

Bend-La Pine Schools

Family Handbook & Calendar

2019-20



Welcome to Bend-La Pine Schools



At Bend-La Pine Schools, we believe it’s not what we do, it is why we do it that unites us in our work and ultimately matters most for our students.

Our more than 2,000 employees are driven by an unrelenting passion for education and a commitment to provide our more than 18,500

students the learning environments they deserve.

Delivering an exceptional public education is a promise.

Together, we believe we must renew the promise of public education, pushing back against a narrow, “test-driven” definition of success for our students. We care deeply about academic excellence, but we care just as much about students’ character; their preparedness for the next steps in their lives; their abilities to think critically, work creatively, communicate, and collaborate.

I hope you will take time to read the stories of our students found within these pages. We invited students to share an aspect of their lives they are proud of and to fill in the sentence “Watch me” These pages include their portraits, their handwriting, their stories and their hearts.

Each of these students has a story worth listening to: Lily, a third-grader, emptied her piggy bank to help rebuild a school; Addison, a junior, found his fit learning to build and create in his school’s construction program; Olivia, a junior, discovered her leadership skills when she joined her school’s Multicultural Club and became a mentor and advocate for fellow students. I am proud of each of our students and I know you will be, too.

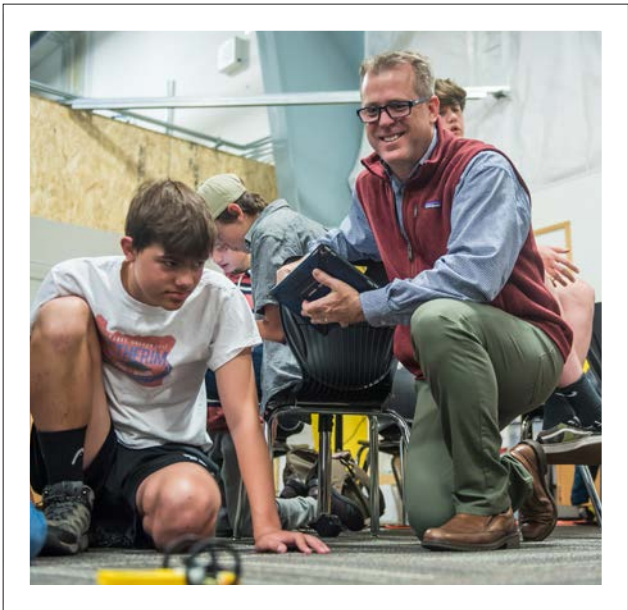
Collectively, these stories showcase the mission of our schools as we promise to know each student by name, strength and need and for each student to graduate ready for career, college and citizenship.

Last year, we celebrated our highest graduation rate on record. Our schools are home to award-winning athletics and activities – from baseball to fine arts. Our students engage in the world around them – serving meals to those in need, hosting blood drives and cleaning up local neighborhoods.

We are developing future-ready students — the next generation of thinkers, doers, leaders and neighbors.

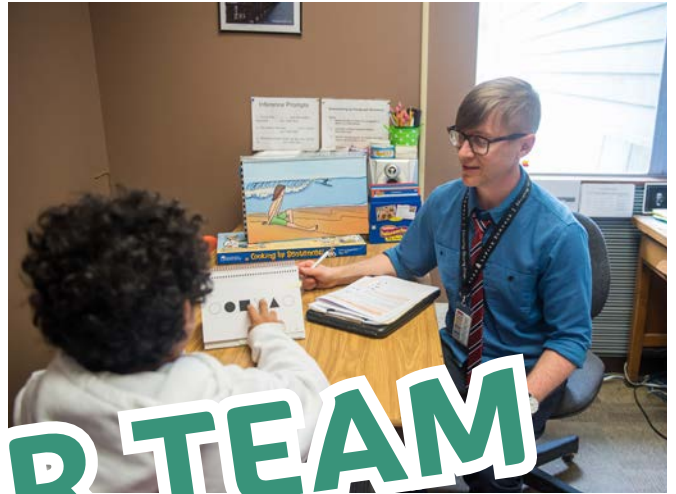
A stylized, handwritten signature in black ink.

Shay Milkason



Contents

Superintendent’s Message	1
Mission and Beliefs	3
Board of Directors	4
Enrollment Information	5
School Schedules	6
Holidays and Breaks	6
School Meals.....	7
Emergency Information	7
Getting Involved	8
Volunteer Programs	8
Education Foundation	8
Instruction	9
Special Education	9
Contact Information	10
Rights and Responsibilities Handbook	35
Attendance and Absences	37
Illegal Acts and School Violations	38
Student Records	41



JOIN OUR TEAM

Bend-La Pine Schools is a great place to work. We are the second largest employer in Central Oregon and we are often hiring a wide range of positions that offer:

- Excellent benefits
- A variety of working hours
- Competitive wages

All staff members in Bend-La Pine Schools - from teachers to nutrition service workers to bus drivers - have the opportunity to make a positive difference in the lives of local students.

Start making a difference today!

Learn more about available positions at www.bend.k12.or.us/jobs

Mission and Beliefs

“Educating each student to be a thriving citizen” ::::

MISSION STATEMENT

Bend-La Pine Schools, in partnership with our community, will prepare each student with the knowledge and skill, confidence and personal integrity to contribute as a thriving citizen in our ever-changing global society.

GLOBALLY COMPETITIVE, COLLEGE READY STUDENTS

More than 1,200 Bend-La Pine Schools students flipped their tassels in 2019, accepting high school diplomas and preparing for studies at prestigious universities and colleges around the world, or beginning post-high school training at hundreds of institutions. Our graduates earned more than \$18 million in scholarships and awards.

CORE VALUES

World Class: Globally rigorous, relevant curriculum and instruction that inspire critical thinking, creativity, communication, and collaboration.

Students First: Decisions based on what is best for students.

Culture of Excellence: A pervasive expectation for excellence that drives opportunities for high achievement and growth for all.

Data Driven: Decisions based on the best information and practices available.

Positive Relationships: Interactions based on honesty, dignity, respect, and integrity.



About Us

2,005 - Employees

13 - Average years experience for teachers

82% - Of teachers hold a Masters degree or higher

2nd - Largest employer in Central Oregon

18,500 - Students

33 - Schools and two charter schools

5th - Largest district in Oregon

5% - Of students are English Language Learners

34% - Students qualify as economically disadvantaged

34 - Languages spoken by students

\$170 Million - Operating budget

FISCALLY RESPONSIBLE

Bend-La Pine Schools has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for 35 consecutive years, and has received the Certificate of Excellence in Financial Reporting from the Association of School Business Officials for 33 consecutive years. We value taxpayers' investment in our schools. In addition to placing CPAs in our lead fiscal positions, we hire an independent accounting firm to audit our financial records annually.

ADMINISTRATIVE POLICIES AND REGULATIONS

The Bend-La Pine Schools Board of Directors has established broad goals focused on student achievement and the creation of world class schools. To ensure those goals are met, the board employs a governance model that identifies specific results, or “ends.” The board delegates responsibility to the superintendent, with support from a team of highly qualified professionals, to determine how those ends are achieved. By delegating this responsibility to the superintendent and then evaluating the end results, the board is able to focus on its broad goals and provide visionary leadership.

To guide their efforts in achieving the ends identified by the board, the superintendent and his team have adopted a comprehensive set of Administrative Policies and Regulations, which can be found on our website, www.bend.k12.or.us.

Bend-La Pine Schools Board of Directors

SCHOOL BOARD MEETINGS

The Bend-La Pine Schools Board of Directors typically meets on the second and fourth Tuesday of each month. Regular meetings are held at 5:30 p.m. at the Education Center, 520 NW Wall Street, Bend, Oregon, in Room 314, unless otherwise noted.

Board meetings are open to the public and provide an opportunity for public input. Meeting schedules, agendas and minutes of previous meetings are posted on our website at www.bend.k12.or.us.

