



Parent Handbook

Program Guide

Student Conduct Code

for

North Bend Elementary Schools

2005 – 2006

NORTH BEND SCHOOL DISTRICT #13

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North Bend School District #13

ELEMENTARY SCHOOLS and PRINCIPALS

HILLCREST ELEMENTARY SCHOOL, Grades K-4

Mr. Bruce Martin, Principal
1100 Maine Street, North Bend
Telephone: 756-8348

NORTH BAY ELEMENTARY SCHOOL, Grades K-5

Mrs. Colleen Reeves, Lead Teacher
93670 Viking Way, North Bend
Telephone: 756-8351

NORTH BEND MIDDLE SCHOOL, Grade 5 & 6

Mr. D. Scott Edmondson, Principal
1500 16th Street, North Bend
Telephone: 756-8341



Fall, 2005

Dear Parent/Guardian:

Welcome to the North Bend School District!

As you register your student, a copy of the 2005-2006 calendar will be available. Please make note of the conference days, early-release days, and days when there will be no school. Being aware of these special days will allow you to make alternate arrangements in your schedule for a child-care provider or a day off to spend with your child.

Parent/Teacher Conference Days--

October 17 – **No School (All Grades)**;

October 18, 19, 20, and 21 – **Elementary Early Dismissal Grades K-6**

(Oct. 18 & 19: no kindergarten classes; Oct. 20 & 21: there will be kindergarten classes);

Early Dismissal: *Classes are dismissed two hours early and afternoon buses will run two hours early.*

Student Vacation/Non-School Days --

There will be no school on these days:

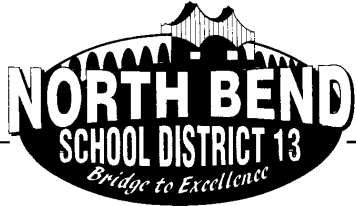
- ✓ Friday, October 14 (and Monday, October 17--Conference Day)
- ✓ Friday, November 11
- ✓ Thursday and Friday, November 24 & 25
- ✓ Friday, December 2
- ✓ Monday through Friday, December 19 through 23, and 26 through 30
- ✓ Monday, January 2
- ✓ Monday, January 16
- ✓ Friday, February 3
- ✓ Monday, February 20
- ✓ Friday, March 10
- ✓ Monday through Friday, March 27 through 31
- ✓ Friday, April 21
- ✓ Monday, May 29

Note: Budget Shortfall Closure Days will be announced later in the year.

As parents, you are critical partners in your children's education. Help our school staff by being involved in your neighborhood school. Keep in contact with your child's teacher and ask your child about the school day. Help us make education North Bend's top priority.

Sincerely,

Charles W. Bugge, Ed.D.
Superintendent



August, 2005

Dear Students and Parents/Guardians:

Welcome to the North Bend School District and to our elementary school program! Throughout the school year, the students in our classrooms will be provided with exciting opportunities to gain new knowledge through a wide variety of learning experiences. We are very proud of our staff and our schools and are pleased to be able to share them with you.

This booklet contains the Parent Handbook, Program Guide, and Student Conduct Code for North Bend School District's elementary students. We encourage you to review the Program Guide to gain an understanding of the curriculum and educational programs available to your student.

Oregon statutes require that school districts publish and distribute to all students and parents "written rules regarding pupil conduct, discipline and rights and procedures..." (ORS 339.240). In compliance with the requirement, this *Student Conduct Code* has been adopted by your local School Board and is to be used uniformly throughout all elementary schools in the District. Students and parents/guardians should familiarize themselves with this portion of the document. It outlines both the rights and the responsibilities of all students who attend an elementary school in this school district.

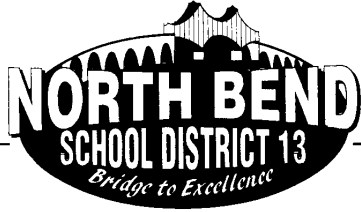
We are looking forward to the coming school year! Our hope is that each and every one of our students will find it to be a year that holds pleasant and successful learning experiences.

Sincerely,

Mr. Bruce Martin, Principal, Hillcrest Elementary

Mrs. Colleen Reeves, Lead Teacher, North Bay Elementary

Mr. D. Scott Edmondson, Principal, North Bend Middle School



Fall, 2005

Dear Parents/Guardians:

We, the elementary teachers of North Bend, strive to teach the skills necessary for our students to do well as they continue their academic careers. Each student is provided a strong foundation in reading, math, writing, and thinking skills.

Teachers at all grade levels take an active role in the selection of the curriculum. We serve on committees that review textbooks and select programs that will best meet our students' needs. Grade-level meetings are held throughout the year to discuss the problems and successes in each area of the curriculum. We share ideas to make each subject area more interesting and meaningful to our students.

The same textbooks and basic curriculum are used throughout the district. The curriculum is modified only by the different style of each teacher and by the activities selected to meet the educational needs of individual students in the classroom. There is a consistency of instruction throughout the district, but each teacher brings an individual flair to the curriculum as well.

Besides a good academic foundation, we feel very strongly that it is important for each child to have a positive self-image. We try to instill in each child a sense of honesty and politeness; concern for others; and pride in the school, community, and country.

It is our belief that parents are an important part of each child's self-esteem and education. Good communication between the home and school is essential to ensure the best possible education for your child. Our time is always open to hear questions, concerns, and comments about your child's progress. Together, we can prepare "our" children for the future.

Educationally yours,

The Elementary Teachers of North Bend

NORTH BEND SCHOOL DISTRICT #13

Philosophy for Instructional Programs

The instructional program of the North Bend School District is based on the Content Standards and Common Curriculum Goals established by the State of Oregon and the Course Goals that have been developed by our own school district. These goal statements describe the learning outcomes expected of students at each grade level in each subject area. The instruction in classrooms across the district is based on the goals that have been established.

Student progress in each subject area is measured against the Course Goals and reported to parents on the student report cards. A student's grade is a composite measurement of his/her progress in attaining the learning outcomes specified in these goal statements.

District Curriculum Guides are available for inspection in the office of each school building.

Parents are welcome to visit with teachers to discuss how their child's grade is derived and to learn how students meet the goals set for each area of study.

Personally Identifiable Information

North Bend School District, in accordance with Oregon Senate Bill 97 and the Family Education Rights and Privacy Act of 1974, gives notice to all parents and legal guardians that the following information is directory information: name, address, telephone number, photograph, date and place of birth, dates of attendance, and the most recent school or educational institution attended. Your child's name, photograph, address, and telephone number may be used in the following activities while he/she is an elementary student (kindergarten through fifth grade) in the District: annual, school newsletters, school displays/bulletin boards, class video projects, school directory, school programs and activities (music, athletics, plays), and PTO functions (chili feeds, carnival, etc.).

This information could be published and released without prior written consent of parents or legal guardians unless they notify the building principal that the above information should not be released without their prior written consent. Such notification must be in writing and be addressed to the building principal.

Please note: No personally identifiable student information will be published on North Bend School District's website without parent permission.

Severe Weather or other Emergency Conditions

In the event that severe weather or other circumstances create conditions under which it could be hazardous to run the school buses (for example, snow or ice has accumulated overnight, continues to fall, and is predicted to continue throughout the day), the Superintendent will determine whether or not school classes and related activities should be canceled. Should the Superintendent authorize a temporary school closure, all local media stations will be notified of the action by 6:45 a.m.

If the Superintendent decides not to cancel school activities, and weather conditions should happen to worsen during the school day, parents can depend on the schools to always abide by District Policy 5840.3. This policy assures parents that students will not be transported home earlier than regularly scheduled, but that they may personally come to school to pick up their children if they so desire. The policy was adopted by the District in recognition of the fact that many homes are unoccupied during the day, and many parents would prefer that their children not be home alone. This, of course, is especially true in the event of serious emergency situations; power lines may be down, neighborhoods could be without power and heat, or other hazardous conditions might exist.

Administration of Medication at School

Ideally, all medication would be given to students at home. However, there are students with chronic illnesses or long-term health conditions, as well as students recovering from temporary illnesses, who need to receive medication in the school setting.

When medication must be administered at school, school personnel must comply with state and federal regulations. These laws make a distinction between over-the-counter and prescription medication. In all cases, written parental permission must be on file for any medication. For prescription medication, physician instructions must be on file.

Definitions

“Prescription medication” means any noninjectable drug, chemical compound, suspension, or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.

“Nonprescription medication” means only commercially prepared, nonalcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose, and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories, and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.

"Physician's instructions" must be in compliance with the prescription privileges of the physician's licensing board. These instructions must include: name of medication, dosage, time interval, and method of administration. These instructions may be included either on a prescription label or in a separate communication from the physician.

Procedures

For school personnel to administer any medication:

1. The parent or guardian must provide written permission for any medication and the child's physician must give written instruction for any prescription medication. The prescription label may constitute the physician's written instructions. It is recommended that possible adverse reactions be included with the instructions. Telephone authorization is not acceptable.
2. All prescription medication must be in the original container with the student's and the doctor's name, with directions clearly marked on a pharmacy label.
3. Non-prescription (over-the-counter) medication may be given with specific written direction and written consent of the parent or guardian which includes: name of student, name of medication, route, dosage, frequency of administration, and other special instruction if any. The medication must be in the original container.
4. A new request must be submitted to the school at the beginning of each school year for those students needing ongoing medication.

5. Although school personnel will make every effort to administer the medication, it is the child's or the parent's ultimate responsibility to remember the prescribed times the medication is to be given.
6. If medication is for emergency use only (i.e. glucose for insulin reaction), a physician's statement is required stating that the necessity for timely administration precludes waiting for an emergency vehicle. Complete instructions for administration, as well as symptoms to be aware of, must be provided by a physician and accompany the medication.
7. Medication not picked up by the parent at the end of the school year or within five school days after the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a nonrecoverable fashion.

Students with Communicable Disease

Whereas the North Bend School District Board of Education has the responsibility to safeguard the health of all students and employees of the School District as well as to respect their right to confidentiality to the extent that the right to confidentiality does not interfere with the need to prevent an individual from placing others at risk, the Board has developed the following plan for the management of individuals with communicable disease:

HIV+ Students

(Applies to students 6 years or older and not Special Education students)

The District will adhere strictly in policies and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV.

The District recognizes a student (parent) has no obligation to inform the District of an HIV+ condition and that the student has a right to attend school. If the District is informed, written guidelines shall be requested of the student (parent). These guidelines shall include who may have the information, who will give the information, how the information will be given, and where and when the information will be given.

When informed of the infection, and with written permission from the student (parent), the District will develop procedures for formulating an evaluation team. The team shall address the nature, duration, and severity of risk as well as any modification of activities. The team shall continue to monitor the student's condition.

Notification of alternative educational programs shall be made if an HIV+ student withdraws from school.

NORTH BEND SCHOOL DISTRICT

CURRICULUM

Introduction

The Oregon legislature passed House Bill 2991 in the spring of 1995. The bill directs that all students shall receive instruction in mathematics, science, history, geography, economics, civics, English, arts, second language, health, and physical education. In addition, the North Bend School District will offer both a ***Certificate of Initial Mastery*** (CIM) at approximately grade 10 (age 16) and a ***high school diploma*** to those students who meet the academic content standards and course requirements established by the State Board of Education and the North Bend School Board. During the elementary school years, your child will begin to develop the skills and learning habits, which will lead to the CIM and high school diploma.

The North Bend elementary staff produced this booklet to communicate to you the key basic skills your child will learn and how they relate to HB 2991. The list of skills is not inclusive but was prepared to assure parents that the basic skills are an integral part of the District's elementary curriculum. **The basic skills are listed at the grade level they are introduced. These same skills are reinforced throughout your child's years in the North Bend School District. Although we have listed these by grade level, all students learn at *different* rates. Your child may learn those skills before or after the grade level listed.** Your child will be evaluated on these skills regularly with many different forms of assessment. This may include projects, portfolios, and performances, as well as traditional testing. Assessment of your child's growth is continuous.

Much of the curriculum will be interrelated throughout each year. This integration will allow your child to see relationships among subjects. For example, the concept of patterns might be studied in math, music, art, and other areas.

Our staff is committed to teaching these skills. We believe this will prepare your child for success in middle school, high school, and beyond. We look forward to being ***Partners for your Child's Success***.

