



Student Handbook 2021-2022

CLEAR LAKE ELEMENTARY SCHOOL-WIDE PURPOSE STATEMENT

Clear Lake School's purpose is to promote teaching and learning in a secure, positive environment where all staff and students can develop academically, socially and personally.

Clear Lake General Information

2021-2022 Staff

Principal

Evan Rindy

Front Office Staff

Teresa Cunningham ~ Lead

Marla Wach ~ Records/Health Assistant

Counselor

Sarah Hudson

Classroom Teachers

Nikole Anderson

Brianna Carlos

Kelly Ciaverelli

Meegan Cotter

Christina Cox

Reanda Ferry

Jasnery Fletcher

Jesse Harrington

Elise Kampfer

Jerry Sagala

Alice Viles

Tami Wold

Music

Lori Kelley

Custodians

Randy Calicott

Ashley Zetamora

PE

Jeannelle Mahle

Special Services Staff

Malena Simmons ~ Resource

Carley Neuhaus ~ Lifeskills

Heather Vincent ~ Lifeskills

MaryAnne Gates ~ Speech

School Nurse

Sherine Forrest, RN

Title

Kim Liebenberg

Media Coordinator

Vanessa Morfin-Ramirez

Nutrition Services

Rhonda Gutierrez ~ Lead

Heather Schantz

Welcome to:

Clear lake Elementary School

Bethel School District #52

Clear Lake Elementary is committed to the academic success of your child. Together we can make this happen. Clear Lake is committed to creating a safe, welcoming learning environment where students, staff and families of all cultures feel valued and respected. As a staff, we will emphasize learning where students are challenged, excited and engaged in relevant experiences. As a school community, we will invite and encourage families to be involved in meeting their children's needs as well as celebrating their successes.

Parents and/or Guardians are encouraged to:

1. Understand and support Clear Lake student behavior expectations and consequences.
2. Encourage a positive attitude toward learning.
3. Encourage school success by ensuring attendance and conformance with the rules and regulations of the school and the Bethel School District as required by law.
4. Communicate with the school when they anticipate or see a student learning problem and/or behavior problem developing.
5. Respond in a cooperative and timely manner with the school and staff members in working to solve and/or modify student behavior.
6. Read and discuss the Clear lake Handbook with your student.
7. Use Home Access Center to keep updated on students grades, attendance and behavior.

What You Can Do to Help Your Child Be Successful in School

- A. Start each day right. A calm beginning at home makes the school day much better.
- B. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
- C. Make sure your child gets to school on time. Missing even a few minutes of school means that your child misses out on critical information and instruction.
- D. Praise your child each day for something he/she has done. Have a special place to put schoolwork or whatever is brought home.
- E. Laugh and talk with your child about school experiences and listen attentively to what is said about his/her day.
- F. Stress attendance. If your child is ill, home is the best place. Otherwise, your child needs to take advantage of every school day.
- G. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence the child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason. All teachers can be reached at **541-689-0511 or by e-mail (first name.last name: George Washington would be george.washington@bethel.k12.or.us)**.
- H. **If you have concerns about your child's academic or social performance at school, it is always best to contact your child's teacher right away. If this is not possible you can also contact the school principal or the counselor.**
- I. Take your child to the library and encourage reading for pleasure.
- J. Stress organization of school notebooks, materials, etc.
- K. Make sure that your child has the necessary supplies (pencils, paper, glue etc.).

- L. Work at home on the skills taught at school.

EQUITY AND NONDISCRIMINATION

Guiding Vision

Bethel Schools are committed to creating safe, caring, mutually respectful environments where all students are honored and valued for their diverse cultural backgrounds, strengths and abilities in every instructional practice and school activity to support academic achievement and student success.

