



North Columbia Academy

Student Handbook

"Shining Stars"

Name _____

Address _____

City _____ State _____

Zip Code _____ Telephone _____

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Table of Contents

ADA and Section 504 Compliance.....	22
After-School Activities.....	13
Attendance.....	5
Breakfast and Lunch.....	13
Cell Phones	8
Class Load.....	13
Classroom Guidelines.....	8
Complaints.....	22
Conditions for Release of Student Records.....	20
Conditions for Use of Student Records.....	21
Conferences.....	15
Confidentiality of Records.....	20
Directory Information.....	21
Discipline and Due Process.....	8
Dress and Grooming.....	11
Electronic Equipment.....	8
Emergency Procedures and Information.....	19
Emergency School Closures.....	18
Enrollment.....	6
Fees.....	16
Fire and Earthquake Drills.....	18
General Safety.....	17
Graduation Requirements.....	14
Guidance and Counseling.....	10
Health and Safety.....	16
Immunization and Health Examination.....	17
Insurance.....	17
NCA Online.....	10
Medication (Board Policy JHCD).....	16
Mission Statement.....	3
Pathways to Self-Discovery.....	6
Privileges.....	13
Progress Reports.....	15
Schedule.....	5
Social Security Numbers.....	22
Special Services.....	22
Sports.....	13
Student Conduct.....	13
Student Expectations.....	7
Student Records.....	19
Student Tardiness.....	6
Textbook (or Materials) Checkout.....	16
Transferring Education Records.....	20
Welcome.....	3
Withdrawal of Student.....	20

Welcome!

North Columbia Academy Philosophy and Mission Statement

North Columbia Academy (NCA) strives to meet the educational and psychological needs of each student through a strengths-based approach to education. To ensure that learning occurs, students remain in school and graduate with a high school diploma, NCA develops a comprehensive strategy which includes adapting curriculum and instruction to each student's unique needs.

The charter school actively collaborates with local and state agencies to provide resources for families. This collaboration supports the healthy development of student and family assets in order to facilitate achievement and promote the long-term goals of the student.

The North Columbia Academy (NCA) provides a flexible and enriching educational program for students needing an alternative to a traditional high school placement. NCA students are held to the same high academic standards as students in the traditional high school but benefit from smaller student-to-teacher ratios and creative teaching strategies. In the fall of 2013, NCA added an on-line component to further its mission in meeting the unique needs of our students.

North Columbia Academy endeavors to provide an environment where all students have the opportunity to develop into well-adjusted and intellectually informed and participatory citizens. By building innovative partnerships and cooperation with peers, staff, schools, parents/guardians, and community, NCA develops students as integral parts of their world. Diverse individualized curriculum options for students with varying learning style (grades 9-12) allow students to further explore interests and their place in a global community. Middle School (grades 7&8) on-line at our drop in center.

NCA's unique charter school program provides opportunities for educational success in the following areas:

Academic Programming: Essential academic instruction necessary for students to achieve and complete diploma graduation requirements is provided. Instructional strategies include individual, small group, and technology-based instruction. Education options include:

- A traditional day/classroom setting
- Online delivery of curriculum
- Blended instruction

Social/Behavioral Instruction: Social skills and strategies to manage and be responsible for behavior are provided through direct instruction as well as infused throughout the curriculum and program structure.

Counseling and Mentoring Services: Individual and group counseling services are available and provided according to individual student needs and social skills development.

Career and Transition Services: Pre-vocational instruction, career guidance, and structured work experience are available through the Youth Transition Program (YTP).

Vocational Class Work and Field Experience: Students participate in vocational assessments to help direct a focus of study. Core classes may be tailored to vocational paths.

In programs that serve people, guidelines are established. This handbook outlines rules of conduct and provides information about various opportunities available to NCA students.

Students, please remember that NCA is your school. It exists for your educational benefit. Take full advantage of the offerings and do not hesitate to ask for assistance when needed. We all succeed by working together towards completion of your educational goals.

