

**2023-2024**

**CROOKED RIVER ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK**

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Crooked River Elementary School  
(541) 447-6488 Fax (541) 447-8395  
Office Hours: 7:30 a.m. - 4:00 p.m.

**Website:** <https://cres.crookcountyschools.org/>

Principal: Kimberly Bonner  
Asst. Principal: Jon Lindsay

**SCHOOL HOURS**

Student Arrival Times .....7:40 am  
Tardy Bell Rings at.....8:10 am  
School Dismissed.....2:15 pm

**LUNCH SCHEDULE**

Kindergarten	11:00-11:35
First Grade	11:25-12:00
Second Grade	11:50-12:25
Third Grade	11:10-11:45
Fourth Grade	11:35-12:10
Fifth Grade	12:00-12:35

## Preface

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office and the district office during business hours and the district website, [www.crookcountyschools.org](http://www.crookcountyschools.org).

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Notification may be provided when appropriate.

Crook County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>[1]</sup>, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Jay Weeks  
Human Resources Director/Title IX Coordinator  
(541) 416-9978  
[jay.weeks@crookcountyschools.org](mailto:jay.weeks@crookcountyschools.org)

The following staff has been designated to coordinated compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Jihan Nelson  
Special Education Director  
(541) 416-9976  
[jihan.nelson@crookcountyschools.org](mailto:jihan.nelson@crookcountyschools.org)

Procedure for filing a complaint can be found on the district's home page ([crookcountyschools.org](http://crookcountyschools.org)) or at <https://crookcountyschools.org/departments/human-resources/non-discrimination-and-title-ix/>.

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

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## General Information

Welcome to our school! Crooked River Elementary (CRE) is a unique school in many ways, and your children will receive an excellent opportunity to grow and learn in an educational environment that has high standards and expectations while being supportive of all styles and rates of learning. We are a Positive Behavior and Instructional Support (PBIS) school that stresses Safety, Respect, Responsibility, and Kindness. We are also an AVID school, striving to ensure that all students are future ready.

**School Colors:** Purple and Gray

**Mascot:** Mustangs

At Crooked River Elementary we believe the best learning environment is one where staff and students learn and model behavioral standards. The following outlines student expectations at Crooked River Elementary.

Responsibilities:

1. Be safe.
2. Be respectful.
3. Be responsible.
4. Be KIND! 😊

## Crooked River Elementary (CRE) Mission Statement

Crooked River Elementary students will have limitless opportunities to reach their full potential academically and personally.

The Crooked Crooked River Elementary School Staff is dedicated to:

Providing a safe, respectful, responsible, positive, and comfortable place for students to learn and grow academically, socially and emotionally.

Taking time to listen to each child and respect ideas, so that children will become independent, confident, positive and caring people.

Understanding that all students learn in different ways, providing instruction in a wide variety of modes, methods and styles.

Creating and learning new activities, programs, and curriculum to inspire your learners to achieve

## The Crook County School District (CCSD) Mission

The Board, administration, staff, students, parents, and the community work together to ensure high academic achievement, personal growth and exemplary citizenship for **all** students by establishing a learning system based on performance excellence, continuous improvement, and safe and effective operations.

Information about the Crook County School Board, including names of Board members and location of Board meeting notices can be found on the district website at

<https://crookcountyschools.org/school-board/>.

## Parent / Teacher Committee

Our Parent-Teacher Committee (P.T.C.) invites you to become an active participant in our school. Monthly meetings are scheduled and include helpful information for parents about our school, fundraising and fun events.

The 2022-23 PTC meetings are TBD and will be announced on the CRE Facebook page, the CRE PTC Facebook page and the Mustang Memo.

Questions? Feel free to email: [crookedriverelementaryptc@gmail.com](mailto:crookedriverelementaryptc@gmail.com)

## Meal Programs

The district participates in the National School Lunch Program, School Breakfast Program, Special Milk Program, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Commodity Programs and offers free meals which may be based on a student's financial need.