Nondiscrimination Statement

Bethel School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services and activities. The Bethel School District prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation and bully of any student based on perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation , 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.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the District office for additional information and/or compliance issues:

Remie Calalang Human Resources Director remie.calalang@bethel.k12.or.us

Amy Tidwell Special Education Director amy.tidwell@bethel.k12.or.us

Tina Gutierrez-Schmich Equity Director tina.schmich@bethel.k12.or.us

SCHOOL INFORMATION

Starting and Ending Times

School begins at 9:00 a.m. Breakfast begins at 8:45 a.m. Students may enter at 8:45 a.m. **Students are dismissed at 3:05 p.m.** Students who walk to and from school should walk at all times, staying on the sidewalks and out of the shrubs, trees and the parking areas. **Please be sure to talk with your child to use caution when crossing Barger and to yield to the crosswalk signals.** Students waiting to be picked up by someone shall wait on the sidewalk at the west or north side of the building. Bus riders go immediately to their buses. Buses depart promptly at 3:10 p.m. every day.

Supervision

Supervision begins at 8:45 a.m. and ends at 3:15 p.m. **Do not bring students before 8:40 a.m. as they will not be supervised.** Before school, students are to remain in the supervised area outside the front doors or by advanced arrangement they may get a pass to one of the areas inside the building. **Students not picked up by 3:10 pm. will be sent to the office to wait for their ride. This policy is for student safety.**

ATTENDANCE

Oregon law requires that all minors between the ages of seven and eighteen years of age attend regularly a full time public school if they have not yet completed the twelfth grade (ORS 339.010). The law further requires persons having control of any minor to send the child to school.

The Bethel School District attendance policy demonstrates our commitment to ensure that each student has the best opportunity for academic, social, and personal success. When schools and families partner to ensure

consistent attendance, students learn critical lifelong skills of responsibility, punctuality, and self-discipline. When students are late or absent, they miss important learning opportunities that are only available in school.

An administrator may also excuse absences for other reasons when satisfactory arrangements are made in advance of the absence [ORS 339.065(2)]. Attending school regularly and being to class on time is important and an expectation for all students. Good attendance and prompt arrival to school is required for students to be eligible to attend a variety of school activities and events.

Bethel School District Attendance Expectations

- Students are expected to be at school every day on time.
- The parent(s) or guardian(s) should call prior to the start of school if the student will be absent. The office must be notified within 48 hours of the absence(s).
- **When your child is late, you MUST escort them into the building and sign them in on our attendance program.**
- When a student's absences and/or tardiness are affecting the student's performance, parents will be notified by school personnel and may be asked to attend a problem-solving meeting.

Excused Absence

Maintaining regular attendance in all assigned classes is the responsibility of guardians and their students. Absence(s) from school or class will be excused under the following circumstances:

- Illness of the student.
- Illness of an immediate family member, when the student's presence at home is necessary.
- Emergency situations that require the student's absence.
- Field trips and school approved activities.
- Medical/dental appointments. Confirmation of appointments may be required.
- Other reasons deemed appropriate by school the administrator when satisfactory arrangements have been made in advance of the absence.

Ten Day Drop

The state law directs the school district to drop any and all students who have missed 10 consecutive days of school. This law is for the purpose of figuring state reimbursement to the school district for students in attendance.

The law and the school's procedure of sending a parent or legal guardian a notice of the student being dropped from school is not an expulsion from school. The student is still expected to attend school, but will need to re-enroll upon their first day back at school. A parent or legal guardian should bring their student to the office to go through the re-enrollment process.

Moving or Transferring

Please notify the office of any change of address or telephone number. Before students transfer from Clear Lake to another school, a parent or guardian must contact the school office. If you live in a different school district but want to attend Clear Lake, you must request a transfer from Bethel's District Office.

Change of Information

Please notify the office **in person** of any change of address or telephone numbers.

TRANSPORTATION

Bus Transportation

Transportation is provided to and from school by the district through First Student Transportation (541-688-0454). Students must follow school, district, and bus rules. Riding privileges may be suspended for violation of bus rules. See the detailed information about Bus Transportation beginning on page 10.