CURRICULUM

ENGLISH (Reading, Writing, and Communication)

Kindergarten:

- Practice listening skills
- Follow oral directions
- Distinguish real from imaginary information
- Develop appreciation of reading and words
- Introduce main idea
- Recognize and use consonant sounds
- Recognize and use short vowel sounds
- Recognize some sight words
- Define and differentiate author, illustrator, and title
- Appreciate a variety of literature
- Recognize many kinds of communication: spoken, body language, written
- Practice communication skills
- Share ideas and information orally with others
- Introduce use of punctuation
- Tell the difference between a question and a statement (telling sentence)
- Read and write first name
- Recognize capital and lower-case letters
- Introduce when to use capital and lower-case letters
- Copy capital and lower-case letters

First Grade:

- Learn basic study skills
- Enjoy recreational reading
- Identify the following literary forms: fairy tale, folklore, nursery rhyme, picture book, and poetry
- Read C-V-C (consonant, vowel, consonant) words
- Recognize numerous sight words
- Use phonetic skills to sound out words
- Begin to understand sequential order
- Begin to identify main idea of a story
- Write and publish stories
- Write factual information as opposed to stories
- Identify naming words, action words, describing words
- Recognize letter sounds and apply in writing
- Recognize a sentence as a complete thought
- Use capital letters, periods, question marks, and exclamation marks appropriately
- Alphabetize lists of words to the first letter

English, continued

Second Grade:

- Introduce reading for pleasure
- Recognize letter sounds: blends, digraphs, vowels
- Introduce comprehension skills: main idea, intent of author, context clues, cause/effect, problem/solution, recognizing fact/opinion, fiction/nonfiction
- Introduce a structured spelling program
- Write complete sentences and begin to understand paragraphs
- Write friendly letters, thank-you notes, invitations
- Develop creative writing: poetry, short stories, journals
- Begin editing skills: capitals, ending punctuation, apostrophes, etc.
- Apply basic grammar skills: verb tense, suffixes, homonyms, prefixes, plurals, contractions, possessives, etc.
- Alphabetize to second or third letter of words
- Practice listening/speaking skills
- Promote independent work skills
- Introduce the decision-making process

Third Grade:

- Experience literature, fine and performing arts
- Develop sustained reading for pleasure
- Identify and select different types of literature
- Develop comprehension skills
- Develop listening, reading, and speaking skills
- Learn to write using different modes
- Learn to read and write in cursive
- Learn to use the writing process
- Write a paragraph
- Recognize and understand the concepts of plagiarism and copyright
- Speak and write persuasively
- Introduce use of reference materials
- Develop the decision-making process
- Develop self-assessment skills
- Develop self-reflection skills
- Improve/Refine basic study skills
- Develop report-writing skills

Fourth Grade:

- Read a variety of materials for multiple purposes
- Learn to scan/skim reading selections
- Read for pleasure
- Read, write, and appreciate poetry
- Share award winning works (Newbery Medal and Young Reader's Choice, etc.)
- Understand cause and effect
- Evaluate resources as to their accuracy, bibliographical content, and timeliness

English, Fourth Grade, continued

Fourth Grade (continued):

- Speak effectively in a variety of situations
- Use reference materials for research in preparation of reports
- Learn and use appropriate punctuation, capitalization, and spelling skills
- Write for a variety of purposes
- Develop outlining skills
- Apply logical reasoning skills
- Understand and apply a decision-making process
- Use simulations to apply previous knowledge, and demonstrate learning in a culminating project or presentation
- Participate in dramatic presentations

Fifth Grade:

- Read to seek information, main idea, and purpose
- Develop story mapping
- Continue reading for pleasure
- Prepare and deliver oral presentations
- Write to convey meaning
- Write in a variety of styles
- Apply use of proper written and oral grammar in all daily work
- Develop research skills
- Evaluate information
- Analyze information
- Make informed predictions
- Develop character trait analysis
- Use organizational skills

Sixth Grade:

- Identify writer's point of view, bias
- Select ability-appropriate reading material
- Read for information and/or directions
- Continue to read a variety of materials for multiple purposes
- Continue reading for pleasure
- Use public speaking skills
- Listen and follow (carry out) verbal and written directions
- Apply basic grammar (verbal as well as written) and edition skills
- Use multimedia as a form of communication
- Write and edit a complex composition
- Write a variety of styles
- Be able to complete complex research projects
- Utilize inductive and deductive reasoning skills
- Critique their own work and the work of others

MATHEMATICS

Kindergarten:

- Introduce counting by 1's and 10's to 100.
- Introduce, read, and write numbers 1-20.
- Introduce the skill of skip counting by 2 and 5.
- Add and subtract with actual objects.
- Introduce estimation.
- Introduce graphing.
- Introduce the concepts of time and money.
- Introduce measurement with units and comparisons to determine length, weight, volume, etc.
- Recognize and use mathematical patterns and relationships.
- Recognize basic geometric shapes: triangle, rectangle, square, and circle.
- Introduce sorting and classifying.
- Introduce problem solving.
- Explore various strategies for problem solving.

First Grade:

- Count to 100 by 1's, 2's, 5's, and 10's.
- Introduce place value 1's, 10's, and 100's.
- Add and subtract to 10, continuing to 20, using manipulatives.
- Introduce two and three-digit addition and subtraction with no borrowing or carrying.
- Estimate quantities.
- Introduce money values: dime, penny, nickel, quarter.
- Memorize basic addition and subtraction facts using numbers 0 - 10.
- Introduce telling time: hour, half-hour.
- Introduce measuring with both English and metric systems: length, weight, capacity, temperature.
- Experience activities that have outcomes that depend on chance.
- Introduce graphing.
- Recognize and identify the characteristics of a rectangle, circle, triangle, and square.
- Sort and classify objects.
- Solve problems using various strategies.

Second Grade:

- Memorize basic addition and subtraction facts to 20.
- Introduce carrying/borrowing up to three-digit numbers (up to 1,000).
- Introduce multiplication.
- Introduce fractions.
- Use estimation skills.
- Select and use appropriate instruments and units to measure length, weight, volume, and temperature.
- Tell time and count money.
- Introduce probability.

Mathematics, Second Grade, continued

Second Grade (continued):

- Use graphing skills.
- Predict mathematical outcomes using terms such as "more likely," "less likely."
- Carry out simple experiments and compare the predicted and actual outcomes.
- Recognize patterns in math: counting by 1's, 2's, 3's, 5's, 10's, and odd/even.
- Make comparisons.
- Recognize and use geometric patterns, relationships, and principles to classify shapes and objects.
- Develop problem-solving skills.
- Use problem-solving, decision-making, and study skills.
- Use oral/written communication to explain mathematical problem solving.

Third Grade:

- Read/write/count/order numbers to 1000; common fractions ($\frac{1}{2}$, $\frac{1}{3}$, $\frac{5}{10}$); and decimals in tenths and hundredths.
- Use addition, subtraction (up to 4 digits), and multiplication (up to 2 digits by 1 digit).
- Introduce rounding to nearest 10, 100.
- Master regrouping (borrowing and carrying).
- Compute with whole numbers, fractions, decimals, integers, and rational numbers using mental math, paper and pencil, calculators, manipulatives, and computers.
- Use estimation skills to solve problems and determine if results are reasonable.
- Identify and order U.S. money and make simple change.
- Introduce division concept.
- Read time using standard and digital clocks.
- Use standard and nonstandard measurements to investigate length, weight, capacity, area, volume, temperature, and angle.
- Collect, organize, display, and describe data.
- Predict outcomes using terms such as "less likely" and "more likely."
- Use graphing skills.
- Represent and solve problems using patterns and function.
- Recognize basic shapes.
- Sort, classify, and describe shapes.
- Know, use, and be able to show problem solving skills such as analogies, logic, and patterns.
- Introduce open-ended problems.

Fourth Grade:

- Use numbers in a variety of forms (whole numbers to 100,000, common fractions and decimals to hundredths).
- Compute multiple-digit addition and subtraction with regrouping.
- Know and use multiplication to 10.
- Compute two-digit multiplication.

Mathematics, Fourth Grade, continued

Fourth Grade (continued):

- Develop fraction skills (numerator, denominator equivalent, reducing, improper, mixed).
- Make mental, paper and pencil, manipulative, and calculator computations.
- Introduce decimal operations.
- Introduce long division.
- Develop estimation skills.
- Solve problems using measurement: area, perimeter, volume.
- Make and use estimates of lengths, weight, capacity, angle, and time, using standard and nonstandard units.
- Collect and analyze data; construct, read, and interpret graphs and charts.
- Predict changes of an outcome.
- Make predictions.
- Recognize and create patterns.
- Describe, draw, create, and classify shapes: triangles, circles, cylinders, cones, cubes, quadrilaterals.
- Recognize a mathematical problem and apply the appropriate process to solve it.
- Use oral/written communication to explain procedures used to solve a mathematical problem.
- Review solutions to see if they are accurate and reasonable.

Fifth Grade:

- Use place value to thousands.
- Use numbers in a variety of forms (whole numbers to millions, commonly used fractions, decimals to thousandths).
- Know and use multiplication/division facts to 10.
- Estimate possible ranges of solutions to problems.
- Compute long division with a single divisor with and without a remainder.
- Compute 3-digit multiplication.
- Compute multiple digit addition and subtraction with regrouping.
- Demonstrate understanding of money in operations and in written computation.
- Add and subtract fractions with like denominators.
- Add and subtract decimals through thousandths.
- Make mental, pencil and paper, manipulative, and calculator computations.
- Measure time, distance, space (area, perimeter, and volume), weight, temperature in C° and F° .
- Use measurement in solving problems in metric or US units.
- Make and use estimates of length, weight, capacity, angle, money, and time.
- Construct, read, and interpret graphs, charts, and other illustrations of data.
- Record and interpret data from probability experiments and predict chances of an outcome.
- Collect and analyze data to formulate and solve problems.
- Make predictions.

Mathematics, Fifth Grade, continued

Fifth Grade (continued):

- Express concepts of probability including ratios.
- Create a wide variety of patterns.
- Create tables and graphs (bar, line) to represent relationships.
- Demonstrate how a change in one quantity can result in a change to another.
- Describe, draw, create, and classify shapes (triangles, circles, cylinders, cones, cubes, quadri-laterals).
- Draw rectangles, circles, triangles, and cubes with specific dimensions.
- Learn geometric terms and use of a protractor.
- Identify geometric properties and predict the results of combining, dividing, and altering shapes.
- Communicate mathematical ideas both orally and in writing.
- Apply problem-solving strategies such as guess and check, patterning, systematic lists, making use of models and diagrams, context clues, predicting, outcomes, and eliminating possibilities.
- Use pictures/models/symbols to solve a problem.

Sixth Grade:

- Use numbers in a variety of forms (whole numbers to 1,000,000, mixed numbers, and decimals to hundred-thousandths).
- Multiply/divide fractions and decimals.
- Apply ratios, proportions, percents, and probabilities.
- Introduce positive and negative numbers.
- Introduce numbers in a variety of forms.
- Use estimation to check reasonableness of results.
- Select and use appropriate methods for computation (paper and pencil, calculator, mental, computer, and estimation).
- Solve problems that require calculation and estimation of perimeter, area, volume, capacity, weight, and mass.
- Select appropriate units and tools to measure accurately.
- Determine the probability of an outcome.
- Construct/read/interpret tables, charts, and graphs.
- Describe, analyze, and create a wide variety of patterns.
- Complete number patterns.
- Identify, describe, compare, and classify geometric figures.
- Use logic and critical thinking to solve problems.
- Use inductive/deductive reasoning skills.
- Communicate clearly the problem, strategies, answer, and reasoning.