Additional information can be obtained in the office.

A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only.

## Dress Code

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

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

In keeping with expectations of appropriate clothing, the district shall enforce the following guidelines concerning student wearing apparel:

1. Headwear:

- (a) No head coverings in buildings, except when allowed by individual building administrators.
- (b) When hats or baseball caps are allowed, they are to be worn with bills forward.
- (c) Bandanas, sweatbands, animal ears, and animal tails will not be allowed.

2. Clothing:

- (a) Clothing advertising alcohol, tobacco or other drugs, and clothing with inappropriate messages are not allowed. Shorts may be worn loose but not "sagging", and are to be secured at the hip with minimum length to be mid-thigh. Any holes in pants must be below mid- thigh. Midriffs, crop, tank, mesh and tube tops are not to be worn.
- (b) Pants must be secured above the hips, underwear or boxers must not show, and belts should be in belt loops, not hanging down. Chains may not be worn from the pants, including the type used to secure wallets.
- (c) Shoes must be worn at all times. Our concern is safety, not fashion, so flip-flops, sandals, open toed shoes, open-heeled shoes, jelly shoes, or any footwear that is unsafe or similar to those described above are worn at the student's own risk.
- (d) Shirt logos need to be safe, responsible, and respectful.
- (e) Students must wear tennis shoes for PE.
- (f) Make-up is highly discouraged and must not be distracting.

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects students dress and grooming to meet standards, which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment.
2. Threat to the health and/or safety of the student concerned or of other students.
3. Sexually, racially, or religiously offensive.

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

## Staff Information

Position	Name	Room #	Ext #	Email Address
<b>Administration</b>				
Principal	Kimberly Bonner	Office	3505	kimber.bonner@crookcountyschools.org
Assistant Principal	Jon Lindsay	Office	3504	<a href="mailto:jon.lindsay@crookcountyschools.org">jon.lindsay@crookcountyschools.org</a>
Building Coach	Sarah Shinkle	25	3535	sara.shinkle@crookcountyschools.org
Counselor	Joshua Schroeder	Office	3576	joshua.schroeder@crookcounty.schools.org
Lead Secretary	Jen Bond	Office	3502	jen.bond@crookcountyschools.org
Secretary	Victoria Mize	Office	3503	victoria.mize@crookcountyschools.org
<b>Special Education and Intervention Teachers</b>				
K ,1 <sup>st</sup> &2nd SpEd	Megan Pollock	02	3562	<a href="mailto:megan.pollock@crookcountyschools.org">megan.pollock@crookcountyschools.org</a>
3rd & 4th SpEd	Kaity Sparks	07	3572	kaity.sparks@crookcountyschools.org
4th & 5th SpEd	Kaci Lutrell	14	3564	kaci.lutrell@crookcountyschools.org
Title I	Tanya Parsons	03	3573	<a href="mailto:tanya.parsons@crookcountyschools.org">tanya.parsons@crookcountyschools.org</a>
Mathematics	Whitney Carmack	25	3535	whitney.carmack@crookcountyschools.org
Speech	Anna Woodward	SLP	3579	<a href="mailto:anna.woodward@crookcountyschools.org">anna.woodward@crookcountyschools.org</a>
Speech Asst.	Carrie Rosvold	SLP	3579	carrie.rosvold@crookcountyschools.org
Behavior	Scott Waite	Wellness	3647	scott.waite@crookcountyschools.org
PBIS Asst.	Traci Barrett	Wellness	3510	traci.barrett@crookcountyschools.org
<b>Specialist Teachers</b>				
Physical Ed.	Erin Woodward	Gym	3568	erin.woodward@crookcountyschools.org
Lego/STEAM	Melissa Bunting	STEAM	3545	melissa.bunting@crookcountyschools.org
Computers	Tracy Schmidt	N/A	N/A	tracy.schmidt@crookcountyschools.org
Library	Daphne DeHart	Library	3532	<a href="mailto:daphne.dehart@crookcountyschools.org">daphne.dehart@crookcountyschools.org</a>