Bicycles and Wheels

- Secured bike racks are provided inside the courtyard.
- Students must walk their bicycles or scooters at all times while on Bethel School property.
- **Roller blades, skateboards and skates must be carried on Bethel School property at all times. Students wearing “Wheelie Shoes” must have the wheels removed on school grounds.**
- **Helmets are required by law.**

OTHER INFORMATION

Birthday Parties

To be sensitive to a variety of student and family needs, and to protect instructional time, we ask parents to please refrain from sending birthday treats. If you choose to send gifts, balloons or flowers to your student during the school day these will be kept in the office and sent to the class at the end of the day. Teachers will provide a celebration to honor student birthdays in place of treats. Invitations for parties should be distributed before or after school and not in the classroom so as to be respectful of those not invited.

Classroom Snacks

In order to encourage healthy snacking and fit into our nut aware procedures, we recommend that students bring cheese, pretzels, fruit, or vegetables for a classroom snack. Contact your child’s teacher if you need specific snack information.

Closed Campus

Clear Lake is a closed campus and students may not leave the grounds at any time during the school day without permission from the office and parent or guardian. Students may not go home for lunch. Visitors must check in at the office where they will receive an ID badge and must wear the badge while at the school.

Dress Code

Clear Lake Elementary expects that all students will dress in a way that is appropriate for the school day. Student dress choices should respect the District’s intent to sustain a community that is inclusive of a diverse range of identities.

The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group.

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that private areas are fully covered with opaque fabric. All items listed in the “must wear” category below must meet this basic principle.

Students Must Wear

- A Shirt (with fabric in the front that meets the waistband, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, or items marked with illustrations, words or phrases that have sexual innuendos are vulgar or obscene or promote behavior violating school conduct standards.

- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments.
- Swimsuits (except as required on field trips).
- Accessories that could be considered dangerous or could be used as a weapon.
- Slippers.
- Any clothing, hats, sunglasses, or accessories that cover the eyes or face.

*Foot wear should be suitable for playground activity and Physical Education class. Please avoid open-toed sandals or summer “flip-flops” for school wear as they are not good playground foot wear.

Field Trips

Parents are given an opportunity to sign a field trip permission slip (during registration) that covers all field trips throughout the year. Most of these field trips are educational; some, however, are reward-based (as part of the positive behavior support program). Students who demonstrate the ability to manage their own behavior will have the privilege of going on field trips. When behavior warrants concern at school, students may be excluded from excursions or a parent may be asked to accompany the student. In such cases, parents will be notified in advance. In most cases, transportation for field trips is provided by First Student Transportation. Students are expected to ride on the school provided transportation (or may, in rare cases, ride with their own parent or guardian).

Chaperones on Field Trips

School staff reserves the right to limit the number of adults on field trips. Field trips are for grade level students only; younger and older siblings are not permitted. In addition, adults who are accompanying field trips are there for supervisory purposes. (Bethel School District requires chaperones to fill out a Volunteer Application and Agreement Form on line at <http://www.bethel.k12.or.us>)

Gum and Candy

Students are not allowed to have gum or candy at school. **Please do NOT send candy or gum to school with your child.**

Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning process, 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. Grade level expectations and policies regarding homework are available from the classroom teachers. Please allow 24 hour notice when requesting missed classroom or homework assignments.

Home Access Center

Home Access allows parents to view their student's attendance, discipline record, grades, schedule, state assessment scores, high school transcript and registration information. It is a secure website; only those with usernames and passwords can access student data. For added security you will be prompted to set up 2 security questions. Tabs across the top have been replaced with an expanded menu tree on the left side of the screen. The feature in the "My Alerts" area allows you to set up and receive an automatic e-mail alert based on a student's grade on an assignment that falls below the percent you choose or higher than a certain percent.

If parents notice incorrect or incomplete information regarding their student on the Home Access Center, they are asked to contact the school office. Parents are also asked to make sure the school has their current e-mail address. As one of the features of Home Access Center is teachers can e-mail parents directly with reminders

about upcoming field trips, tests, etc. Parents can also e-mail teachers directly using the hyperlink in the student's schedule.