North Columbia Academy Schedule and Attendance



The North Columbia Academy operates on the Rainier School District instructional calendar with occasional variation. The academic school year is divided into four grading periods. Copies of the school calendar are available during the program intake process and on the Rainier School District webpage.

The school day starts at 8:00 am and ends at 3:00 pm.

Students are **required** to be at school when the day begins and are expected to be on time to all assigned classes.

Student Tardiness

Students are expected to be on time to all assigned classes. Students do have class schedules they are required to follow. Students who are more than 5 minutes to school late will need a written excuse.

Three or more tardies will result in after school detention or community service.

Attendance

Regular attendance is mandatory for a student to successfully complete high school within four years. Regular attendance is not missing more than 2 days of school per month. Research shows that regular attendance increases academic success and work ethic after students have graduated. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years have the right and are required to attend a public full-time school during the entire school year. Regular and punctual attendance helps a student develop responsible habits necessary for success in either future education or employment. Research has shown that frequent absences will result in poor class performance.

Absences

Students will be excused with a note from a parent/guardian for the following reasons:

- á Student illness;
- á Illness of an immediate family member when the student's presence at home is necessary;
- á Emergency situation that requires the student's absence;
- á Field trips and school-approved activities;
- á Other reasons deemed appropriate by the NCA Education Team when satisfactory arrangements have been made in advance of the absence;
- á Medical appointments. Confirmation of appointments may be required.

Absences that do not meet the above qualifications or are not accompanied by a parent/guardian note will be regarded as unexcused.

Procedures for return from an absence or being tardy:

æ Excuse notes are to be presented to the school secretary the same day a student returns and must contain the following information:

- ☐ Date of absence(s) and date the note was written
- ☐ Name of pupil
- ☐ Brief reason for absence
- ☐ Complete signature of parent or guardian

(Students over eighteen and living on their own may write their own absence slips. For attendance purposes, the note is required for every student.)

æ Students need to consult with teachers for homework, if they plan to be absent.

All absences are reported to the student's parent or guardian and to the Juvenile Department for those students on probation or parole.

Five or more absences are reported to Columbia County Truant Officer.

Enrollment for North Columbia Academy

To be eligible for admission to NCA, students must have a completed application on file at North Columbia Academy and attend an admissions meeting with the NCA admissions committee.

Admissions Process:

1. Students may be referred to NCA or self-identify as a candidate for North Columbia Academy.
2. Students seeking admission to NCA may request an application from the NCA/ Rainier District Office or go online to the North Columbia Academy website.
3. Students complete the application and submit it to the **NCA/Rainier District Office.**
4. Upon submission of the completed application packet, NCA staff will schedule an admission meeting. The meeting must be attended by one or more parent(s) or guardian(s) and when possible, a representative from the student's previous resident school.
5. Students who complete the application process and if accepted, will be enrolled at the school as long as openings are available. If all openings are filled, the student is placed on a waiting list. Enrollment from the waiting list occurs through a lottery.

If a student from another district transfers to NCA and then requests to go to Rainier Jr./Sr. High School, he/she must receive permission to attend RJSJS from the resident district. The transfer from NCA to RJSJS is **not** an automatic process.

Transfers

Students wishing to transfer back to their home school or to NCA **may only do so at quarter breaks.**

Behavior Expectations and Discipline



Student Expectations

Teaching students to manage their own behavior and to be responsible members of a community is an integral part of the North Columbia Academy philosophy. It is expected that students will behave in an appropriate fashion while attending classes whether at NCA, RJSHS, while riding a school bus, during sporting events, or any other school sponsored activity. To this end, a program-wide incremental system is utilized to teach responsibility, provide feedback to students regarding their behavior, and to create a source of motivation for personal responsibility. The incremental level system is based on four student expectations: ***Respect, Cooperation, Participation, and Positive Feedback.*** As students consistently demonstrate higher levels of responsibility, as well as meeting program expectations and personal goals, they are afforded an increasing level of privilege within the program.