Position	Name	Room #	Ext #	Email Address
<b>Building Support Staff</b>				
FAN Advocate	Vanessa Nolan	FAN	N/A	vanessa.nolan@crookcountyschools.org
Records Clerk	Carolyn Dunaway	Records	3508	carolyn.dunaway@crookcountyschools.org
Building Engineer	Apolonio Villagomez	N/A	3585	apolonio.villagomez@crookcountyschools.org
School Psychologist		N/A	N/A	
Nurse	Wendy Perrin	Office	3607	wendy.perrin@crookcountyschools.org
ELD Teacher	Jennifer Peterson	N/A	N/A	jennifer.peterson@crookcountyschools.org
<b>Classroom Teachers</b>				
Kindergarten	Abigail Smith	24	3560	abigail.smith @crookcountyschools.org
Kindergarten	Misty Beach	28	3575	misty.beach@crookcountyschools.org
Kindergarten	Erin Flagg	27	3557	erin.flagg@crookcountyschools.org
Kindergarten	Mekenzie Salas	26	3537	mekenzie.salas@crookcountyschools.org
1st Grade	Amanda Fisher	20	3550	amanda.fisher@crookcountyschools.org
1st Grade	Jayana Hinkle	32	3553	jayana.hinkle@crookcountyschools.org
1st Grade	Lisa Robirts	21	3551	lisa.robirts@crookcountyschools.org
1st Grade	Jordan Zacharias	31	3531	jordan.zacharias@crookcountyschools.org
2nd Grade	Krystin Smith	29	3578	krystin.smith@crookcountyschools.org
2nd Grade	Natalie Godat	30	3552	natalie.godat@crookcountyschools.org
2nd Grade	Talia Pascuzzi	23	3536	talia.pascuzzi@crookcountyschools.org
2nd Grade	Drew Pierce	22	3556	drew.pierce@crookcountyschools.org
3rd Grade	Laura Graydon	09	3554	laura.graydon@crookcountyschools.org
3rd Grade	Kailey Wiest	18	3542	kailey.wiest@crookcountyschools.org
3rd Grade	Orie Gonzales	06	3561	orie.gonzales@crookcountyschools.org

Position	Name	Room #	Ext #	Email Address
3rd Grade	Mallory Hall	04	3570	mallory.hall@crookcountyschools.org
4th Grade	Jane Hase	17	3547	jane.hase@crookcountyschools.org
4th Grade	Steve Miller	11	3541	steve.miller@crookcountyschools.org
4th Grade	Valerie Nixon	10	3540	valerie.nixon@crookcountyschools.org
3 <sup>rd</sup> Grade	Stacy Stringer	05	3543	stacy.stringer@crookcountyschools.org
5th Grade	Steele Bailey	13	3559	steele.bailey@crookcountyschools.org
5th Grade	Jason Kingrey	12	3530	<a href="mailto:jason.kingrey@crookcountyschools.org">jason.kingrey@crookcountyschools.org</a>
5th Grade	Analee Dunn	15	3558	analee.dunn@crookcountyschools.org
5th Grade	Adam Santos	16	3546	adam.santos@crookcountyschools.org

## Student Information and Academic Records

### Directory Information

Certain information about your student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out. The following categories are designated as directory information. This information may be released to the public through appropriate procedures:

- Student's name;
- Date;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees or awards received;
- Most recent previous school or program attended; and
- Photographs

Directory information shall not include a **student's address or telephone number.**

Certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released, and my prior written, dated, and signed consent, unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number, or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of

birth, place of birth, and mother's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

Unless a parent opts out through the registration process, directory information may be released by the district for use in local school publications, other media, and for such other purposes as deemed appropriate by the principal. Parents objecting to the release of directory information on their student must notify the school office.