BOARD GOALS

- Goal 1:** All students receive an excellent education and are prepared for their future.
- Goal 2:** All students demonstrate personal integrity and responsible citizenship.
- Goal 3:** All schools provide safe, nurturing environments conducive to learning.
- Goal 4:** The school district operates with the highest level of fiscal stewardship while maintaining effective and efficient practices to meet Board goals.



CAPITAL IMPROVEMENTS AND PLANNING

Thanks to voter support of our 2017 construction bond request, Bend-La Pine Schools has many projects in the works, including the construction of two new schools and more than 150 maintenance and preservation projects throughout the district. These much-needed projects will help accommodate the district's ever-increasing student population growth and will benefit student learning and protect our community's investment in schools and facilities. These projects also support economic growth and prosperity and go far to protect our quality of life now and for future generations. Learn more about the bond and all of the associated projects at www.bend.k12.or.us/2017bond.

The Projects Include:

Neighborhood Schools in High-Growth Areas: Bend-La Pine Schools has constructed one elementary school, North Star Elementary School opening in the fall of 2019, and a new high school in south east Bend is under construction to meet current and anticipated future overcrowding caused by decades of continuing enrollment growth.

Maintenance and Preservation at Existing Buildings: Many of the district's schools are decades old, and projects are proposed to modernize these facilities. The bond funding will allow the district to replace leaking roofs and windows, and upgrade heating, ventilation, electrical, and plumbing systems. The bond will also allow Bend-La Pine Schools to make money saving energy improvements to boilers, HVAC and lighting systems to many of its schools and facilities.

Classroom Additions and Modernization: Many of Bend-La Pine Schools' classrooms were constructed decades ago. The bond will allow Bend-La Pine Schools to add and modernize classrooms and support spaces at existing schools; including instructional spaces for science, technology, engineering, arts, mathematics and physical education.

Safety and Technology Improvements: Make health and life safety upgrades including cameras, intercoms and entrance redesign to provide improved visibility of visitor access. Improve technology wiring and cabling to ensure students throughout the district have equal access to technology resources.



From left to right: Top row; Melissa Barnes Dholakia, Middle row; Julie Craig, Shimiko Montgomery, Dr. Stuart Young, Bottom row; Amy Tatom, Caroline Skidmore and Carrie Douglass.

Get in touch with the school board by visiting www.bend.k12.or.us or send an email to school-board@bend.k12.or.us

Starting School

Essential Enrollment Information

GENERAL REGISTRATION INFORMATION

Students residing within Bend-La Pine Schools' boundary should register at the school in their assigned attendance area, which is based on a student's residential address. To register, students or their parents or guardians are asked to complete registration forms in person or online and provide proof of age; parents' or legal guardians' names, addresses, and places of employment; proof of immunization or exemption; and emergency contact information. See JEC-AP: Admission of Students for more information.

Each spring, currently enrolled students are automatically registered for the following school year, with the exception of inter-district transfer students who have been admitted under the joint approval process described below.

INTER-DISTRICT TRANSFER

Oregon law allows students to transfer between districts through one of two methods.

All transfer requests will be considered under joint approval, which requires the approval of both the releasing and attending school boards. Students who transfer to Bend-La Pine Schools under the joint approval process must re-apply at the point of transition to middle and/or high school. For more information about transferring from other districts, see JECB-AP: Admission of Non-Resident Students.

TRANSFERS WITHIN THE DISTRICT

Occasionally, parents/guardians wish to transfer their child from a school in their attendance area to a school in another attendance area. Bend-La Pine Schools' policy allows for transfers under certain circumstances through an Attendance Area Change Request form and if there is space available in the school of choice.

If the transfer is approved, parents/guardians are responsible for the student's transportation to and from school. See JC-AR: Attendance Area and In-District Transfers.

IMMUNIZATIONS

No student will be allowed to enroll or continue attendance without first presenting evidence of compliance with Oregon law concerning immunizations. See JHCB-AR: Immunization of Students for more information.

KINDERGARTEN REGISTRATION

Children attending kindergarten for the first time must be 5 years old on or before September 1. Families can register for school in person or online. Bend-La Pine Schools offers free full-day kindergarten at all of our elementary schools. To register, parents/guardians should bring the items outlined in "General Registration Information."

OUR COMMITMENT TO EQUAL EDUCATIONAL OPPORTUNITIES

Every student of the district will be provided equal educational opportunities regardless of age, race, religion, color, sex, national origin, disability, sexual orientation, marital or parental status. Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

In addition, the superintendent will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. Contact information will be provided to all students and employees and is available at www.bend.k12.or.us

The board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.

District staff is directed to make a continuous effort to provide equal opportunities for students and to continually strive to eliminate those conditions which may cause discrimination.

In accordance with the requirements of Title II of the Americans With Disabilities Act of 1990, Bend-La Pine Schools will not discriminate against qualified individuals with disabilities on the basis of disability in the Bend-La Pine Schools services, programs or activities.

Bend-La Pine Schools strives to make every reasonable effort to provide equal access to all school-sponsored services, programs, and activities for students, families and employees with disabilities.

Equal employment opportunities will be provided to all qualified individuals with a disability as defined by the Americans With Disabilities Amendments Act (ADAA). Bend-La Pine Schools will make reasonable modifications to policies, practices and procedures to ensure equal access to individuals with disabilities.

Additional information regarding accessibility, including requests, grievances, and resources can be found on Bend-La Pine Schools' website at www.bend.k12.or.us.

Parents/guardians may inquire about equal educational opportunities that relate to their student by contacting the Teaching and Learning Department at 541-355-1060 or the Special Education Director, 520 NW Wall St., Bend, Oregon 97703.

School Schedules :::::

NOTE: Bend-La Pine Schools is implementing new school start times for the 2019-20 school year.

START AND RELEASE TIMES*

Elementary

8 a.m. to 2:30 p.m. Monday, Tuesday, Thursday and Friday
8 a.m. to 1 p.m. Wednesday

Middle

8:45 a.m. to 3:40 p.m. Monday, Tuesday, Thursday and Friday
8:45 a.m. to 2 p.m. Wednesday

High

8:45 a.m. to 3:45 p.m. Monday, Tuesday, Thursday and Friday
8:45 a.m. to 2:05 p.m. Wednesday

Marshall, Skyline and Realms High Schools

9 a.m. to 3:25 p.m. Monday, Tuesday, Thursday and Friday
9 a.m. to 1:45 p.m. Wednesday

Three Rivers School

-Elementary students

8:20 a.m. to 3 p.m. Monday, Tuesday, Thursday and Friday
8:20 a.m. to 1:30 p.m. Wednesday

-Middle school students

8 a.m. to 3 p.m. Monday, Tuesday, Thursday and Friday
8 a.m. to 1:30 p.m. Wednesday

Realms Middle School

8:50 a.m. to 3:25 p.m. Monday, Tuesday, Thursday and Friday
8:50 a.m. to 1:45 p.m. Wednesday

*NOTE: Individual schools may have slightly adjusted start and release times and will contact families with that information.

SCHOOL IMPROVEMENT WEDNESDAY

Allows Time for Teacher Training and Professional Development

Beginning on Wednesday, September 11 students will be released early each Wednesday to allow for teacher collaboration, training, and enrichment designed to improve student learning and achievement district-wide.

Meeting weekly allows teachers and school leaders time for collaboration and educational growth. When teachers have the chance to discuss effective teaching methods, cooperatively design teaching materials, and coach one another, our schools make significant improvements.

Providing consistent school improvement time is advantageous for students as it results in fewer interruptions of the school year. Schools work with our partners in the community to provide after-school opportunities for families on School Improvement Wednesdays. Please contact your school for more information.

