

# Parent Handbook



***Together we learn, we care, we succeed!***

Lane ESD Westmoreland Campus  
1717 City View St.  
Eugene, OR 97402  
541-463-8500

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Dear Parents:

Lane School is an education program for students who have had persistent behavior problems in school. Our primary goals are to teach students to improve their behavior in school and to learn the skills that will allow them to be successful in school and in the community as well.

We are confident in our ability to provide a high quality education. We promise students that if they come to school each day and complete their assigned academic work, they will become better at reading, writing, spelling, and math. If students work with us, we promise that they will learn new and more useful skills in anger management and decision making that will benefit them now and in the future.

Lane School operates on the concept of a "Level System." There are four levels in all, with clear academic and behavioral expectations for each level. Students move through the system when they show they can meet the requirements at a particular level over a period of time. The length of time it takes for a student to move through the four levels depends on the student's motivation and effort.

Cultivating students' motivation and sustaining their effort are key aspects of our jobs, and in these areas we need your help. Research on schooling clearly shows that when parents and the school work together, students are more successful. We ask that you join us to make this the best year your child has ever had in school.

We hope that your experience with Lane School is a positive one. You should always feel free to contact us if you have any questions or concerns. We look forward to working with you on behalf of your child.

Lane School Staff

**ADDRESS:** Lane School  
1717 City View  
Eugene, OR 97402

**WEBSITE:** <http://www.lane.k12.or.us/laneschool/index.html>

**MAILING ADDRESS:** Lane School  
1717 City View  
Eugene, OR 97402

**PHONE NUMBER:** (541) 463-8500  
(541) 302-0938 (Fax)

### **BUILDING STAFF**

Robin Hartshorne	Supervisor
LaRae Akin	Program Assistant
Dorothy Dilliplane	Teacher Consultant
Anna Shea	Teacher Consultant
Amy Moore	Teacher Consultant
Jesse Baravilala	Classroom Teacher
Jessie George	Classroom Teacher
Stuart Rush	Classroom Teacher
Erin Bracken	Classroom Teacher
Linden Aitken	Classroom Teacher
Jesse Egan	Classroom Teacher
Maj Hutchinson	Classroom Teacher
Erin Moser	Classroom Teacher
Nikki Gilder	Instructional Assistant
Monica Hogan	Instructional Assistant
Niles Potts	Instructional Assistant
Andrea Wattier	Instructional Assistant
Kristan Welsh	Instructional Assistant
Chad Rauschenberger	Instructional Assistant
Shannon Rubin	Instructional Assistant
Ian Schlesinger	Instructional Assistant

## **SUPERVISION**

Students will always be under adult supervision when they are at Lane School, engaging in school-sponsored activities, or traveling to and from school on district buses.

The school has no supervision or protection for students prior to 7:50 a.m. or after 2:50 p.m. on school days.

During school hours, students will be released only into the custody of parents, guardians, persons in a parental relationship or other persons designated by the parents or guardians. In extreme cases of law-violating behavior, students may be released into the custody of local law enforcement agencies.

## **STAFF/STUDENT RELATIONS**

The relationship between Lane School staff and students is one of mutual cooperation, understanding and respect. Each staff member has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity. The staff will provide positive behavior support for all students and will strive to secure a safe and respectful learning environment and should be treated with respect by students. Staff will extend to students the same respect and courtesy.

## **STUDENT RECORDS**

Your child's permanent education record is retained by your home school district. Lane School maintains supplementary records while your child is in attendance. All Lane School records on your child are sent to the home school when your child leaves our program.

Student education records are maintained in a confidential file with access limited to those individuals permitted by law to view them. Parents are welcome to review their child's record, and assistance from a knowledgeable person will be available to interpret the records if you need it.

To inspect or review your child's education record, please provide us with a written note, stating the reason you would like to view the records. We will be happy to set up an appointment for you to do so.

Lane School and Lane Education Service District conform with state and federal laws that govern the maintenance of school records. As such, the district may disclose personally identifiable information from student records to law enforcement agencies, child protective agencies, health care professionals, and other appropriate parties in connection with a health or safety emergency if the information is necessary to protect the health or safety of the child.

When your child transfers to another district or placement, Lane School will transfer the student's records upon written request from the new district or agency.