RESPECT

- ↳ Students will interact with staff and peers in an appropriate manner.
- ↳ Students will help maintain a positive environment, free of disruptions.
- ↳ Students will use appropriate language.
- ↳ Students will not damage the classroom facility or its contents.
- ↳ Students will refrain from physical contact: horseplay, displays of affection, fighting.

COOPERATION

- ↳ Students will follow staff directions, rules, and instruction.
- ↳ Students will follow individual classroom guidelines.
- ↳ Students will not interfere with another individual's right to an education.

PARTICIPATION

- ↳ Students will enter the building ***quietly*** and ***orderly***
- ↳ Students will **Log In** and **Log Out daily** for attendance purposes.
- ↳ Students will ***actively*** participate in their education program.

POSITIVE FEEDBACK

- ↳ Students will provide peers with positive feedback.
- ↳ Students will accept positive feedback from their peers.
- ↳ Students will accept positive feedback from the program staff.

Classroom Guidelines

- ↳ The classroom is open for students at 7:30 am.
- ↳ The following items are required materials for class instruction every day.
- ↳ Backpack or a binder
- ↳ Paper
- ↳ Pen/Pencils
- ↳ Textbooks
- ↳ Additional materials may be required by teachers (a supply list will be provided)
- ↳ Students are to ask permission to use the restroom during class time. After use, washing of hands with soap and water is mandatory.
- ↳ Drinking water is encouraged. Keeping hydrated helps all systems work better. A clear/transparent sports type container with a sealing lid is needed.
- ↳ No food or liquid substance near computers.
- ↳ A refrigerator is located in Mod. 3. Basic hygiene and good manners are to be observed. Please clean up all food and drink messes.

No telephone is available in the classroom. Students may use the office telephone with permission from a teacher.

CELL PHONE & ELECTRONIC DEVICES – OFF and AWAY! Students are not allowed to use electronic devices (cell phones, ipods, mp3 players, etc.) while in the classroom. No exceptions to this rule; if a staff member sees a device, it will be confiscated, and returned at the end of the day. If confiscated a second time, parent or guardian will be requested to pick up device. Breaking this rule repeatedly will result in disciplinary action at the discretion of the NCA Principal.

Discipline and Due Process

Discipline at North Columbia Academy is based on a design to promote behavior that enables students to develop the self-discipline necessary to function successfully in educational and social environments. The major objectives of discipline are to follow the fundamental concepts:

- a) Respect for the rights, dignity, and safety of all individuals.
- b) Respect and understanding of laws, rules, and regulations.
- c) Respect for public and private property.

In some cases, a telephone call or written notice to the parent will assist the parent to help the student correct his/her behavior. However, in more serious cases, or with repeated misbehavior, the NCA Education Team will convene to determine the most appropriate consequence and education setting for the student in question.

Inappropriate behavior is not condoned, and students are encouraged to speak out against such actions, notifying a staff member if such behavior is witnessed.

Students will be held accountable for their behaviors and are liable to disciplinary action for misconduct including but not limited to:

- **Alcohol and Drugs:** The use, possession, sale or being under the influence of alcohol, drugs, marijuana, or other intoxicants.
- **Arson:** Use of fire to destroy or attempt to destroy.
- **Automobile Misuse:** Inappropriate use of an automobile on school property (including speeding, unsafe driving, etc.)
- **Bullying and Cyberbullying:** Bullying is unfair and one-sided. Bullying is defined as someone hurting, frightening, intimidating, gossiping, threatening or leaving someone out on purpose.
- **Bus Misconduct:** Not following bus rules and regulations.
- **Closed Campus:** Students may not leave campus without parent consent and they must sign out for the day.
- **Defiance of Authority:** *Refusal to follow the reasonable requests of school personnel.*
- **Disorderly Conduct:** *Language, behavior, or dress, which is disruptive to the orderly educational procedures of the school.*
- **Display of Affection:** Physical demonstrations of affections will be limited to holding hands or brief casual hugs.
- **Explosive Devices:** The use or threat of use, possession, or sale of explosive devices.
- **Extortion:** Demanding money, or something of value (e.g. lunches) from another person, in return for protection from violence or threat of violence.
- **Fighting:** Having or threatening physical contact with another person with the intent to inflict harm.
- **Forgery or Lying:** Writing or giving false or misleading information to school officials.
- **Plagiarism:** Copying or turning in someone else's work as your own (academic honesty).
- **Gambling:** Participation in games of chance for the purpose of exchanging money.
- **Harassment:** To persistently act in a manner (verbal or physical), which serves to distress, annoy, or torment another person. As defined, but not limited to, the following:
 - **Verbal Assault:** Verbal attack or threat which places another in fear.
 - Threat of Harassment: Statements or actions, which intimidate another person (including initiation and hazing).
- **Sexual:** Unwanted sexually motivated conduct toward anyone which had the purpose or effect of creating an intimidating, hostile and/or offensive working educational environment.