Holidays and Breaks :::::

September 2.....	Labor Day
September 4.....	1st Day of School, Grades 1-9, K staggered start
September 5.....	1st Day of School, Grades 10-12, K staggered start
November 11.....	Veterans Day Holiday
November 25-29.....	Thanksgiving Break
December 23-January 3.....	Winter Break
January 20.....	Martin Luther King Jr. Day
February 17.....	Presidents' Day
March 23-27.....	Spring Break
May 25.....	Memorial Day
June 11.....	Last Day of School

SCHOOL CLOSURES

The school year calendar is designed to meet instructional hour requirements set by the State of Oregon. It does not include extra days to make up for extended school closures resulting from circumstances such as inclement weather or emergencies. Accordingly, the school calendar is subject to change during the school year as circumstances warrant. Any updates to the school calendar can be found at our website, www.bend.k12.or.us.



School Meals

Breakfast

\$2	Elementary Students
\$2.25	Middle and High Students
\$2.75	Adults

(Free for students who qualify for free or reduced benefits.)

Lunch

\$3	Elementary Students
\$3.25	Middle and High Students
\$4.25	Adults

(Free for students who qualify for free or reduced benefits.)

FREE AND REDUCED PRICE MEALS

Families can save nearly \$900 per child per year if students qualify for free or reduced price meals, which include breakfast and lunch. Applications are available after August 15 at our website, www.bend.k12.or.us, at the Nutrition Services Office, at 520 NW Wall St. in Bend, and at your child's school.

Applications are accepted at any time during the school year. A new application must be completed each year, and only forms for the current year are accepted. Additional information about the program can be found on our website, www.bend.k12.or.us, or by calling the Nutrition Services Department at 541-355-1150.

ONLINE MEAL PAYMENTS

Beginning on September 2, families can deposit funds online to their student's school meal account electronically at <https://blpay.bend.k12.or.us>. Once registered with BLPay, automatic email notifications will be sent to you when your student's meal account balance is low.



STUDENTS AND FAMILIES IN NEED

Family Access Network advocates are connected to each school in Bend-La Pine Schools. Advocates can assist students and families with basic needs and help make connections to outside partners and social services. Contact your home school for FAN Advocate services.

Bend-La Pine Schools employs a homeless liaison, in accordance with the McKinney-Vento Act. Assistance is available for immediate enrollment, free meals program and transportation to a student's school of origin. Contact 541-355-1037.

Emergency and Safety Information

DELAYS, CLOSURES AND EMERGENCIES

Severe weather or other emergencies may cause changes to the school day. When this happens, schools may need to close, start late, or dismiss early. Plan in advance for such emergencies. Please ensure that your child's school has your family's current emergency contact information.

We understand that decisions about school schedules and bus route changes have an impact on our families. We appreciate your patience during these situations. While we know that our students and families are best served when school is in session, our primary concern during an emergency is the safety of our students and staff.

Typically, decisions regarding weather-related schedule changes are made in the early morning, before school, when current weather conditions can be assessed. Once the decision to delay and/or close has been made, the information will be communicated immediately via local media outlets, social media pages and our website.

In the case of any emergency or school delay, we will also record a voice message on our on-demand phone lines.

Simply call 541-323-7669 for a message in English or 541-355-0044 for a message in Spanish with the latest information.

If you'd like to receive emergency and severe weather alert text messages, register for Bend-La Pine Schools' BLConnect text messaging service at <http://connect.bend.k12.or.us>.

HEALTHY AND SAFE SCHOOLS PLAN

In compliance with OAR 581-022-2223, Bend-La Pine Schools has established a Healthy and Safe Schools Plan for all buildings where students and staff are present. This plan includes testing facilities for radon, lead in drinking water, and lead paint, as well as integrated pest management. More information about this plan, including testing results, is available on our website www.bend.k12.or.us.

Getting Involved

Staying Connected with Your Schools

DISTRICT NEWS

Stay connected to Bend-La Pine Schools. Keep up-to-date with the latest information, including student and staff news plus emergency information.



Website: www.bend.k12.or.us



Facebook: www.facebook.com/BendLaPineSchools



Twitter: @BLPSchools



Instagram: @bendlapineschools

SCHOOL AND DISTRICT INVOLVEMENT OPPORTUNITIES

Parent and community participation is encouraged in all areas of the school district. There are many different opportunities to become involved in Bend-La Pine Schools. Community groups and organizations have been generous and dedicated throughout the years in providing financial assistance and volunteer help for a variety of projects that otherwise would not be possible within the regular budget. During the 2018-19 school year, more than 600 students participated in School-to-Career activities, including job shadowing, internships, working, site visits, and involvement in industry programs.

VOLUNTEER PROGRAMS SUPPORT OUR SCHOOLS

Hundreds of people provide volunteer assistance in our schools each year. During the 2018-19 school year alone, volunteers spent 118,461 hours in our schools.

Volunteers provide support in the classroom, as well as playground monitors, clerical support, guest speakers, and much more. If you are interested in being a volunteer, please contact the school of your choice for more information and volunteer opportunities. See KCA-AP: Volunteers in Schools. Individuals interested in volunteering can submit an application online using their Social Security number or ITIN at <https://volunteer.bend.k12.or.us>



COMMITTEE AND PARENT ORGANIZATION PARTICIPATION

Community members are vital participants in many district and school committees. Opportunities include the Budget Committee, Site Councils, Board of Directors, appointed advisory committees and parent organizations. For more information about how you can get involved, contact your local school.

SCHOOL-TO-CAREER PARTNERSHIPS PREPARE STUDENTS FOR WORK

Bend-La Pine Schools' School-to-Career program provides students with the skills and experiences they will need to succeed in college and the workplace.

Business and community leaders participate in the School-to-Career Partnership program, providing community-based learning experiences, work-site tours, job shadows and more to high school students. These contacts often lead to internships and paid work for students, as well as mentorships that can guide young people through career choices.

By giving students community-based learning experiences, they have a more focused understanding of how their education is relevant to their future and become more engaged and successful in the classroom and life.

THE EDUCATION FOUNDATION FOR BEND-LA PINE SCHOOLS

Since 1988, the Education Foundation for Bend-La Pine Schools has served as an independent, nonprofit organization that includes parents, civic and business leaders, educators and concerned citizens who believe a vibrant K-12 public school system is essential to the social and economic well-being of our community. With guidance from our Board of Directors, the Foundation sets specific funding priorities to generate opportunities to engage students, parents, teachers and community partners in creating and participating in a well-rounded and robust learning environment. The Education Foundation provides tools and financial resources that support schools, teachers and students through our programs that have an impact district-wide. Through volunteerism, donations, sponsorships and fundraising events we seek to sustain Foundation programs that are designed:

- To increase educational and extra-curricular opportunities for all district students
- To encourage creative and innovative curricula for STEM, art, music and wellness programs

Thanks to YOU, since 2003 the Education Foundation has invested more than \$1.5 million dollars into our local public schools. For more information, visit <http://engagedminds.org>



Instruction ::::::::::::::

ELEMENTARY INSTRUCTION

The elementary school core curriculum focuses on the basics of reading, speaking, listening, writing, math, science, health, social studies, art, physical education, music, media, and computer skills. Literacy instruction is a critical part of every elementary student's growth, so principals and teachers are encouraged to structure the school day so that literacy instruction is not interrupted. Bend-La Pine Schools also strives for lower K-2 class sizes and provides additional academic support for students who need it.

MIDDLE SCHOOL INSTRUCTION

Students in middle school have unique needs and require special attention during their transitional years. These students vary in physical, intellectual, psychological, and emotional development.

To meet these needs, middle schools strive to provide high academic expectations for all students, to develop positive attitudes toward learning and future readiness, and to transition successfully between elementary and high school.

HIGH SCHOOL INSTRUCTION

High schools offer core classes as well as a variety of electives. Many classes provide students the opportunity to earn college credits while in high school. Each high school publishes a course catalog that can be obtained by calling the individual school or visiting the school's website.

Students also have the opportunity to earn an Honors, Advanced Placement or International Baccalaureate diploma by taking advanced-level courses that demonstrate the ability to succeed in a rigorous curriculum. High schools also offer a wide range of academic clubs and co-curricular activities from music to drama and sports.

