

Procedural Guidelines

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

Directory Information and Media Release-Annual Notice

The Redmond School District gives notice that certain personally identifiable information about a student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and other categories of information as the superintendent shall designate under the authority of and in conformance with law and our district policy. However, Redmond School District policy forbids the distribution of student directory information to the general public in the form of mailing/telephone lists.

Parents and guardians have the right to prevent the district from releasing directory information regarding the student and/or parent. To exercise this right, parents or guardians must notify the school in writing within fifteen days of enrollment or of receipt of this announcement.

Parents/guardians are reminded that should they desire to prevent publication of directory information, they must notify the school within 15 days of enrollment. In so doing the school will not be able to include the student in honor roll, press releases, media productions, team rosters, concert programs, graduation announcements, and other school or district publications.

Written notice to the school to revise a previous request is permitted and will become effective within 10 days of receipt.

Early Dismissal/Late Arrival-Reduced Schedules

Students may be permitted early dismissals and or late arrivals with their parents', counselor, and administrative approval. Students are to arrange early dismissal/late arrival with their counselors. Keep in mind that the school does not provide transportation for early dismissal students. **Students who are excused for a given period are not to be on campus during that time.** On the first violation, parents will be notified by phone or letter. If a second offense occurs, the student will be assigned to a supervised study hall or other disciplinary action taken. In addition, students are allowed only one lunch period per day. Students who do not have a 4th period will need to notify their counselor if they have chosen A or B lunch.

Education Records

Education records are maintained in a minimum one-hour fire-safe place in the high school main office. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Subjects taken;
8. Marks received;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;

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

Fines/Fees

Financial obligations result when public school materials are not returned or are damaged. The loss of the materials is a monetary loss for the school, and the student is responsible for reimbursing the school to offset that loss.

The school will withhold diplomas of any student who owes a fee or fine or who is responsible for the loss or damage of school district property. Seniors who owe fees will not be allowed to participate in graduation.

Written notices will be sent to the student and parents/guardians to inform them of the amount owed. When the correct amount is paid, the grade reports, records or diploma will be released.

Students and/or parents/guardians may appeal the amount owed to the administration.

Graduation Activities

Students must meet all graduation requirements by the last day of school for seniors in order to participate in the graduation activities, including commencement. Seniors who are involved in a serious infraction of school rules may be prevented from taking part in the regular graduation activities. Such a student may be given permission to take final examinations and to receive a diploma.

Honor Roll Criteria

A student must be enrolled in at least three classes and earn a 3.5 GPA or higher in order to receive honor roll recognition.

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, and HBV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Lunches

Students are not allowed to charge for food. Free and reduced lunches are for approved students only. Students who use another student's account to obtain meals will be charged for those meals at the full rate. Students who allow other students to use a free/reduced account will lose their free/reduced privileges.

Lunch Off-Campus

Parental permission is not required for high school students to leave campus during their regularly scheduled lunch period. Off-campus privileges are granted to students in good standing as determined by the principal. For good and sufficient reason the principal may revoke the off-campus privilege for any and all students. Students are not allowed to leave the school grounds at any other time.

Medications at School

The school recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school, on a temporary or regular basis for the conditions and procedures that follow.

All requests for the district to administer medication to a student shall be made by the parent/guardian in writing. Requests shall include the written instructions of a physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions. Each medication must be submitted to the school in its original container. The district reserves the right to reject a request to administer prescription and nonprescription medication when such medication is not necessary for the student to remain in school.

Messages

Messages will be taken from parents/guardians only and will not be delivered to students during class time unless it is an emergency. A public address announcement during passing time will list students who have messages in the office. Their names will also be placed on the white-board outside the attendance office. Students may pick up messages before or after class.

Program Exemptions

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

Rules Subject to Change

The administration reserves the right to add, delete, or modify any rule(s) as situations warrant.

Schedule Change Policy

Course offerings at Redmond High School are based on students' forecasting requests in the spring. Because staff is allocated based on student input, it is important for students to forecast and prepare their schedules carefully. Schedule changes and requests after registration will only be granted for a student who was placed in the wrong course level. No changes will be made for instructor requests, elective changes, or to change the order of classes.

Statement on Anti-Discrimination

Redmond School District (RSD) does not discriminate on the basis of race, religion, color, sex, national origin, disability, or marital/ parental status in providing education or access to benefits of educational services, activities, or

programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The Redmond School District Director of Human Resources has been designated to coordinate compliance with these legal requirements and may be contacted at the District office for additional information and/or compliance issues.

Talented and Gifted Program

Identification of Talented and Gifted Students - In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the economically disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on: 1) Behavioral, learning and/or performance information; 2) A nationally standardized mental ability test for assistance in identifying intellectually gifted students; 3) A nationally standardized academic achievement test for assistance in identifying academically talented students. Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals - Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

Informal Process:

1. The parent(s) will contact the district TAG coordinator to request reconsideration;
2. The coordinator will confer with the parent(s) and may include any additional persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the building principal
2. The building principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgement to the TAG coordinator;
3. The administration shall review the students file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be presented an opportunity to provide additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the districts hearings officer utilizing appropriate procedures;
6. A decision will be made within 20 working days after the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the OAR upon request.

Programs and Services Complaints - Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the school district office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

Visitors

Student guests are not allowed at Redmond High School. Adult guests may visit RHS campus only with the permission of an administrator. All visitors are required to check in at the main office when they enter the school and wear a school issued visitor pass.