- **Discriminatory:** Negative conduct toward an individual or a particular group based on race, religion, gender, sexual orientation, age, economic status, abilities, ethnic or cultural background which has the purpose or effect of creating an intimidating, hostile and unfair working or educational environment.
- **Physical Assault:** Physical attack by one person or a group of persons on another who does not wish to engage in conflict.
- **Tardiness:** Arriving late to class or school
- **Theft:** Taking, giving, or receiving property not belonging to you.
- **Tobacco and Vapor Cigarettes:** The use of tobacco in any form. **Students may not sign out to leave campus for tobacco use at any time.**
- **Unexcused Absence:** Any absence that has not been excused by parent or legal guardian and appropriate school official.
- **Vandalism:** Intentional destruction of objects or materials belonging to the school, school officials, or other persons.
- **Weapons:** Knowingly possessing, transmitting or selling any firearm, explosive or other dangerous instrument (including knives) which could reasonably be considered a weapon, replica of a weapon which gives the impression of a weapon, and which is of no reasonable use to the student at school. Since these actions also violate state law, school officials may notify the appropriate police authorities.

NCA Online

All students enrolled in the online portion of NCA will abstain from any form of vulgarity, slang or jargon, or inappropriate subjects as deemed by NCA Staff. This includes all methods of communication be it verbal, or written, text, but more specifically those computer based in nature.

While accessing or using any NCA online academy products, students may not use inappropriate language, discuss inappropriate topics as deemed by NCA staff or make disrespectful comments based on ethnicity, gender, creed, sexual orientation, race, disability, national origin, language spoken or marital status toward any NCA student or staff member.

Threats, intimidation and cyber bullying while online are in violation of NCA policies and will not be tolerated. Please immediately alert your teacher or another staff member if you become aware of inappropriate behavior by any NCA

student toward another student or a staff member. Violation of this expectation is grounds for disciplinary action.

NCA online students are expected to do their own work and cite the work of others as appropriate. Plagiarism is the willful presentation of some else's previously written, published, or copyrighted material as one's own. Such material may include work that appears in print, on-line, or in audio or video formats. Copying work from another student may be regarded as plagiarism if done without consent and if credit is not given to the original writer. The NCA online staff may choose at its discretion the penalty for plagiarism.

The Rainier School District takes the safety and orderly conduct of our schools very seriously and strives to maintain an educational environment that maximizes student learning.

Dress and Grooming

The responsibility for dress and grooming at North Columbia Academy is basically an individual responsibility of the student and his/her parent or guardian within the guidelines set up by the Rainier School District policy. The state law briefly states that dress and grooming guidelines are:

- To be clean and keep within health, sanitary and safety standards;
- To dress and groom so the teaching/learning process is not disrupted;
- To refrain from wearing clothing or jewelry which contains or depicts obscene language or graphics; promotes alcohol, drugs, or tobacco products; that is racist in nature and/or unique to gang affiliation.
- To refrain from wearing clothing that permits undergarments to be visible.

Program staff reserves the right to make decisions about what clothing is appropriate. If the student's clothing is determined to be disruptive or fails to meet the program guidelines, the student may be required to go home and change clothes.

