



North Santiam School District

2020-2021
STUDENT-PARENT HANDBOOK
FOR GRADES K-12

NORTH SANTIAM SCHOOL DISTRICT

VISION

**WE CHANGE KIDS' LIVES... THROUGH A COMMITMENT TO EXCELLENCE, INTEGRITY, EQUITY AND
COMMUNITY ENGAGEMENT**

MISSION STATEMENT

**ENSURE STUDENTS REACH THEIR HIGHEST ACADEMIC AND VOCATIONAL POTENTIAL AND
DEVELOP INTO PRODUCTIVE CITIZENS**

GUIDING PRINCIPLE

DO WHAT IS BEST FOR ALL KIDS

GOALS

- **ENSURE THAT EACH STUDENT HAS THE OPPORTUNITY TO ACHIEVE ACADEMIC EXCELLENCE THROUGH MEASURABLE PROGRESS AND PERSONAL GROWTH EACH YEAR**
 - **PROVIDE QUALITY, SUSTAINABLE FACILITIES AND PROMOTE POSITIVE SCHOOL CLIMATES**
 - **PROMOTE STUDENT AND STAFF INVOLVEMENT IN THE COMMUNITY AND INVOLVE THE COMMUNITY IN OUR SCHOOLS**
 - **RECRUIT, DEVELOP, VALUE, AND RETAIN HIGH QUALITY STAFF**
-
-

The Parent-Student Handbook has been prepared to acquaint you with the basic policies and procedures of the North Santiam School District, to inform you of the School's Code of Conduct and provide you with a reference for answering your general questions. Please contact the school if you have additional questions.

NORTH SANTIAM SCHOOL BOARD MEMBERS

Erin Cramer
Tod Nau
Laura Wipper
Tass Morrison
Alisha Oliver
Garrett Trott
Mike Wagner

NORTH SANTIAM SCHOOL DISTRICT Superintendent—Andrew Gardner

District Office Information

County: Marion & Linn
Enrollment: 2250
Meetings: Third Thursday @ 6:00 PM
ESD Served by: Willamette ESD
District Web Page: www.nsantiam.k12.or.us
District Policy Page: <http://policy.osba.org/nsantiam/index.asp>

NORTH SANTIAM SD29J
1155 North Third Avenue
Stayton OR 97383
Phone: 503-769-6924
FAX: 503-769-3578

Contact Information

Superintendent:	Andrew Gardner	andy.gardner@nsantiam.k12.or.us
Associate Superintendent:	David Bolin	david.bolin@nsantiam.k12.or.us
Director of Technology:	David Bolin	dave.bolin@nsantiam.k12.or.us
Deputy Clerk/Business Manager:	Jane Nofziger	jane.nofziger@nsantiam.k12.or.us
Director of Human Resources:	Debi Brazelton	debi.brazelton@nsantiam.k12.or.us
Director of Food Services:	Mike Vetter	mike.vetter@nsantiam.k12.or.us
Executive Assistant to the Board:	Tonia Whisman	tonia.whisman@nsantiam.k12.or.us

SCHOOLS IN THE NORTH SANTIAM SCHOOL DISTRICT

Stayton Elementary School (K-3)
Mari-Linn School (K-8)
Sublimity Elementary and Middle Schools (K-8)
Stayton Intermediate/Middle School (4-8)
Stayton High School (9-12)

Superintendent, Andy Gardner has been designated to coordinate compliance with the legal requirements of Title II, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The superintendent may be contacted at the District Office, 1155 North Third Avenue, Stayton, OR 97383, or at 503-769-4928 for additional information and/or compliance issues. Full policies are available through the policy website listed above or by contacting the Board Executive Assistant at 503-769-4928 or by Email at tonia.whisman@nsantiam.k12.or.us.

TABLE OF CONTENTS

District Code of Conduct

Behavior	1
Bus Transportation	3
Clothing Guidelines.....	4
Drug and Alcohol Free District	5
Harassment.....	5
Student Rights and Responsibilities	6

District Wide Information

Academic & Support Services.....	7
Accidents/Emergencies	9
After-School Program	9
Alternative Education.....	9
Assessments	9
Attendance.....	9
Bicycles/Skateboard/Scooters	11
Board Policy.....	11
Books.....	11
Building Security.....	12
Complaints... ..	12
Curriculum	12
Cyber-Bullying.....	12
Demonstrations of Affection	12
Damage to District Property.....	13
Diplomas	13
Distribution of Material.....	13
Electronic Communication System	13
Electronic Devices/Cell Phones	14
Emergency School Closure	14
Fees and Fines	14
Fire Drills/Earthquake/Lock-Down Drills.....	15
Guidance Counseling and Behavior Supports	15
Health	15
Home Prepared Foods	20
Homeless Students	20
Library.....	20
Lost and Found.....	21
Parent Involvement/Communications/Rights.....	21
Personal Possessions/Toys	22
Program Exemptions	23
School Meals	23
Searches.....	23
Student Identification Cards	24
Student Records.....	24
Talented and Gifted (TAG) Program	24
Teen Parent Program	24
Transfers.....	24
Volunteer Program	24
Video Cameras and Recorders in School	25
Visitors	25
Withdrawal	25

Annual Notices/Title I/NCLB

Asbestos	26
Directory Information.....	26
Parent Involvement	27
Right to Request Teacher Qualifications.....	27
Federal Meal Programs	27
Non-Discrimination Statement.....	28
Special Programs.....	28
Student Education Records	29
Integrated Pest Management	31

DISTRICT SECTION

CODE OF CONDUCT

This handbook is based on district-wide requirements and information that pertain to all students and their parents/guardians in the NSSD regardless of which school they attend. For athletic agreements and information pertaining to a particular campus, please refer to that specific handbook available in any school office or on the [NSSD WEBSITE](#).

BEHAVIOR

Students are responsible for conducting themselves properly and for contributing to a productive learning environment, in accordance with the policies of the District and the lawful directions of staff. The District has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

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

Under [Board Policy](#), 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 including, but not limited to, the following:

- Assault; Board Policy JG
- Hazing, harassment, intimidation, bullying, or menacing; Board Policy JFCF and JG
- Coercion; Board Policy JG
- Violent behavior or threats of violence or harm; Board Policy JFCM
- Disorderly conduct, including disruption of the school environment; Board Policy JG
- Bringing, possessing, concealing or using a weapon; Board Policy JFCJ
- Vandalism/Malicious Mischief/Theft; Board Policy JFC, JFCM and JFCB
- Harassment; Board Policy JBA/GBN/JFCF/GBNA
- Use of tobacco, alcohol or drugs, including drug paraphernalia and sharing prescription drugs; Board Policy JFCG/JFCH/JFCI
- Use or display of profane or obscene language; Board Policy JG
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials; Board Policy JG
- Violation of District transportation rules; Board Policy EEACC
- Violation of school or classroom rules; Handbook

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 a weapon to school. The Hearing Officer 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 or other dangerous weapon in or on district property is subject to criminal prosecution. See Board Policy JFCJ for additional information.

1. A dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance that 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.

2. A deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.
3. A firearm is defined in federal law as any weapon (including starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, or any firearm silencer.
4. Replica weapons include toys, fake, similar look-a-likes that purports to be a weapon.
5. A destructive device is any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.
6. Weapons may also include, but are not be limited to, knives, metal knuckles, straight razors, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or patrons.

Discipline

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.

Referral to the building principal or designee can occur at any time for the following:

1. To teach expectations;
2. To provide support (remind/review/re-teach) expectations;
3. To provide a reminder and issue timeout until the student is ready to follow expectations;
4. To issue consequence; and/or
5. For the collection and communication of behavior information.

The District's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, behavior plan development, referral to the Student Intervention Team (SIT), detention, suspension, expulsion, and/or loss of privileges, honors and awards.

Disciplinary measures are applied 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. Parent involvement and cooperation are essential in any discipline situation. All schools welcome parents to campus to visit with staff and discuss issues of concern.