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"Education records" are those records directly 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 shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

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

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

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

## Access/Release of Education Records

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Parents of a minor may inspect and review education records during regular district hours

## Challenging Content of Student Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If 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 principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent(s); and
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They 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 a 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 Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, Washington D.C., 20202.

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

## Records Requests and Transfers

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.

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 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.

## Media Access to Students

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

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

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

## Questioning of Students

If a law enforcement official is allowed to question or meet with students during the school day or during periods of extracurricular activities, the 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 abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

# Enrollment

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the school office for admission requirements.

## Grade Level Placement of Students

Students will be placed in the grade level best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

# Attendance

## Attendance Policies

Good attendance habits must be established from the moment your child begins Kindergarten and sustained thereafter. Research overwhelmingly supports the strong correlation between attendance and academic success in a child's life.

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

A parent will be issued a notification, in writing and in the native language of the parent, and in accordance with law, the administration will schedule a conference with the non attending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12<sup>th</sup> grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements [may] be issued a citation by the district for the student's failure to attend school. Failure to send a student to school may be a Class C violation of law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Please be aware of the following:

## Absence or Illness

Please be sure to call the office or send a note when your child is absent.

### Absences & Tardies that are Excused

1. Illness (including mental and behavioral health of the student)
2. Dental and/or Medical Appointments
3. Family Emergency
4. Student is a dependent of a member of the U.S. Armed Forces[1] who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year
5. Funeral
6. Pre-Arranged Absences

[1] U.S. Armed Forces includes the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marines Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

### Absences & Tardies that are Not Excused

1. Oversleeping
2. Missing the bus
3. Parents' work schedule

### Tardy

If your child is late for school, please have them come by the office for a tardy slip before they go to their classroom.

### Pre-Arranged Absences

If you plan a prolonged absence for your child/children, please notify the school in writing.

1. Let the teacher(s) know so they can keep careful track of missed skills and information.
2. Try not to schedule absences around critical assessment times.
3. Otherwise, enjoy your family time together and the teachers will provide the necessary instruction to your child/children upon their return to school.

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

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

A student who must leave school during the day, must bring a note from their parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The school nurse will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

## Late Student Drop-Off and Early Pick-Up

### Early Release

If it is necessary for your child to leave school early, you must come to the office to check them out. A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent or as otherwise provided by law.

### Late Pickups

School is released at 2:15 pm each day. Students need to be picked up promptly. Students not picked up by 2:25 pm will be brought to the office to wait. Students MAY NOT wait for parents on the playground after 2:25 pm.

### Bus Pass

Students will be dropped off at their regular bus stop unless we have a parent note stating otherwise.

## Building Safety

### Asbestos

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

## Student Safety

### Halls

- Walk at all times - this includes all walkways outside (concrete areas)
- Stay to the right side of the hallway
- Talk in a soft voice
- Remove hats when inside the building
- Open doors slowly
- Keep gum at home not at school
- Keep hands and feet to yourself

### Restroom

- **Use the restroom prior to going out to recess**
- You must have a pass when you use the restroom during class time or recess
- Use the restroom responsibly - walk at all times, leave it clean and useable for next person

- Leave stalls unlocked after using them
- Wash your hands
- Dispose of paper towels in the garbage can
- Use a conversational voice when talking
- Windows are not to be opened unless there is an emergency
- Walk at all times

## Bikes/Skates/Skateboards

Bicycles/rollerblades/skateboards and scooters are not to be ridden on campus.

Bicycles are to be placed in the bike rack at the front of the school.

Scooters/Skateboards are to be stored in designated area.

## Cafeteria

- Stand in line quietly
- Politely stay in your place in line
- Always walk in the lunch area
- Carry lunch tray with 2 hands
- Use good manners and eat quietly
- Use a conversational voice
- Clean up your area before excused
- When choosing an item from the salad bar, take a reasonable amount (example, 1 roll instead of 2). Eat what you take!