Some examples of unacceptable attire are:

1. Bare feet.
2. Clothes with inappropriate language, vulgarities, or obscenities on them or those that promote or advertise drugs, alcohol, tobacco products, sex, etc.
3. Open shirts with no T-shirt, muscle shirts, sports bras, and halter tops with straps less than 1" in width, spaghetti straps or short shirts/blouses exposing midriff.

4. Shorts: wearing shorts is permitted as long as they reach at least as far as the student's fingertips when standing with hands at the sides.
5. Gang clothing or paraphernalia, insignia, nicknames, weapons, colors etc. or symbols as identified by the district gang policy and/or local school or law enforcement agencies.
6. Any visual imagery or text with racial or gender put-downs.
7. Sagging or excessive/baggy clothes will not be allowed.
8. Chains are not allowed at school. These include key chains, dog chains, and security chains.
9. Belts are to be worn with pants to prevent sagging. They should be of appropriate length.
10. Unsafe footwear (not limited to shower clogs or untied shoes).
11. Unsafe clothing and accessories (a safety hazard to the wearer or others).
12. Hoodies must be off the students head.

Freedom of Expression:

Freedom of expression is a constitutional right guaranteed under the 1st and 14th amendments. Freedom of Expression is guaranteed in the school within a context that recognizes other basic rights of students. An opportunity must be provided for self-expression and responsibility for what is expressed. The time and place for selling and soliciting, meeting, and the passing out of materials will be designated and approved by the NCA Director in order to maintain an orderly educational process. To insure that the rights of all are protected, and that a safe, healthy, and orderly educational process is not disrupted, the following code is outlined.

Freedom of Speech – Symbolic and Actual:

Students are entitled to express their personal opinions, but they shall not be allowed to interfere with the freedom of others to express themselves. The threat or harm to persons or property and the use of profane or obscene language or gestures are prohibited.

Financial Solicitations:

Students shall obtain the authorization of school authorities prior to selling materials or engaging in activities that solicit students' financial contributions.

Privileges



After-School Activities:

Students must be in attendance the full school day, or receive an excused absence, and have approval from the Athletic Director prior to participating in any after-school activities, including, but not limited to, athletic practices or games, dances, concerts, and/or extracurricular activities.

Students at North Columbia Academy are afforded the same rights, privileges, and responsibilities when participating in sports, theatre or any other extra-curricular activities, **at their resident high school** as students enrolled at the high school. If they choose to participate in a program, they must have written permission from their respective athletic director in order to participate.

Breakfast and Lunch

All students can purchase meals through the food service program at Rainier School District. **NCA is a closed campus unless otherwise stated by the Principal. Students may not sign out and return during lunch time. Those students choosing not to purchase lunches from the kitchen must secure their lunch prior to the start of the school day. Parents are discouraged from delivering lunches as this interrupts the academic process.**

Students may qualify for free or reduced meals and are encouraged to apply. Forms are provided upon registration or may be picked up from the NCA office or the school cafeteria.

Academic Advancement and Achievement



Class Load

All students must carry a full load of classes unless one of the following exceptions apply:

• The NCA Education Team has approved a schedule of less than the required classes.

• A senior in good standing may be granted permission to work or attend a special class/program at another location during regular school hours. Clearance must be made through the NCA Education Team with the understanding that, if the student

does not keep the employment or attend a special class/program, a full high school schedule will be required.

.. A senior student is eligible for an abbreviated schedule if they meet the following criteria:

- ☑ Transcript is reviewed and approved by the Director and Education Team.
- ☑ Student is employed.
- ☑ Student has a completed application that is signed by a parent, employer, administrator, and a counselor.

Class Standing

Freshman = 0- 5.25 credits

Sophomore = 5.5-10.75 credits

Juniors = 11-16.75 credits

Seniors = 17-25 credits

Graduation Requirements

Basic Credit Requirements

- Students must earn **25** credits to graduate.
- Credits of transfer students are accepted from the accredited transferring school from which they came. The Oregon Department of Education must recognize accredited schools.
- In order to receive a diploma from North Columbia Academy, all district and state graduation requirements must be met.
- All course work must be completed a minimum of three (3) school days before the graduation date. If this requirement is not met, students will not be eligible to participate in commencement exercises.