Consequence Guidelines

Consequences for student misbehavior include, but are not limited to, the following:

1. Conference with student about the incident;
2. Warning;
3. Activity, recess, and/or lunch detention;
4. Parent conference;
5. In-school suspension;
6. Suspension (10 school days or less);
7. Suspension pending expulsion (10 school days or less); and/or
8. Expulsion.

Detention:

A student may be detained outside of school hours for not more than two hours per day after regular school hours if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension:

A student may be suspended from school for up to 10 school days for willful violations of the Student Code of Conduct. The District may require a student to attend school during non-school hours as an alternative to suspension (i.e. after school detention, Saturday School).

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.

While under suspension, a student may not attend after-school activities and athletic events, be present on District property nor participate in activities directed or sponsored by the District.

Expulsion:

A student may be expelled for severe or repeated violations of the Student Code of Conduct. 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 one calendar year. The District will provide alternative education options.

The District will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law (see Alternative Education section in this handbook).

Students with Disabilities:

When a student being served by an individualized education program (IEP) engages in conduct which would warrant up to 10 days suspension or expulsion for a non-disabled student, 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. For more information about the discipline of students with disabilities, see policy JGDA/JGEA.

BUS TRANSPORTATION

Bus schedules, routes, and regulations are determined by school Board Policy and administered by the Superintendent and Bus Supervisor. The District contracts its transportation services with Mid-Columbia Bus Company. Questions or concerns regarding bus service should be directed to the District Office or the Safety and Security Officer at 503-769-6924.

The District's discipline policy is in effect portal to portal (protecting and holding students accountable for any harassment, bullying, drugs and alcohol use, behavior on the bus, etc. from the time they leave home to go to school until the time they return home again).

Parents are responsible for having their children at the bus stops on time and for their child's conduct at the bus stops. A student being transported on district-provided transportation is required to comply

with the Student Code of Conduct. Any student who fails to comply may be denied transportation services and shall be subject to disciplinary action.

Bus Safety Rules:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring animals, firearms, weapons, glass containers, aerosol cans of any kind or other potentially hazardous material on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When it is necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms or heads (including the hair), through bus windows.
10. Students shall have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without the permission of the driver.
13. Students shall keep the bus clean and must refrain from damaging it.
14. Students shall be courteous to the driver, to fellow students, and passers-by.
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
16. Students may not bring boom-boxes or skateboards on the bus.
17. Students may not eat on the bus.

If inappropriate behavior occurs on the bus, students will be warned. Repeated misbehavior will be documented on an incident report form. After three or more incident reports, the child may not be allowed to ride the bus. Parents will be notified of each incident with a citation and a conference may be arranged as a result of a suspension.

To assure the whereabouts and safety of students, parents should send a signed note giving permission and stating the date when the student is to get off the bus at an alternate bus stop. If a student participates in a regularly scheduled event that requires a different bus stop, the parent should contact Mid-Columbia Busing Company for a form and procedures.

CLOTHING GUIDELINES

The District stresses being neat and clean in appearance as well as keeping language appropriate. With styles and trends changing quickly and gang-influenced clothing crossing over into the mainstream this is not an easy task. As styles of clothing change, we will address individuals if their mode of dress is deemed unsafe or inappropriate. Clothing styles that are disruptive of the education process, constitute a threat to the safety and health of self or others, or is a violation of any statute will not be permitted in school.

The following standards have been developed to guide students and parents in making sure that clothing choices are appropriate for school.

1. Dress and grooming shall be clean, in keeping with health, safety and sanitary practices; this includes always wearing shoes in school.
2. The dress and grooming of students shall not cause a substantial disruption to the teaching and learning process (distractions due to the type of clothing).
3. No gang-affiliated clothing or other related gang paraphernalia will be tolerated.
4. No alcohol, firearms, or drug-related clothing will be worn at school. Students are also prohibited from the wearing of any clothing that promotes racial intolerance.
5. Clothing that is too bare in nature is not appropriate for a school setting, including sporting events.
6. Pants should not be sagging, cleavage should not be seen and clothes should completely cover the belly.
7. Tank tops with less than a two-inch strap may not be allowed.
8. Hat policies vary from campus to campus so please refer to the specific school's handbook to determine if students are allowed to wear them during school hours.

Students who are not dressed properly will be asked to change or put on additional clothing. If necessary, parents will be contacted so that the student may make arrangements to change into appropriate clothing.

If parents cannot be reached, students with inappropriate clothing will be expected to cover up for the rest of the day by turning a t-shirt inside out, zipping up a sweatshirt, etc. If no other options are available, students will receive a t-shirt from the office.

Additional information can be found in policy JFCA. Students will be referred to the building principal or designee if students are believed to be in violation of the policy. Continued violations of the dress code may result in suspension.

Dress Code guidelines are in effect during school hours, and at ALL school functions, including athletic contests and other school activities

DRUG AND ALCOHOL FREE DISTRICT

Drinking, smoking or any use of tobacco products is prohibited on District property. District property includes schools and other district buildings, district vehicles, personal vehicles while on district property, outdoor areas such as playgrounds and athletic fields, and field trip participation. This policy also applies at all times to anyone using district facilities.

HARASSMENT

Harassment will not be tolerated on school property or at school-sponsored activities and shall be cause for appropriate disciplinary action. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status, age, or physical appearance.

Harassment by parents, vendors, and others who come into the school is also prohibited. Incidences of probable harassment, including sexual harassment, should be immediately reported to the building principal. Allegations of harassment will be promptly and reasonably investigated by the District.

For additional information refer to policy *JBN/GBN/JFCF/GBNA & AR—Harassment*. The policy and forms for complaints for harassment can be found on the District’s website or may be picked up at any school office.

STUDENT RIGHTS AND RESPONSIBILITIES

This handbook has been provided to give parents and students information on behavior standards expected as well as the consequences of misbehavior. Below is a list of the guaranteed rights and responsibilities of students in the North Santiam School District.

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. The right to attend free public schools and 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 that the student believes injure his/her rights;
4. The right to free inquiry and expression, and the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally and the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others; and
6. The right to privacy including the student’s education records.

DISTRICT-WIDE INFORMATION

ACADEMIC & SUPPORT SERVICES

Special services are available to children who have specific, identified disabilities or to those who need supportive services in order to succeed in the classroom. By law we identify, locate, and evaluate all students with disabilities living within the District's boundaries. All students may be eligible for academic support, including pre-school aged children. Disabilities include deafness, mental retardation, orthopedic impairments, emotional disabilities, learning disabilities, autism, speech impairments, and blindness. The District ensures that a free, appropriate public education is available to all students. Additional information can be found in policies *IGCB—Title I and IGBA—Students with Disabilities*.

In addition to regular educational programs, the following are offered to help meet the needs of students, parents, and the community. If you have questions about any of special programs, please call the building principal or the Instructional Support and Services Team at 503-769-1582.

Alternative Education:

Alternative education is available to students who are unable to be successful in the normal school environment. Options include a variety of structured settings and locations including night school, tutoring, off campus classes, and online coursework. Referrals are made through the building principal or designee.

Meal Assistance:

Free or reduced priced meals are available for students that qualify under federal guidelines. During the registration process each student will receive information about applying for free and/or reduced lunches. Students approved for meal benefits in the previous year will be eligible for the following year until October 15th. After that time, students must re-apply or be removed from the program. For more information, please contact the Food Service Director at 503-769-4115.

Special Education:

Services are provided by specially trained teachers that work with children who have special learning needs. Students are qualified for Special Educational services based on state and federal guidelines and may include students of pre-school age. If you have questions or need additional information contact Instructional and Student Services at 503-769-1582.

Title I:

The District provides special services in Title I, a federally funded program, to give additional assistance to students in reading and math. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program. For more information refer to Board Policy IGBC or contact Instructional and Student Services at 503-769-1582.