The overall course grade a parent will see in Home Access Center is a general indicator of their student's performance, and may not reflect the most recent assignments. Teachers upload grades at a minimum twice a month. Parents are encouraged to check online regularly and discuss the grades with their students. Since specific grading policies may vary from teacher to teacher, your student's teachers can direct you to their specific grading policies.

Home Access Center Website:

Go to the Bethel Website (www.bethel.k12.or.us)

Under the parent link, click on "Home Access Center"

There are two links: One will connect you to the site and one is a tutorial link which gives lots of details and information if you have questions.

Home Access User Name and Password

Student User Name:

student ID plus first initial plus last name (12345jsmith)

Student Password:

student ID plus birth date MMDDYYYY (1234509051990)

Parent User Name:

first name.last name (mary.smith)

Parent Password:

oldest child's ID plus birth date (1234509051990)

Log off when finished Note: Usernames cannot be longer than 16 characters in order to keep your student's information secure, we cannot walk you through your child's information on the phone. You must come in person and show ID if we do not recognize you as the parent or guardian.

Immunizations

Children must have had at least one of each of the following shots to enter school:

- 5 DPT
- 4 Polio
- 3 Hepatitis B
- 2 MMR
- Varicella or date of chickenpox disease

Please fill out the Certificate of Immunization Status (CIS) form completely, sign and date it.

Medications

- Clear Lake staff are prohibited from providing or administering any medication, including aspirin and Tylenol, to any student, without parents' written permission.
- Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications, at home if possible.
- Medication that is prescribed three times a day can be given before the student comes to school, after school and again at bedtime.
- **If medication MUST be given at school, it must be personally delivered by the parent/guardian, accompanied by written authorization using the Bethel School District medication form, by a**

parent/guardian that includes the name of the medication and instructions for its administration (time and dosage).

Personal Property

- Clear Lake expects students to respect the property of others. Students should leave large sums of money and valued objects at home.
- Cell phones or electronics of any kind shall remain in a student's backpack- not on their person- and turned off inside school, during school hours.
- Students may not bring items that are disruptive to the educational environment.
- Students are responsible for their own property. The school assumes no responsibility for personal items brought to school.
- Students may not have any personal items on the playground.
- No "Sharpie" or other permanent marker pens should be brought to school.
- **Clear Lake maintains a Lost & Found in the school cafeteria for clothing items found on school grounds. Non-clothing items are sent to the office. The school is not responsible for lost or stolen personal items.**

Parent-Teacher Organization

Our Clear Lake PTO meets approximately the third Thursday of every month from 6:30 – 7:30 p.m. The online school calendar contains the dates. *Free child care is always provided.*

School Meals

- School breakfast AND lunch is now FREE to all students.
- A menu for the month will be sent home at the start of each month.
- A student who wishes to purchase a milk ONLY must pay 60 cents. OR, if the student "Takes Three, It's Free," meaning if they take milk and two free salad bar items, all three items are free. Have your child ask the lunch room staff for help with this if they bring a lunch from home and wish to have school milk.
- Please monitor the quality of your child's lunch from home. NO caffeine drinks are allowed in the lunchroom unless arranged in advance by parents.

Textbooks and Library Books

Textbooks and library books are loaned to students by the Bethel School District without cost. Students are responsible for the materials checked out in their name until the items are returned. In an effort to encourage responsible behavior and hold down costs for replacing books, students are required to pay for lost books. A fine may be charged for damage done to a book while on loan to them. The student and parent or guardian are welcome to inspect a damaged book. Since the book may need to be used by another student- if it is not too badly damaged- arrangements to see the material must be made within two weeks.

The school may withhold grade reports or transcripts for any pupil who owes a fee or fine which results from the loss or damage of school district property. Clear Lake does not charge overdue fines but encourages students to return materials promptly so that others can use them.

Any fees paid for lost books will be refunded as long as the book is returned within the same school year it was lost.

Tuesday Folders

Teachers will send home a blue Tuesday Folder each Tuesday. Please look through the folder and be aware of the information for you to keep and items to be returned to school in their labeled pockets within the folder.