As a parent, you have the following rights with regard to your child's education records:

1. To inspect and review your child's records.
2. To request an amendment of your child's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy, or other rights.
3. To consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.

4. To file a complaint with the United State Department of Education concerning alleged failures by the district to comply with the requirements of federal law.
5. To obtain the district policy with regard to student education records, a copy of which is located in the Lane School office.

These rights shall be given to both parents, unless you provide us with a copy of a legal court order to the contrary.

## **POINT CARDS**

Every Lane School student is provided with a Point Card upon entry into the program. The Point Card allows staff to track a student's performance and permits students to see how well they are meeting classroom expectations throughout the day.

The goals students are working to achieve are listed on the left hand side of the Point Card. Typically, most goals are taken directly from the student's Individual Education Plan (IEP). A student's goals may change during the year as the student either makes progress in a particular area or demonstrates through his or her behavior that a new goal is warranted.

Students earn points for their performance during a period. The assumption is that points are earned, with students starting each period with zero points. Student may earn maximum points during a period for "meeting expectations." Fewer points indicate that a student was "close to expectations." Zero points indicate that the student's performance was "below expectations." Points are administered at the discretion of the teacher. However, teachers strive to make the awarding of points consistent across period and students. The point card is sent home with the student each day for parent review and signature.

## **HOMEWORK**

Students need to have good homework habits to be successful in public schools. Students are assigned homework Monday through Thursday. There is no homework on Friday. Parents are urged to set up a place at home and establish a time for homework with their son/daughter.

## **PARENT MEETINGS**

Parents will be invited throughout the year to participate in petitioning and IEP meetings about their child. These meeting can lay the groundwork for good working relationships between you and the staff, and ultimately help your child perform better in school. Here are a few suggestions to help you prepare for your conference with school personnel:

1. Make a list of things you want to tell the teacher about your child so that the teacher can understand your child better. For example, are there any health concerns, interests, hobbies and so forth that would be beneficial for the teacher to know? Tell us about your child's attitudes towards school or about his or her homework habits.
2. Make a list of things you want to find out from the teacher. These might include grades, discipline procedures, homework procedures, and behavioral performance.
3. Decide what you want to ask the teacher. Do you have any concerns or questions that you would like clarified and answered? Discuss the conference with your child to see if there is anything he or she would like to talk about with the teacher.
4. Be on time. Write down the time of your appointment and arrive promptly. The teacher may have other appointments after yours. We are willing to set up special appointments for you if necessary.

## ATTENDANCE

Students are expected to attend school each and every day, and remain at school for the specified hours. Absences will be excused **“only”** for medical appointments, illness, or injury. Our purpose for insisting on punctual, regular attendance is to help students develop habits of responsibility. In addition, regular attendance contributes to academic success. Parents are asked to contact the school the day their child is absent, otherwise the school secretary will call the home to report that your child is not in school. When students return to school after an absence, they are expected to bring a written note from their parents and report to the classroom teacher for make-up work.

Irregular attendance is one of the factors associated with student frustration and failure with the school experience. Lane School will work with local districts, parents, and students in the early detection of truancy. Oregon State Law requires that a student receive no more than 8 half days of unexcused absences in any 20 day period. **It is at the discretion of the school whether or not to accept a written or verbal excused absence for a student.** Excessive unexcused absenteeism will result in a truancy referral.

## ABSENCES DUE TO ILLNESS

Sometimes it is difficult to know when your child is not feeling well and if it is a good idea to send him or her to school. The Lane County Pediatric Association has established guidelines that can help you decide when to keep your child at home.

1. A fever of 99.6° or more;
2. Sore throat with white spots at the back of the throat and/or fever;
3. Nausea, vomiting, and/or diarrhea;
4. Hacking cough or cold;
5. Rash spots on body;
6. Tooth or ear ache;
7. Presence of lice or nits.

## IMMUNIZATIONS AND HEALTH EXAMINATIONS

Students enrolled in Lane School must present written evidence of meeting minimum requirements for immunization as required by Oregon law. This requirement is meant to safeguard the school community from the spread of communicable diseases. Parents who wish to apply for exemption from this rule on the basis of religious or medical reasons are required to do so in writing. Students who fail to comply with these requirements will be excluded from school by the County Health Department.