Reading Specialist:

The reading specialist gives support to students and teachers in the area of reading. They work with each school to help students meet the goals set by the building as well as help emphasize the skills needed to pass the reading benchmarks set by the State of Oregon. If you have questions, contact your building principal.

Homeless/Needy Children:

The District has resources available for students that are in homeless situations, unstable housing, doubled up housing, or in poverty. For assistance, please contact the School and Community Liaison at 503-769-9082.

504 Program:

This program is set up to assist any student who has a barrier to their education due to a temporary illness or injury. A team evaluates the needs of the student and family and makes recommendations for specific accommodations, which may include (but is not limited to) adjustments to work loads, partial day attendance, etc. If you feel you may qualify for this program, please contact your school building principal or counselor for more information.

Speech/Language:

Speech/Language pathologists provide evaluation and intervention for students needing specialized services in the areas of articulation, oral language, or voice. This program is available to any student that lives within the North Santiam School District boundaries. Contact Instructional and Student Services at 503-769-1582 for more information.

Talented and Gifted (TAG):

Services to talented and gifted students are delivered through an in-class model. Higher level work or classes in subject areas where the student has scored in the 97% of the nation are made available. At the high school level, advanced placement classes with college credit are available to these students as well as those who academically have shown they qualify.

Student Behavior:

Services are available to students with behavior issues that are disruptive to the learning environment or who have problems with social behaviors. Assistance includes, but not limited to, one on one or small group counseling with a qualified behavior specialist or the implementation of behavior plans to help the student be successful on a day to day basis. The building counselor or the classroom teacher is available to help with accessing this program if needed.

Bilingual Education:

The District provides special programs for bilingual students, students with limited English proficiency, student who use English as their second language, and immigrant students with Title IA and Title III funds. Students are referred to this program based on the information received at registration and from the home language survey filled out at registration. More information on identification, testing, and participation may be obtained from Instructional and Student Services at 503-769-1582.

Attendance Assistance:

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the State of Oregon compulsory attendance law to the District Truant Officer. The officer is assigned to assist in contacting parents to find out if there are extenuating circumstances and to offer assistance as needed. The Truant Officer also delivers attendance letters as required by policy when a student begins to show a history of poor attendance; he is authorized to cite parents into court with possible fines levied due to non-attendance. If you need assistance or have questions about attendance policy or the law, please call the Director of Health, Safety & Security at 503-769-8748.

ACCIDENTS/EMERGENCIES

The school office must have accurate and current information for contacting parents (or other emergency contacts) in case of accidents or emergencies. Please let us know immediately if your telephone number or address changes during the year.

Students should report all accidents or injuries immediately to the staff member on duty. In cases of serious accident or illness, we make every reasonable effort to reach the parents as soon as possible. If the injury or illness is, in the staff's opinion, serious enough that immediate treatment is necessary and parents cannot be reached, the school will summon emergency assistance, transport to the Santiam Memorial Hospital Emergency Room, or contact the physician listed on the enrollment card. The parent or guardian will be notified of the emergency at the earliest possible time.

AFTER SCHOOL PROGRAM

The District currently contracts with the Salem-Keizer Education Foundation for after school care. The current sites are located at Sublimity Elementary and Stayton Elementary with students from Mari-Linn and Stayton Intermediate being bussed to these locations for care. For more information, go to any school website and click, "For Parents" and then "After School Program" or click this link: [After School Care Program](#)

ALTERNATIVE EDUCATION

Alternative Education (AE) program options have been established and approved by the Board to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular program due to erratic attendance, behavioral problems, or medical conditions that limit their attendance at school. AE is also available for students who have not met Oregon's academic content standards or who have additional educational needs and interests. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling is not considered an alternative education program; however homeschool students have access to the District's K-12 online program, like those who need the online program as an alternative option. For more information on alternative education see policy IGBHA—Alternative Education Programs.

ASSESSMENTS

Oregon State Assessments are given to students in the subject areas of math, reading, science, and writing. Most students meet the standards through a combination of statewide assessments and classroom based work samples. Additional district-wide assessments are given in reading, or as needed to evaluate the need for special programs or additional educational assistance.

ATTENDANCE

One of the most important aspects of your child's success in school is related to regular attendance. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Regular and consistent attendance at school is fundamental to student success and personal responsibility. A pattern of regular attendance reflects a positive work ethic and attitude that is desirable in the workplace. It is therefore a responsibility of the school to promote good attendance and enforce the compulsory attendance laws of the state of Oregon. It is the policy of this District to meet the following objectives:

1. Promote individual responsibility for one's own learning and to understand the positive correlations between regular attendance at school and academic success;
2. Communicate clear expectations for student attendance and inform parents or guardians about their students' attendance; and
3. Enforce this policy consistently with respect to consequences for unexcused and/or irregular attendance.

Excused Absences:

Absences that are considered excused include the following:

1. Sickness (physical or mental), injury, or hospitalization of a student
2. Medical or dental appointments (verification of appointments may be required);
3. Serious illness or hospitalization of an immediate family member;
4. Field trips and school sponsored activities;
5. Military-parent call to duty, leave from, or deployment to a combat zone or support post;
6. Planned religious instruction or observance of "legally" established religious holidays; and
7. Other activities or absences that have prior approval or acknowledgement of the administrative office including: fully executed planned absences, required lice treatment, etc.

Unexcused Absences:

All other absences are considered unexcused. Parent notification to the school should not be confused with a parent excusing an absence. Only the reasons listed above can be accepted by school staff as cause to excuse an absence, according to the Oregon Dept of Education.

Tardiness:

An unexcused tardy occurs when a student does not have an appropriate and acceptable excuse for being late to class based on the excused absence list above.

Truancy:

Under ORS 339.925, students are required to comply with the Oregon Compulsory Attendance law by maintaining regular attendance. Regular attendance means attendance which does not include more than eight (8) unexcused one-half day absences, or the equivalent thereof, in any four (4) week period in which the school is in session. Any student that does not meet the definition of this law is considered truant. Failure to comply with Oregon's Compulsory Attendance law is a Class C violation and may result in a citation and fine by the court of up to \$500.

Any student who is absent from school or from any class without permission is considered truant until excused. Initial disciplinary action for unexcused absences may include, but is not limited to, detention and/or ineligibility to participate in athletics or other after school activities that day.

Planned Absences:

Planned absences for one or more days (up to 10 days) are arranged in the following manner:

1. Students shall furnish to the attendance secretary written permission from the parent for the planned absence, specifying the date, time, and reason for absence.
2. The student is issued a planned absence form to present to their teachers and gather homework.

Notes:

Information on the written excuse must include: (1) the full name of the student; (2) the calendar dates(s) of absence and time frame if partial day absence; (3) a brief reason for absence; and (4) the signature of the parent or guardian.

School Related Trips:

Planned and approved outings that are part of a course of study or school sponsored extra-curricular activity will not be counted as an absence. School related absences may include field trips, early release for participants in a sports contest, and student council meetings. School related absences are coded as an FT on the attendance report. Students are responsible to make up school work missed while participating in these activities.

Check Out During the School Day:

All student check outs during the school day will be processed through the office. A written or in-person parent request is necessary before students are permitted to leave with any non-custodial adult at any time. Phone calls are discouraged as it can be difficult for staff to verify the identity of the caller. Adults should be prepared to show picture identification to office staff before the release of a student.

Arrangements for changes as to who will pick up a student after school may be communicated to the classroom teacher by the parent in a note or in person. Teachers will notify the office and follow the same guidelines as above. Written permission is also required for a student to ride home on the bus with another student after school. These procedures are in place to protect students.

Any release during or directly after athletic activities must follow the procedures set forth in the athletic handbook.

Perfect Attendance:

Perfect attendance means that the student has been in school, every period of every scheduled school day. If they are checked out by the parent during the school day, even for an appointment that is considered excused, they will no longer be considered for a perfect attendance award.

