will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact their teacher to arrange for the collection of homework assignments for a student who will be absent several days.

### **TRUANCY**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including, suspension, or loss of activities.

### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as Outdoor School, robotics, volleyball, drama, etc. may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by Springwater shall apply in addition to any consequences specified by the organization.

### **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone so that other students who have been exposed to the disease can be alerted. A student with cholera, diphtheria, measles, meningitis, whooping cough, plague, rubella, tuberculosis and pandemic flu are not allowed to come to school while the disease is contagious. This restriction is removed by written statement a licensed physician that the disease is no longer communicable to others in the school setting. For chicken pox\*, mumps\*, lice infestations\*\*, scabies\*, staph infections\*, and strep infections restriction may be removed by a school administrator or nurse. For head lice parents must notify the school that a recognized treatment has been initiated. Parents with questions should contact the school office.

### **COMPUTER USE**

Students may be permitted to use Springwater’s electronic communications system only to conduct educationally related work or instructional needs of Springwater or to conduct research related to education consistent with Springwater’s mission or goals. Please see Board Policy, for all other applicable.

Springwater’s electronic communications system meets the following federal Children’s Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;

5. Procedures are in place to help ensure the safety and security of students when using electronic mail and other forms of direct electronic communications;
6. Unauthorized access, including so-called “hacking” and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students’ access to materials harmful to students have been installed.

Springwater retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in Springwater’s information system is Springwater’s property and are to be used for authorized purposes only. Use of Springwater equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use Springwater’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on Springwater networks are not private and may be subject to monitoring. By using Springwater’s system, individuals consent to have that use monitored by authorized Springwater personnel. Springwater reserves the right to access and disclose, as appropriate, all information and data contained on Springwater computers and Springwater owned system.

Students, who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of Springwater system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

## **CONDUCT**

Students are responsible for conducting themselves properly, in accordance with the policies of Springwater and the lawful direction of staff. Springwater has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

## **STUDENT CODE OF CONDUCT**

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

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

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation or bullying, menacing, cyberbullying and teen dating violence,
3. Coercion;
4. Violent behavior or threats of violence or harm
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon
7. Vandalism, malicious mischief, theft, including willful damage or injury to Springwater property; or to private property on Springwater premises or at school-sponsored activities;
8. Sexual harassment
9. Use of tobacco/smoking products, marijuana, alcohol or drugs, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with staff requests and directions;
13. Violation of Springwater transportation rules; Violation of law, Board policy, administrative regulation, school or classroom rules.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school-sponsored event. The administrator may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on Springwater property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearm and/or other dangerous weapon, or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

*In accordance with Oregon law, any person under age 18 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of Springwater property is a Class A felony, as provided by ORS 475.999.*

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

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

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

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. Once admitted to the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student’s education records;
7. The right to know the behavior standards expected the responsibility to know the consequences of misbehavior.

## **CONFERENCES**

Parent, student, & teacher conferences are schedule bi-annually in the Fall and Spring to celebrate student growth and review student progress.

Students and parents may also expect teachers to request a conference: (1) if the student is struggling to achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

Springwater encourages a student or parent in need of additional information, with questions or concerns to confer with the appropriate teacher, counselor or principal.

## **DAMAGE TO SPRINGWATER PROPERTY**

A student who is found to have damaged Springwater property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, Springwater will notify the student and parent. Springwater will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the Springwater's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed.

## **DISCIPLINE/DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, use approaches that are shown through research to be effective.

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

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

## **SUSPENSION**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures school property.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend any school activities, be present on Springwater campus nor participate in activities directed or sponsored by Springwater.

School work missed by a student while on suspension may be made up upon the student's return to school without an academic penalty.

## **EXPULSION**

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

Springwater shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

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

An expulsion shall not extend beyond the length of one calendar year.

Springwater will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights as required by law. Prior to expulsion, the Springwater must notify the resident district of the student of the impending expulsion.

An expelled student forfeits enrollment at the Springwater. Re-enrollment will only be granted per equitable lottery and board policies.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. Springwater may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student removed from the current educational placement to an appropriate interim alternative educational setting forfeits enrollment at Springwater. The student's resident district will re-enroll and provide free and appropriate education for the student.

### **DISTRIBUTION OF MATERIAL**

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are under the supervision of the teachers and administrator. Students and parents are required to submit such publications to the administration for approval.

Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of Springwater.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

See Board Policy for additional information.