SPECIAL EDUCATION

Bend-La Pine Schools offers a variety of individualized programs and services to meet the unique gifts and challenges of the students in our district. We provide a full continuum of special education services and placements for qualifying students ages 5-21. Most of the services are offered in students' neighborhood schools and general education classrooms. District and off campus alternative programs are also available.

For more information about the range of services offered through the Special Programs Department, call 541-355-1060.

LEARNING CHOICES, FIND YOUR FIT

We maximize achievement by encouraging students of all ages to find the learning environment that best suits their interests. By customizing each student's curriculum to match his or her particular strengths, Bend-La Pine Schools helps students build a strong foundation for higher education and future careers.

From school-wide technology or storyline teaching methods at the elementary level, to exploratory learning and Talented and Gifted (TAG) options at the middle level, to Career-Technical and Advanced Placement offerings at the high school level – we have something to meet every student's expectations and learning style.

Athletics and Activities :::

PHYSICALS

Students who participate in extracurricular sports must complete a physical exam in grades 9 and 11 or if this is their first time participating with a Bend-La Pine Schools team. All physicals need to be completed prior to the sports season and not before May 1 of the summer before the current academic year.

Parents should be sure to bring a copy of the OSAA School Sports Pre-Participation Examination their student's appointment. These forms can be found on your school's athletics webpage for download or your Athletics and Activities Office.

Reminder: When you have completed the sports physical, please return it to your school's Athletics and Activities office.

WELLNESS CHECK

As an advocate for your children, parents of athletes and non-athletes alike are encouraged to also consider an annual Wellness Check – a complete medical examination and screen for common health issues.

Wellness Check visits are vital to your child's healthy growth and development. Physicians suggest adolescents should have regular wellness visits to make sure they are developing at the expected pace and continue to remain healthy.

During these visits, you'll have the opportunity to discuss your child's growth, development, behavior and other health issues with the goal of preventing illness and promoting the best possible health for your student.

We encourage you to consider discussing the possibility of adding a Wellness Check to your next sports physical, with your physician.

Note: If you choose a Wellness Check in place of a physical, you must complete the physical form with your physician to be eligible for OSAA athletics.

CODE OF CONDUCT

Any student who participates in school-sponsored athletics or activities must agree to abide by the School District Administrative Policies and Rules, Code Of Conduct, building rules and team participation/training regulations. All students who participate in athletics and extracurricular activities are expected to be positive role models for other students and members of the community at all times. This signed contract shall be in effect at all times during the contract period. "At all times" means 24 hours a day, every day of the week whether at school or away from school. The contract will be in effect from the beginning of the OSAA calendar (see www.osaa.org annual dates) and conclude with the last day of high school.

School Contact Information

Elementary Schools

Amity Creek at Thompson

437 NW Wall St., Bend
541-355-2800
www.bend.k12.or.us/Amity

Bear Creek

51 SE 13th St., Bend
541-355-1400
www.bend.k12.or.us/BearCreek

Buckingham

62560 Hamby Road, Bend
541-355-2600
www.bend.k12.or.us/Buckingham

Elk Meadow

60880 Brookwood Blvd., Bend
541-355-1500
www.bend.k12.or.us/ElkMeadow

Ensworth

2150 NE Daggett Lane, Bend
541-355-1600
www.bend.k12.or.us/Ensworth

High Lakes

2500 NW High Lakes Loop, Bend
541-355-1700
www.bend.k12.or.us/HighLakes

Highland at Kenwood

701 NW Newport Ave., Bend
541-355-1900
www.bend.k12.or.us/Highland

Juniper

1300 NE Norton Ave., Bend
541-355-1800
www.bend.k12.or.us/Juniper

La Pine

51615 Coach Road, La Pine
541-355-8000
www.bend.k12.or.us/LaPineElementary

Lava Ridge

20805 Cooley Road, Bend
541-355-2400
www.bend.k12.or.us/LavaRidge

North Star

63567 Brownrigg Lane, Bend
541-355-2300
www.bend.k12.or.us/NorthStar

Pine Ridge

19840 Hollygrape St., Bend
541-355-2700
www.bend.k12.or.us/PineRidge

Ponderosa

3790 NE Purcell Blvd., Bend
541-355-4300
www.bend.k12.or.us/Ponderosa

R. E. Jewell

20550 Murphy Road, Bend
541-355-2100
www.bend.k12.or.us/Jewell

Rosland

52350 Yaeger Way, La Pine
541-355-8100
www.bend.k12.or.us/Rosland

Silver Rail

61530 SE Stone Creek St., Bend
541-355-2900
www.bend.k12.or.us/SilverRail

Three Rivers (K-8)

56900 Enterprise Dr., Sunriver
541-355-3000
www.bend.k12.or.us/ThreeRivers

Westside Village at Kingston (K-8)

1101 NW 12th St., Bend
541-355-2000
www.bend.k12.or.us/Westside

William E. Miller

300 NW Crosby Drive, Bend
541-355-2500
www.bend.k12.or.us/Miller

Middle Schools

Cascade

19619 Mountaineer Way, Bend
541-355-7000
www.bend.k12.or.us/Cascade

High Desert

61000 Diamondback Lane, Bend
541-355-7200
www.bend.k12.or.us/HighDesert

La Pine

16360 First St., La Pine
541-355-8200
www.bend.k12.or.us/LaPine
Middle

Pacific Crest

3030 NW Elwood Lane, Bend
541-355-7800
www.bend.k12.or.us/PacificCrest

Pilot Butte

1501 NE Neff Road, Bend
541-355-7400
www.bend.k12.or.us/PilotButte

Realms

63175 OB Riley Road, Bend
541-322-5323
www.bend.k12.or.us/Realms

Sky View

63555 18th St., Bend
541-355-7600
www.bend.k12.or.us/SkyView

High Schools

Bend Senior

230 NE 6th St., Bend
541-355-3700
www.bend.k12.or.us/BendHigh

La Pine

51633 Coach Road, La Pine
541-355-8400
www.bend.k12.or.us/LaPineHigh

Marshall

1291 NE 5th St., Bend
541-355-3500
www.bend.k12.or.us/Marshall

Mountain View

2755 NE 27th St., Bend
541-355-4400
www.bend.k12.or.us/MountainView

Realms

20730 Brinson Blvd, Bend
541-355-5500
www.bend.k12.or.us/RealmsHigh

Skyline

20730 Brinson Blvd, Bend
541-355-5400
www.bend.k12.or.us/Skyline

Summit

2855 NW Clearwater Dr., Bend
541-355-4000
www.bend.k12.or.us/Summit

District Contact Information

Administration

Bend-La Pine Schools

Information Line
541-355-1000

Business Office/Payroll

541-355-1200

Human Resources/

Employment
541-355-1100

Information Technology

541-355-1200

Maintenance

541-355-4700

Nutrition Services

541-355-1150

Special Programs

541-355-1060

Teaching and Learning

541-355-1020

Transportation - Bend

541-355-5700

Transportation - La Pine

541-355-5750





Watch Me
BRING JOY

September

BAILIE

FOURTH GRADE
PONDEROSA
ELEMENTARY SCHOOL

When Bailie listens to music that she loves, her whole face lights up - her eyes sparkle and her grin widens. Bailie loves seeing friendly faces in the hallway, books, jewelry, her favorite people and silly jokes. And when Bailie is feeling joy - she spreads that to everyone around her. When Bailie smiles - it is hard not to smile back.

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October

Coby

FRESHMAN
REALMS HIGH SCHOOL

Coby has a mind for math. Starting in middle school, Coby started to recognize his skills. He recently attended a regional math competition and earned first place — as a freshmen! “I think it’s fun. I like how in math there’s one answer. You start at the beginning and you don’t know the end, and then you solve it,” he said. Coby also loves riding his scooter and skiing and hopes to pursue a career as an engineer.