SCIENCE

Kindergarten:

- Introduce sorting and classifying
- Observe seeds, plants, animals
- Investigate how things move
- Observe weather, the sun and moon, and seasonal changes

First Grade:

- Obtain and use information to solve problems
- Learn about the plants and animals that live in our environment
- Learn about earth, weather, and seasons
- Introduce laboratory activities
- Introduce, share, and evaluate information; develop concepts; make observations about changes, patterns, living/non-living things
- Sort and classify objects

Second Grade:

- Learn about how plants grow and where plants live
- Recognize and identify parts of cycles: water cycle, life cycle, etc.
- Understand concept of changes: seasons, states of matter, etc.
- Introduce the experimental process
- Make comparisons
- Predict outcomes and interpret data
- Observe and record information
- Introduce open-ended problems

Third Grade:

- Understand the importance of animals
- Investigate the stages of animal development
- Investigate forces, work, energy, machines, and sound
- Investigate the solar system
- Develop open-ended problems

Fourth Grade:

- Learn the care and use of the microscope
- Classify plants
- Observe animal communities
- Classify rocks
- Investigate simple machines, electricity, and magnetism
- Identify units and functions of systems
- Use data creatively
- Understand cause and effect
- Recognize a science problem and apply appropriate process to solve it
- Recognize patterns
- Write to explain procedure used
- Construct and interpret graphs and charts
- Develop environmental awareness

Science, continued

Fifth Grade:

- Use microscopes to observe plant and animal specimens
- Investigate vertebrate and invertebrate animals
- Introduce elementary concepts of chemistry, states of matter, chemical properties, and chemical reactions
- Construct simple parallel and series electrical circuits
- Examine laws of science: life-science classification, chemistry, electricity, earth science
- Investigate weathering, erosion, weather conditions
- Interpret data and results
- Construct and label diagrams
- Design models
- Apply sound environmental practices

Sixth Grade:

- Use microscope to investigate cell division
- Identify the parts of animals and their use
- Make models of atoms
- Investigate the properties of acids and bases
- Investigate the causes of weather and storm systems
- Investigate planets, stars, and other astronomical objects
- Examine laws of science: chemistry, earth science, physical and chemical changes
- Construct; read; interpret tables, charts, and graphs
- Collect, organize, classify, and describe data

SOCIAL STUDIES

(History, Geography, and Civics)

Kindergarten:

- Explore their world
- Understand concept of same/different
- Recognize the holidays important to our country and culture
- Realize need for rules
- Respect and accept others
- Learn where to go for help

First Grade:

- Introduce national government (President, flag, Washington, Lincoln)
- Introduce elections as a form of expressing opinions and making choices
- Respect and accept others
- Respect authority
- Recognize varying points of view
- Realize need for rules

Second Grade:

- Recognize responsibilities of families and each person in them
- Develop awareness and recognize cultural and physical diversity
- Introduce flag etiquette, famous leaders, etc.
- Introduce physical geography and map skills
- Explore environmental issues: recycling, Earth Day, rain forest, etc.
- Study neighborhoods
- Review biographies of notable historical figures

Third Grade:

- Know concept of communities
- Define rights and responsibilities of individuals
- Review biographies of notable historical figures
- Study a local issue
- Study a local community
- Apply democratic principles
- Introduce political systems of community
- Respect cultural and physical diversity
- Apply problem-solving strategies

Fourth Grade:

- Develop awareness of the physical, mental, social, and emotional needs of people
- Study geography and history of Oregon as they relate to economic and environmental issues
- Introduce how state government is organized
- Identify the different regions of Oregon
- Discuss the various industries of Oregon
- Investigate the exploration and settlement of Oregon

Social Studies, continued

Fourth Grade (continued):

- Study the culture of Pacific Northwest Indians
- Introduce and use mapping skills
- Develop awareness of the physical, mental, social, and emotional needs of people
- Study geography and history of Oregon as they relate to economic and environmental issues
- Introduce how state government is organized
- Identify the different regions of Oregon
- Discuss the various industries of Oregon
- Investigate the exploration and settlement of Oregon
- Study the culture of Pacific Northwest Indians
- Introduce and use mapping skills

Fifth Grade:

- Recognize validity of varying points of view
- Understand how and why we developed our form of government
- Study the geography and history of United States
- Understand how geography influences the development of a specific region
- Study the reasons for the Western Movement
- Review the exploration, colonization, revolution, and industrialization of the United States
- Compare and analyze U.S. democracy to other forms of government
- Study human rights, social and environmental issues, minorities and cultural differences, slavery, and immigrants
- Use maps, atlases, and globes

Sixth Grade:

- Understand how and why a variety of governments form
- Understand how culture determines or effects governments
- Compare and analyze various forms of governments
- Study and debate world issues
- Develop an awareness of world citizenship
- Study world geography
- Use map and globe skills
- Develop an understanding and respect of other cultures

HEALTH AND PHYSICAL EDUCATION

Kindergarten:

- Practice small/large motor skills
- Develop good self-concept and self-esteem
- Introduce home and school safety practices
- Introduce benefits of rest and exercise
- Recognize nutritious foods
- Introduce concept of good and bad substances
- Introduce benefits of health habits
- Observe using sight, sound, taste, touch, and smell
- Know rights and responsibilities related to our bodies
- Introduce kinds of feelings

First Grade:

- Understand concept of good and bad substances
- Know effects of substance abuse
- Know substance abuse refusal skills
- Understand benefits of exercise and nutrition
- Know basic First Aid for yourself and others
- Understand personal feelings and rights
- Understand and use personal hygiene
- Understand home and school safety practices
- Understand bicycle and car safety practices
- Perform simple exercises representing each fitness component
- Enjoy physical activity

Second Grade:

- Practice personal hygiene
- Introduce food pyramid and effects on body
- Practice personal safety and refusal skills
- Study specific substances and their abuse
- Know benefits of daily exercise and fitness
- Discuss safety and injury prevention in P.E.
- Promote development of agility, stamina, strength
- Try a variety of physical activities

Third Grade:

- Understand and have an awareness of nutrition, health habits, disease, personal safety, drug education, mental health, basic First Aid, and personal hygiene
- Apply refusal skills
- Understand illnesses and their prevention
- Introduce appropriate interpersonal skills
- Identify the basic functions of heart, lungs, and muscles
- Practice good citizenship and good sportsmanship in physical activities and games

Health & Physical Education, continued

Fourth Grade:

- Study and apply concepts of nutrition, health habits, disease, environment, personal safety, and mental health
- Study how major body systems help the body to function
- Explore bicycle, water, and pedestrian safety
- Practice specific rules for a variety of games and physical activities
- Participate safely in physical activities

Fifth Grade:

- Understand and apply concepts of nutrition, disease, personal safety, mental health, drug awareness, and family life
- Explore the human skeletal and muscle systems
- Understand the digestive system
- Understand fire safety
- Understand the major fitness components
- Apply rules for a variety of team and individual sports

Sixth Grade:

- Practice good personal hygiene
- Understand maturation
- Use responsible decision-making skills concerning personal health and safety
- Understand the systems of the body and how they interact
- Understand and apply refusal skills, personal safety skills, and first aid methods
- Explore the purposes and care of skin, nails, teeth, and hair
- Plan an exercise program for good health
- Improve physical skills common to various sport activities
- Practice safe and ethical behavior in game play

INFORMATION/TECHNOLOGY SKILLS

Kindergarten:

- Know books are a source of information
- Recognize the library as a source of information
- Introduce parts of books: spine, spine label, cover, title, date due slip, bar code
- Introduce computer skills
- Locate age-appropriate books

First Grade:

- Locate card catalog
- Locate and use periodicals
- Locate author, illustrator, and call number of a book
- Identify sources of information other than school library
- Access information from electronic sources by following program and equipment procedures: CD ROMs, computers, etc.

Second Grade:

- Locate fiction and nonfiction materials
- Locate title page information
- Locate card catalog

Third Grade:

- Introduce use of calculators
- Develop keyboarding skills
- Develop computer literacy
- Use card catalog to access information according subject, title, or author

Fourth Grade:

- Utilize available technology to produce quality products: CD ROM, camcorder, computers

Fifth Grade:

- Know about and/or use current technology
- Apply skills to access information from the library and electronic sources by following program and equipment procedures: CD ROMs, computers, etc.

Sixth Grade:

- Apply, enhance, and evaluate skills previously taught

MUSIC

Students will develop a positive sense and appreciation of music's personal, cultural, and societal value. **They will:**

- Demonstrate an open-minded attitude toward listening to and performing many types of music;
- Demonstrate a sense of accomplishment in and a commitment to high-quality performance;
- Understand the diversity and influence of music careers, music avocations, and music consumer products in our society;
- Recognize the use of music as an avenue of communication leading to a better understanding of cultures, people, and nations.

Students will develop music literacy. **They will:**

- Identify pitch, register, melodic intervals, major and minor modes, meter and tempo, form, timbre, and style;
- Read and notate music;
- Develop the ability to describe music with increasingly precise musical terminology;
- Develop an understanding of the expressive qualities of music;
- Develop a cultural and historical perspective of music.

Students will develop the ability to perform music. **They will:**

- Develop the ability to sing and/or to play an instrument with appropriate tone, rhythm, technique, intonation, and musical feeling and balance in the ensemble;
- Perform a variety of musical works alone or in an ensemble, either by rote/memory or reading notation.

Students will develop the ability to create music. **They will:**

- Develop the ability to improvise and/or compose music as a vehicle for understanding music;
- Manipulate the elements of music--rhythm, melody, harmony, form, timbre, tempo, and dynamics-- for expressive purposes.

TRANSITION TO MIDDLE SCHOOL

North Bend teachers and administrators want to ease the transition from elementary school to middle school for our students and their parents. The middle school principal and counselors meet with each fourth or fifth grade class in the spring to help students forecast their classes for the following year. Meeting the educational needs and easing the social adjustments of each student are the top priorities of our middle school faculty and staff.

SPECIAL PROGRAMS

Music

The elementary program is designed to provide a variety of musical experiences for all children in kindergarten through fifth grade. Primary students have experience with simple rhythm instruments. Recorders, ukuleles, guitars, and keyboards may be provided for fourth and fifth grades. The students participate in singing, playing, and listening experiences designed to enhance their understanding and appreciation of music.

Band

Band is offered at the sixth grade level to all interested students. Selection and care of an instrument, rhythm, scales, and music theory are taught. Opportunities to perform publicly are offered several times each year.

Art

Appropriate media, art activities, and art appreciation are provided at each grade level by the classroom teacher.

Technology

All elementary schools have a computer lab. All students in grades one through five will receive instruction in Computer Literacy. The students will also use the word processor to write stories and reports.

Library

All classes have a scheduled opportunity to visit and check out books from their school library each week. Libraries are also open to individual students during recesses and a computer is available. A library skills program is taught at each grade level to familiarize the students with the library, its resources, and their uses.

Additional Services

Additional services are provided by North Bend Public Schools or South Coast Educational Service District to meet the special needs of our students. These programs include:

- language and speech development with a speech pathologist;
- Special Education provided in Resource Rooms;
- reading and mathematics skill improvement provided by Title I at each elementary school;
- other, more specialized, services provided when needed.

CURRENT ELEMENTARY TEXTBOOKS

Reading

Macmillan/McGraw-Hill **Reading**, 2001 (Grade K-5)
Glencoe/McGraw-Hill **Literature**, 2000 (Grade 6)

English

Macmillan/McGraw-Hill, 2001 (Grade K-5)
Glencoe/McGraw-Hill **Writer's Choice**, 1996 (Grade 6)

Penmanship

McGraw-Hill, 2000 (Grade K-5)

Phonics (Grades 1 and 2)

McGraw-Hill, 2000

Spelling

McGraw-Hill, 2000 (Grade K-5)

Mathematics

Harcourt **Math**, 2002 (Grades K-5)
Prentice-Hall, **Middle School Math Course 1**, 2001 (Grade 6)

Health

Harcourt Brace **Your Health**, 1999
Macmillan/McGraw-Hill **Totally Awesome Health**, 1999 (Grade 6)

Science

Simply Science, 2001 (Grades K-2)
Macmillan/McGraw-Hill **Science**, 2002 (Grades 3-5)
Prentice-Hall **Science Explorer**, 2002 (Grade 6)

Social Studies

McGraw-Hill, **Adventures in Time & Place**, 2000 (Grade K-5)
Prentice-Hall **World Explorer**, 1998 (Grade 6)

Additional State-Mandated Programs

Career Education
Instruction for Infectious Diseases
Fire Safety

Elementary Student Conduct Code

I. PHILOSOPHY

The School Board recognizes and accepts responsibility under ORS 339.240, for setting standards for student conduct which are conducive to achievement of this District's adopted goals for education. In establishing rules to reflect these standards, the Board recognizes that individual liberties are not absolute – that they must be balanced against the interest of the common good or common decency. It also recognizes that such rules and regulations must be reasonable and proper so they do not abridge the rights or privileges of individual students. These rules were developed with the intent to create an atmosphere in school buildings that will advance students in their studies, as well as promoting their safety and welfare. In addition, these regulations should serve to prevent distraction from an orderly and effective educational process.

In a community of learners, every individual should share the rights, duties, obligations, and responsibilities for creating and maintaining an atmosphere, which supports curiosity and learning. The accomplishment of this goal requires a school climate free from intimidation or discrimination, and one that is ethically and morally wholesome.