### **DRESS AND GROOMING**

Springwater's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

### **DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

The possession, selling and/or use of illegal and harmful drugs, alcohol, marijuana, tobacco/smoking products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any Springwater-related activity, regardless of time or location and while being transported on Springwater-provided transportation. Student in violation of Springwater's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.



Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, Springwater has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout Springwater. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in Springwater procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

Springwater's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the office for information on Springwater and community resources available to assist students in need.

### **EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS**

(1) Instruction on fire, earthquake dangers and safety threats, and drills for students shall be conducted for at least 30 minutes each school month.

(2) At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

(3) At least two drills on earthquakes and for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

(4) A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

### **EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the administrator may alter Springwater and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of schools, delayed openings of schools and early dismissal of students.

### **FEES, FINES AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of yearbooks, pictures, t-shirts, graduation announcements, etc.;
6. Instrumental rental;
7. Fees for damaged books and school-owned equipment;
8. Consumables and workbooks;
9. Field trips and ODS;
10. Admission fees for certain activities;
11. Participation fees or "pay to play" for involvement in activities.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the administrator.

Springwater may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to Springwater may be waived at the discretion of the administrator or designee if:

1. Springwater determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the administrator or designee that preclude the collection of the debt.

A written notice will be provided to parent(s) of Springwater's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to Springwater, and itemization of the

fees, fines or damages owed and the right of the parent to request a hearing. Springwater may pursue possible restrictions and/or penalties through a private collection agency or other method available to Springwater.

Debts not paid within 10 calendar days of Springwater's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to Springwater. A request to waive the student's debt must be submitted in writing to the administrator or designee. Such requests must be received no later than 10 calendar days following Springwater's notice.

### **FIELD TRIPS**

Field trips are scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in Springwater-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

### **FUNDRAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the administrator at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable Springwater policy and procedures. All such funds will be expended for the purpose of supporting the school's activities program. The administrator is responsible for administering the budget of the school.

### **GANGS**

The presence of gangs, and the violent activities and drug abuse that often accompany gang involvement, can cause a substantial disruption of school, Springwater activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

No student on or about Springwater property or at any Springwater activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of Springwater policies.

Students in violation of Springwater’s gang policy will be subject to discipline in accordance with Springwater’s Student Code of Conduct.

**HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**

Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the Springwater. Retaliation against any person, who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

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

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the administrator or Board.

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

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any Springwater-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;

3. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.

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

“Teen dating violence” means:

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

“Domestic violence” means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

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

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

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

The principal (Leadership Team) or designee will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concern to the principal/designee who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menace, a victim of teen dating violence or acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the Principal (Leadership Team) or designee, who has overall responsibility for all investigations. This report may be made

anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate Springwater official.

Springwater shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 and 8.

All complaints will be promptly investigated in accordance with the following procedures:

Step 1: Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building administrator. Complaints against the principal (leadership team) or designee shall be filed with the board. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2: The Springwater official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. Springwater official will arrange such meetings as may be necessary with all concerned parties within ten school days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. Steps will be made to mitigate interactions between individuals involved during this investigation period. All findings related to the complaint will be reduced to writing. Springwater official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

*A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.*

Step 3: If the complainant is not satisfied with the decision at Step 2, a written appeal may be filed with the Board. Such appeal must be filed within ten school days after receipt of the Step 2 decision. The Board shall, within 60 calendar days; conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 60 calendar days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the Springwater office.

## **HOMEWORK**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

### **IMMUNIZATION, PHYSICAL EXAMINATION, VISION SCREENING/EYE EXAMINATION AND DENTAL SCREENING**

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **INFECTION CONTROL/HIV, HBV AND AIDS**

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, Springwater requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

Human Sexuality, HIV/AIDS and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, Sexually Transmitted Diseases has been included as an integral part of Springwater's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the administrator for additional information and procedures.

### **HIV, HBV, AIDS - Students**

A student infected with HIV1, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student/parent has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

If Springwater is informed, Springwater is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student/parent wishes to divulge such information and continues attending school, Springwater will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or Springwater procedures should contact the principal/administrator.

### **LOCKERS**

Lockers and other Springwater storage areas provided for student use remain under the jurisdiction of Springwater even when assigned to an individual student. Springwater reserves the right to inspect all lockers. A student has full responsibility for the security of the locker. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on Springwater premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim Springwater property including instructional materials.