Volunteers

Parent volunteers are an integral part of our school. We need help with tasks, such as, health screening, chaperoning field trips and dances, health services, student tutoring, and PTO. If you would like to assist, please call the school.

Background Checks

Prior to parents volunteering or chaperoning, the Bethel School District requires parents fill out a Volunteer Application and Agreement Form online at <http://www.bethel.k12.or.us> By filling out the form, parents grant permission to Bethel School District to perform a background check of civil and criminal records to verify any statement made on the application. The district may check such records in an effort to protect students from criminals and criminal activities.

All Volunteer Application and Agreement Forms must be submitted to the district office two weeks prior the date of the school event or activity.

All visitors must check in with the front office for permission to be at Clear Lake and will receive a visitor's pass. This includes parents dropping off supplies for their child and classroom volunteers. Parents dropping students off to the classroom are asked to sign in and receive a visitor's badge once school has begun at 8:55 a.m. Visitors are permitted on school grounds so long as their presence is NOT for the purpose of disrupting school and so long as school officials know of and consent to the visit.

BUS INFORMATION

Bethel School District contracts with First Student to provide transportation to and from school for students outside of walking distance to the school. In addition, Bethel contracts with First Student to provide transportation for field trips for schools.

Cooperatively, First Student and Bethel School District have created bus riding expectations for all Bethel students. Drivers will recognize students for meeting those expectations and consequences are in place for those students who don't meet the expectations. Below are the bus expectations for students, followed by the consequences for those who are not following the expectations when riding First Student transportation.

Consequences for students who fail to meet the expectations when riding a First Student bus:






The bus driver shall issue a citation of transportation regulations. Students who receive a citation must present the citation to their guardians and their school administrator.

- Upon receipt of the first and/or the second citation, the student must have the signature of both the guardian and the building administrator before full riding privileges are restored.
- Upon receipt of the third citation, or if the seriousness of any violation dictates, the student's privilege of riding *may* be suspended for five (5) days.
- Upon receipt of the fourth citation, or if the seriousness of any violation dictates, the student's privilege of riding *may* be suspended for ten (10) days.
- Upon receipt of the fifth citation, or the seriousness of any violation dictates, the student's privilege of riding *may* be suspended for the remainder of the school year.
- Throwing of any object while on the bus *may* result in a 5 day suspension.
- All citations must be signed by the guardian and appropriate school official within 3 days of issuance or student *may* be denied transportation until all signatures are on the citation and it has been returned to the driver.



First Student/Bethel School District K-8 Bus Expectations



BUS	Be Safe	Be Responsible	Be Respectful
Waiting for the bus 	Remain at a safe distance from where the bus stops (4 giant steps from the bus).	Arrive at the bus stop 5 minutes before your scheduled pick up time.	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to yourself	Keep your bus stop area neat and clean	
Entering the bus 	Listen and watch for driver directions	Be seated quickly and stay seated	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to self		
Riding the Bus 	Stay seated facing forward	Follow driver directions at all times	Use appropriate language, topics, tone, and volume.
	Keep aisles and emergency exits clear	Keep your area on the bus clean	
	Keep self and objects inside the bus	Stay seated unless driver gives permission.	
	Keep hands, feet, and objects to self		
Exiting the bus 	Listen and watch for driver directions	Take all personal items when exiting buses	Take turns exiting seats
	Keep hands, feet, and objects to yourself	Report vandalism	Use appropriate language, topics, tone, and volume.
	Walk down steps one at a time holding the handrail.	Report to the driver if you see a student sleeping or hiding on the bus.	
Evacuation 	Listen and watch for directions	Follow driver directions	Exit quickly and safely
	Stay quiet	Help others when appropriate	
	Leave belongings on bus		

C.R.P.B.I.S. at Clear Lake

Clear Lake is a Culturally Responsive Positive Behavior Intervention and Support school. CRPBIS is a school wide system to increase positive behavior in all areas of the school. Students are taught the expectations and how they apply in all areas around the school.