## Toys/Electronic Devices

- Electronic devices and trading cards are not encouraged in school
- Toys may be brought for recess. However, if students bring them, there is always a risk of theft or damage.
- Cell Phones must remain turned off and in backpacks, or in teachers identified electronics space.
- Smartwatches will be treated as cell phones.
- Parent messages can be delivered through the main office.

## Assemblies

- Walk responsibly to the gym using the bathroom, if needed, along the way.
- When using the bleachers, students will observe safety precautions such as, no running and jumping.
- It has been a long standing tradition at Crooked River Elementary to recite the Pledge of Allegiance during assemblies. Please notify the office, or your child's teacher, if you prefer that your child not participate. Individual students who do not participate in the salute must maintain a respectful silence during the salute
- Students will give their full attention to the presenter
- Students will show responsible appreciation

## After School

- Bus riders are to go directly to their designated bus.
- Walkers are to leave the building immediately and go home.
- Students picked up by parents need to be picked up immediately upon dismissal.

## Playground

Playground supervisors will make the best judgment decision at the time. They will circulate to all areas of the playground. Playground supervisors are under the direct supervision of the principal.

Students will show respect to all staff and other students. School and game rules will be followed at all times.

1. Students will use appropriate language; swearing and verbal abuse is not acceptable.
2. Students will use all balls and equipment appropriately as designed.
3. Students will use good judgment to avoid injury of self and others.
4. Students will stay in assigned areas of the playground and will not play behind or near trees.
5. Students will not play rough on the playground (tackling, tripping, pushing, grabbing, etc., are not allowed.)
6. No throwing of anything except approved playground balls.
7. No snowballs or sliding on the ice. Students will stay away from puddles, mud, and irrigation.
8. Students must have permission to leave the playground to use the restroom or retrieve balls.
9. Anyone using school equipment will be responsible for putting it back.
10. Students will line up as soon as the bell rings.

## Emergency Drills

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

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

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

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

## Personal Electronic Devices and Social Media

Students may possess personal electronic devices. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data. These must be stored in lockers or a teacher’s designated electronic space during the day.

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

Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

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

Students found in violation of the personal electronic device use and possession prohibitions of Board policy, JFCEB – Personal Electronic Devices and Social Media, or any rules established by the building administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The district will not be responsible for the loss of, or damage to, personal property.

## Computer Use

Students may be permitted to use the district's electronic communications system for school and instructional related activities. Personal use of district computers including Internet and email access is prohibited. The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;
6. Unauthorized access, including "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use, and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed. The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law; school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, received, generated, or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and the district-owned email system.

Students will comply with district policies, including but not limited to, Board policy IIBGA - Electronic Communication System and its administrative regulations. Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.

Students will be permitted to use the district's computers and electronic communication system, while supervised, for instructional and or assessment needs, consistent with the district's mission or goals. Personal use of district computers, including email access, is strictly prohibited. Electronic books may be brought to school for reading during class time when approved by a student's teacher. Cell phone use is not allowed. Students will be required to keep cell phones and electronic watches in lockers during school hours. Gaming and WiFi use is not permitted. The school does not accept responsibility for lost, damaged or stolen items.

## All Students Belong

The All Students Belong rule bans the use or display of hate symbols that may create a disruptive atmosphere of fear and intimidation, denying students full access to the services, activities, and opportunities offered by a school. Emblems designated as hate symbols include the Confederate flag, nooses, and swastikas. Please refer to OAR 581-022-2312 for information regarding further guidelines and affected protected classes.

## Vehicles on Campus

Bikes, skateboards, scooters and rollerblades may be used for transportation to and from school as long as the students are properly equipped with helmets and pads. They are not to be ridden on school property during school hours. The school is not liable for any loss or damages. They are to be stored in the designated storage area.

## Class and School-Wide Celebrations and Social Events

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as Crooked River Elementary students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity.

## Security

Parents/Guardians may have lunch with their child(ren); **ALL** visitors must check in at the office. Participating with your child(ren) during Mustang Miler Monday is encouraged.