### **LOST AND FOUND**

Any articles found in the school or on Springwater grounds should be turned in to the school lost and found. Unclaimed articles will be disposed at regular intervals per Board policy.

Loss or suspected theft of personal or Springwater property should be reported to the school office.

### **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

Springwater employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **MEDICINE AT SCHOOL (NONPRESCRIPTION/PRESCRIPTION)**

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel and in transit to or from school or school-sponsored activities.



A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises, who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

#### Springwater-Administered Medication

Requests for the Springwater to administer medication shall be made by the parent in writing and shall include permission from the parent.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions with permission of the parent, which include the information above, are required for all requests to administer nonprescription medication.

All medication to be administered by the Springwater is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the Springwater.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

#### Self-Medication

Students are permitted to self-medicate prescription and nonprescription medication upon written request and permission of the parent and administrator permission, subject to age-appropriate guidelines. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician.

Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

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.

Contact the school office for additional information and forms.

### **PARENTAL INVOLVEMENT**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, Springwater asks parents to:

Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities Springwater provides;

Keep informed on Springwater activities and issues. Springwater newsletter published weekly, "Back to School" nights in the Fall and Parent/Student/Teacher meetings provide opportunities for learning more about the Springwater;

Become a Springwater volunteer. For further information contact the administrator;

Participate in Springwater parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

### **PARENTAL RIGHTS**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the Springwater or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

### **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Students may possess personal electronic devices in Springwater facilities during the school day only as authorized by the administration.

A "personal electronic device" is a device capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Students may not access social media websites using Springwater equipment, while on Springwater property or at Springwater-sponsored activities unless the access is approved by Springwater representative.

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on Springwater property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the Springwater administrator.

Springwater will not be liable for personal electronic devices brought to Springwater property and Springwater-sponsored activities. Springwater will not be liable for information or comments posted by students on social media websites when the student is not engaged in Springwater activities and not using Springwater equipment

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of

photographs will be reported to law enforcement and/or other appropriate state or federal agencies which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

### **POSTERS**

Signs, banners or posters that a student wishes to display must first be approved by the administrator. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

### **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by Springwater.

An alternative program or learning activity may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

### **PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with parents on retention.

Students will be placed in the grade level or course best suited to meet their needs, based on Springwater's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by Springwater. The final decision for double promotion will rest with school administration.

If the student is unable to provide appropriate documentation, the administrator or designee will make the grade level or course determination placement based on Springwater-administered assessment(s) as deemed appropriate.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the administrator's permission or according to school sign-out procedures. The teacher will determine that

permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

## **REPORTS TO STUDENT AND PARENTS**

Written reports of a student's progress shall be issued to parents, informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Grades/Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

## **STUDENT SEARCHES**

### Searches

Springwater officials may search the student, his/her personal property and property assigned by the Springwater for the student's use at any time on Springwater property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by Springwater.

Springwater officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Springwater officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Springwater-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to Springwater. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or school rules may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### Questioning of Students

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the administrator or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude Springwater personnel from the investigation and may prohibit personnel from contacting parents.

## **SOCIAL EVENTS OR ACTIVITIES**

### SPECIAL PROGRAMS

#### Bilingual Students / English Language Learners

The school provides special programs for bilingual / English language learning students. A student or parent with questions about these programs should contact the principal.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;

7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;

Parental rights that include written guidance:

1. Detailing the right to have their student immediately removed from such program upon their request;
2. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
3. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the Springwater.

### Students with Disabilities

The district where Springwater is located provides programs and services for students with disabilities. A student or parent with questions should contact the learning specialist or school administrator.

## **STUDENT/PARENT COMPLAINTS**

### Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact the school administrator.

### Education Standards Complaints

Any student at Springwater or parent of a student attending Springwater schools may make an appeal or complaint alleging violation of Springwater's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable Springwater complaint procedures.

After exhausting local procedures or if the district has not resolved the complaint with 90 days of the initial filing of a written complaint with Springwater (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the administrator.

The complainant may appeal the administrator's decision to the Board, whose decision will be final.

### Public Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administrator can be requested with five working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the administrator, within 10 working days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the administrator, he/she may appeal to the Board in care of the administrator with 10 working days following receipt of the administrator's decision. The administrator will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within ten working days of receiving the administrator's decision. The Board may hold a hearing to review the findings and conclusion of the administrator, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 60 calendar days from the hearing of the appeal by the Board. The Board's decision is final.