BICYCLES/SKATEBOARD/SCOOTERS

The use of skates, skateboard, and motorized scooters are prohibited on school grounds. Students are allowed to ride their bikes to and from school. The school provides racks for parking bikes. We ask students to lock bikes to the racks while at school. Bicycle racks are off-limits during the school day. Students who are crossing through campus on bikes must walk the bike to the departure point. Parents are asked to enforce the bike helmet law and be sure students wear helmets when riding their bicycles.

**BOARD POLICY**

The public may contact the Executive Secretary to the Board at the District Office or call 503-769-4928 for assistance with Board Policy. Policies are also available through the District's website or can be found directly online at <http://policy.osba.org/nsantiam/index.asp>.

BOOKS

School textbooks and workbooks are provided to students by the District. Students will be held responsible for all books checked out to them during the school year and will be billed for any damage that is obviously beyond normal wear and tear or for any books not returned at the end of the school year.

BUILDING SECURITY

To ensure that all buildings remain a safe and secure place for students to attend school, all visitors must check into the office as soon as they enter the building. Visitor tags will be issued and must be worn by visitors to help students and staff members recognize them as authorized visitors. Anyone on school property unknown to staff will be questioned if they do not have a visitor's tag. Volunteers may use their volunteer tag to identify themselves. The front door closest to the office will remain unlocked during the school day. All other outside doors to buildings will remain secured.

CHANGE OF ADDRESS/TELEPHONE



It is very important that the school office has up to date student contact information. Please contact the office as soon as you have any address, telephone, or emergency contact information changes during the school year.

COMPLAINTS

Curriculum and Instructional Material Complaints:

Complaints by students or parents about instructional materials should be directed to the building principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Reevaluation of Instructional Materials" can be found along with policy *IIA-Instructional Resources/Instructional Materials* on the District's website. All forms must be signed by the complainant.

Harassment and Public Complaints:

Complaints are handled and resolved as close to their origin as possible. The Board advises the public in policy on the process for filing a complaint. Complaint policies and forms are available at any office, on the District's website and online at <http://policy.osba.org/nsantiam/KL/index.asp> under policy KL.

CURRICULUM

The District reviews and adopts or re-adopts new curriculum in the areas of art and music, science, language arts, math, social science, health and physical education approximately every seven years on a rotating basis as determined by the Oregon Department of Education. Professional development, to prepare teachers in the use of new curriculum and textbooks, is given to all staff during planned *In-Service* days throughout the school year.

CYBER-BULLYING

The District prohibits any form of harassment, including harassment through electronic means, which is known as cyber-bullying. A student may be subject to discipline, up to and including expulsion, for a violation, and may also be referred to law enforcement. See Board Policy JFCFA/GBNAA for more information.

DEMONSTRATIONS OF AFFECTION

School is not a place for demonstrations of affection. Snuggling, embracing, kissing, or similar bodily contact is not acceptable. Students involved in such conduct will be asked to stop and may be counseled and/or referred to an administrator. Continuation of such conduct after warnings is considered insubordination and will result in a conference between students, parents, an administrator and/or a counselor with possible suspension.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged District property will be held responsible for the reasonable cost of repairing or replacing that property. The District will notify students and parents of all such charges. If the amount due is not paid it will become a debt owed and will be included as part of the student's fee charges. Any malicious destruction of property will be reported to the police.

DIPLOMAS

It is never too early to discuss the benefits of graduating from high school and preparing for work, continued education, and service to the community. Information on high school diploma requirements is available in the addendum under graduation policies.

Graduation and Promotion Ceremonies:

Only students in good standing within the rules and expectations of the District will be permitted to participate in graduation or promotion ceremonies. Students facing disciplinary action in the final weeks of school may be excluded from participation in graduation or promotion ceremonies.

DISTRIBUTION OF MATERIAL


All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and building principal. Students shall be required to submit such publications to the administration for approval prior to publication.

Written materials, flyers, posters, photographs, pictures, petitions, films, or other visual or auditory materials may not be sold, circulated or distributed on District property by a student or staff member without the approval of the building principal.

Outside Agencies or Organizations:

Materials not under the editorial control of the District, such as those submitted for distribution from an outside agency or community organization must be submitted to the District Office for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns may include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials may not 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 the District. Spanish versions will be requested, but are not required. The District will not be responsible for translation services for any outside agency or organization.

ELECTRONIC COMMUNICATION-INTERNET USE

The District offers the  suite of products for student use including email, calendar, spreadsheet and word-processing applications. This allows for much greater flexibility for students to work on assignments continuously at school and at home and to share completed projects with teachers. The District is committed to providing a safe learning environment as students access our school-provided devices and accounts as well as fostering a partnership with parents to monitor students after school hours. In that regard, the District has installed secure software to monitor school-issued accounts, which parents can access as well.

The installed software helps us monitor all of the content our students are creating, sharing, and sending through school-issued accounts. This helps us to detect potentially dangerous situations that students may be facing both in and out of school, including:

- Cyberbullying
- Threats of violence
- Predatory advances
- Sexual content
- Suicidal ideation

As well as alerting staff to potential problems, risks, or imminent dangers, we enable our students' families to receive the same alerts on their child's online activities. This is crucial to enabling a fast response and keeping students safe. Information will be sent home each year regarding how parents can access this software however information may be requested from the technology department at any time.

Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of access to the District's system and/or referral to law enforcement officials.

Parents agree to these conditions and to grant their student access to the District's electronic communications program as part of the yearly registration paperwork process. Parents may opt out of the use of the District's electronic communications program, except for instances of mandatory Oregon State Assessment Testing, by submitting a written request to do so.

ELECTRONIC DEVICES/CELL PHONES

Cell phones can be a serious disruption in the classroom when left on or used inappropriately. Even with this in mind, the District recognizes that cell phones have become common place in society and are used daily by students as communication and educational devices as well as for safety. Cell phone use varies by campus and by grade level. Please refer to your student's [school handbook](#) for guidelines and policies regarding cell phone use on that particular campus.

EMERGENCY SCHOOL CLOSURE

School is cancelled only during extraordinary circumstances such as extreme weather, equipment failure, electrical failure, or public crisis. We are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. The best information regarding school closures will be posted on the front page of the District's Facebook page, the website (www.nstantiam.k12.or.us) and via notifications from the NSSD mobile app available from the Google Play and Apple stores. In the event of a school closure due to bad weather, information may also be available on local television stations.

All attempts will be made to post closures and/delays by 6:00 am when possible. If it is necessary for school to be closed during the day, the schools will send notifications to parents before the buses leave.

FEES AND FINES

Materials that are part of the basic educational program are provided without charge to a student, including textbooks and/or workbooks. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay additional costs for voluntary projects above the standard curriculum requirements that students take home. A waiver may be requested if the student and/or parent are unable to pay by contacting the school office or the Department of Instructional Student Services at 503-769-9082.

There may also be additional fees for services/products that are specific to each campus. These may include things like yearbooks, parking passes, Outdoor School attendance and student body cards that allow entry into sporting events. Refer to each [school's handbook](#) for more information.

Students are responsible for the care and return of all textbooks and library books. Fines are assessed for missing or damaged books and are expected to be cleared before the end of each school year. If parents need a payment plan, they should contact the school building principal or school office staff for assistance.

Library fines will be assessed as follows:

Late Fees

- No late fees will be charged in grades K-12

Damage (book/material can remain in circulation)

- Extent of damage will be assessed by the librarian
- All repairs will be made by the librarian.
 - 50% of cost of book
 - 25% of cost of book

Replacement (book/material cannot remain in circulation)

- Fee will be for comparable replacement

Unable to Pay

- Students may be provided alternatives to pay for fines and fees in the library.
 - Library Support: 5 minutes = 1\$ of fine/fee
 - Reading Time: 5 minutes = 1\$ of fine/fee

FIRE/EARTHQUAKE/LOCK-DOWN DRILLS

Schools are required to conduct monthly fire drills, plus two earthquake drills and one lock down drills during the school year. Safe evacuation skills are practiced during these emergency response drills.