To provide a secure, positive, nurturing environment, the three school wide expectations for all students and staff are: **1) Be Safe, 2) Be Respectful, 3) Be Responsible.**

BE SAFE includes taking responsibility for one's own behavior, demonstrating self control, keeping hands and feet to self, completing classroom assignments by trying and working for quality, and learning to be an independent worker.

BE RESPECTFUL includes behaviors such as accepting difference, treating others fairly, and acknowledging the rights, space and property of others.

BE RESPONSIBLE includes controlling anger, making good decisions, and using resources such as class meeting, and/or staff for assistance.

Our belief is that all people can **Be Safe, Be Respectful, Be Responsible.** Students work on earning Paw Pride tickets.

DISCIPLINE AT CLEAR LAKE

When students do not follow the behavioral expectations, are physically harming themselves or others then students receive a referral. Typically these are not sent home, however, teachers will communicate with you as to what the behavior was. If it is a major referral the teacher and the principal will be in touch with you in regards to next steps.

Some behaviors that are unacceptable- and possible consequences- are listed below.

Skipping School: Leaving or not attending school, without permission. This is a violation of Oregon Revised Statute.

Habitual Minor Behaviors: Recurring problems that have been addressed by a teacher with no change in behavior. Recurring Incident Reports are considered in this category.

Verbal Disrespect: Negative or hurtful comments including profanity, name calling, or other use of hurtful words that do not constitute harassment.

Harassment: As defined in your “Students Rights and Responsibilities” manual; Harassment, including intimidation, bullying, hazing, menacing and cyberbullying (includes Facebook, other social media, texting) will not be tolerated in the Bethel School District, on the area immediately adjacent to school grounds, on school-provided transportation or at any official school bus stop, activity, program, event, internship, or trip sponsored by the district. Additionally, incidents of harassment, including intimidation, bullying, hazing, menacing and cyberbullying that interfere with or disrupt the educational process are prohibited.

Theft: In possession of, having passed on, or being responsible for removing someone else’s property.

Vandalism: Substantial destruction or disfigurement of property.

Defiance/Insubordination: Sustained or blatant refusal to follow directions or talking back to an adult.

Serious Disruption: Behavior that causes class or an activity to stop or continue with difficulty. This will include behaviors such as but not limited to: horseplay, throwing things, making noise and sustained talking.

Physical Disrespect: Actions involving physical contact where injury may occur (e.g.: hitting, punching, hitting with an object, kicking, hair pulling, scratching, shoving, pushing etc.). This policy does not cover self-defense. Self-defense is defined as using physical force when a student has no other options than to protect himself/herself.

Weapons: Being in possession of guns, knives (real or look alike) or any other item that may present a hazard to self or others (matches, lighters, firecrackers) are not permitted.

Illegal Substances: In possession of or using imitation or actual illegal drugs, alcohol, and/or tobacco. These are violations of the Criminal Code of Oregon.

Other Crisis Behavior: Serious behaviors that affect safety and disrupt the school such as fire setting and false alarms

BETHEL DISTRICT POLICY PROHIBITING HARASSMENT, BULLYING, OR CYBERBULLYING

It is the intent of the Bethel School District to promote harmonious human relationships that enable students to gain a true understanding of the rights and duties of people in our diverse society. Furthermore, it is our intent to promote the principles of equality and human dignity. A learning environment shall be available to all students that is free from verbal, physical, racial, and sexual harassment; intimidation; bullying; and cyberbullying.

policy: Harassment, including intimidation, bullying, and cyberbullying will not be tolerated in the Bethel School District, on the area immediately adjacent to school grounds, on school-provided transportation or at any official school bus stop, activity, program, event, internship, or trip sponsored by the district.

Additionally, incidents of harassment, including intimidation, bullying, or cyberbullying that interfere with or disrupt the educational process are prohibited. Therefore, the Board of Directors establishes the following policies to be in place. This policy gives notice to all employees, students, and patrons that all harassment, including intimidation, bullying, and cyberbullying allegations shall be investigated and dealt with quickly and effectively.