The primary purpose of this document is to outline positive, constructive student behavior. When rules are broken and students' behavior is not constructive, preventive and remedial help is sought for them. A student who persists in behavior that interferes with the education of other students, threatens or injures other students or staff in the school, or interferes with the orderly operation of the school, may be subject to suspension, expulsion or other appropriate disciplinary action as supported by Oregon Revised Statutes 339.240, 339.250, and 339.260.

"Fairness" or "reasonableness" as required by the due process provisions of the Constitution is a major purpose of these guidelines. However, learning and chaos are not complimentary partners. Learning takes place best under an atmosphere of open communications, self-discipline, and clearly understood control. The expectations in this area must be clearly outlined.

The regulations, which follow, are intended to constitute a guideline for orderly conduct rather than a detailed account of all rules and regulations of the District and each individual elementary school. They apply whenever a student is under the jurisdiction of the school. This means when a student is in a school building, on school grounds, at any school-sponsored activity, or riding in a vehicle provided by the school for transportation related to a school function.

II. DISCIPLINE

The North Bend Elementary Schools have the goal of establishing an atmosphere throughout every school in which children will feel safe, secure, and happy and have a maximum opportunity to learn.

In an effort to accomplish this goal, each elementary school has developed a school-wide discipline plan. The plan specifies rules that cover the behaviors we expect from our students. The plan also states that students who break the rules will receive negative consequences, and students who follow the rules will receive positive consequences. Each

teacher has a plan for classroom behavior, a copy of which will be provided to you by your child's teacher.

We are confident that a thorough and clearly stated classroom and school-wide discipline plan will teach our children to be responsible for their actions and make this school year a positive and motivating experience.

III. DISCIPLINE - SUSPENSION - EXPULSION

A. Discipline

All of our students deserve reasonable safeguards of due process with respect to all matters affecting their school life. The Board has given careful attention to the procedures and methods whereby due process shall be assured all students so that they are protected from the possibility of an arbitrary and unreasonable decision. However, the School Board insists on responsible student conduct.

The major objective of any system of discipline is to promote behavior that will enable students to develop personal responsibility and self-control. School personnel will work with students to help them develop respect for the rights, dignity, and safety of all individuals. In case of student misbehavior, parents may be notified by telephone or by written notice so that they may assist or direct the student in correcting his/her behavior. However, in more serious cases, or with repeated misbehavior, school administrators may resort to suspension or expulsion. Student discipline, suspension, expulsion, penalties for threats and injuries to students and faculty, and for property damage are supported by the Oregon Revised Statutes.

School disciplinary actions are civil, not criminal matters. Therefore, the usual court procedures, the power to subpoena witnesses, and trial by jury, do not apply. This document is to clarify rights and procedures to assure fair treatment for each student in the learning environment.

Not all disciplinary actions involving students must use the due process procedural steps that follow, but the seriousness of the misbehavior by the student will determine the extent that these procedural steps will be applied.

1. Student Responsibility:

- a. Students shall comply with the written rules of the School District Board, pursue the prescribed course of study, submit to the lawful authority of teachers and school administrators, and conduct themselves in an orderly fashion (OAR 581-21-0055(1)).
- b. Students suspended under emergency conditions shall be provided with the rights outlined in paragraph one of this policy as soon as the emergency condition has passed.

The Board authorizes student suspension for one or more of the following reasons:

- 1) Theft; (OAR 581-21-0055(a))
- 2) Disruption of the school; (OAR 581-21-0055(b))
- 3) Damage or destruction of School District property; (OAR 581-21-0055(c))
- 4) Damage or destruction of private property on school premises or during a school activity; (OAR 581-21-0055(d))

- 5) Assault or menacing any school employee or another student (OAR 581-21-0055(e)). {"Menace" means by word or conduct, a student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury.}: (ORS 339.250(3))
- 6) Unauthorized possession or use of weapons or dangerous instruments. (See Board Policy 5210.34); (OAR 581-21-0055(f))
- 7) Unlawful use or possession of drugs, narcotics, tobacco, or alcoholic beverages; (OAR 581-21-0055(g))
- 8) Persistent failure to comply with rules or the lawful directions of teachers or school officials; (OAR 581-21-0055(h))
- 9) Willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language; (OAR 339.250(4)(a))
- 10) Use of threats, intimidation, harassment, sexual harassment, hazing, bullying, or any other act of coercion against any fellow student or school employee (OAR 339.250(4)(a))

No suspension shall extend beyond ten school days.

2. Definitions

- a. Summary Discipline Procedures – are defined as discipline for minor infractions or of an emergency nature, which may be handled without going through all the steps of a formal due process procedure.
- b. In-School Detention – is defined as the assignment of a student to complete his/her regular classroom assignments in another supervised designated area.
- c. Suspension – is defined as one of the following:
 - 1) A temporary exclusion from school for a period not to exceed ten school days.
 - 2) Exclusion in cases being investigated pending expulsion.
 - 3) In special circumstances, a suspension may be continued until some specific pending action occurs such as physical or mental examination or incarceration by court action.
 - 4) After investigation and expulsion recommendation by an administrator and until the Board of Directors or hearings officer has taken official action.
- d. Expulsion – is defined as release of a student from school attendance not to exceed one calendar year.

3. Hearing the Accuser:

- a. Staff complaints – students should hear directly from the teacher or the staff member the specific complaints or descriptions of unacceptable behavior if the student so desires.
- b. Student complaints – it is recognized that a school administrator as a public officer shall not be examined as to communications made to him/her in official confidence when the public interest would suffer by such disclosures. For this reason, in recognition of the special jeopardy in which the student witness may be placed and the possible traumatic effects of adversary proceedings conducted by attorneys; police officers; or court officials; the complaining student may not be required to face the accused nor have his/her identity revealed. However,

the administrator conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony. When it is determined that the student should not face the accused, the administrator then becomes the official complainant.

4. Discipline of Handicapped Students

- a. Students identified under the provisions of the Individuals With Disabilities Education Act, or other relevant federal and state laws and regulations, shall conform to provisions of the Student Conduct Code and Board Policy unless a behavioral management plan in their Individual Educational Plan (IEP) provides to the contrary.
- b. If a behavior management plan is included in the IEP, the plan shall address standards of acceptable behavior, goals for improvement of behavior, and sanctions for failure to meet the standards and goals.

5. Physical Restraint

- a. A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to himself/herself. When so employed, physical restraint shall not be considered a form of physical discipline.

B. Suspension From School

1. Students may be suspended when such suspension contains within its procedures the elements of prior notice as required by OAR 581-21-0065, specification of charges, and all opportunity for the student to present his/her view of the alleged misconduct. The suspending administrator shall notify the student's parent or guardian of the suspension; the conditions for reinstatement; and appeal procedures, where applicable. These procedures may be postponed in emergency situations relating to health and safety.
2. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately.
3. Students suspended under emergency conditions shall be provided with the rights outlined in section (1) of this policy as soon as the emergency condition has passed.
4. In all suspensions ordered by a school administrator, the District School Board shall have the right of final review if the action is not taken by the School Board itself.
5. Student suspensions shall not exceed ten school days.
6. The School District Board or designated representatives shall specify the methods and conditions, if any, under which the student's schoolwork can be made up.
7. In special circumstances, a suspension may be continued until some specific pending action occurs such as a physical or mental examination or incarceration by court action.
8. A parent or guardian is to be notified by telephone, whenever possible, of the suspension and the reasons for the action. When a parent or guardian cannot be contacted, the decision to send the student home; to allow him/her to remain on school premises; or refer him/her to the proper authorities must be made with consideration of that student's age; maturity; and the nature of the misconduct that caused the suspension.

9. In addition to the provisions of Paragraph 8, a letter is to be mailed to a parent or guardian at the address of record in the school files or delivered to a parent or guardian personally, with a copy to the superintendent, stating the time; date; the charge; the specific act(s) that support the charge(s) for the suspension; and the procedures to be followed by the student and his/her parent or guardian for reinstatement.
10. The parent or guardian may request a conference with the principal.

C. Expulsion From School

The District School Board delegates the authority to expel a student to its hearings officer, the Superintendent of Schools, or his/her designee, provided:

1. The student is not expelled without a hearing unless the student's parent(s) or guardian(s) or the student, if 18 years of age, waives the right to a hearing. Waiver may take place by a parent or the student, if 18 years of age or over, notifying the School District, in writing, of waiver of the right to a hearing. Waiver may also take place by a parent or the student, if age 18 or over, failing to appear after notice at the place and time set for the hearing.
2. A parent or student, if age 18 or over, shall have the right, upon appeal, to a Board review of the decision. Such Board review will be limited to the findings of fact and the decision of the hearings officer. If the decision is appealed to the Board for review, the Board shall be provided written findings as to the facts and the decision of the hearings officer. This material shall be made available at the same time to a parent or guardian and to the student, if age 18 or over. When appealed, the Board will affirm, modify, or rescind the decision of the hearings officer.

Student expulsion hearings shall be conducted pursuant to ORS 332.061, which states:

- a. Any hearing held by a District School Board or its hearings officer on any of the following matters shall be conducted in executive session of the Board or privately by the hearings officer unless the student or the student's parent or guardian requests a public hearing:
 - 1) Expulsion of a minor student from a public elementary or secondary school.
 - 2) The issue, including a student's confidential medical records and that student's educational program.
 - 3) The discussion.
 - 4) The School Board members vote on the issue.
 - 5) The School Board members may vote in an executive session conducted pursuant to this section.

Expulsion hearings shall provide for:

- a. Notice to the student and a parent or guardian shall be given by personal service or certified mail of the charge or charges and the specific facts that support the charge or charges. The notice shall include the statement of intent to consider the charges as reason for expulsion. Where notice is given by personal service, the person serving the notice shall file a return of service. Where notice is given by certified mail to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing.
- b. Where the student or the student's parent cannot understand the spoken English language, an interpreter shall be provided by the District.

- c. The student may be represented by counsel or other persons.
- d. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits.
- e. The student shall be permitted to be present and hear the evidence presented by the District.
- f. Strict rules of evidenc
- g. e shall not apply to the proceedings. However, this provision shall not limit the hearings officer's control of the hearing.
- g. The hearings officer or the student may make a record of the hearing.
- h. Expulsion of a pupil shall not extend beyond one calendar year.

IV. DRESS AND GROOMING

PHILOSOPHY

The School Board endorses the concept that parents or guardians are primarily responsible for insuring proper student dress and grooming. The Board recognizes, however, that the District has a responsibility to the entire community and to this end it shall take into account the perceived desires and feelings of the citizenry.

Because of this philosophy, therefore, the school board will establish regulations relative to student dress and grooming and these regulations will be enforced within each school of the district by its administration and staff.

REGULATIONS

These regulations apply to students while attending school during the regular day and while attending those school activities so designated by each separate school administrator.

A. General

1. The total general appearance shall contribute to a well-groomed look. Dress and grooming shall not be a disturbing influence to classes or the education process.
2. Clothing will be clean, neatly worn, and worn as intended by the manufacturer.
3. All students will wear shoes at all times (shoes found to be leaving marks on floors will be prohibited).
4. Hat/caps and other head coverings shall not be worn in the buildings during the school day.
5. Modifications of dress and/or grooming may be required by an instructor if a safety factor in the course or activity is involved.
6. The principal shall have the prerogative of prohibiting specific items of clothing which, in his/her judgment, distract from the educational process.
7. The wearing of short shorts/running shorts shall not be permitted, and the principal's judgment concerning length shall be final.
8. The wearing of cut-offs, tank tops, open-back clothing, half-shirts, and all clothing with inappropriate written messages is prohibited. Specifically clothing which contains obscenities, vulgarities, or suggestions of immoral behavior or which speak to items or acts which are not legal in school buildings shall be prohibited.
9. Students will be prohibited from carrying or wearing material, devices, identifying markings, or paraphernalia that may indicate membership or support for gangs.

Exceptions

Dress and grooming pertaining to special educational experiences and school activities will be at the direction of individual school administrators.

REVISION COMMITTEE

Provision for the establishment of a revision committee is made due to the realization that no school setting is static and the realization that all systems need periodic review. The committee shall consist of the following personnel: A. Superintendent of Schools, Chairman, B. All school principals, C. All secondary school student body presidents, vice presidents, and secretaries, D. A student body advisor from each of the secondary schools, and E. Chairman of the School Board.

The committee shall meet upon the request of the committee chairman.