GUIDANCE COUNSELING AND BEHAVIOR SUPPORTS

A counselor and/or behavior specialist is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, and drugs, alcohol or tobacco dependency. Information about community resources to address personal student concerns is available from counselors and behavior specialists.

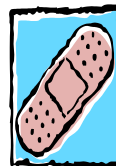
HEALTH

The goal of the North Santiam School District Health Services Program is to promote the health of all students in the school environment. It is recognized that the health of a child is a critical factor in the child's achievement. Health services are aimed at promoting, protecting, and maintaining a child's mental and physical health.

First Aid and Emergencies:

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parents will be notified immediately. It is very important that parents furnish the school with the following emergency information:

1. Parent(s) or guardian(s) names;
2. Complete and up-to-date address;
3. Home phone and parent(s) work phone;
4. Emergency phone number of friend or relative;
5. Physician's name and phone; and
6. Medical alert information.



Communicable Disease Prevention and Control:

The school may also, in accordance with state health laws, exclude students suspected of having or being exposed to certain communicable diseases. If you have not been able to communicate directly with the office about your child's illness, please send a written excuse stating the specific nature of the illness for the absence when your child returns to school. For certain illnesses, re-admission to school is allowed when the parent or guardian submits a physician's statement that the condition is not contagious or there is evidence to school personnel that the child's condition is adequately treated and/or controlled.

Children who show signs of illness should not come to school. To prevent the spread of contagious diseases students should be kept home if they show any of the symptoms listed in the attached chart.

For a current list of required immunizations by age and grade, please visit the [State of Oregon website](https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/GETTINGIMMUNIZED/Pages/SchRequiredImm.aspx) by clicking on the underlined link (address shown below)
<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/GETTINGIMMUNIZED/Pages/SchRequiredImm.aspx>

**WHEN TO KEEP YOUR CHILD AT HOME
GUIDELINES FOR EXCLUSION**

Student's Symptoms/Diagnosed Illness	When Student May Return to School
Fever greater than 100.5 degrees (orally) with or without drainage from nose	Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine
Rash or rash with fever – new or sudden onset	Rash disappears-Written or phone consent from doctor to school nurse
Colored (yellow or brown) drainage from eyes or skin lesions that are “weepy” (fluid or pus-filled)	Discharge must be gone or the student must have a written or phone consent from doctor to school nurse.
Vomiting	Symptom-free for 24 hours (with eating and drinking resumed)
Diarrhea: 3 loose or watery stools in one day	Symptom-free for 24 hours (after diarrhea has completely subsided)
Cough: Deep, barking, congested, productive of colored mucous or difficulty breathing or shortness of breath; serious, sustained cough	Student needs to be able to cover their cough and the cough needs to be at a level of intensity that does not

	interfere with daily activities or cause significant shortness of breath.
White, clay-colored, or bloody stool	Written/phone consent from doctor to school nurse
Student's Symptoms/Diagnosed Illness	When Student May Return to School
Yellow color skin and/or eyes	Written/phone consent from doctor to school nurse
Brown or bloody urine	Written/phone consent from doctor to school nurse
Stiff neck or headache with fever	Symptom-free or written/phone consent from doctor to school nurse
Unusual behavior changes: irritability, lethargic, or somnolence (excessive sleepiness)	Symptom-free or written/phone consent from doctor to school nurse
Strep throat diagnosed by health care provider	Must have been on antibiotics for 24 hours and have written/phone consent from doctor to school nurse-If no antibiotic given, call school nurse before sending child to school
After an illness of two or more weeks, surgery, or other change in health status	Written instructions from doctor and parent regarding medication or special health needs must be provided to the school nurse
The student requires more care than can be safely offered by school staff	Written instructions from doctor and parent regarding medication or special health needs must be provided to the school nurse

Only a licensed health care provider can determine a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school.

Students needing exclusion due to illness should be separated from other students while waiting for transportation from the school setting.

The District Nurse or local county health department should always be consulted regarding any written communication that may be developed to notify parents about disease outbreaks, risks to students, families, and staff and/or control measures specific to the outbreak. ORS 333-019-0010

The school may, in accordance with state health laws, exclude students suspected of having or being exposed to certain communicable diseases. The District Nurse may, with the consent of the parent (or student over 18 years) consult with the student's physician or County Health Department about recommendations to return the student to class.

District Nurse:

The North Santiam School District has a Registered Nurse (R.N.) who serves all the schools in the District. The District nurse provides information and training about health related issues to staff and works with parents and health care providers to address the complex health needs of some students during the school day.

High school students may make an appointment to meet with the District Nurse. When students meet with the nurse, they become a patient and the nurse can provide health counseling and referrals. Under Oregon law, any student who is 15 years of age or older can make decisions about their health care

without parental consent. Students will be encouraged to share their concerns and health information with their parent/guardian, but by law confidential patient information cannot be disclosed without the student's consent. If you have questions or concerns about a health need, please contact the District Nurse through the Instructional and Student Services Department at 503-769-4930 or 503-769-1582.

Head Lice:

Head lice are a nuisance that interferes with student learning. The school does not routinely check students for head lice. In situations where students seemed to be distracted by what might be head lice, staff will check for lice. When a child in school is identified as having head lice (live bugs), the office will notify the child's parents and the District Nurse will be consulted. The nurse is available to consult with families about the treatment of head lice, which should be treated immediately so that students do not miss school. When the child returns to school their parent/guardian needs to notify the school that the head lice have been treated. In situations where multiple cases of head lice have been identified, the District Nurse will supervise appropriate screenings of students.

Health and Sports Physicals or Examinations:

Students entering elementary, middle, and high school, as well as all students new to Oregon schools are encouraged to have a physical and dental examination. Students involved in athletics are required to have a sports physical every two years. Physicians must fill out the official OSSA physical form for school sports and activities. No other forms will be accepted. Official forms are available in school offices and on their websites.

Human Sexuality Curriculum:

For students in grades 6-12, there is an age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases as an integral part of the health curriculum. Any parent may request that his/her student be excused from the above mentioned portion of the instructional program required by Oregon law by contacting the Associate Superintendent at 503-769-1582 for additional information and procedures.

Hearing and Vision Screening:

Hearing and Vision Screening: Periodic health screening programs are held to identify students who may have remediable defects which may affect educational performance. Parents will be notified if their child is identified as having a possible problem and will be counseled as to appropriate sources for remediation of those difficulties. All students in grade three (3) and eight (8) are screened for vision problems. ORS 581-022-0705 requires that children be screened for potential hearing loss. To comply with this law, the district speech-language pathologists will provide hearing screening for kindergarten students.

This process consists of an initial screening and a follow up for children who fail the initial screening. The District will provide parents of children who fail either the initial or follow up screenings with information about obtaining a further evaluation. Permission will be obtained prior to any evaluation occurring beyond the initial and follow up. Hearing screening dates are set at the beginning of the year and therefore it is important that parents who do not wish to have their child screened contact the building principal within the first two weeks of the new school year. If parents have any questions about the service they should contact the school office.

Immunizations:

Oregon law requires that each student be immunized prior to starting school. A copy of the required immunizations is available from your health care provider, the County Health Department and the

school office. Proof of immunization records must be presented to the school office before a student can begin attending classes in the North Santiam School District. Students need to have 1 dose of each vaccine to begin school. Immunizations must be complete or up to date by the exclusion day in February. The Oregon Department of Health directs which students must be excluded from school each year because of immunizations that are not up to date. Parents will be notified of any immunizations that their child is missing prior to the exclusion date. Religious exemptions are no longer allowed by state law. If they wish to request a non-medical exemption, they should contact the school office or the District Nurse for further information.