Harassment, Intimidation, and Bullying

“Harassment” means unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature related to disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group.

Verbal Harassment

Demeaning statements and threats are prohibited.

Physical Harassment

Acts of physical aggression are prohibited.

Racial (National Origin) Harassment

Comments or actions will constitute racial harassment when:

1. An individual uses derogatory terms relating to one’s ethnicity or national origin, or
2. An individual’s action is of a racially offensive nature to cause one to feel demeaned, belittled, threatened, or
3. These comments or actions create a racially hostile environment. The federal definition (Department of Education) of a racially hostile environment is one in which racial harassment is severe, pervasive, or persistent so and to interfere with, or limit, the ability of an individual to participate in, or benefit from the services, activities, or privileges provided by the district.

Sexual Harassment

Comments or actions will constitute sexual harassment when:

1. An individual uses derogatory terms related to one’s gender or sexual orientation; or
2. An individual’s action is offensive in nature to cause one to feel demeaned, belittled, or threatened; or
3. An individual requests unwelcome sexual favors; or

4. An individual makes unwelcome sexual advances that have the purpose or effect of interfering with a student's educational performance or that create an intimidating, offensive, or hostile educational environment.

Gender Identity

The District believes that all students deserve to be safe. Students who express or identify differently than their gender assigned at birth should not experience exclusion, discrimination, harassment, and/or bullying. The District is entrusted by the community to provide a welcoming, safe, and inclusive learning environment for all students which may require supports to help ensure their physical, psychological, and educational well-being.

Federal law, Oregon, law, and Bethel Board policy require equal opportunity in education, and prohibit discrimination on the basis of gender identity and expression.

The superintendent or designee is responsible for developing appropriate administrative regulations, procedures and/or guidelines for implementation of this policy in order to create a welcoming, safe, and inclusive learning environment for every student; to promote physical and psychological safety of students who express or identify differently than their gender assigned at birth; and to affirm the right of every student to an equal educational opportunity and respectful treatment in their own gender identification and expression.

Cyberbullying

The Board policy defines cyberbullying as "the use of any electronic communication device to convey a message in any form (text, image, audio, game, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Use of personal communication devices or district property to harass another is prohibited. The following examples of cyberbullying include, but are not limited to:

1. Sending or posting mean, vulgar, or threatening messages or images;
2. Posting sensitive, private information about another person;
3. Targeted use of computer viruses to intentionally degrade, disrupt, or damage another person's files or equipment.

District Staff Responsibility

Teachers, other staff members, and volunteers who observe students engaging in harassing or bullying behaviors must take action to stop the behavior and report it to an administrator. The administrator will investigate as soon as possible and take appropriate action.

Student Responsibility

Students are expected to follow the standards for student behavior outlined in school board policy and Clear Lake Parent and Student Handbook. Students who violate this policy are liable for discipline, suspension, or expulsion following the rules established in District Policy and in Clear Lake's Parent and Student Handbook.

District Responsibility

The District shall:

1. Provide an educational program that teaches students to be respectful of others in a diverse society;
2. Conduct an annual review of harassment violations and make recommendations for improvement;

3. Ensure sensitive and full investigation of harassment and bullying allegations;
4. Ensure appropriate education and discipline for harassment and bullying violations; and
5. Ensure that a support structure is provided for victims of harassment and bullying.

Reporting Harassment/Investigation/Complaints

A student or their parents and guardians who believe the student is the object of harassment or bullying shall, at the earliest opportunity, report the incident to a staff member on duty at the time, or to the student's teacher, or to a building administrator. The incident shall be investigated by a building administrator and discipline enforced, as necessary, at the building level. Anyone reporting harassment or bullying shall be free from retaliation. If the complaint is found to be without merit, or cannot be substantiated, all parties shall be so notified. Individuals determined to be guilty of harassment or bullying shall have the right to appeal the determination to the superintendent and the board of directors. Any person found to knowingly make false accusations of harassment or bullying shall be subject to discipline procedures following the rules established in Clear Lake's Parent and Student Handbook.