Course requirements for students graduating from North Columbia Academy

Course	Credits
English	4
Social Studies (World Geography, US History, Econ/Gov't.)	3
Science (Prin. Life Science, Prin. Physical Science, 1 add'l. science	3
Math	3
Physical Education	1
Health	1
Fine Art/Foreign Language/Career & Technical Education	3
Electives	7
Total Credits Needed for Graduation	25

Curriculum Rotation

NCA is designed as a four-year program. All course requirements are covered over the four-year time frame.

Progress Reports

Progress reports are mailed to parents and the receipt of the report is a student's notification of his/her current class status. Assignments and/or tests prior to the progress report may be made up at the discretion of the teacher. Progress reports are processed and mailed 4 times per year at each quarter's end.

Parent Vue

Parent Vue is a web based program which is accessed via the District Web site. It is used by many parents to view student progress, check work assignments and messages from teachers. Contact the NCA office for a username and password.

Conferences/Open Houses

Regular conferences are scheduled three times a year, fall, winter, and spring to review student progress. Students and parents should also expect teachers to request additional individual conferences from time to time if:

- The student is not maintaining passing grades or achieving the expected level of performance.
- The student is not maintaining behavior expectations agreed to in the behavior contract signed at admission to NCA.
- The NCA Education team considers a conference necessary in order to help a student succeed.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate NCA staff member. A parent who wishes to confer with a teacher may call the NCA office, 503-556-3777 ext. 280, for an appointment before or after school, during a teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time to meet.

Academic Advisement

Staff will:

- Consult with students and provide information, when appropriate, about referral agencies to meet the student's needs.
- Meet with students, parents, and staff and conduct conferences as requested.
- Schedule and orient new students to NCA.
- Assist students and parents with the choices of programs available to accomplish the goals and objectives of the student.

- Update parents and students about student's progress toward graduation.
- Assist in locating informational websites about vocational, trade, two- and four-year colleges, and clarify any questions or concerns that students or parents/guardians may have.
- Provide up-to-date information on scholarships and federal financial programs available to assist students in their post-high school education.
- Confer with parents and students about in-school and post-high-school opportunities for work, college, and the military.
- Explain and coordinate the District's testing program as well as interpret the results to students, parents, and other staff when necessary.

Fees

At this time, NCA requests no fees or tuition for any class, materials, or tests that are a required part of North Columbia Academy's programs. However, at times there may be a fee or costs associated with field trips and other education related events. Students and parents/guardians will be made aware of these fees in advance of such activities.

Textbook (or Materials) Checkout

Students are responsible for the upkeep and care of all textbooks, materials and computers checked out in their names or under their supervision. Before any items are checked out to students, they will be appraised and any damage will be noted. The staff will re-examine and assign any fines when items are checked in.

Health and Safety



Medication (Board Policy JHCD)

Students may not take prescription and other drugs while at school unless a building administrator or designee approves a specific written request from the parent or physician. Such requests must contain the name of the medication and specific written instructions. Full release from responsibilities pertaining to the administration and consequences of such medication must be provided in writing by the parent to the building administrator. Students will be responsible for remembering to take their medication. All arrangements for the medication to be taken by the student are to be made with the director, or designee or lead teacher, not individual teachers.

Aspirin, cough drops, etc. will *not be allowed even though sent by the parent unless accompanied by the signed parental release allowing its use. This release must state the type of medication, quantity, and time given.* Medication forms can be found on the district website or requested from the NCA office.

In the event of an emergency, the parent or guardian or their designee will be notified immediately. The child's school record should indicate the telephone number(s) to be used for emergency notification. **We ask that phone numbers and accurate address information be kept current.**

Rainier School District has a school-based Health Center, call (503) 556-2178 for hours and services.

Immunization and Health Examination

Proof of immunization must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the North Columbia Academy. Such proof consists of a signed "Certificate of Immunization Status" form documenting either evidence of immunization or a religious and/or medical exemption.

All students participating in athletic programs are required to follow rules and regulations of the Rainier School District sports program.