V. FREEDOM OF EXPRESSION

One of the basic purposes of schooling is to prepare students for responsible self expression in a democratic society. Responsible use of free expression must be viewed as a part of this learning process. Therefore, school officials may review publications and speeches and may counsel on matters of libel, slander, journalistic ethics, and the probable effect of statements or writings on the orderly operation of school.

A. Rights

1. Students are entitled to express their personal opinions.
2. Students are encouraged to express written personal opinions in school publications and to participate in producing school publications.
3. Under certain conditions, students may obtain school authorization to sell materials or engage in activities which solicit student financial contributions in support of student publications.
4. Students may refuse to participate in patriotic exercises as long as such non-participation does not infringe upon the rights of others or does not disrupt the educational process.
5. Students may wear certain distinctive insignias so long as they do not trespass on the rights of others or interfere with the orderly operation of the school program.

B. Responsibilities

1. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves. The use of profane language and threats of harm to person or property are prohibited.
2. Willful disobedience, open defiance of a teacher or school official's authority, may be sufficient cause for disciplinary action.
3. Any publication sponsored or in any way funded by the school shall be known as a school publication as opposed to a student publication.
(Example: A school newspaper should reflect the total life of a school community. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matter are prohibited from all publications.)

VI. NONSTUDENTS - LOITERING

To help protect student and school property and to prevent disruptive activity, school officials should be notified if any persons who are not members of the staff or student body are inside the building or on the grounds.

A. Rights

1. Visitors are welcome in school buildings so long as their presence is legitimate and school officials are aware of the visit.

B. Responsibilities

1. Visitors in the school building during a normal school day are expected to come first to the main office and arrange for the conduct of their business.
2. No individual may loiter in or near a school building or grounds. "Loitering" means not having any reason or relationship involving custody of, or responsibility for, a student or not having a specific, legitimate reason for being in or near a school building or grounds.
3. Students on campus who are under suspension or expulsion are technically nonstudents and are subject to loitering policies.

C. Consequences

1. Violators may be removed from the premises and/or prosecuted to the full extent of the law.

VII. NEIGHBOR'S RIGHTS

Community residents have the rights of privacy, property, and freedom from abuse as provided by law. Students must not loiter, litter, trespass, or create nuisance conditions in the community. Schools have the responsibility to cooperate with law enforcement agencies with respect to law violations.

VIII. STUDENT RECORDS

Student education records are those records that are directly related to a student and maintained by the district. The record may include progress reports, standardized test results, academic evaluations, psychological tests, IEPs, health records, and written transcripts of incidents relating to student behavior. Clear policies are needed regarding these records and care must be exercised in the use of student records.

A. Rights and Responsibilities

1. All student records shall be confidential and except as hereinafter provided, shall be open for inspection only in accordance with the law, and the rules and regulations adopted by the District School Board. Personnel having access to student records shall not violate the confidentiality of those records.
2. The Superintendent has established rules and regulations to provide that all student records shall be available for inspection by any parent or legal guardian requesting to see such individual records; however, student behavioral records shall be released only in the presence of an individual qualified to explain or interpret the records, as prescribed by law.

3. Release of student behavior records for use in any proceedings, civil or criminal, in any court of this state, will be made only by the Superintendent or his/her designated representative, or with the consent of the student or juvenile so confiding or to whom such records relate, if the student is 18 years of age or over, or if the person is a minor, with the consent of his/her parent or legal guardian. Release shall be made only in the presence of an individual qualified to explain or interpret the records as prescribed by law.
4. Student progress records shall be available to all teaching staff, to parents or legal guardians, and upon request, to other agencies having a demonstrated interest in the student when such a request is accompanied by permission from the student of 18 years of age or the parent or legal guardian if the student is a minor.
5. North Bend School District in accordance with Oregon Senate Bill 97 and the Family Education Rights and Privacy Act of 1974 gives notice to all parents and legal guardians that the following information is directory information: name, address, telephone number, photograph, date and place of birth, dates of attendance, and the most recent school or educational institution attended.

This information will be published and released without prior written consent of parents or legal guardians unless they notify the building principal that the above information should not be released without their prior written consent. Such notification should be in writing and be addressed to the building principal.

IX. SEARCH AND SEIZURE

The Board seeks to create a climate in the schools which assures the safety and welfare of all. To assist the Board in obtaining these goals, administrators may search the person and personal property, including that property or facility provided by the school, and seize any property deemed injurious or detrimental to the safety and welfare of the students and personnel if the administrator has reason to believe that an illegal act or violation of school rules and regulations is being committed or is about to be committed. Students, as a convenience, may be allowed to use school equipment, such as lockers. Such equipment shall be properly used and must not be used for the storage of prohibited items.

A. Procedures

1. A search of a student's person and/or property should be limited to circumstances where there is reasonable cause to believe that the student is secreting evidence of an illegal act or school violation. The student shall be given an opportunity to be present when a search of personal possessions is conducted, if he/she is in attendance and if his/her presence would not endanger his/her health and safety.
2. Illegal items such as firearms, knives, weapons, fireworks, drugs, alcohol, or other possessions reasonably constituting a threat to the security of the possessor or others may be seized by school officials. Possession or use of any dangerous object on school property or at school-sponsored events is permitted only when authorized in advance and supervised by school personnel.
3. Items, which may be used to disrupt or interfere with the educational process, such as water guns; water balloons; eggs; air horns; and lighters, will be removed from a student's possession.

4. Routine locker checks may be carried out to recover school property by persons designated by the principal. Two persons must conduct locker searches – one as a witness to record items confiscated and one to conduct the search. (This applies only to North Bay Elementary)
5. All items seized shall be delivered to the proper authorities or to the true owners.
6. Parents will be notified of any instances of search and seizure involving a serious offense.
7. Evidence of contraband or illegal items may be reported to civil authorities.
8. Students may be subject to detention, in-school detention, suspension, or expulsion.

X. ATTENDANCE POLICY

North Bend Elementary School students are expected to attend school regularly and to be on time for classes. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are better prepared for their middle school and high school years. The attendance system is based upon the following assumptions.

- A. The major responsibility for school attendance lies with the student and his/her parents or guardians.
- B. The school has the responsibility to:
 1. Keep accurate records;
 2. Report excessive or irregular absences to the proper authorities;
 3. Work with students and their parents/guardians for the improvement of attendance.
- C. The student has the following responsibilities:
 1. Absences from school MUST be for illness (personal/family) or special situations as authorized by the principal.
 2. Make-up work and due date must be arranged with the classroom teacher.
 3. A note signed by the parent, explaining the cause of absence, must accompany the student upon his/her return to school.
 4. Constant tardiness is a reflection on the student, the home, and the school. Good habits, such as promptness, are a shared responsibility of the home and school. Late students disturb the class and deprive the latecomer of valuable instruction. Please cooperate by getting to school on time.
 5. Tardy students must report to the office on arrival at school.

XI. TITLE VI, TITLE IX, 504, AND APPROPRIATE STATE LAWS

- A. The North Bend Public Schools, based upon federal and state law, do not discriminate based upon race, color, religion, sex, age, handicap, or national origin. The District does not discriminate in its educational program or activities, which it operates, or in its hiring practices.
- B. The District is in compliance with Title VI of the 1964 Civil Rights Act (Public Law 88-352), which prohibits discrimination on the basis of sex; HEW regulation 504, which prohibits discrimination on the basis of physical or mental handicap; and the Oregon Administrative Rule 581-21-0045, ORS 326.051, ORS 659.150, and all rules issued by the State Board of Education pursuant to these laws to the end that no person in

Oregon shall on the basis of age, handicap, national origin, race, marital status, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the State Board of Education.

- C. If you have inquiries or a possible complaint under the provisions of federal or state law, contact: James A. Moyer, Title IX Coordinator/Affirmative Action Officer, North Bend Public Schools, 1913 Meade Street, North Bend, OR 97459, telephone 756-8307.

XII. RADIOS - SKATEBOARDS - BICYCLES

- A. Radios, Tape Recorders, (etc.), **are not** allowed on campus. They are a disruption in the hall, classroom, etc. and difficult to protect from theft.
- B. Skateboards are **never** to be allowed on the campus, as they create noise, are hazardous to the safety of others, and are difficult to store and protect from theft.
- C. Bicycles **are not** to be ridden on the campus during the school day, as they are hazardous to the safety of others.

XIII. TOBACCO, ALCOHOL, and DRUGS

Policy

It is the District's obligation to protect the health, welfare, and safety of its students. The use of facilities must be maintained with reasonable assurance that there is no danger from fire or litter. In light of scientific evidence that smoking is hazardous to health and to be consistent with the content of curriculum, the following rule shall be effective:

The possession or use of tobacco in any form on the school premises or while attending school functions or school sponsored activities, is prohibited.

Procedures

Tobacco discovered at school may be confiscated and parents notified. Offenses may lead to suspension or expulsion.

Policy on Alcohol

Intoxication, consumption, possession, or sale of alcoholic beverages on or about the school premises or at any school-sponsored activity is prohibited.

Procedures

Violations of this regulation will result in suspension or expulsion and may be referred to proper law enforcement agencies. Violations occurring at times other than during school hours or at school activities on school properties may be referred to the proper law enforcement agencies. These agencies may be involved in a consultative and investigative capacity. Parents will be notified.

Policy on Drugs

The unlawful possession, use, sale, or supply of any narcotics or dangerous drug on or about school premises, or at any school-sponsored activity, is prohibited.

Procedures

Violations of this regulation will result in suspension and/or expulsion from school. Appropriate health and law enforcement agencies may be involved in at least a consultative and investigative capacity and parents will be notified.

XIV. SEXUAL HARASSMENT OF STUDENTS

North Bend School District #13 is committed to maintaining a learning environment that is free of sexual harassment.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature made by a member of the staff to a student or by a student to another student.

Any student who is subject to, or knows of, sexual harassment should immediately notify a building administrator or another person in authority (superintendent) if the administrator is the subject of the complaint. Staff members notified of sexual harassment shall inform a building administrator immediately.

Students are encouraged to file a formal complaint if they feel they are victims of sexual harassment. The appropriate administrator will investigate all complaints promptly and thoroughly and will protect the privacy and due process rights of both the person making the complaint and the alleged harasser.

Findings of harassment will result in appropriate disciplinary action.

A. COMPLAINT PROCEDURE FOR SEXUAL HARASSMENT

The following procedures shall be used for the reporting, investigating, and resolution of complaints of sexual harassment.

Any student who believes he/she has been subjected to sexual harassment should immediately report the incident to a building administrator. If the complaint the student is filing involves an administrator, the complaint will be filed with the superintendent. The superintendent will follow the procedure in this policy, as the building administrator would have done. The building administrator will investigate the complaint and respond to the complainant by scheduling a conference within five (5) days at which time a written statement shall be issued as to the action(s) will be taken related to the complaint. If this response is not acceptable to the complainant, he/she may file a formal, written complaint following the procedure in Board policy 5430.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment.

XV. POSSESSION OF EXPLOSIVES/WEAPONS

Possession of dangerous weapons or replicas of dangerous weapons at school is prohibited. For purposes of this policy, "at school" includes school buildings, school property, school buses, and school activities and field trips held away from the regular school campus. It shall be the policy of the District to refer students to the North Bend Police Department (or the Coos County Sheriff's Office at schools north of the bay), to suspend from school, and to recommend for expulsion those students found to be in violation of this policy.

"Dangerous weapons" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is possessed, used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

Dangerous weapons may include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, unlawful drugs, or other items fashioned with the intent to use to harm, threaten or harass others. Also included are replicas of dangerous weapons and dangerous weapons, which are unloaded or inoperable.

Prohibited weapons are subject to seizure or forfeiture.

Incidents of student possession of a dangerous weapon will be reported to the student's parents and to the police. Appropriate disciplinary and legal action will be taken against students who possess dangerous weapons and against students who assist possession in any way. Students bringing weapons to school will be expelled for a period of not less than one year. The superintendent may modify the expulsion requirement on a case-by-case basis.

XVI. RULES GOVERNING PUPILS RIDING SCHOOL BUSES

A change in the Oregon Revised Statutes requires that elementary school students (K-8) living more than one mile from school, and secondary school students (9-12) living more than one and one-half miles from school, must be offered transportation. Similarly, those students living less than one/one and one-half mile from school, respectively, are not to be transported unless health or safety reasons have been identified in a Board adopted supplemental plan. The supplemental plan provides for transportation of all **rural** K-5 students in the same manner as in the past.