Incoming Kindergarten students will need at least one dose of Hepatitis A to begin school. Students entering the 7th grade will be required to have one dose of Tdap if it has been five years since receiving their first tetanus vaccine.

Latex Balloons:

Mylar balloons may be delivered to students through the main office during the school day, however latex balloons will no longer be allowed in the building due to severe allergic reactions to latex.

Medication:

Parents are encouraged to administer medication to their children before and/or after school hours. School staff may only administer medications that are required during the school day. School staff may not dispense medications that are prescribed to be given each morning. Prescription and non-prescription medications may be given at school only by trained staff. Parents are responsible for bringing the medication to the school office and completing the *Authorization for Medication Administration by School Personnel* form. Medication will not be administered unless accompanied by written parental consent and appropriate instructions (see specific criteria listed below). Verbal requests to change medication amounts, frequency, or administration times are not acceptable.

Medication Safety:

Students may contact the school office or their coach for assistance if they feel ill and need medication. Sharing and/or borrowing of any medication (including non-prescription medication such as Tylenol) between students while on school grounds or at a school sponsored activity is strictly prohibited and may be grounds for disciplinary action, up to and including expulsion.

Non-Prescription Medications:

If it becomes necessary for a student to take an over the counter medication during the year, the parent will need to fill out a medication form in the school office and bring the medication into the school in the original package. The medication must be labeled with the student's name. The dosage of medication may not exceed the manufacturer's recommendation. If a physician orders a dosage or use of a medication other than that recommended by the manufacturer, then a physician's order is required. This includes cough drops, allergy medications, aspirin, Tylenol, Midol, etc.

Prescription Medication:

Written instruction from a physician is required for students to take prescription medication at school. A prescription label meets this requirement. Any changes in instructions (e.g. dosage or frequency) must also be per a physician's written order. Keep in mind the following with regard to prescription medications:

1. Written consent and instructions from a parent/guardian is required;
2. Medication must be in the original pharmacy container;

3. Medication may only be given as ordered by the physician on the prescription container; It cannot be dispensed at alternate times to accommodate early releases from school and/or classes, but may be given with the 30 minute “window” before or after the prescribed time;
4. The school may not give the student medication not normally dispensed during school hours because the dose was missed at home;
5. Only a licensed registered nurse can take verbal physician orders;
6. All medications must be delivered to school and picked up from school by the parent or designated adult.
7. Inhalers need to have the prescription label on the inhaler, not just on the box; and
8. Epinephrine pens need to have the prescription label on the plastic case, not just on the box.

Student Self-Medication:

If a student has a medical condition, which necessitates that he/she carry medication on his/her person, both a signed parental permission form and a signed self-medication agreement form must be completed. The student must be able to independently administer the medication with no supervision. By law, any student who carries an inhaler at school is required to have a written asthma plan. The form to initiate this process is available during registration, from the school office, or from the nurse.

Students in grades 9-12 may self-administer medication at school in accordance with District policy. Prescription medications, which are specified as controlled substances (such as sedatives, stimulants, anti-convulsant, narcotic analgesic, or psychotropic medications) may not be self-administered and must be checked into the office and administered according to written procedures.

Students may self-medicate with prescription medication when it is considered a non-controlled substance. This would include inhalers or long-term antibiotics. When self-medication will be for more than 10 days, a medication permission form and self-medication form must be completed and turned into the office. Nonprescription medications may be self-medicated in accordance with policy and do not require a medication permission form. Self-administered medications will be kept in the student’s locker or secured in a backpack, purse or bag that the student has in their possession. Students may not have more than 25 pills in their possession at any given time.

HOME PREPARED FOODS

Home prepared foods, other than individual student or staff lunches, may not be brought into District locations for any school activity. Prepackaged food items that are made in licensed commercial facilities may be distributed, provided handling is minimized. Distribution must be preceded by staff supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed to students, unless the food is individually packaged.

HOMELESS STUDENTS

The District provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment until the proper district can be determined. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her “school of origin” for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school’s written decision in accordance

with established district procedures. Additional information may be obtained by contacting Student Services at 503-769-9082.

LIBRARY

School library collections are continuously updated and expanded. Books are chosen for either their educational or recreational value. Libraries are open on a regularly scheduled basis and supervised by the library assistant. All classrooms have a scheduled library time. Students are taught library skills and have a chance to check out books for reading for enjoyment or factual information. Students may check out one or two books for a period of two weeks. The student is responsible for all materials checked out to their account. There are no fines for overdue books, but lost or damaged books will be billed by the school. Damaged books should be repaired by trained school staff. Minor damage may be able to be repaired by library staff without any fee charged.

Library fines will be assessed as follows:

Late Fees

- No late fees will be charged in grades K-12

Damage (book/material can remain in circulation)

- Extent of damage will be assessed by the librarian
- All repairs will be made by the librarian.
 - 50% of cost of book
 - 25% of cost of book

Replacement (book/material cannot remain in circulation)

- Fee will be for comparable replacement

Unable to Pay

- Students may be provided alternatives to pay for fines and fees in the library.
 - Library Support: 5 minutes = 1\$ of fine/fee
 - Reading Time: 5 minutes = 1\$ of fine/fee

LOST AND FOUND

Any articles found in the school or on District grounds should be turned into the school office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office.

PARENT APPOINTMENTS

Parents are asked to call the school office for an appointment with a student's teacher or an administrator. Setting an appointment will ensure quality time is allocated.

PARENT AND COMMUNITY INVOLVEMENT

Educating children is a joint responsibility of the home, school and community. To accomplish this partnership, each school actively encourages and supports various programs and services that involve parents, guardians, and organizations in the District.

Facility Use:

District facilities may be rented by community groups or members. All private, non-profit and "for profit" groups shall be charged a building use fees based on Board Policy KG, unless the activity is for students in the North Santiam School District with no charge for entrance into the activity. Contact the school office for forms and process information.

Site Council:

School Site Councils are composed of teachers, parents, classified staff, the building principal or designee, and other members designated by the building principal (business leaders, students, community members). Their responsibility is to oversee school improvement by helping to develop plans for staff development, improving the school's instructional program, and implementing Oregon's Educational Act for the 21st Century.

PARENT COMMUNICATIONS

Parent Teacher Conferences are scheduled twice a year. Parents will be scheduled for specific appointments with the teacher of their student. At the high and middle school levels, conferences may be scheduled "arena" style in the gym. Conference times are very valuable to the overall education program for students. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

School staff is eager to keep parents informed of their student's progress. Occasional notes, phone calls, announcements, menus, and the school newsletter will be used to keep parents informed and provide information on upcoming events and programs that might be of interest to parents and students. Email addresses for all staff are listed on the school website which can be accessed through a link on the District website located at www.nsantiam.k12.or.us.

PARENTAL CONCERNS

All teachers, counselors and administrators welcome parent concerns. If you have concerns about programs, or have some knowledge about students who are engaging in risky/illegal behavior, please call or contact a building or district administrator. Schools and parents need to work as partners to ensure safe programs for all students. Occasionally, schools will get an anonymous letter or call. Please note that building principals cannot fully address issues without the contact information of the person with the concern.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party (outside agency) before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the District 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. Sexual 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. Parents of students under the age of 18 may inspect any instrument used to collect such information.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent/guardian. Requests to review materials or to excuse students from participation in these activities (including any non-emergency, physical examination or screenings administered by the school and not required by state law) should be directed to the office during regular school hours.

PERSONAL POSSESSIONS/TOYS

Students should not bring toys, equipment, games, radios, tape players, CD players, game boys, or any other items of value to school, unless approved by the classroom teacher for a school project, demonstration or approved activity. Student should only bring book bags, backpacks or other belongings that will fit into their assigned lockers for safe keeping. Students must keep track of their own personal property. The District is not responsible for damaged, lost, or stolen items.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the District. An alternative program or learning activity may be provided. All such requests should be directed to the building principal by the parent in writing and include the reason for the request.