Watch Me

Solve it



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November

Olivia

JUNIOR
MOUNTAIN VIEW HIGH SCHOOL

"I like the feeling of helping. It touches my heart," said Olivia. As a leader in the school's Multicultural Club, Olivia mentors middle school students and promotes cultural awareness throughout the school. Olivia, who is bilingual, also tutors fellow students and is part of Mountain View's equity team. "That really had an impact on me and opened me up to new perspectives."

Watch Me

Lead



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December

Addison

JUNIOR
MARSHALL HIGH SCHOOL

Addison found his fit at Marshall, where he is involved in the school's construction program. He said, "I love the feeling of building something and seeing your accomplishment — it's such a good feeling. Hammering, drilling and cutting are also really good ways to relieve stress." From stools to bird houses to wooden objects - Addison loves creating. He also enjoys literature class, Hamlet, PE and helping people. He plans to get a sociology degree and become a social worker.

Watch Me
Build



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Watch Me

Give

January

Lily

THIRD GRADE
THREE RIVERS SCHOOL

When Lily saw pictures of a school that had burned down in Paradise, California, she knew she wanted to help. She said, "It hit me. It was so sad seeing that." Lily emptied her piggy bank and donated all of the money to help. "It felt like the right thing to do. It felt good." Lily is always giving — helping friends or finding extra patience for someone who is struggling. "It just feels so nice to give to people. I really like it when people smile or when my friends give me a hug whenever I do something nice for them," she said.



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February

Cynthia

SENIOR
LA PINE HIGH SCHOOL

When Cynthia steps on stage, she shines. With a star quality, she transforms into characters, belts out songs and conveys deep emotions. Cynthia says discovering theater helped her find the courage to break out of her shy and nervous bubble. She credits drama and her teacher with helping her gain confidence in all aspects of life. "This has translated into my everyday life. My teacher saw something in me that I didn't. She helped me grow and I love her for that," she said.

Watch Me

Shine

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March

MARSHALL

FIRST GRADE
LA PINE ELEMENTARY

One of Marshall's favorite things is to draw pictures for his friends and family - especially drawings with stars and rainbows. He said, "I like giving drawings to my friends so I can make them happy." Marshall likes to share and he's learned that if one of his classmates is upset, he can help. "I let them pitch at kickball and that helps." Marshall likes art and math and always tries his best.

Watch Me

Share



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April

Mackenzie

THIRD GRADE
PINE RIDGE ELEMENTARY

Once a week, Mackenzie heads to the front of the class to teach her fellow third-graders a lesson in American Sign Language. She teaches the signs for read, write, play and learn (to name just a few) and her classmates follow along. Mackenzie, who has hearing loss, uses ASL, an interpreter and hearing aids to help her learn in class. She likes teaching her fellow students to use sign language and thinks it's fun to see her friends sign to one another.

Watch Me
Teach

2019-2020 HANDBOOK & CALENDAR

May

Cooper

EIGHTH GRADE
WESTSIDE VILLAGE
MAGNET AT KINGSTON

Nearly every day when Cooper arrives at school, he finds time to connect with younger students.

He plays basketball and soccer with the kindergarteners and reads books with younger students. He said, "I want to be known as kind, empathetic and caring."

Cooper also loves language arts, connecting with nature and being outdoors.

Watch Me

Connect

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June

Sonna

JUNIOR
BEND SENIOR HIGH SCHOOL

Sonna loves the feeling of working hard - whether that's playing on a national volleyball team or getting up early to feed and care for her steer. She's active in 4H, Future Farmers of America and volleyball. She said, "I like all the work you have to put in. I've learned about hard work, time management, perseverance and how to help others." Sonna will attend Eastern Oregon University on a full-ride for volleyball, and plans to major in business and animal science — so she can eventually start her own business focused on animals.

Watch Me
WORK Hard



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July

FERN

KINDERGARTEN
AMITY CREEK MAGNET AT
THOMPSON

According to her teacher, Fern embodies the spirit of kindergarten - she is friendly, playful, happy-go-lucky and ready to soak up learning. One of Fern's favorite activities is building with Legos. "When I'm building with Legos I'm learning and playing," she said.

Watch Me

LEARN

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August

Maya

EIGHTH GRADE
BEND-LA PINE ONLINE

When Maya talks about her interests - which are world history, animals, volunteering, writing, singing, creating, kayaking, learning and hanging out with her friends and family, she gets excited and can't stop smiling. She is known for her outgoing personality and great sense of humor. Maya says having visual impairment and cerebral palsy help her develop empathy. She said, "It adds character. If we were all perfect, this world would be so boring!"

Watch Me

Engage



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Rights and Responsibilities Handbook

Introduction

The Board of Directors has adopted Administrative Policies and Regulations to ensure the fair treatment of students, families and the general public, and the orderly operation of schools. The superintendent is responsible for implementing these policies and regulations, which can be found on our website, www.bend.k12.or.us. This section summarizes the rights and responsibilities of students, parents/guardians and staff at Bend-La Pine Schools as reflected in the policies and regulations.

Individual schools within the District have authority to adopt school rules to assist them in implementing Administrative Policies and Regulations. Students and their families are encouraged to become familiar with their home school's rules. Please contact your school for more information.

STUDENT RESPONSIBILITIES

- Attend school regularly and punctually.
- Provide excuses for absences in writing from a parent or guardian. Absences are excused for illness, emergencies beyond student control and for other reasons where satisfactory arrangements are made in advance by a parent or guardian. All other absences are unexcused.
- Be self-controlled, reasonably quiet and non-disruptive on school campus, at school sponsored activities and on school vehicles.
- Be clean and dress in compliance with school rules of sanitation and safety and in a fashion that will not disrupt classroom procedures.
- Be reasonable, respectful, self-controlled and considerate in your relationships with other students.
- Maintain relationships with teachers and all other school personnel that are mutually respectful. Comply with directions promptly and courteously.
- Use language and gestures that are respectful and free of profanity or obscenities.
- Respect private, public and school property.
- Do not possess or use tobacco in any form; its use by students on school property or while attending school-sponsored activities is illegal in the state of Oregon.

- Do not use, possess, share and/or sell, or be under the influence of alcohol, narcotics, or other dangerous drugs while under school jurisdiction on Bend-La Pine Schools' property, or at any school-sponsored activity. Those in violation are subject to immediate discipline, including suspension and possibly expulsion.

PARENT RESPONSIBILITIES

- Send your child to school as required by Oregon law.
- Make certain your child's attendance at school is regular and punctual and that all absences are properly excused.
- Ensure that your child is clean, dressed in compliance with school rules and in a fashion that will not disrupt classroom procedures and the educational process.
- Be sure your child is in good health.
- Guide your children from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for their actions.
- Teach your child, by word and example, respect for the law, for the authority of the school and for the rights and property of others.
- Know and understand the rules that your child is expected to observe at school. Be aware of the consequences for violations of these rules and accept responsibility for your child's actions.
- Be familiar with the Student Code of Conduct and any information provided by your child's school.
- Instill in your child a desire to learn. Encourage respect for honest work and an interest in exploring broader fields of knowledge.
- Become acquainted with your child's school, its staff, curriculum and activities. Attend conferences and school functions.
- Communicate your concerns to school officials, starting at your child's school.



Student Rights

Respecting Student Rights and Requiring Students to Respect the Rights of Others

AGE OF MAJORITY

Every student 18 years of age or older is considered an adult and shall have the same rights and responsibilities as an adult. Adult students, like all other students, shall comply with Administrative Policies and Regulations and established rules, pursue a prescribed course of study, and respect the authority of teachers and the administration.

When a student turns 18, or if the student is emancipated, all Administrative Policies and Regulations that refer to parents/guardians will be interpreted to refer to the student. Please see JFD-AR: Students of Legal Age for more information.

DRESS AND GROOMING

The Board of Directors believe that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction that would interfere with the educational process.

The grooming standards for Bend-La Pine Schools' students pertain to health and safety concerns but grant, when possible, a reasonable expression of individual taste, including appreciation of current fashion or style trends tempered with restrictions on extremes that are dangerous or disruptive to the educational process.