The supplemental plan states all North Bend **city** K-8 students living within one mile of their school shall be offered transportation if walking would require crossing one of the 4-lane primary streets with high volumes of fast-moving traffic: 1) Sherman Avenue, 2) Virginia Avenue, 3) Broadway Street, or 4) Newmark Street. The Board has also found that elementary school students required to cross Maine Street between McPherson and Hamilton Streets would face extreme traffic congestion and should be offered transportation even though they live within one mile of Hillcrest Elementary School.

The North Bend School District #13 Board of Education has adopted Policy 5930.15 Bus conduct Regulations as follows:

The Board of Education recognizes and wholeheartedly endorses the following regulations governing pupils riding school buses, which the Oregon State Board of Education has issued and required to be posted in all school buses.

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones - loud or vulgar language is prohibited.

12. Pupils shall not open or close windows without permission of driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
15. Use of radios and tape players are prohibited on the route buses.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules governing pupils riding school buses must be kept posted in a conspicuous place in all school buses.

Minor violations of these regulations should first be pointed out or discussed as maturely and non-embarrassingly as possible by the driver.

If violations are not remedied by the student, the driver should issue the student a **first Bus Misconduct Report**. On the report, the driver will include the student's name, school, date, bus number, and the breach of discipline. The driver will sign the report and instruct the student, unemotionally, that the ticket will have to be signed by a parent and the student's school administrator and returned to the driver if bus riding privileges are to be continued uninterrupted. The driver or the bus company will contact the appropriate school administrator and report the action. If the student fails to get the signatures or return the Misconduct form to the driver as required, the school administrator will be notified by the bus company. The school administrator will then contact the parents to make them aware of the problem and the potential for disciplinary action.

Should the behavioral problem persist, or another one develops beyond an acceptable level, the driver will issue a **second Bus Misconduct Report**. The driver or bus company will report the action to the school administrator who will contact the parent and/or arrange a conference if needed. The conference should include the student, the driver, a parent, a bus company official, and the school administrator. If the school administrator and the bus company are satisfied that the student is deserving, or that disciplinary action short of suspension or expulsion is warranted, the student may continue to ride the bus. If it is determined by the school administrator that the student is not deserving of uninterrupted bus privileges, that fact will be communicated to the student and the parent; and a period of suspension will be set.

Should a student be issued a **third Bus Misconduct Report**, the driver or the bus company will notify the appropriate school administrator, who will then inform the student and the parent/guardian of the disciplinary action to be taken – normally suspension of District-furnished transportation service (see Board Policy 5930.16).

No student shall be put off the bus, nor permitted to leave the bus, at locations other than home or school destinations unless requested in writing by a parent/guardian. Such requests must be dated, signed by the parent/guardian, and include the address of the destination to which the student is to be delivered.

The North Bend School District #13 Board of Education has adopted Policy 5930.16, School Bus Discipline as follows:

Definitions

- A. Conferences are meetings concerning Bus Conduct Code violations, between the principal or his/her designee and any or all of the following:
 1. The student cited for Bus Conduct Code violations
 2. The student's parent(s)
 3. The school bus driver

4. The school transportation director or his/her designee
 5. The student's teacher(s)
- B. Suspension from District-provided transportation is the temporary withdrawal of the right to District-provided transportation for a period not to exceed ten school days.
- C. Expulsion from District-provided transportation is the withdrawal of the right to District-provided transportation for the balance of the semester; the balance of the school year; or, when the expulsion occurs near the end of the school year, for the first semester of the following year.

Procedures

- A. The school principal, or his/her designee, may meet with the student; parent; bus driver; or bus supervisor; or any combination thereof; as deemed appropriate, in attempt to prevent future code violations or other unacceptable behavior on the school bus. The school principal, or his/her designee, may assign bus seating; detention; loss of privilege; or other punishment as deemed necessary to correct the errant behavior.
- B. Authority to suspend lies with the School Board and the Superintendent or his/her designee. Students may be suspended from District-provided pupil transportation services when such suspensions are executed within the provisions contained on OAR 581-21-065(1) through (3) and all applicable procedures are consistent with OAR 581-53-002(9), 581-53-010, Public Law 101-476, and Section 504.

The District Board shall have the right of final review if the suspension action is not taken by the School Board itself. The School Board may affirm, amend, modify, or rescind any suspension order.

- C. Expulsion shall be considered upon the occurrence within one school year of an incident subsequent to the ten days of suspension, or upon the occurrence of any severe disciplinary problem constituting a demonstrable safety hazard for the school bus or persons inside/outside the school bus. Students may be expelled from District-provided pupil transportation services when such expulsions are executed within the provisions contained on OAR 581-21-065(1) through (3) and all applicable procedures are consistent with OAR 581-53-002(9), 581-53-010, Public Law 101-476, and Section 504.

The District School Board shall have the right of review if the expulsion action is not taken by the School Board itself. The School Board may affirm, amend, modify, or rescind any expulsion order.

The student and/or parent will have the right to appeal the loss of bus riding privileges to the School Principal, the Superintendent, and the Board of Education, in that order.

Please note: The North Bend Bus Company Buses are equipped with video surveillance equipment.

XVII. SEVERE WEATHER OR OTHER EMERGENCY CONDITIONS

In the event that severe weather or other conditions under which it could be hazardous to run the school buses (for example, snow or ice has accumulated overnight, continues to fall, and is predicted to continue throughout the day), the Superintendent will determine whether or not school classes and related activities should be canceled. Should the Superintendent authorize a temporary school closure, all local media stations will be notified of the action by 6:45 a.m.

If the Superintendent decides not to cancel school activities, and weather conditions should happen to worsen during the school day, parents can depend on the schools to always abide by District Policy 5840.3. This policy assures parents that students will not be transported home earlier than regularly scheduled, but that they may personally come to school to pick up their children if they so desire. The policy was adopted by the District in recognition of the fact that many homes are unoccupied during the day, and many parents would prefer that their children not be home alone. This, of course, is especially true in the event of serious emergency situations during which power lines may be down, neighborhoods could be without power and heat, or other hazardous conditions might exist.

XVIII. OREGON MEDICAL ASSISTANCE PROGRAM

North Bend School District, in collaboration with South Coast Education Service District, participates in the Oregon Medical Assistance Program (OMAP). A student directory may be submitted periodically to the program. If you do not wish your student’s directory information to be released to OMAP, you must notify the Medicaid Specialist at South Coast Educational Services District at 266-4025 within 14 days of receiving the notification.

The North Bend School District is responsible to locate, evaluate, and serve children with special education needs, from birth through 21 years of age. If you know any child who may need special education or if you have questions about what services can be provided, please contact the North Bend School District Office at 541-756-2521, or write for information to: Special Education Department, North Bend School District, 1913 Meade Street, North Bend, OR 97459.

XIX. PARENTS AND UNILATERAL PLACEMENT

Parents are required to notify the District before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the District know that they do not accept the District’s offer of FAPE, that they will be making a unilateral placement and that they will be seeking public funding for their placement.

XX. INTERNET ACCESS POLICY

NORTH BEND SCHOOL DISTRICT INFORMATION NETWORK SYSTEM

ACCESS, SAFETY, AND USE POLICY

(The North Bend School District wishes to acknowledge Nancy Willard at the Center for Advanced Technology in Education and the web site, <http://netizen.uoregon.edu>, for providing a model for our Internet Access, Safety and Use Policy.)

MISSION STATEMENT

The primary purpose of the North Bend Net is to support and enhance learning by providing electronic communications and information sharing across the school district and the region affiliated with South Coast Educational Service District (SCESD).

EDUCATIONAL PURPOSE

North Bend School District's Internet system, the North Bend Net, has a limited educational purpose. Activities that are acceptable on the North Bend Net include classroom activities, career development, and high quality personal research. North Bend Net may not be used for entertainment purposes (except for those periods of time designated "open access"). North Bend Net is not a public access service or a public forum. North Bend School District has the right to place reasonable restrictions on the material users access or post through the system. Users are expected to follow the rules set forward in the North Bend School District's Disciplinary Code and the law. Users may not use the North Bend Net for commercial purposes. This means a user may not offer, provide, or purchase products or services through the North Bend Net. (Exceptions, on a case-by-case basis, can be made for the purchase of certain products for school use.) Users may use the system to communicate with elected representatives and to express opinions on political issues, but not for political lobbying.

SPONSORING NETWORKS

The North Bend Net subscribes to the Oregon Public Education Network (OPEN). SCESD provides connection services for the North Bend School District to OPEN. The purpose of these agreements and subscriptions is to promote research and education by providing access to network communications, computing, and electronic systems and services.

All use of network services and facilities shall:

- Be consistent with the missions of OPEN and SCESD;
- Be intended to facilitate the exchange of information and services to promote research, education, and technology diffusion.

NETWORK ACCESS

The following people are entitled to use the North Bend Net:

- All authorized employees of the North Bend School District;
- Students whose parent/guardian has given permission. Parents who do not want their child to have access to the North Bend Net must notify the District in writing at the beginning of each school year.
- Filtering software will be provided through SCESD.
- All computers connected to the North Bend Net will access the Internet through filtering software.
- Use of the North Bend Net will be monitored by District technology staff.

USER INTERNET ACCESS

The Web is a global database system providing access to information from around the world. Users (staff and students) may have access to appropriate Internet Web information resources through their classrooms, libraries, or school computer labs.

Email, chat rooms, and other direct electronic communications (for example, instant messaging) allows students to communicate with people throughout the world. Students, with teacher supervision, may have email access, chat room access, and/or instant messaging access for a limited time for special projects only with the permission of their teacher, the building principal, and their parents. Permission may be withdrawn at any time.

Staff will be provided with email accounts for educational purposes.

DISCIPLINARY ACTIONS

The North Bend Net is a limited forum, similar to the school newspaper; and therefore, the District may restrict user speech for valid educational reasons.

Users should expect only limited privacy in the contents of personal files, email, or records of web research activities on the North Bend Net. Routine maintenance and monitoring of the North Bend Net may lead to discovery that a user has violated this Policy, the North Bend School District Disciplinary Code, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated this Policy, the North Bend School District Disciplinary Code, or the law. Principals or supervisors have the right to eliminate any expectation of privacy by providing notice to students and staff. Parents have the right to request to see the contents of student email files. Supervisors have the right to request to see the contents of staff email files.

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through North Bend Net. In the event there is a claim that a user has violated this Policy or the North Bend School District Disciplinary Code in the use of the North Bend Net, users will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator (or will be provided with written notice and the opportunity to be heard in the manner set forth in the North Bend School District Disciplinary Code).

LIMITATION OF LIABILITY

North Bend School District makes no guarantee the functions of services provided by or through the District network system will be error free or without defect. The District will not be responsible for any damage a user suffers, including but not limited to, loss of data or interruption of service. The District is not responsible for the accuracy or the quality of information obtained through or stored on the system. The District will not be responsible for financial obligations arising through unauthorized use of the system. Parents can be held financially responsible for any harm done to the system as a result of intentional misuse of the system by their child. Staff can be held financially responsible for any harm to the system as a result of intentional misuse.

GENERAL POLICY AND GUIDELINES

North Bend Net facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the missions of the North Bend School District, SCESD, and OPEN. Users are responsible for obtaining information on these policies and guidelines. Unless the District is notified, in writing, it is assumed that users understand these guidelines and policies as a condition for receiving permission to use the North Bend Net.

Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender's privilege of network access by the school's building administrator. The administrator's decision to suspend or revoke access may be appealed to the Superintendent of North Bend Schools. The superintendent's decision may be appealed to the School Board.

GUIDELINE I

Acceptable uses of the network are activities that support learning and teaching. Network users are encouraged to develop uses to meet their educational needs in a safe, responsible, legal, and ethical manner.

GUIDELINE II

Unacceptable uses of the network include:

1. Personal Safety and Personal Privacy – Users will not post personal contact information. Personal contact information includes: Home address, home telephone number, school address, work address, etc. User information may not be provided to an individual, an organization, or company, including websites that solicit personal information. Users should promptly disclose to a teacher or school employee any message received that is inappropriate or makes the user feel uncomfortable. Users of the North Bend Net will not disclose, use, or disseminate any personal information regarding any other user.