Insurance:

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have done one of the following:

- purchased the student accident insurance
- showed proof of insurance
- signed a form rejecting the insurance offer

General Safety Regulations:

North Columbia Academy is in compliance with Oregon Safe Employment Act. (ORS Chapter 645)

- Any student injury/accident, regardless of its nature or extent, shall be reported to a school staff member.
- Do not remove, displace, or destroy any safety device, safeguard, notice or warning furnished for use at any school building or facility.
- Good housekeeping shall be maintained in all school environments. Clean up scraps or spilled materials promptly and completely.
- Do not block aisles, passageways, corridors, escape ways, or exits.

- Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help.
- Do not carry sharp objects in pockets or clothing.
- Never leave a piece of equipment, or part, in such a condition that it could endanger the physical well being of anyone.
- When working with machines or equipment provided with guards, operate machines or equipment only when such guards are in place and operational.
- Labels shall not be removed from chemical containers unless the containers are empty and have been thoroughly cleaned. Clean, empty containers may be used for other materials only if new labels are affixed.
- NCA staff will make students aware of the location of fire extinguishers in our school area and will be informed of its use.

Fire and Earthquake Drills:

Drills are held regularly throughout the school year and are under the direction of the director or his/her designee. Since fires and earthquakes have occurred in the past, all drills must be taken seriously.

When there is a sounding of the fire alarm, all persons in the building are to move, as quickly and quietly as is reasonable and safe, to the exits marked in the various areas of evacuation of the building so that all people will be accounted for in the event of a fire. Students are asked to know the fire regulations for each room assigned and, when necessary, ask teachers for information on fire emergency regulations.

Causing a false alarm, bomb threat or other emergencies is a violation of state law and school district policy. In the event of such offence, disciplinary action will be taken that may include an expulsion recommendation and legal prosecution to the fullest extent of the law.

Persons making false alarms can be held liable for the cost of dispatching any and all emergency equipment.

In case of an earthquake, or earthquake drill, please take the following actions:

- If indoors, take cover under desks or tables.
- If outdoors, move away from buildings, trees, or power poles.
- Following the quake, after administrative notification, evacuate the building.

Emergency School Closures

North Columbia Academy parallels Rainier School District for emergency school closures. In the event it becomes necessary to close or delay the opening of NCA, announcements will be made over Portland television stations (channels 2, 6, 8, and 12). Closure information can also be found on the Rainier School District website, www.rainier.k12.or.us.

Emergency Procedures and Information

Emergency medical information is obtained from each student and staff member at the beginning of each school year. This information is readily accessible in cases of emergency and is released to emergency medical personnel as needed. This information identifies the name, address, phone numbers, and pertinent medical information. It is important that this information is kept current. Please notify the office of any changes.

First aid supplies and equipment are readily accessible in a central location in each classroom. All school buses are all equipped with first aid kits.

Student Information



Student Records

The primary reason for the keeping and maintaining student education records is to have relevant and timely data that helps educators make informed decisions. These records also provide a developmental history of a student's progress while in school and provides pertinent information for the student, his/her teachers and his/her parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.

It is the policy of the Rainier School District to keep education records for students to conform to state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate and verifiable, and should have a direct and significant bearing upon the student's educational development.

The district follows strict regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records.

The district may withhold the grade reports, diploma or other records of students who owe fees, fines, or damages until they are paid. Students or parents will receive written notice at least ten days in advance of withholding stating the district's intent to withhold records. The notice will include an itemization of the fees, fines, or damages owed and will notify parents of their right to request a hearing. The district may waive fees, fines, and charges if the student or parent cannot pay.

Records requested by another school district to determine a student's appropriate placement may not be withheld.

The district shall give full rights to education records to either parent, unless the district has been provided legal evidence that specifically revokes these rights. However, once the student reaches age 18 or is an emancipated minor, those rights transfer to the student.

A copy of this policy and administrative regulations shall be made available upon request by parents and eligible students.