Check with your neighborhood school for dress code expectations. Please see JFCA-AP and JFCA-AR: Student Code of Dress for more information.

ELECTRONIC DEVICES

Student possession and/or use of electronic devices such as cell phones, personal digital assistants, and electronic media devices cannot interrupt or interfere with the education process. Please see JFCEB-AR: Personal Communication Devices for more information.

FREEDOM OF EXPRESSION ON SCHOOL PREMISES

Freedom of expression is a constitutional right. It is guaranteed at school but may not interfere with other basic rights of individual students, including the right to pursue their education without the disruption of others. The opportunity for students to exercise freedom of expression within the law is an important element in the learning process.

Students may not distribute or display materials that are libelous, obscene, dangerous, disruptive, or that violate the law or regulations.

Students shall not distribute or display material of a commercial nature. Administrative approval is required for the distribution of materials on school premises.

This policy shall be applied in a non-discriminatory manner, allowing the dissemination of diverse viewpoints on political and social issues. The policy shall also be applied in a manner that encourages respect for individuals without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age or disability. Peaceful demonstrations or protests are permissible when they do not interfere with the school program or the rights of others. Students who engage in disruptive demonstrations will be instructed by school administration to desist and disperse immediately. Failure to comply with such orders may result in discipline, including suspension and expulsion.

NEIGHBORHOOD RIGHTS

Community residents have a right to privacy and freedom from abusive behavior. Students must not loiter, litter, trespass or create nuisance conditions for residents of the community.

OFF CAMPUS SOLICITATION OF FUNDS

Students are not authorized to conduct door-to-door promotion or solicitation for a school or a school group without being accompanied by a parent or legal guardian. Please see IGDF-AR: Student Fund-Raising Activities for more information.

PHYSICAL RESTRAINT

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a reasonable threat of imminent, serious bodily injury to the student or others. Physical restraint or seclusion may not be used for discipline, punishment or for the convenience of district staff. The use of mechanical, chemical or prone restraint on a student is prohibited.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program may use physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary.

For further information, please refer to Bend-La Pine Schools' JGAB-AP and JGAB-AR: Use of Restraint and Seclusion.

STUDENT SEARCHES, SEIZURE AND QUESTIONING

Bend-La Pine Schools seeks to ensure a learning environment which protects the health and safety of students and staff. To assist in attaining these goals, Bend-La Pine Schools officials may search a student's person and property, including property assigned by the district for the student's use. District officials may seize an item which is evidence of a violation of law, Bend-La Pine Schools policy or rules, or which the possession or use of is prohibited by law, policy or rules.

A search may be conducted when there is reasonable

suspicion to believe that evidence of a prohibited item is present in a particular place and/or a particular student has possession of a prohibited item at school. Bend-La Pine Schools officials may seize prohibited items and evidence.

A search of district property assigned to students, including but not limited to lockers, desks or district-issued iPads, may occur from time to time if Bend-La Pine Schools officials have reason to believe that the property contains items which may be hazardous to the safety or health of students or contains items which may belong to someone else.

Students' vehicles may be parked on district property on the condition that students and their parent/guardian allow the vehicle and its contents, upon reasonable suspicion, to be searched.

School officials are not authorized to conduct strip searches. The use of dogs trained to search for drugs may be utilized for generalized, exploratory searches on an unannounced basis. Law enforcement or representatives from the Department of Human Services may interview students at the school site. Please see JFG-AR: Student Searches and Questioning for more information.

STUDENT ORGANIZATIONS

Organized student groups are an integral part of the school system and make important contributions to the life of the school and the student. School regulations require all organizations that carry out activities within the school to obtain approval of the principal or principal's designee. Please see IGDA-AR: Student Organization for more information.

SURVEYS

Federal law affords parents/guardians certain rights regarding our conducting surveys, collection and use of information for marketing purposes and certain physical exams. Parents/guardians may opt their student out of participation in any protected information survey. Parents/guardians also have the right to review, upon request, any instructional materials used in connection with any protected information survey or as part of the educational curriculum. Bend-La Pine Schools has developed and adopted KAB-AP and KAB-AR: Parental Rights (Survey of Students), consistent with federal law, regarding these rights. It is available on the district's website, www.bend.k12.or.us. The Oregon Healthy Teens Survey is administered to select students in the spring.

ACCIDENT INSURANCE

It is important to know that Bend-La Pine Schools does not carry accident insurance for students. This means that you, as parent or guardian, are responsible for any medical bills if your child is hurt during school activities. Bend-La Pine Schools does provide access to insurance plans offered through Myers-Stevens & Toohey and Company, Inc. to help pay for those bills. Information on this coverage is provided to all parents/guardians at the beginning of the school year, or can be picked up at your child's school at any time during the year.

Attendance and Absences

COMPULSORY SCHOOL ATTENDANCE AND ABSENCES

Oregon Law requires school-age children, age 6 or older, to be enrolled in public school and attend on a regular basis. An exemption from compulsory attendance may be granted to the parent or guardian of a child 16 or 17 years of age if the child is employed full-time, employed part-time and enrolled in school part-time, or enrolled in a community college or other state registered alternative education program. This exemption must be approved by the school principal and the superintendent and will be renewed for a limited time only. The exemption must be renewed on a semiannual basis. See OAR 581-021-0076. The district has established specific attendance, truancy and tardy policies for students. Children are also exempt from public school enrollment and attendance if they are enrolled in a private school or if they are registered for home instruction through the High Desert Education Service District.

Please note the following information regarding absences:

- Notification from a parent or guardian is required for re-entry to class after any absence.
- Requests to leave school for any reason must be approved by a parent or guardian.
- Parents and guardians are urged to make doctor or dental appointments after school hours to minimize the loss of school time.

When a student is ill, the student should be kept at home. However, every effort should be made to avoid keeping a student out of school for reasons other than illness. School staff is responsible for maintaining attendance records and reporting absences to parents/guardians by a notation on the report card, a telephone call or a letter when a problem is evident. Please see JEA-AP: Student Attendance and JEA-AR: Compulsory Attendance for more information.

Electronic Resources

Bend-La Pine Schools believes that electronic communication is a tool for lifelong learning and that by providing these services we will promote educational and organizational excellence.

At Bend-La Pine Schools we strive to help all understand what it means to be a good digital citizen and to model these behaviors. This includes encouraging students and staff to practice proper and ethical use of electronic resources, and to use technology responsibly. All students and staff must be knowledgeable regarding procedures, ethics and security involved in the use of electronic communication.

District procedures are in place to protect students, to improve the user experience, to develop processes for the reporting of abuses and to prevent their recurrence.

The inappropriate use or abuse of electronic information resources can be a violation of Bend-La Pine Schools policy, local, state, and federal laws and can result in the loss of privileges and/or prosecution.

Guidelines and policies regarding the use of electronic information resources are available at our website www.bend.k12.or.us.

School Violations

Violation of school rules and regulations, based on severity and frequency, may result in reprimand and warning, detention, removal of privileges, suspension, or expulsion. In matters other than minor and routine instances, parents/guardians will be involved and informed. In all cases of suspension or expulsion, due process procedures will be no less than those required by Bend-La Pine Schools policy and law. In addition to rules and regulations of Bend-La Pine Schools detailed in this publication, students are expected to obey the laws of the State of Oregon and of the United States. On school property, and at school-sponsored activities, violations of public laws will result in disciplinary action taken by school authorities regardless of whether or not law enforcement is involved.

The following conduct will constitute grounds for disciplinary action. This list is not intended to contain all conduct that may be grounds for disciplinary action.

Please see JG-AP: Student Conduct and Discipline and the policies and procedures listed below for more information.