SEARCH AND SEIZURE

Schools have a responsibility to maintain order, discipline and a safe environment. Students have a legitimate expectation of privacy. In order to balance the schools' responsibilities and the students' expectations, the district has established parameters that specify the manner in which searches of students' persons, possessions and lockers will be conducted.

Search of School Equipment

Desks, cubbies, and other school equipment are the sole property of the school district. Students are allowed to use this equipment as a convenience. Students are required to properly care for school equipment, and may not use it to store dangerous or illegal items. A routine inspection of school equipment used by students may be conducted by school personnel with the authorization of the principal. A special inspection of an individual space or desk may be made when there is a reasonable suspicion that illegal or dangerous items, or items that are evidence of violation of a school rule, are contained within that school equipment. The search will be conducted by the principal or designee and an additional staff member.

Search of a Student's Person or Personal Property

The search of a student's person or personal property, including electronic devices, may be made at any time there is reasonable suspicion that the student is secreting evidence of an illegal act or violation of a school rule. The search will be conducted by the principal or designee and an additional staff member. The degree of intrusion shall be consistent with the objectives of the search. Factors to be considered in determining the degree of intrusion include: (1) the student's age or sex, (2) the nature of the infraction, and (3) the intensity of the search.

Notice to Students and Right to Attend Search

In any search of school equipment assigned to students, or in any search of students' property, students shall be given the opportunity to be present when the search is conducted, unless the students are not in attendance or there is reason to believe that their presence would endanger their health and safety or that of others.

Seizure of Illegal Items

Illegal items such as firearms, dangerous weapons, illegal drugs and drug paraphernalia, or other possessions reasonably determined to be a threat to the safety or security of others, or those items which may be used to disrupt or interfere with the educational process, or those items which constitute evidence of a violation of

school rules, may be seized by school officials. Any dangerous illegal weapon may be turned over to a law enforcement agency. Other items which may be used to disrupt or interfere with the educational process may be returned upon completion of a conference with the parents or guardian of the student believed to be the owner or possessor of such items. Parents or guardians will be notified whenever any illegal item is removed from a student's possession or locker, unless the notification would unduly interfere with the investigation of a law enforcement agency.

Searches by Civil Authorities

School officials are obligated to cooperate with civil authorities who allege they have probable cause to conduct a search or when presented with a properly executed search warrant. The principal or designee will witness searches conducted on school grounds by civil authorities.

COOPERATION WITH LAW ENFORCEMENT AGENCIES AND DHS

Cooperation with Law Enforcement Agencies (*School Board Policy KN and Administrative Rule KN*)

School officials have a dual responsibility. They must safeguard the rights of students and even represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties.

Investigation by Law Enforcement Officers

Law enforcement officers investigating a case involving an illegal act in which a student may be involved or about which the student may have information, shall contact the administrator or designee before any effort is made to question a student at school during school hours.

Contacting Parents/Guardians Investigations Related to Illegal Acts that Occur off Campus and are Not School Related:

Prior parent/guardian contact is not required for a law enforcement officer to interview a student who may be a witness to an illegal act. If a law enforcement officer intends to question or arrest a student related to alleged involvement in illegal acts that occur off campus and are not school related, the administrator or designee will make every reasonable effort to contact the parent/guardian, unless notification would hinder the investigation (such as child abuse cases). If the administrator or designee is unable to reach the parent/guardian, the officer shall not be delayed while additional attempts at notification take place.

More detailed information on the district policy related to cooperation with law enforcement can be found in the complete Bethel School Board Policy at www.bethel.k12.or.us/district/school-board/ using the *District Policies* link.

Taking a Student from School

A law enforcement officer or DHS official may, with proper legal authority, remove a student from campus. The school administrator will immediately make an attempt to contact the parent/guardian unless the investigating authority declares that notification will hinder the investigation (such as child abuse cases).

STATEMENT

The material covered within this handbook is intended as an opportunity to communicate with students and families regarding general school information, rules and procedures. This handbook is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.