## ILLNESS AT SCHOOL

If your child becomes ill at school, we will make every effort to contact you by telephone. We may choose to call the Lane Education Service District's school nurse. Conditions that may lead to a request to have your child picked up and taken home may include, but are not limited to, the following:

1. Fever;
2. Infected skin lesions;
3. Rashes on skin or scalp;
4. Presence of lice or nits;
5. Severe sore throat; Nausea, vomiting, or diarrhea.

Occasionally, a child returning to school after an illness may exhibit signs that clearly indicate that contagious conditions continue or have recurred, even after a visit to the doctor. In such an event, we will contact you and ask that you pick up your child immediately and keep him or her home until the contagious condition has passed.

## **SCHOOL SUPPLIES**

Required materials are paper, pencils, a pen, and a three-ring binder. Any non-school items (such as toys, magazines, CD players, iPods, cell phones, etc.) brought to school by the student must be approved ahead of time by homeroom teachers and checked in with his/her teacher upon arrival. Lane School is not responsible for any lost or stolen items. Items which have not been approved will be confiscated. Confiscated items will only be returned to parents or guardians.

## **BUS TRANSPORTATION**

Bus transportation is provided by the student's home school district. Students will be notified of the rules and regulations governing their conduct on school vehicles, as well as the consequences for violation of these rules. Students are expected to follow transportation rules at all times when in transit to and from school. All students in Levels 1 and 2 are required to use school bus transportation. Level 3 and 4 students may earn the privilege to use alternate forms of transportation with the approval of parents and the home school district. The resident district transportation will work with Lane School staff to determine what musical devices or handheld games are allowed. Non-violent handheld games are allowed. However, if students participate in "cyber bullying" use a handheld device or it becomes disruptive, it may be confiscated. The bus and school assume no responsibility in the event of theft.

## **BUS DISCIPLINE**

Bus rules will be reviewed with students during their first week at Lane School and at other times during the year. Violation of a bus safety rule or conduct rule will result in the issuance of a written warning to the student. A subsequent violation will result in a written bus citation. For students who receive a written citation the following procedures will apply:

1. A bus card will be issued after one written bus citation.
2. Students will need 10 consecutive rides with all boxes marked "yes" to complete the bus card.
3. Bus behavior will be reflected on the homeroom point card under the appropriate goals.
4. If a student receives a written warning or citation while on a bus card, they may be suspended from the bus.
5. Students may not move up to the next instructional level while they are on a bus card.

## **BUS CARDS**

A bus card is a monitoring device that allows students to track how well they are following these bus rules. The bus card lists:

1. use appropriate language,
2. make appropriate comments to others,
3. keep hands and feet to self,
4. not provoking others,
5. following directions the first time, and
6. stay in seat at all times.



**CORPORAL PUNISHMENT**

The use of corporal punishment of students is prohibited at Lane School, in accordance with Oregon law. The use of reasonable physical force necessary to prevent a student from harming himself/herself, other students, school staff, or property is permissible. Alternative strategies to the use of reasonable physical force will be used whenever possible.

**DETENTION OF STUDENTS**

The Lane School Principal or teachers and consultants (with the permission of the Lane School Principal) may detain a student for disciplinary reasons after school hours, provided the parents or guardians have been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. Parents or guardians may be asked to arrange for the transportation of the detained student; however, if the parents cannot provide it, an alternative disciplinary procedure may be substituted. Students who are detained after school will be supervised.

**FRIENDSHIPS OUTSIDE OF SCHOOL**

Lane School does not recommend students have contact with each other outside of school. This includes exchange of phone numbers or visits to other students' homes.

**DRUGS AND ALCOHOL**

The sale, possession, use or handling of alcoholic beverages, narcotics, or dangerous drugs is forbidden on school premises at all times. Violation of this policy will result in immediate notification of the appropriate law enforcement agencies and parents.

**EMERGENCY SCHOOL CLOSURE**

1. Lane School is in session unless the Superintendent of Lane Education Service District announces a general closure. The decision will be announced on the radio.
2. Lane School follows the Eugene4J District emergency closure procedures. If you hear on the radio that Eugene 4J District is closed due to bad weather, Lane School will be closed that day.
3. If your home district is closed due to bad weather, there will be no transportation available to Lane School, and thus your child would stay home that day. If school district transportation is unavailable due to bad weather, the absence is excused.

**FIELD TRIPS**

On special occasions field trips may be scheduled. You will be notified in advance and asked to give permission for your child to attend the trip. Written permission will be required for a child's participation in these activities.