- Arson
- Copyright Violations, Plagiarism or Cheating
- Cyberbullying (JBA/GBN-AP and JBA/GBN-AR)
- Disruptive or Unsafe Behavior
- Forgery
- Gang Activity of Conduct (JFCE-AR)
- Harassment, Intimidation, Bullying (JBA/GBN-AP and JBA/GBN-AR)
- Hazing (JBA/GBN-AP and JBA/GBN-AR)
- Malicious Mischief (ECAB-AR)
- Menacing (JBA/GBN and JBA/GBN-AR)
- Physical Violence or Threats of Physical Violence (JFCM-AP)
- Profane Language and/or Indecent Gestures (JG-AP)
- Regulated Campus Violations
- Sexual Harassment (JBAA/GBNA-AP)
- Theft (ECAB-AR)
- Trespassing
- Unlawful Interference with School Authorities (JG-APR and JHFC-AR)
- Vandalism (ECAB-AR)

DRUGS AND ALCOHOL

It is unlawful for a student to possess, purchase, use, distribute or be under the influence of an illegal substance, or an imitation illegal substance; or to possess, purchase, use, distribute or be under the influence of a restricted or controlled substance for which the student does not have a prescription. It is also unlawful for a student to distribute his/her own prescription drug to others. Everyday items to alter mood or state of mind are prohibited. Contact your school office for information about required student medical forms pertaining to distribution of prescription drugs to students.

TOBACCO, INHALANTS & AEROSOLS

The possession, use or distribution of tobacco or its imitation in any form by students violates Oregon Law and Bend-La Pine Schools policy. Tobacco products, including e-cigarettes, will not be allowed on school property, in District vehicles or at school events or activities. Please see JFCG-AP: Tobacco Free Environment for more information.

WEAPONS

Students are prohibited from bringing or possessing weapons of any kind on school property, including replicas of weapons. Students bringing or possessing weapons on school property are subject to discipline, including expulsion. In accordance with Oregon law, Bend-La Pine Schools has a zero-tolerance policy for students bringing to or possessing firearms on school property, property under the jurisdiction of Bend-La Pine Schools, or to any activity under the jurisdiction of Bend-La Pine Schools. Any student violating this policy shall be subject to mandatory expulsion for one year. Please see JFCJ-AP: Weapons in Schools for more information. Families are encouraged to practice safe storage of weapons at home and in vehicles to reduce access to minors.

Disciplinary Procedures

School discipline is intended to ensure a positive learning environment for all students. Disciplinary consequences are designed to be progressive and appropriate for the situation. For a comprehensive description of Bend-La Pine Schools' disciplinary procedures, please see JG-AP: Student Conduct and Discipline.

EXPULSION

Expulsion denies a student the right to attend school and all school activities. A student may be expelled only when the student's conduct poses a threat to the health or safety of students or school employees, when other strategies to change student conduct have been ineffective, or when expulsion is required by law. In making a decision whether to place a student on expulsion, the principal or designee must consider the age of the student and the past pattern of behavior by the student. Expulsion for one year is mandatory when a student brings or possesses a firearm on school property. Please refer to JG-AP: Student Conduct and Discipline for information on expulsion procedures.

SUSPENSION

Suspension temporarily removes a student's privilege to attend school and all school activities. Suspensions are made by the principal, or designee with the approval of the principal, and do not exceed 10 school days. Under special circumstances, a suspension may be continued until specific pending action occurs, such as a court hearing, a medical,

psychiatric or Safe Schools Assessment, or a review by a probation officer. Please refer to JG-AP: Student Conduct and Discipline for information on suspension procedures.

SCHOOL PROBATION

School probation may include detention and/or punishment deemed suitable by the school official. School probation may remove from the student the privilege of attending or participating in co-curricular activities and athletic events and non-curricular programs of the school. School probation may be applied for as long as one calendar year. Please refer to JG-AP: Student Conduct and Discipline for information on school probation procedures.

HARASSMENT AND DISCRIMINATION POLICY, COMPLAINTS AND INVESTIGATION

It is the intent of the district to maintain a learning environment that is free from unlawful harassment and discrimination. Each student and Bend-La Pine Schools employee has the right to work in an atmosphere that promotes equal opportunities and is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

It is a violation of district policy for any employee, student or other person in the school environment to harass or discriminate against a student or employee, through conduct or communication, while on any school or district premises, or at any school-sponsored activity regardless of location. This includes, but is not limited to, buildings, facilities, grounds, school buses and parking areas.

Students who believe they have been or are being harassed or discriminated against should report the situation to any of the following persons immediately:

- Teacher or guidance counselor
- Principal or assistant principal of the school
- Superintendent, Superintendent's staff or designee

All reports of harassment or discrimination shall be promptly investigated. Bend-La Pine Schools students and employees who report harassment or discrimination shall not be subjected to any form of retaliation for making a report. To the maximum extent possible, all reports and investigations shall be conducted confidentially to protect the privacy of all involved.

For more information, please see the following Administrative Policies and Administrative Regulations:

- AC-AP: Non-Discrimination
- AC-AR: Discrimination Complaint / Grievance Procedure
- IGBA-AP: Students with Disabilities
- IGBA-AR: Students with Disabilities
- JB-AP: Equal Educational Opportunity
- KL-AR: Public Complaints
- KL-AP: Public Complaints
- GBMA-AP: Whistleblower

Positive School Climate ::

SAFE, HEALTHY LEARNING ENVIRONMENTS

Safe schools are fundamental to students' school successes and achievements. Providing a safe and orderly school environment is an ever-present priority of Bend-La Pine Schools. Here, school safety is addressed through a comprehensive approach that focuses on planning, prevention, intervention and response. Systems and programs are in place that create caring school communities where students and staff feel safe and supported. Bend-La Pine Schools is committed to ensuring psychologically safe, healthy learning environments. To learn more about our planning, prevention, intervention and response to crisis situations, visit our Emergency Preparedness webpage at www.bend.k12.or.us

SAFE SCHOOLS ALLIANCE PARTNERSHIPS

Key to the process of building and maintaining safe schools is the development of active partnerships between schools, parents and communities. Bend-La Pine Schools is a founding partner of the Safe Schools Alliance (established in 1998). The goal of the alliance is to provide safe and secure school environments through community and interagency partnerships among students, parents, education, mental health, community justice and law enforcement. This network of regional school districts and partner agencies meet monthly to share information, discuss items of common interest and concern, advise member agencies on the adoption of policy and explore curriculum and programs that increase positive school climates for our more than 18,500 students and the region's more than 30,000 students.

SAFETY RESOURCES FOR PARENTS

Our partners share valuable resources with our community, from FBI tips for safe internet surfing to locations from law enforcement offering free gun locks and safe weapons storage information to maps with safe biking and walking routes to school. To learn more visit the Safety Resources webpage at www.bend.k12.or.us

TIP AND TALK LINES FOR STUDENTS

Bend-La Pine Schools makes the First Step app, an app to connect students to tip lines and mental and physical health resource, available on the iPads assigned to all students in grades 6-12.

Inside First Step, students will find resources like, "3 Ways to Help a Friend," "Getting Through Today," contacts for free counseling and two featured resources: SafeOregon Tip Line and YouthLine.

- SafeOregon — students can report anything from vandalism to theft to cyberbullying via text or phone, email, or online, through the app.
- YouthLine — a free and confidential teen-to-teen help line.

Learn more about First Step at our Student Mental Health page at www.bend.k12.or.us

Transporting Students to and from School

BUSING

Bend-La Pine Schools operates transportation services for elementary students who live more than one mile from their schools and for secondary students who live more than 1.5 miles from their schools, as required by state law.

Students with special needs may qualify for transportation if they cannot access school without it. Special transportation requirements must be included in the child's Individualized Education Plan (IEP).

Only children eligible for transportation services will be transported. parents/guardians may not ride buses with their students. Children who are not in school are not allowed to ride the bus. It is Bend-La Pine Schools' goal to provide safe and economical student transportation.

There are responsibilities and rules for each member involved in the transportation system: staff, students and parents. We ask parents/guardians to become familiar with the rules and procedures and discuss them with their child.