## Class Parties

During the school year, classes will have parties for Halloween, Christmas/Winter Holiday, and Valentine's Day. Parents may be asked to assist. Treats must be store bought. If your child is not to participate, a note should be sent to school.

## Visitors / Parents

Parents are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted, and that visitors are properly directed to the areas in which they are interested, ALL visitors must report to the office upon entering school property. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school.

## Public Conduct on School Property / Visitors

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's sticker, which must be worn at all times while in the school or on school grounds. As a visitor, please sign out before leaving the building.
- Parents or citizens who wish to observe a classroom while school is in session are asked to arrange such visits with the classroom teacher(s) and administration so that class disruption is kept to a minimum. Please arrange this at least one day in advance.
- All visitors are expected to abide by the rules for public conduct on school property contained in this handbook.
- If you make a delivery for your student, please drop the delivery off at the school office and we will deliver it for you.

## Conduct Prohibited on School Property

### ***No person shall:***

- Intentionally injure any other person or threaten to do so.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Obstruct the free movement of any person in any place to which this code applies.
- Refuse to comply with any reasonable order of identifiable district officials performing their duties.

### ***Persons in violation of the Code of Conduct***

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. The parent may also be asked to remain off school grounds until the situation is resolved. If they refuse to leave, they shall be subject to a police citation for trespassing.

The district reserves its right to pursue a civil or criminal legal action against any person violating these guidelines.\*

## Volunteers

The volunteer program at Crooked River Elementary School is an extremely important part of our school. We greatly appreciate the assistance we have gotten from parents and community members over the years. Volunteers have helped us increase student learning, and let's face it, that's what school is all about!

### **Requirements:**

1. All volunteers must complete a Criminal Background Check Form prior to starting. This includes going on field trips, working in classrooms etc. Please note a Background Check must be done **each** year.

2. All volunteers must provide proof of Covid-19 vaccination or exemption.
2. All volunteers must check in at the office and to receive a name tag. Please leave all other children, relatives, and pets at home.
3. Volunteers who have children at Crooked River Elementary School might not be asked to assist in their child's room. Some children do not function well when their parent(s) are present. This will be determined on a case-by-case basis.
4. Once you commit to a schedule for the day, week, month, or year, please be consistent in following through. The teachers and students are counting on you.
5. Confidentiality is a must. We ask that you commit to complete confidentiality of all you observe as a Crooked River Elementary school volunteer.

Thank you for your interest in being a volunteer at Crooked River Elementary School.

## Sexual Conduct

Sexual conduct by district employees, contractors[1], agents[2], and volunteers[3] is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

[1] “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

[2] “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

[3] “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

CRE follows Board policy Coordinate with Board policy JBA/GBN - Sexual Harassment with regards to sexual harassment complaints. <https://policy.osba.org/crook/index.asp>

## Healthy Students

Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.

## Immunizations

Pursuant to Oregon law and school district policy, all students must be current on their immunizations. Registration materials specify all immunizations that are required.

## Emergency Medical Treatment

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student’s parents or to another person as directed by parents on the student’s emergency form.

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

## Medications

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis[1], or a need to manage hypoglycemia, asthma, or diabetes.

[1] Under proper notice given to the district by a student or student's parent or guardian.

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations, and the following

- Completed medication form signed by the parent and doctor for prescription medication. The original container with the name of medicine/dose/doctor may be used in lieu of a doctor's signature.
- Completed medication form signed by the parent for over-the-counter medication.
- All medication must be in the original container. Do not send medication in a baggie, envelope, etc. All medication must be kept in the office - not with the child.

## District-Administered Medication

Request and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

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

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer non-prescription medication (parental signature in place of prescriber signature). All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within [five] school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

A request to the district to administer non-prescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law. In situations when a licensed healthcare professional is not immediately available,

trained personnel, designated by the district, may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law. A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine pen be kept at a reasonable, secured location in the student's classroom.

## Self-Medication

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675; and
2. Permission from a building administrator and either a prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

2. In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medication.

A request to allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

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

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

## Communicable Diseases

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative

regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. Parents with questions should contact the school office.