SCHOOL MEALS

The School Breakfast and Lunch Program operates under the *National School Lunch Act* to provide a balanced breakfast and lunch (based on federal regulations). Each meal includes one-half pint of milk. Juice is also provided as a preference for students that are lactose intolerant. Forms for free or reduced lunches are available in the school office.

There is a uniform charge for lunches at specific grade levels across the District. Students may purchase meals each day or in advance. Milk tickets are available for those students who bring sack lunches.



North Santiam School District accepts cash or personal checks for meals or other charges during the school year. Checks should be made payable to the NSSD School Breakfast/Lunch Program. Debit cards may be used to credit a student's meal account or pay for lunch charges at any time online by going to the district website www.nstantiam.k12.or.us and selecting "Food Services". Payments are made to a 3rd party vendor called MealTime Online.

SEARCHES

District officials may search a student, his/her personal property and/or property assigned by the District for the student's use at any time on District property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence is present and in a particular place showing a violation of a law, Board Policy, administrative regulation, or school rule. Items found that are considered evidence of a violation shall be seized and may be turned over to law enforcement, or returned to the rightful owner as appropriate.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student, or nature of the infraction. Strip searches are prohibited. District officials may also search when they have reasonable information that emergency or dangerous circumstances exist.

District owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of the area, proper sanitation, to check mechanical conditions and safety, and/or to reclaim overdue library books, texts, other instructional materials, or property/equipment belonging to the District. The student will generally be permitted to be present during the inspection.

Questioning:

Law enforcement and their trained dogs may be present on school property at any time. Should law enforcement officials find it necessary to question students during the school day the building principal 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 prohibit personnel from contacting parents.

STUDENT IDENTIFICATION CARDS

All students are issued a North Santiam School District ID card every year. ID cards are used for breakfast/lunch purchases and library/textbook checkout. Students are required to have their pictures taken for this identification and may not wear a hat or inappropriate clothing. A fee of \$5 will be charged for each ID card replacement.

STUDENT RECORDS

The District supports the need for an educational record being kept for each student. The District supports the legitimate educational interests of parents, administrators, teachers, or other educational agencies with a “right to know” the recorded information in circumstances deemed advisable by the professional staff or upon demand in the case of the parent. The need for regulations governing the collection, dissemination, and general development is a recognized responsibility of the Superintendent who will follow the recommendation of the Family Rights and Privacy Act. Additional information on student records can be found in the Annual Notices Section of this handbook.

TALENTED AND GIFTED (TAG) PROGRAM

The District serves academically talented and gifted students in grades K-12, including TAG students from such special populations as ethnic minorities, economically disadvantaged, culturally different, underachieving gifted and students with disabilities. Students are identified based on nationally standardized mental and academic testing and must score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. For more information about the TAG program, parents should contact the Associate Superintendent at 503-769-1582.

TEEN PARENTS

Students who are pregnant or parenting can get support in order to continue their education by contacting their school counselor or building principal.

TRANSFERS

Parents may request a transfer of their student to another school in the District in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action, or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the District for other reasons, or to a school outside the District may be requested. Students may not transfer into a school that is considered over capacity. Contact the District Office at 503-769-4928 or the school secretary for additional information or transfer forms.

VOLUNTEER PROGRAM

We encourage you to call the school if you are interested in becoming a volunteer. For the safety of all children, the District requires volunteers to fill out a form for a criminal history check. This also

includes those who plan to attend and help on field trips. Based on the time of year, the criminal history check can take up ten (10) days to complete before volunteers may begin working with students or attend field trips. This history check must be filled out each school year.

All volunteers should sign in at the office, indicating what type of volunteer work is planned (working in the classroom directly with students, helping with a field trip, library assistance, copying, etc.).

Volunteers should sign in and indicate the arrival and departure time for state reporting purposes.

Volunteers should wear their identification badge while in the building, working on the playground, or when helping on field trips. Help is always needed, and volunteers report they enjoy helping for the following reasons:

1. To experience the joys of working with children;
2. To help schools better meet the needs of individual children;
3. To help individuals or small groups when the teacher is assisting others;
4. To contribute needed services that do not directly involve assisting children;
5. To gain new friends and skills; and
6. To learn more schools.

VIDEO CAMERAS AND RECORDERS IN SCHOOLS

Video cameras have been placed throughout district facilities, inside and out. Many cameras are visible, others are not. These cameras are recording the campus day and night all year around. The cameras are meant to provide a safer and more secure school environment. The cameras are used to monitor student behavior and activities. They will also be used to investigate vandalism, theft, harassment and other incidents and may be used as evidence. Reviewing the video data is at the discretion of the administration, and may be turned over to the police or other agencies who are investigating a crime.

Mid-Columbia Busing Company (MIDCO) also has installed video/audio recording equipment on all school buses to monitor school transportation. Bus routes, stops, and idling are also monitored on a daily basis by MIDCO. Recordings may be used by MIDCO as documentation of student misconduct or to verify when a bus has arrived at a route stop of destination. Students found to be in violation of the District's bus conduct rules as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for district approved student transportation.

VISITORS

Parents and other patrons are encouraged to visit District schools and attend performances and activities. To ensure the safety and welfare of students, all visitors must report to the office upon entering school property, sign in, and pick up an identification badge. The building principal will approve requests to visit or observe classrooms, as appropriate. Elementary and middle school students and those receiving special services will not be permitted to bring visitors to school without prior approval of the building principal. High School students are not allowed to have student or non-custodial visitors on campus during the school day due to safety issues.

WITHDRAWAL

The parent/guardian of a student should notify the school office and the classroom teacher at least one week in advance of a planned withdrawal of a student from school. This gives the student time to gather withdrawal grades, turn in text or library books, and settle any outstanding fines or fees. All educational file materials will be mailed within 10 school days of the receipt of a signed request for records by the receiving district.

For more school specific guidelines and policies, refer to [school handbooks](#) which can be found online or in school offices.

ANNUAL NOTICES / TITLE I / NCLB

ASBESTOS

It is the intention of the North Santiam School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. The District has located, sampled (or assumed) and rated suspect asbestos materials according to condition and potential hazard in accordance with Asbestos Hazard Emergency Response Act (AHERA) that requires schools to be inspected and identify any asbestos-containing building materials (ACBM). The inspections were completed, and the management plans for managing all ACBM were filed with the State Department of Education on October 11, 1988. A copy of the management plan for each school is on file in the administrative office of each respective school, as well as at the office of the Director of Health, Safety and Security.

North Santiam School District conducts re-inspections of each school building to determine whether the condition of the known or assumed asbestos-containing building materials has changed and to make recommendations on managing or removing the ACBM. Additional inspections are conducted on a three (3) year cycle. All materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) are examined and their physical condition is evaluated. Visual surveillance of the materials is conducted every six months as well to ensure that they have remained in good condition. As this information is recorded it is added to each School's Asbestos Management Plan.

North Santiam School District continually updates the plans as renovations, remodeling, and operations and maintenance activities alter or change the District's facilities. Details about the asbestos related work operations performed are available for review at the office of the Director of Health, Safety and Security.

In addition to the information about the asbestos-containing building materials in the District's schools, the Management Plan contain documentation about employee asbestos training; notifications to contractors and vendors providing services to the District about the type and location of asbestos-containing building materials, and warning signs and labels used identify asbestos materials.

During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in District facilities. During the next year the District will continue to perform asbestos operations and maintenance activities as required. Parents are welcome to review a copy of the asbestos management plan during regular business hours. For inquiries regarding the asbestos plan and asbestos-related issues parents may call the designated Asbestos Program Coordinator at 503-769-8748.

DIRECTORY INFORMATION (Policy JOA)

Directory information means those items of personally identifiable information contained in a student education record that is not generally considered harmful or an invasion of privacy if released. This may include the student's name, place of birth, student photograph, participation in activities, or awards received. Directory information shall be released only with administrative approval. Directory information considered by the District to be detrimental will not be released and information will not be given over the phone except to police or in health and/or safety emergencies. Parents have the right to request that the District withhold directory information and can do so during registration. For

questions or concerns, please contact the school office or refer to Board Policy JOA in the addendum of this handbook.