ROUTE INFORMATION

Bus route information is available at each school, the transportation offices in Bend and La Pine, and on our website, www.bend.k12.or.us. Bus routes and stop times may be adjusted at any time. If your child fails to return home at the expected time, contact the school first. Please keep in mind there may be many reasons for a bus to be late on its route. A bus could be late if there is a substitute driver, if there are mechanical problems, traffic issues, inclement weather, or poor road conditions.

THE DRIVER

To become an Oregon School Bus Driver, a person must meet very specific requirements established by federal and state law. Drivers for Bend-La Pine Schools are expected to manage student behaviors while operating the bus in a safe manner. Each driver has received several types of training. In addition to behind-the-wheel training, the drivers are required to attend ongoing instruction in first aid procedures and student behavior management.

USE OF CHARTER BUSES

Bend-La Pine Schools may utilize charter bus services as needed for student transportation. All charter services are provided by student activity bus certified providers, as authorized by the Oregon Department of Education.

STOPPING FOR SCHOOL BUSES

School buses must follow all the traffic regulations that apply to individual motorists. Oregon school buses are equipped with flashing amber and flashing red lights near the top of the bus on the front and at the rear of the bus. The flashing amber lights are turned on to warn traffic that the bus is about to stop to load or unload children. When the red lights begin to flash, drivers traveling in either direction on any road, street, or highway must stop before reaching the bus and remain stopped until the flashing red lights are

turned off. The school bus law applies if you are on any undivided highway with two, three, or four lanes of traffic.

VIDEO CAMERAS

Video cameras are used on Bend-La Pine Schools' transportation vehicles. They may be used to monitor student behavior on Bend-La Pine Schools' vehicles transporting students to and from school and extracurricular activities. Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Administrative Policies and Regulations, and Oregon law governing student conduct and discipline. Video equipment may also be used to monitor the performance of Bend-La Pine Schools employees in the fulfillment of their duties in district vehicles transporting students to and from curricular and extracurricular activities. Any illegal acts videotaped on Bend-La Pine Schools' vehicles will be turned over to the appropriate personnel and/or law enforcement authorities.

STUDENTS AND PARENTS

Bend-La Pine Schools has established a code of conduct and disciplinary procedures to ensure that students comply with safety rules while using the transportation system. The code of conduct includes a list of rules adopted by the Oregon State Department of Education, as well as a list of additional rules adopted by the district. Students and their parents/guardians should familiarize themselves with the code of conduct and procedures, which can be found in EEACC-AP and EEACC-AR: Student Conduct on School Buses.

The following items are not allowed on the bus: animals, glass containers, aerosol cans, skateboards (unless secured in a backpack), fishing poles, snowboards, hockey or lacrosse sticks, weapons or look-alike weapons, golf clubs, helium balloons, skis, shovels or laser pens.

Roller blades and shoes with wheels must be transported in a duffel bag or backpack. Craft projects must be in a bag or box. Any item used in an unsafe manner may be confiscated and the student must bring a parent to the Transportation Department office to retrieve it.

STUDENT RIDERSHIP TECHNOLOGY

Bend-La Pine Schools offers My Bus Stop App. Parents, guardians and students can know where their school bus is and what time it will show up at their home stop — all from a smartphone, mobile device or computer.

Bend-La Pine Schools My Bus Stop graphically displays the location of the school bus on a map, as well as the estimated time of arrival (ETA) to a student's bus stop. The bus location is automatically updated and the ETA is recalculated to accommodate any delays due to traffic while in route.

Families are also able to opt into a system that will allow them to be alerted when their child enters and exits the school bus with the new Radio Frequency Identification Device cards (RFID).

Learn more about these tools on our My Bus Stop page on the Bend-La Pine School's website, www.bend.k12.or.us

Student Records

Student records will be maintained by Bend-La Pine Schools for the benefit of the student. They will be used to promote the instruction, career development, guidance and educational progress of the student.

In compliance with federal and state regulations, the following is a notice to parents/guardians and eligible students (who are 18 years of age or older) of their rights regarding student records.

PARENT-STUDENT RIGHTS REGARDING RECORDS

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as

a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Student Privacy Policy Office, U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202*

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent/guardian or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/guardian or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents/guardians and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents/guardians or the eligible student as follows:

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B) (1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as the state educational agency in the parent/guardian or eligible student's state (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents/guardians of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

STUDENT EDUCATIONAL RECORDS

Student progress records include a transcript of grades, courses taken, records of attendance, tests relating specifically to achievement or the measurement of aptitude and health records.

The permanent record is that part of the progress record, which contains the name of the student, birth date, names of parents or guardians, date of entry into school, previous schools attended, the date and reason for leaving school and such additional information as prescribed.

Student progress records shall be available to the administrative and teaching staff, designated clerical staff and parents or legal guardians.

Upon request of parents, legal guardians or eligible students, records are available to other agencies having a demonstrated interest in the student.

DIRECTORY INFORMATION

According to federal law, “Directory Information” may include the student’s name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school attended by the student. The school may release student directory information. Parents/guardians who do not want their student’s directory information released must contact the school office with their written request before September 15 of each school year. See JOA-AP: Directory Information for more information.

DISCLOSURE OF INFORMATION TO MILITARY RECRUITERS AND COLLEGES

In accordance with the Elementary and Secondary Education Act of 1965 (ESEA), and with the Bend-La Pine Schools’ desire to promote higher education, upon written request the District will release students’ names, telephone numbers and addresses to recruiters for the United States military and to colleges and other post-secondary educational institutions.

Parents/guardians who do not want information released on their students must contact the school office with their written request before September 15 of each school year. As used in this section, “school officials” means licensed staff members, school counselors, school and Bend-La Pine Schools administrators, or other licensed or non-licensed staff, and may include contractors, consultants, volunteers, or other parties with whom Bend-La Pine Schools has outsourced institutional services or functions, provided that the outside party performs services or functions for which the District would otherwise use employees, and is under the direct control of Bend-La Pine Schools with respect to the use and maintenance of the information disclosed.

As used in this section, “legitimate educational interest” means an interest of a school official that arises from a need to fulfill his or her professional responsibility to Bend-La Pine Schools.

Other Information

HOW TO ADDRESS YOUR CONCERNS

Anyone with questions, concerns or complaints involving school site-specific issues is encouraged to seek resolution at the school building level. Matters not resolved at the building level, or concerns or complaints involving district-wide issues, will be processed thoroughly by the appropriate district-level administrator, as described in KL-AR: Public Complaints. Alleged criminal acts should be brought directly to the attention of the superintendent. Policies describing the method of filing and processing a complaint can be found at our website, www.bend.k12.or.us

DISTRICT POLICIES AND ADMINISTRATIVE REGULATIONS ARE AVAILABLE ONLINE

Bend-La Pine Schools Administrative Policies and Regulations are periodically adjusted to comply with changes in state and federal laws. While Bend-La Pine Schools makes every effort to keep the yearly Family Handbook and Calendar up to date, some changes to policies may be made after publication.

A complete listing of Administrative Policies and Regulations is available on our website, www.bend.k12.or.us.

ASBESTOS

Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. Bend-La Pine Schools has developed an asbestos management plan to monitor the safety of its buildings. You can review a copy of this plan in the School District Maintenance Office during regular business hours.

CUSTODY AND PARENTING TIME

On occasion, parental disputes impact a child’s school experience and necessitate the involvement of school officials. Parents/guardians are reminded to provide their child’s school with a copy of the most recent court order or judgment concerning custody, parenting time and other parental rights. Unless the school is provided with this information, school officials will afford both parents/guardians equal rights with respect to their child, including the right to visit the child during school hours, to volunteer in the child’s classroom, to check the child out of school upon showing proper identification, to receive information and notices from the school about the child, and to access the child’s educational records. Please see JECAC-AR: Parental Custody for more information.

VIDEO SURVEILLANCE

Video cameras will be used on district property and school transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, riding in school transportation vehicles, and to safeguard district property, facilities and equipment.

Bend-La Pine Schools
An Educational Site of Administrative School District #1
520 N.W. Wall St.
Bend, OR 97703

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