Students with certain school restrictive diseases are not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*)below, the restriction may be removed by a school nurse. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\* whooping cough, plague, rubella, scabies\* staph infections\*, strep infections\* and tuberculosis. Parents with questions should contact the school office.

## Head Lice

We will have periodic checks for head lice during the school year. Should your child be found to have live lice, we will contact you to pick them up. School District policy requires that students be free of lice and nits before they may return to school.

## Suicide Prevention

CRE follows Board policy JHH – Student Suicide Prevention and adheres to the District’s Suicide Prevention Plan for all students K-12.

If you or your child need help right now, contact the suicide prevention 24/7 hotline at 1-800-273-8255 or the youth line at 1-877-968-8491.

## Emergency Information

It is of utmost importance that you fill out emergency information for your child and update it regularly. Periodically we need to call parents if a student is injured or ill. It is very important to keep us informed with current phone numbers, address and emergency contacts.

## Emergency School Closure:

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students. Local radio stations will broadcast notices of emergencies concerning the closure or delayed start of school due to hazardous road conditions or other unforeseen circumstances. The radio will have information before buses leave for their morning routes. Additionally, this information will be posted on the Crook County School District website and school Facebook pages.

## Homework

Students bring schoolwork home on a regular basis, especially daily Reading and math fluency practice. Please help by making sure the homework is complete and returned with your child. Individual teacher homework expectations will be explained at Open House or via a parent newsletter. Please feel free to contact your child(ren)'s teacher regarding questions concerning homework or class work in general.

### Homework for a Pre-Arranged Absence

Teachers will not be expected to provide homework during prolonged absences. We ask that you keep your child's/children's reading ability up by providing appropriate books. Each teacher will keep track of the skills and assignments missed by the students(s), and will "catch the child up" as quickly as possible when your child(ren) return(s) to school. That way only the taught lessons will be covered and the family can enjoy their time away from school without worry, fear or anxiety.

## Academic Reporting

### Report Cards

Written reports of student grades (report cards) shall be issued to parents at the end of each trimester informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Standards based grading will be used. Grades will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.

The district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

### Conferences

Regular conferences are scheduled annually in the fall and spring to review student progress.

A teacher may request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, school counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period, request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

# School and Student Property

## Lockers

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition, and safety; and to reclaim district property including instructional materials.

Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

## Student Searches

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

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

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

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

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

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

## Lost & Found

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of periodically during the year. Loss or suspected theft of personal or

district property should be reported to the school office. The district will not be responsible for the loss of, or damage to, personal property.

## Special Populations & Services

### Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director. A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student, should be directed to the special education director.

Jihan Nelson  
Director of Special Education  
Crook County School District  
jihhan.nelson@crookcountyschools.org  
Office: 541-416-9976 ext. 3036

### Discipline of Students with Disabilities

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

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

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

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

## Title IA Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title IA program efforts.

Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor

## Bilingual & Multilingual Students / English Language Learners (ELL)

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

## Talented & Gifted Students

The district serves academically talented and gifted students in grades K-12. Students will be identified based on:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. The district's TAG program and service options will be developed and based on the individual needs of the student. A parent may appeal the identification process and/or placement of their student in the district's TAG program.

## Homeless Students

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act.

Project HELP advocates for the educational rights of children and youth living in homeless or transitional situations including residing in motels, substandard housing, shelter, transitional housing, camping or doubled up with other families. Project HELP offers assistance with immediate enrollment, transportation, free school meals, educational services and resource referrals.

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students.