Complaints against the administrator are referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or an individual Board member should be made to the Board chair on behalf of the Board.

#### Staff Sexual Conduct with Students

Sexual conduct by Springwater/school employees as defined by Oregon law will not be tolerated. All Springwater employees and volunteers are subject to this policy.

"Sexual conduct" as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered abuse of a child as outlined by Oregon law and Springwater Board Policy. Springwater will post the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the principal will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the principal/school administrator and board chair shall receive the report. When the principal/school administrator acts on the report, the person who initiated the report must be notified.

Springwater will provide annual training to Springwater employees, parents and student regarding the prevention and identification of sexual conduct.

#### Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the Springwater's services, activities or programs to a student, should be directed to the principal/school administrator.

#### Students with Sexual Harassment Complaints



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

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;

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

The administrators and the compliance officer have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having not been involved in the complaint presented.

Step 1: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the administrator or compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step 2: A Springwater official receiving the information or complaint shall promptly initiate an investigation. The Springwater official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within ten school days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The Springwater official(s) conducting the investigation shall notify the complainant [in writing] when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.

Step 3: If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the Board. Such appeal must be filed within ten working days after receipt of the Step 2 decision. The Board shall, within 60 calendar days; conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through Springwater administrator.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the administrator.

### **STUDENT EDUCATION RECORDS**

The information contained below shall serve as Springwater's annual notice to parents of eligible students of their rights, the Springwater official responsible for education records, and the location of records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by Springwater. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally, identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and State and/or Federal law.

Permanent records are maintained in a minimum one-hour fire-safe place in the Springwater office by the school administrator. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;

3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

#### Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age unless Springwater is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular Springwater hours.

#### Provision for Hearing to Challenge Content of Education Records

Parents/guardians may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If Springwater refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents/guardians shall make request for hearing in which the objections are specified in writing to the school administrator;
2. The principal/school administrator shall establish a date and location for the hearing agreeable to both parties;

The hearings panel shall consist of the following:

1. The principal or designated representative;
2. A member chosen by the parent;
3. A disinterested, qualified third party appointed by the principal/school administrator.

The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel and shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall decide after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education, regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of Springwater's education records policy and administrative regulation may be obtained by contacting the office.

#### Requests for Education Records

Springwater shall, within 10 days of a student seeking initial enrollment in or services from Springwater, notify the public or private school, education service, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

#### Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. Springwater will notify the eligible student or parent as to the purposes for which a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

#### Student Restraint and Seclusion

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the Springwater-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee, as necessary, when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within Springwater, whether in an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

#### Transfer of Education Records

Springwater shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to Springwater. The transfer shall be made no later than 10 days after receipt of the request.

Springwater shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

### **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours, while traveling on Springwater-provided vehicles to and from school and while engaged in Springwater-sponsored activities.

### **THREATS**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, **will not be tolerated**. Springwater prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use electronic equipment belonging to the student or the school to threaten harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of Springwater's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

## **SMOKING PRODUCTS AND INHALANT DELIVERY SYSTEMS**

Student possession, use, sale, distribution, including smoking of any product (tobacco/marijuana) or inhalant delivery system is strictly prohibited. Any form of promotion or advertisement related to any smoking product or inhalant delivery system is also strictly prohibited.

“Tobacco product” is defined to include, but is not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include USFDA approved tobacco products or other therapy products used for the purpose of cessation.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marketed and sold solely for the approved purpose.

## **TRANSPORTATION OF STUDENTS**

A student being transported on school provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

### **Transportation Rules**

The following rules shall apply to student conduct on school transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;

11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

#### Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation of the Year: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, transportation supervisor and the principal.
3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.

In all instances, the appeal process may be used if the student and/or parent desires.

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

#### **VEHICLES/BICYCLES ON CAMPUS**

Vehicles parked on Springwater property are under the jurisdiction of Springwater.

Parking privileges, including driving on district property, may be revoked by the principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

Springwater assumes no liability for loss or damage to vehicles or bicycles.

### **VISITORS**

Parents and other visitors are encouraged to visit Springwater. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the Springwater facility. The principal/administrator will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal/administrator.

### **Personal Information Release Form**

I understand and consent to the responsibilities outlined in the Family Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the handbook at school during the regular school day, at any school-related activity regardless of time or location and while being transported on Springwater provided transportation. I understand that should my student violate the items in the Handbook he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature:

Date: \_\_\_\_\_