2. **Illegal Activities** - Users will not attempt to gain unauthorized access to the North Bend Net or to any other computer system through the North Bend Net or go beyond their authorized access. This includes attempting to login through another person's account, attempting to access another user's files, or so called "hacking". Users will not make deliberate attempts to disrupt the network system, individual computer systems or destroy data by spreading computer viruses or by any other means. Users may not use the North Bend net for any unlawful activities such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, etc.
3. **System Security** – All users are responsible for their individual accounts and must take reasonable precautions to prevent others from using their accounts. Users should not give their passwords to any other person. Users are obligated to notify the system administrator or a teacher if they have identified a security problem. Because looking for security problems may be misunderstood as an illegal attempt to gain access, users should not go looking for security problems. Users who purposefully infect or spread a virus will immediately lose access to the North Bend Net.
4. **Inappropriate Language** – Restrictions against inappropriate language apply to public messages, private messages, and material posted on all District web sites. Users will not post obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Users will not post information that could cause damage or a danger of disruption. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass other people. Harassment is persistently acting in a manner that distresses or annoys another person. Users who are told by a person to stop sending them messages must stop. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
5. **Respect for Privacy** – Users will not repost a message that was sent to them privately without the permission of the person who sent the message to them. Users may not post private information, including personal contact information, about another person.
6. **Respecting Resource Limits** – Users will use the system only for educational and career development activities and limited, high-quality self-discovery activities. Users will not download large files unless absolutely necessary. Users will not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people.
7. **Plagiarism** – Users will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
8. **Copyright** – Users will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, users should follow the express requirements. Users must have permission from copyright owners to post any material on any North Bend Net web sites.
9. **Inappropriate Access to Material** – Users will not use the North Bend Net to access material that is designed for adults only, or is profane or obscene (pornography), that advocates illegal or dangerous acts, that advocates violence or discrimination towards other people (hate literature) or to participate in any other activity deemed "harmful to minors". Special exceptions may be made for hate literature if the purpose of access is to conduct research and both a teacher and parent have approved. Users who mistakenly access inappropriate material must immediately inform their teacher or supervisor. This will protect users from a claim that they have intentionally violated this Policy.

GUIDELINE III

Faculty and staff are responsible for teaching proper techniques and standards for participation and use of the North Bend Net, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their accounts and access to the network. Particular concerns include all the issues raised in Guideline II.

XXI. GUIDELINES FOR WEB PUBLISHING

Philosophy and Goals

The Internet offers tremendous potential for enhancing academic excellence in the North Bend School District (NBSD). NBSD is committed to a quality of electronic publishing that will assist all students and staff in achieving and maintaining the mission and goals of the District. The NBSD Net supports activities that enhance teaching and learning. While the NBSD website is managed by the District web master, schools can post and maintain their own websites. This document outlines the responsibilities of potential NBSD publishers and provides guidelines for the publication of those pages.

Definitions:

Internet

The Internet is a global collection of computer networks. The purpose of the NBSD Internet connection is to provide students and staff access to resources found all over the world, and to provide electronic communications capabilities to the entire NBSD community. This community includes students, teachers, parents, and administrators.

Home Page

The NBSD home page is the first page to appear when an Internet browser is used to access the URL:

<http://www.nbend.k12.or.us/>

A school homepage is the first page to appear when an Internet browser is used to access the URL for the different schools in the District. The following are the schools' URLs:

<http://www.nbhs.nbend.k12.or.us>

<http://www.nbms.nbend.k12.or.us>

<http://www.hillcrest.nbend.k12.or.us>

<http://www.northbay.nbend.k12.or.us>

<http://www.nbend.online.k12.or.us/>

<http://www.nbend.orco.k12.or.us/>

URL

A Uniform Resource Locator identifies the location of a resource on the Internet.

The URL for NBSD is:

<http://www.nbend.k12.or.us>

Internet Browser

An Internet browser is a software program used to load, view, and interact with web documents.

Web Site

Refers to a home page and related pages maintained by the creators of that home page.

Site Administrator

Documents published on a site must be reviewed and approved by the site administrator. The site administrator is the building principal.

Site Webmaster

The site webmaster is a full time NBSD employee designated by the site administrator. The site webmaster is responsible for overseeing the creation of site information stored on the NBSD web server. The site webmaster also has the responsibility of making sure pages are updated in a timely manner and that all published pages adhere to District Web Publishing Guidelines.

District Webmaster

The District webmaster is a full time NBSD employee and has final authority over all NBSD websites.

Site Copyrights and Materials Source Page

This page is where NBSD schools will cite copyright and source information for materials used on any web page.

Required District Links for Homepages

- NBSD Home
- NBSD Administrative Services
- NBSD Schools
- NBSD Community
- NBSD Policies, Curriculum, Publications
- NBSD Calendars

Required District Links for All Other Pages

- NBSD Home
- (Site) Home
- (Site) Library
- (Site) Technology
- (Site) Calendar
- (Site) Copyrights and Materials Source Page

Guidelines for NBSD Electronic Publishing

NBSD recognizes that the Internet and the World Wide Web have redefined District communication techniques. Because of this change and the global scope of those changes, NBSD will be guided by the following principles in the use of this resource.

A. Acceptable Use Policy

All students and staff are expected to have read and to adhere to *NBSD Acceptable Use Policy* (AUP) concerning the Internet, electronic publishing, and the use of the District's computing system and its hardware. The AUP is considered a part of these web publishing guidelines and procedures.

B. Changes to the District Homepage and Website

Changes to the District homepage and/or website can be made only by the District webmaster with the approval of the District's administrative assistant to the Superintendent and the District's webmaster.

C. Changes to School Homepages and Websites

Changes to each school's homepage and/or website can be made only by the site webmaster with the approval of the site administrator.

D. Content for NBSD Homepages and Websites

Websites may be designed by each school. The content of these is left to the discretion of each site webmaster and site administrator as long as published pages are within the following guidelines:

- All pages must be directly related to the NBSD mission and not in conflict with any NBSD rules and regulations.
- All pages may not violate any federal, state, or local laws.
- All pages must be academic, school, or department related.
- No student or staff personal web pages may be published on the NBSD website and no links may be made to personal pages from any NBSD web page.
- Students who create web pages for a specific class may publish their pages with the permission and approval of the instructor. All links and content must meet NBSD content standards and be approved by the instructor. Student pages must meet the educational objectives of the class activity.
- Certified staff may publish class web pages with the approval of the site administrator and the site webmaster. Educational assistants may assist certified staff in the publication of web pages with the approval of the site administrator.
- Only organizations officially affiliated with NBSD (e.g. PTA/PTO, Key Club, National Honor Society, etc.) may publish web pages on the NBSD website. All organizations that want to publish pages on the NBSD website must have the approval of the

District webmaster, the site webmaster, and the site administrator. Other outside entities, even if the mission is educational, may not be a part of the NBSD website. However, where appropriate, links to these sites may be established from pages on the NBSD Web site. All links must be approved by the District webmaster, the site webmaster, and the site administrator.

- No student or staff personal information (i.e. full name, address, phone number) may be published on any NBSD page.
- Site administrators are responsible for the content of their site.
- All pages must meet the defined NBSD guidelines regarding content, appearance and functionality.
- All sites must maintain a current calendar of events for that site.
- Correct grammar and spelling should be used.
- The homepage of each school must include the following:
 1. the District name
 2. the site name
 3. the defined District links for homepages (see defined District links)
 4. the copyright statement
 5. an email link to the site administrator
 6. an email link to the District webmaster
 7. the date page was last updated
- Each page other than the school homepage must include the following:
 1. the District name
 2. the site name
 3. the defined district links for pages (see defined links for pages)
 4. the defined site links (see defined site links for pages)
 5. an abbreviated copyright statement and a link to the District's entire copyright statement
 6. a link to the school's copyright & materials source page
 7. an email link to the site administrator
 8. an email link to the District webmaster
 9. the date when the page was last updated
- Web sites may not include advertisements for commercial entities.
If a free helper application is used, however, a link to that site may be included as long as that link meets NBSD link standards and requirements. Recognition of NBSD partners or other sponsors is permissible with the approval of the site administrator and the District webmaster.

E. Publishing of Photos

Photos of school activities and projects may be included within a web document. Care must be given to avoid publishing personal information about subjects in photos.

- Pictures should illustrate the activity and not be individual student portraits. Individual staff portraits can be published with permission.
- Picture captions should identify the activity or class but not identify students by name.
- Pictures may only be published with written and dated permission of students' parents.
- Accompanying web page text may not include the students' full name, address, phone number, or any other identifying personal information.
- No posed class photographs may be published.
- Web photo permission forms at the high school and junior high will be filled out on a need basis.
- Web photo permission forms at the elementary level will be filled out at registration. This form will be separate from the current photo permission form.

F. Links

The District webmaster has final say over all links on any NBSD site or page.

- Links may not be in conflict with any NBSD rule or regulation.
- Links to potentially offensive materials are not permitted. The definition of offensive materials will be determined by site administrators and the District webmaster.
- The NBSD webmaster and/or site administrators may remove any link deemed inappropriate without warning.
- Email links may only be to the site administrators or the District webmaster.
- Links to student email accounts are not permissible.
- Links from any NBSD to staff or student personal websites or pages are not permissible.
- All links to other sites must be approved by the site administrator and the District webmaster.
- Requests from other entities to link with NBSD must be approved by the District webmaster.

G. Copyright

Students and staff are obligated to be aware of copyright issues concerning electronic publication. The NBSD assumption is that all material taken off the Internet is copyrighted. Therefore, all sources for material placed on NBSD websites and pages must be cited.

- Copyrighted material (including software, text, and visual imagery) cannot be published on the Internet without prior written approval of the owner.
- Assume that items on the Internet are copyrighted and permission must be obtained unless the author states otherwise.
- Any student work published on the Internet by NBSD Net will be identified by the student's first name only.
- Sources for free material taken off the Internet must be cited. This includes free copyrighted material.

H. All Other Issues Not Included

Any issue not covered in this document concerning web publication will be decided case by case. The final authority for the NBSD Net rests with the Superintendent of the North Bend School District and the District webmaster.

XXII. ELECTRONIC COMMUNICATIONS POLICY

February 2004

(North Bend School District wishes to thank the following for their contribution to our Electronic Communications Policy: Lane County School District No. 4J, Eugene, Oregon, ISTE, University of California, emailreplies.com)

The Board recognizes that telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by students and staff and that those changes may alter instruction and student learning. The Board generally supports access by students to such information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

North Bend School District encourages the use of electronic communications to share information and knowledge in support of the District's mission of educating life-long learners. To this end, the District supports and provides interactive electronic communications services and facilities for telecommunications, mail, and publishing.

Recognizing the convergence of technologies based on voice, video, phone, and data networks, this Policy establishes an overall framework for electronic communications. Where possible, this Policy defers to other existing District policies.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. While the District does use filtering for Internet and electronic communications, this accessibility can lead to any publicly available fileservers in the world. It opens classrooms to electronic information resources that may or may not have been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to prepare citizens and future employees for the Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that staff will provide guidance and instruction to students in the appropriate use of such resources.

All users of electronic communications in the North Bend School District are responsible for good behavior on school networks. Communications on the network are often public in nature and are subject to State and Federal laws. It is presumed that all users will comply with all District standards and policies, and all state and federal laws.

This policy applies to all electronic mail services provided by the North Bend School District, all users of such services, and all District records in the form of electronic mail whether in possession of employees or other users of electronic mail services provided by the District.

General Provisions

Electronic communications include the transmission or exchange of information as computer data through a physical or wireless network, wireless voice transmissions or transmission over telephone or data lines, images and sound transmissions through video services, or text and graphics through facsimile (FAX).

- Email, voice mail, or any other electronic communication may be subject to disclosure under all State and Federal Public Records Acts
- The District may access or disclose a users electronic communications under specified circumstances as proscribed by law and/or District policy
- District technology staff or employees for contract services may become aware of electronic communication message content in the course of their duties
- Back-up systems may retain copies of deleted electronic communications
- Back-up copies may be retained for periods of time and in locations unknown to senders and recipients
- The security and confidentiality of electronic communications cannot be guaranteed. Password protections are not foolproof
- It is possible for senders of email to mask their identity
- The contents of forwarded messages can be changed from the original
- State and Federal laws make certain computer crimes felony offenses

- District electronic communications accounts are owned by the School Board of the North Bend School District

Purpose of Electronic Communications

Technology is a vital tool for gathering, analyzing, and producing information. Technology can help to improve student learning and to enhance the efficiency of District support services. Electronic communications are a key aspect of technology use. Electronic communications provide improved access to instructional resources. As a result, the ability of students and staff to conduct research, access remote information locations, to take advantage of distance learning opportunities, and to communicate with parents and the community are all improved.