PARENT INVOLVEMENT (Policy IGBC)

The building principal or representatives of any school with a Title I Program will meet with parents to provide information regarding Title I services. These meetings will include at least one parent night, and at least one meeting of a Parent Involvement Committee.

The Parent Involvement Committee will consist of parents and teachers and will be charged with reviewing and developing a compact, reviewing curriculum, and will be informed of Title I expenditures. This committee may be a subcommittee of the PTC (Parent Teacher Club) or Site Council.

These meetings will be held annually and at a time convenient for parents and staff. Parents shall be informed of their right to be involved in the development of the parent involvement policy, Title I plans, and a school/parent compact. Translators will be provided for parents who do not speak English. All documents sent home are to be translated in the home language indicated during registration to ensure the participation of all parents.

An annual parent survey will be sent to each family to provide parents with the opportunity to give feedback and suggestions.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

Districts that receive federal funds must abide by the *No Child Left Behind Act and/or the Achievement Compact*. Throughout the school year, the District will continue to provide parents with important information about regulations. Parents have the right to request information regarding the professional qualification of their student's classroom teacher(s). If you request this information, the District or school will provide you with the following within 10 school days:

1. If the teacher has met state licensing requirements for the grade level and subject they are instructing;
2. If state licensing requirements have been waived for the teacher on a temporary basis;
3. The type of college degree major of the teacher;
4. The field of discipline for any graduate degree or certificate the teacher holds; and
5. The qualifications of his/her paraprofessionals, if Title I services are being received.

FEDERAL MEAL PROGRAMS

School breakfast/lunch menus and current prices can be found on the District website at www.nstantiam.k12.or.us. Meals are provided using USDA Federal standards and guidelines. Free and reduced meals are available to those who qualify. Applications for reduced meals are available during registration or from the school office upon request. Questions or concerns may be addressed to the Food Service Director at 503.769.4115.

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

If parents or students wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form available by calling the USDA office at (866) 632-9992 or online at http://www.ascr.usda.gov/complaint_filing_cust.html. Parents or students may also write a letter containing all of the information requested in the form. Send the completed complaint form or letter to us by mail to the U.S. Department of Agriculture Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

NON-DISCRIMINATION STATEMENT

The North Santiam School District and the USDA prohibits discrimination or harassment to its customers, employees, applicants, or students on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, gender identity, reprisal, political beliefs, marital status, familial or parental status, age, or all or part of an individual's income is derived from any public assistance program, protected genetic information, or disability in any educational programs, activities or employment. Persons having questions or who wish to file a complaint about equal opportunity and nondiscrimination should contact the Section 504, Title II and Title IX Coordinator, Superintendent-Andrew Gardner at the District Office located at 1155 N 3rd Avenue in Stayton, Oregon.

SPECIAL PROGRAMS

The right to a free, appropriate public education is given to all students by Oregon and Federal statutes. The District is looking for children or school age students who may be in need of special education services. Special education services are provided for school age children through district programs. For infants and children between the ages of birth through five years, services may be available through Marion County's Early Intervention and Early Childhood Special Education program. Parent's permission is always acquired before any evaluation takes place. If parents or students know of a child who might have special needs such as speech, language, learning, hearing, vision, motor or other educational needs or for additional information regarding the District's policies and procedures, contact Instructional and Student Services at 503-769-1582.

While parents have the option of placing their children with special needs in private schools or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

For all 504, or IDEA students a parent must give notice that they wish to obtain private services at the last IEP meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent, the parent's rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

Disabilities and Handicapping Conditions and Section 504:

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that provides that: "No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by any executive agency or by the United States Postal Service." (29 USC 794) In compliance with Section 504 and the Americans with Disabilities Act, the District maintains employment, facilities, communications and transportation practices that provide equity to disabled persons in all phases of the programs and services. With a notice of two weeks, the District will provide reasonable accommodations in order for individuals to access school programs and/or services.

The District provides for the identification, location, and evaluation of students birth to 21 years with disabilities as defined by IDEA (Individuals with Disabilities Education Act) and ADA (Americans with Disabilities Act). The District provides free, appropriate, public education for students and makes reasonable accommodations for participation in school and school related activities in compliance with Section 504, IDEA, and ADA.

The North Santiam School District in compliance with the Americans with Disabilities Act (ADA) will provide an alternative format of this material given two weeks advance notice.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the District's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location, and the district official responsible for education records. Notice will be in English, or will be provided to parents of minor students in their primary home language if other than English.

Education records are those records related to a student and maintained by the District. 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, other than what is defined as "directory information" in policy JOA-Directory Information (included in this handbook), shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board Policy and law.

Education records are maintained in a minimum one hour fire safe place in the school office or at the District Office site. Permanent records shall include:

1. Full legal name of the 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 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. Social Security Number if applicable; and
13. Other information such as IEP's, discipline records, etc.

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.

Transfer of Education Records:

The District 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 the District. Any reference to a Social Security number will be blacked out before the records are transferred. The transfer shall be made no later than 10 school days after receipt of the request.

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

Student report cards or records of diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress or placement will not be withheld. A billing for fines and fees may be sent with school records or unofficial transcripts.

Requests for Education Records:

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

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 unless the District is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Provision for Hearing to Challenge Content of Education Records:

Parents of a minor, or eligible student (if 18 or older), may inspect and review their student education records during regular school hours. A request for a correction if the records are perceived as inaccurate, misleading or otherwise in violation of the student's privacy or other rights may be made in writing. If the District refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the building principal;
2. The building principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
4. The building principal or designated representative;
5. A member chosen by the parent; and
6. A disinterested, qualified third party appointed by the Superintendent.
7. The hearing shall be private;
8. 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. He/She 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 make a determination 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. Complaints may be filed by mail with the Family Policy Compliance Office, U.S. Department of Education, in Washington D.C. 20202. Access to policy regarding education records, directory information, or personally identifiable information is located on the District website.

INTEGRATED PEST MANAGEMENT

As required under Oregon law ORS 634.700 – 634.750 the North Santiam School District 29J has implemented an Integrated Pest Management plan (IPM). There are several guidelines within the plan in which the NSSD 29J is to follow: One being in section VII that states “at the beginning of each school year the District will provide faculty, administrators, staff, adult students and parents a list of potential pesticide that could be used in the event that other pest management measures are ineffective, along with information of the procedures for notification and posting of individual pesticide applications”. Following are these excerpts from the IPM plan:

Notification and Posting for Non-emergencies:

When prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. Documentation of these measures is a pre-requisite to the approval of any application of a low-risk pesticide. This documentation will remain on file with the IPM Plan Coordinator

No non-emergency pesticide applications may occur in or around a school until after 3:30 PM on a Friday while school is in session, unless the IPM Plan Coordinator authorizes an exception. If the labeling of a pesticide product specifies a reentry time, a pesticide may not be applied to an area of campus where the school expects students to be present before expiration of that reentry time. If the labeling does not specify a reentry time, a pesticide may not be applied to an area of a campus where the school expects students to be present before expiration of a reentry time that the IPM Plan Coordinator determines to be appropriate based on the times at which students would normally be expected to be in the area, area ventilation and whether the area will be cleaned before students are present.

The IPM Plan Coordinator (or a designee of the Coordinator) will give written notice of a proposed pesticide application (via the method most likely to reach the intended recipients) at least 24 hours before the application occurs.

The notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application and the reason for the application.

The IPM Plan Coordinator (or a designee of the Coordinator) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs.

A warning sign must bear the words “Warning: pesticide-treated area”, and give the expected or actual date and time for the application, the expected or actual reentry time, and provide the telephone number of a contact person (the person who is to make the application and/or the IPM Plan Coordinator).