Crook County Homeless Liaison & Foster Care Point of Contact  
Malea Horn  
malea.horn@crookcountyschools.org  
(541) 416-4150 ext. 3611

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 the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

## Student Management

### Student Conduct

Student conduct is expected to contribute to a productive learning climate. Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules, and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner during the school day or during school-sponsored activities. This conduct applies to students enroute to and from school, and students attending any school-sponsored activities.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored or district-sponsored events, while at other schools in the district, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, as prohibited by Board policy;

3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing, or using a weapon as prohibited by Board policy;
7. Vandalism, malicious mischief, and theft, as prohibited by Board policies including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
8. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia as prohibited by Board policy;
9. Use or display of profane or obscene language;
10. Disruption of the school environment;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school, or classroom rules.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.<sup>3</sup>

[3] The district is prohibited from retaliating against any student "for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation." ORS 659.852.

## Cyberbullying

The Crook County School District Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by staff, a student or third parties is prohibited and will not be tolerated in the district. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or district property to harass or stalk another. The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal when students report an

incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. The District may also report individuals to Law Enforcement if necessary.

Staff and students will participate in an internet/electronic communications training to ensure awareness of and compliance with District use policies. The Superintendent or designee is responsible for developing administration regulations to facilitate training.

Processes relating to the investigation of cyberbullying are included in JFCFA/GBNA-AR - Assault/Menacing/Hazing/Disorderly Conduct/Harassment/Bullying/Cyberbullying.

END OF POLICY  
HB 2637 (2007)

ORS 163.190	ORS 332.107	OAR 581-021-0045
ORS 166.065	ORS 339.240	OAR 581-021-0046
ORS 166.155 - 166.165	ORS 339.250	OAR 581-021-0055
ORS 332.072	ORS 339.351 - 339.364	OAR 581-022-1140

## Assault/Menacing/Hazing/Disorderly Conduct/Harassment/Bullying/Cyberbullying

Hazing, harassment, intimidation, bullying, menacing, or cyberbullying by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation, bullying, or an act of cyberbullying, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

The Principal will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, or cyberbullying. Any employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing - Student shall immediately report their concerns to the Principal who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, menacing, or cyberbullying in violation of this policy, is encouraged to immediately report concerns to the Principal who has overall

responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

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

**Step 1** Any reports or information on acts of hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying (e.g., complaints, rumors) shall be presented to the Principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

**Step 2** The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be put in writing. The principal conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

**Step 3** If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

**Step 4** If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records.

## Expulsion

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

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

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

No student may be expelled without a hearing unless the student's parent 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 appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process.

## Suspension

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

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to:

- a) nonaccidental conduct causing serious physical harm to a student or employee;
- b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
- c) when the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction. The district may require a student to attend school during non school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

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

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty.

## Restraint or Seclusion

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
  - a. A description of the restraint or seclusion including:
    - 1) The date of the restraint or seclusion;
    - 2) The times the restraint or seclusion began and ended; and
    - 3) The location of the incident.
  - b. A description of the student's activity that prompted the use of restraint or seclusion;
  - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
  - d. The names of staff of the district who administered the restraint or seclusion;
  - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
  - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.

3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.
6. A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, and to the union representative for the affected person, if applicable.
10. The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

## Students' / Parents' Rights and Responsibilities

Student rights and responsibilities include, but are not limited to, the following:

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

## Program Exemptions

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

activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request and a proposed alternative.

## Parental Involvement

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The CCSD website and FaceBook pages are continually updated;
3. Become a district volunteer. For further information contact Nikki Gorski at the District Office; Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

## Parental Rights

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the 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 family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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

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

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

In order to maintain an orderly, respectful and secure educational environment for the students and staff at Crooked River Elementary School, it is essential that all parents and visitors to our buildings be aware of their responsibilities and follow the code of conduct as listed below.

We Ask parents to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the school dress code.
- Treat all staff in a respectful manner.
- Provide a place for study and ensure that homework assignments are completed

## Due Process

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

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

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

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

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

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

No student will be subjected to corporal punishment.

## Distribution of Materials

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that 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.

All requests for materials distribution require approval of the principal.

## Student / Parent Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the principal. All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023. Complaints or concerns should be brought to the staff member involved. Then, if you are not satisfied with the results, you can discuss the concern with the principal. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint. The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.