Beliefs Underlying the Use of Electronic Communications

- The use of electronic communications in classrooms and in the workplace can advance student mastery of the formal curriculum. This use should be encouraged.
- The use of electronic communications can improve access to instructionally relevant materials and resources that are available at no cost or low cost and that add value to the education of students. This use should be encouraged.
- The use of electronic communications can enable better solutions for the administrative and support needs of the District. This use should be encouraged.
- The nature and use of electronic communications in schools and in the workplace is rapidly changing. This will require a significant and ongoing District commitment to technology access, maintenance, training, and support. These needs must be an important element in all district planning, management, and instruction.
- The use of electronic communications must be in keeping with all legal requirements and standards of good taste.

Ethical Standards Underlying Use of District Electronic Communication Systems

- It is expected that users will understand and comply with all district regulations and with all legal requirements related to the use of electronic communications.
- The district's electronic communications system shall be used for educational purposes consistent with the District's Mission and Policies statements. Commercial use and the promotion of individual political, union, and religious advocacy positions are not permitted.
- With respect to commercial use, staff may use the system to publicize the occasional incidental sale of personal property or occasionally publicize opportunities (e.g., weekend beach rentals) in the interest of general staff morale, but staff may not use the system to promote general private commercial business activities or ventures (e.g., promotion of a staff member's family-owned travel agency).
- Regarding political advocacy and union matters, the system may not be used to advocate a particular vote or promote a particular issue, initiative, referendum, bond, candidate, ballot measure, or recall petition. However, the system may be used to disseminate impartial factual information regarding issues and election matters directly impacting the district provided that the information does not expressly urge a particular vote or position on the matter. Announcements concerning times to make political calls, and to walk or meet to promote a political or union position are considered political advocacy. The provisions of this policy do not prohibit staff from engaging in political activity during non-work time.
- With respect to religious advocacy, the system may not be used to endorse religious activity, to coerce participation in any particular religious activity, or to promote anti-religious activity. The system may be used to share information related to religion in the curriculum consistent with Board Policy in that area.
- Electronic communications shall, wherever possible, be respected as private exchanges. As a matter of safety or protection of its interests, the District may find it necessary to monitor electronic communications including actual use, stored files, or any printed record of those communications. The District does not assure the privacy of electronic communications conducted with the use of district equipment or network services.

- Users shall employ electronic communications in a thoughtful manner that is respectful of the language and content sensitivities of individuals and that is appropriate within an educational environment.
- All public and private communications shall be conducted so that both sender and recipient are fully and accurately identifiable.
- All public and private communications shall be positive and constructive in tone.
- Users shall act in a manner that protects the integrity and reliability of the communications system.
- Users shall maintain personal responsibility for all non-approved financial obligations incurred while using the electronic communication system.

Users of Electronic Communications Services

The following groups and individuals are entitled to use electronic communications equipment and services. Individual security rights and requirements for parental permission will determine which services can be used.

- All North Bend School District employees and members of the Board.
- All North Bend School District students.
- Volunteers, contractors or other users who request guest access to password protected resources in order to conduct business directly related to the management or instructional needs of the district, or to conduct educational research.
- Parents, community members or other non-school users who wish to access resources that do not require a password or account.

Electronic Communications Guidelines

- Think twice before you click on "Send."
- Comply with all District Policies, state and federal laws that apply.
- Respect the privacy of other people's email.
- Do not send out any personal or confidential information unless you are authorized to do so.
- You must have permission to disclose someone else's electronic communications. This includes pictures from any source.
- Sending "spam" or chain letters is in violation of the District's Acceptable Use Policy (AUP).
- District electronic communications cannot be used for unlawful activities, commercial purposes, or personal financial gain.
- It is against District policy, state and federal laws to use electronic communications to harass another individual.
- It is against District policy, state, and federal laws to violate any and all copyright laws.
- Personal use of electronic communications may not interfere with any employment obligations a user has to the District.

XXI. EMAIL GUIDELINES AND TIPS

July 29, 2004

(North Bend School District wishes to thank the University of California for allowing us to use parts of their Email Guidelines and Tips)

1. Be concise and to the point.

Do not make e-mail messages longer than they need to be. Remember that reading e-mail is harder than reading printed communications.

2. Answer all questions, and pre-empt further questions.

An email reply must answer all questions, and pre-empt further questions – If you do not answer all the questions in the original email, you will receive further e-mails regarding the unanswered questions, which wastes time and causes considerable frustration.

3. Use proper spelling, grammar & punctuation.

Improper spelling, grammar and punctuation give a bad impression of the District. E-mails with no full stops or commas are difficult to read and can sometimes even change the meaning of the text. Use spell-check!

4. Make it personal.

Not only should the e-mail be personally addressed, it should also include personal content.

5. Answer swiftly.

People send e-mail because they wish to receive a quick response. Therefore, each e-mail should be replied to within at least 24 hours. If the email is complicated, just send an email back saying that you have received it and that you will get back to them.

6. Do not attach unnecessary files.

Wherever possible try to compress attachments and only send attachments when they are productive.

7. Use proper structure & layout.

Since reading from a screen is more difficult than reading from paper, the structure and layout is very important for e-mail messages. Use short paragraphs and blank lines between each paragraph. When making points, number them or mark each point as separate to keep the overview.

8. Do not overuse the high priority option.

If you overuse the high priority option, it will lose its function when you really need it. Moreover, even if a mail has high priority, your message will come across as slightly aggressive if you flag it as 'high priority'.

9. Do not write in ALL CAPITALS.

IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response in the form of a flame mail. Therefore, try not to send any email text in all capitals.

10. Don't leave out the message thread.

When you reply to an email, you must include the original mail in your reply, in other words click 'Reply', instead of 'New Mail'. If you receive many emails you obviously cannot remember each individual email. This means that a 'thread-less email' will not provide enough information and you will have to spend a frustratingly long time to find out the context of the email in order to deal with it. Leaving the thread might take a fraction longer in download time, but it will save the recipient much more time and frustration in looking for the related emails in their inbox!

11. Read the email before you send it.

A lot of people don't bother to read an email before they send it out. Reading your email through the eyes of the recipient will help you send a more effective message and avoid misunderstandings and inappropriate comments.

12. Do not overuse Reply to All.

Only use Reply to All if you really need your message to be seen by each person who received the original message.

13. Take care with abbreviations and emoticons.

In business/school emails, try not to use abbreviations such as BTW (by the way) and LOL (laugh out loud). The recipient might not be aware of the meanings of the abbreviations and in business and school emails these are generally not appropriate. The same goes for emoticons, such as the smiley :-). If you are not sure whether your recipient knows what it means, it is better not to use it.

14. Be careful with formatting.

Remember that when you use formatting in your emails, the sender might not be able to view formatting, or might see different fonts than you had intended. When using colors, use a color that is easy to read on the background.

15. Do not forward chain letters.

Do not forward chain letters. We can safely say that all of them are hoaxes. Just delete the letters as soon as you receive them.

16. Do not copy a message or attachment without permission.

Do not copy a message or attachment belonging to another user without permission of the originator. If you do not ask permission first, you might be infringing on copyright laws.

17. Do not use email to discuss confidential information.

Sending an email is like sending a postcard. If you don't want your email to be displayed on a bulletin board, don't send it. Moreover, never make any libelous, sexist or racially discriminating comments in emails, even if they are meant to be a joke.

18. Use a meaningful subject.

Try to use a subject that is meaningful to the recipient as well as yourself.

19. Use active instead of passive voice.

20. Avoid long sentences.

Try to keep your sentences to a maximum of 15-20 words. Email is meant to be a quick medium and requires a different kind of writing than letters. Also take care not to send emails that are too long.

21. Don't send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.

By sending or even just forwarding one libelous, or offensive remark in an email, you are liable for damages.

22. Don't forward virus hoaxes and chain letters.

If you receive an email message warning you of a new unstoppable virus that will immediately delete everything from your computer, this is most probably a hoax. Sometimes virus hoaxes contain viruses themselves, by attaching a so-called file that will stop the dangerous virus. The same goes for chain letters that promise incredible riches or ask your help for a charitable cause.

23. Keep your language gender neutral and appropriate.

You can be held accountable for using language that appears sexist. Be careful.

24. Don't reply to spam.

By replying to spam or by unsubscribing, you are confirming that your email address is 'live'. Confirming this will only generate even more spam. Therefore, just hit the delete button.

25. Use cc: field sparingly.

Try not to use the cc: field unless the recipient in the cc: field knows why they are receiving a copy of the message.

Legal Risks:

Email is a school communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you can be held liable.
- If you unlawfully forward confidential information, you can be held liable.
- If you unlawfully forward or copy messages without permission, you can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you can be held liable.

Legal Requirements:

The following rules are required by law and are to be strictly adhered to:

- **It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor/teacher.**
- Do not forward a message without acquiring permission from the sender first.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail.



To: Parents of North Bend School District students:

Access to the Internet is available to North Bend School District students. The purpose of the following information is to explain the network and its services so you will be able to decide if you wish to give permission for your child to have access.

Two areas of access will be available to students:

Internet Access: The Internet is an international network comprised of millions of computers. It allows students access to museums, libraries, science, and other sites with appropriate information. We will do our best to monitor students and seek the most current methods to prevent student access to inappropriate materials. However, Internet does not control or monitor the content of material on the network. Thus, your child may gain access to materials that could be objectionable. While we certainly don't teach students how to find this material, it is impossible to completely prevent them from discovering it on their own. If this reality is unacceptable to you as a parent do not give your child permission to use Internet at school.

Electronic Communications: Students will have access to email, chat rooms, and instant messaging only by special arrangement for specific projects. That is the ability to communicate via electronic communications with anyone else in the system. This means within district as well as outside of our district providing the opportunity to share ideas and develop projects.

We have taken the following steps to ensure that inappropriate access does not occur:

- **Students using the Internet will do so only with teacher permission and supervision.**
- **An emphasis will be placed on exploration and use of sites that have appropriate educational content for learning and research.**
- **A filtering system has been installed that will block all identified, objectionable sites.**
- **All students using the system will be trained in its appropriate use.**

I wish to assure you that we will take all possible precautions to ensure the experiences students are involved in are appropriate and well supervised. **If you decide not to give your child permission to access and to use the Internet, please inform the school in writing.** If you have any questions please contact me, or your child's teacher and we will be glad to talk with you in further detail.

Inappropriate use of the Internet will result in loss of use of the system and may result in disciplinary and/or legal action.

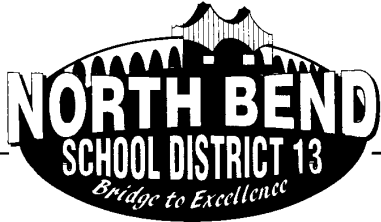
Enclosed with this letter is an important document:

- A copy of the North Bend School District Information Network System Access, Safety, and Use Policy.

Sincerely,

North Bend School District

Return a written letter to the school office that your student is attending if you do not want your child to have Internet access.



Dear Parents of North Bend School District Students:

The North Bend School District (NBSD) maintains web sites for all schools. NBSD Web Publishing Guidelines state that parent permission is required to place a student’s picture, artwork, or writing on District web sites. Basically, the guidelines state:

1. Any student work published on the Internet by NBSD Net will be identified by the student's first name only.
2. Student artwork and writing will be published with parent permission.
3. NBSD will not give any other entity permission to publish student work without a separate parent permission.
4. Publishing of Student Photos:
 - A. Photos of school activities and projects may be included within a web document. Care will be given to avoid publishing personal information about subjects in photos.
 - B. Pictures will illustrate the activity and not be individual student portraits. Individual staff portraits can be published with the employees’ permission.
 - C. Picture captions will identify the activity or class but not identify students by name.
 - D. Pictures may only be published with written and dated permission of students' parents.
 - E. Accompanying web page text will not include the students' full name, address, phone number, or any other identifying personal information.
 - F. No posed class photographs will be published.

Please sign and return this letter marking your preferences, for your child, in regards to the web publishing policies of NBSD. If you have any questions call Suzy Callery at 756-2521.

Please circle one.

I agree to let the North Bend School District publish my child’s photo online according to the above guidelines. Yes No

I agree to let the North Bend School District publish my child’s artwork online according to the above guidelines. Yes No

I agree to let the North Bend School District publish my child’s writing online according to the above guidelines. Yes No

(parent signature)

(date)

(parent name – please print)

(student name – please print)