Confidentiality of Records

The director shall be responsible for establishing and maintaining records for students enrolled in school. Behavioral record forms and progress record folders shall be established for each student new to the district. All student records maintained by the school shall be confidential, and shall be open for inspection only in accordance with such rules and regulations, as the Rainier School Board shall adopt.

Transferring Education Records

The district shall, subject to ORS 339.260, transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. Readable copies of the documents shall be retained.

Conditions for Use of Student Records

School Certificated staff shall have access to student progress records when there is a demonstrated educational interest in the student, e.g.

- Teacher having the student in class or student activity;
- Counselor having the student request counseling services;
- Certified staff members participating in a staff review or case review for a particular student.

School Certificated staff shall have access to student behavioral records only in the presence of a person qualified to interpret the record, such as the school director, a school counselor, vice principal or other designated person with equivalent background information. Student teachers and practicum students are subject to the same restrictions as members of the certificated staff and their certificated building supervisor. School Board members and non-Certificated staff are subject to this same restriction.

Withdrawal of Student

Student behavioral records are to be forwarded to other public schools upon written request by the school the student is currently enrolled in. Such a request may be sent upon entry into the next school.

Conditions for Release of Student Records

All student records maintained by the school shall be made available for inspection by the student, parent, or legal guardian, except behavioral records which shall be released only in the presence of a person qualified to interpret the records.

Progress and behavioral records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the parent or legal guardian or by the student if 18 years of age and above or student is an emancipated minor.

Directory Information

- The district may disclose, without parental consent, personally identifiable information about a student which has been determined to be directory information such as the student's name, address, telephone listing, 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, a photograph, and the most recent previous educational agency or institution attended.
- The superintendent shall designate categories of information to be known as directory information. A public announcement of the designated categories shall be published 15 days prior to the opening of the school year, during which time parents or guardians may request that any or all of the information be withheld. No directory information shall be released prior to the expiration of the 15-day waiting period other than data covered under the preceding public announcement.
- The superintendent or designee may release a list of student's names or other categories of directory information to external agencies or individuals consistent with district policy.
- To safeguard student's privacy and to assure that only appropriate agencies or individuals receive directory information, the following criteria will be considered in approving the release of directory information.
- The purpose for which the released directory information is used shall be educationally sound, worthy, and timely.

- The release of directory information must in no way be an undue burden on the students, teachers, parents, or school.
- The release of directory information shall not be made solely to promote private interests and for causes that have not gained approval as being appropriate to the public or student welfare.

Complaints

Pursuant to 45 CFR SS 99.7 (a) (4), any parent or eligible student has a right to file with the US Department of Education a complaint under 45 CFR SS 99.64 concerning alleged failures by the District to comply with the Family Educational Rights and Privacy Act. Complaint forms can be found on the Rainier School District website and the District Office.

Social Security Numbers

Providing social security numbers is voluntary. If provided, it will be used for record keeping, research, and reporting purposes only. The school district will not use the SSN to make any decision directly affecting the student or any other person. It will not be given to the general public. If the student chooses not to provide the SSN, they will not be denied any rights. Providing the SSN means that the student consents to the use in the manner described. The SSN will also be provided to the Oregon Department of Education.

Special Services



If a parent or guardian believes that his/her student may qualify for additional assistance or has a physical disability, please contact Special Education Director, Heidi Schafer 503-556-4215-248

In addition to our regular educational programs, the following special programs and services are offered to help meet the needs of students, parents, and the community:

- * Lunch Assistance: This program provides free and/or reduced lunches for families of students in grades K – 12 that qualify with low income for financial burdens.
- * ELL: The English Learner Language provides tutorial and academic assistance for eligible, language-deficient students.

ADA and Section 504 Compliance

Rainier School District provides for the identification, location, and evaluation of students, birth to 21 years, with disabilities as defined by IDEA (Individuals with Disabilities Act). Rainier School District provides free, appropriate, public education for students and makes reasonable accommodations to provide an equal floor of opportunity for participation in school and school-related activities.

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

If at any time you have questions, concerns or want to share your opinions and ideas, do not hesitate in contacting us.... we are here to serve you!

 Shining Stars 