**FIRE DRILLS**

In the event of a fire drill, the students will be escorted by Lane School staff from the building. They will exit from the door closest to their classroom and will be required to exit quickly and quietly. Students will stand quietly outside the building until Lane School staff tells them they may return to the building.

## **LEAVING SCHOOL WITHOUT PERMISSION**

The Lane School campus is a closed campus. Students must remain on campus from the time of arrival until classes are dismissed at the end of the school day. Students who leave school grounds without authorized permission are considered truant. When students leave school property without permission from school officials, parents will be called immediately. If the parents cannot be reached, school officials may inform the local law enforcement authorities.

Once students leave school property without permission, they must remain off school property for the remainder of the school day. Supervision cannot be provided. Transportation will be cancelled for the day. If the student returns to school property without permission, he or she is considered trespassing and the local law enforcement authorities may be called.

## **PERSONAL ITEMS**

Students have no expectation of privacy regarding personal items such as notebooks, backpacks, coats, etc. A special inspection of an individual may be made when there is a reasonable suspicion that illegal or dangerous items, or items that are evidence of violation of a school rule, are contained within it. The search will be conducted by the supervisor, or designee, and an additional staff member. In any search of personal items, the student shall be given the opportunity to be present when the search is conducted, unless the student is not in attendance or there is reason to believe that their presence would endanger their health and safety or that of others.

## **MEDICATION**

Written permission is required to dispense medication at school. Physicians' instruction must be provided on the Lane School form available from the secretary so the medication may be safely administered. Prescription medication must be in its original container with full instructions. The label should state the student's name, the dosage, time, prescription number and physician's name.

Ask your pharmacist to provide two prescription bottles, one for home and one for school. Medications must be transported to Lane School by parents or through a prior arrangement with Lane School and the district bus driver. All medications are kept locked in the school office.

## **SCHOOL BREAKFASTS AND LUNCHESES**

Lane School, in cooperation with a local school district, offers a breakfast and lunch program for students. Students who wish to participate in this program can do so by informing their classroom teacher. Please contact the Lane School Secretary for current prices. All students will receive a free breakfast each morning. Students who do not qualify for free and reduced lunches under the state and federal guidelines may purchase lunch. Application forms are available from the school secretary. Lane School is a closed campus. Students will receive a thirty-minute lunch period each day.

## **SEIZURE OF ILLEGAL WEAPONS**

Weapons are forbidden on Lane School property. Weapons shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or anything fashioned with the intent to harm. Weapons taken from students will be reported to the student's parents or guardians and will be reported to appropriate law enforcement agencies. Appropriate disciplinary and/or legal actions will be pursued.

Illegal items such as firearms, dangerous weapons, illegal drugs, drug paraphernalia, tobacco products or other possessions reasonably determined to be a threat to the safety or security of others, those items which may be used to disrupt or interfere with the educational process, or any items which constitute evidence of a violation of school rules, may be seized by school officials. Any dangerous or illegal possessions may be turned over to a law enforcement agency. Other items which may be used to disrupt or interfere with the educational process may be returned to the parents or guardians, after the completion of a conference.

## **WEAPONS POLICY**

If a student is overheard talking about handguns and other types of dangerous weapons in any context other than as part of a curriculum unit, teachers will notify the supervisor immediately. The student will be escorted to the office and an Incident Report will be completed, giving all details of the situation that was observed. The supervisor or person on duty will conduct a search of the student, as per our procedures in the Lane School Procedures Handbook.

Parents will be contacted by phone, provided the report, and informed that their child was searched at school for weapons. Staff will ask the parents/guardians whether there are any weapons in the house, and the degree to which those weapons are accessible to the child.

## **DRESS POLICY**

Students attending Lane School are expected to wear appropriate school clothing. Items not allowed include: clothing with explicit sexual, drug, alcohol, or tobacco references, excessively baggy clothing, more than one piece of camouflage clothing, or clothing that is considered evidence of gang membership. Upon entry into the school students are expected to remove their coats and store them in their classrooms.

## **GANG ACTIVITY**

A gang is any group that identifies itself through use of a name, unique appearance, or language (including hand signs), the claiming of geographical territory, or the espousing of a belief system that frequently results in criminal activity. Gang activity is strictly prohibited on campus or at any school-related activity.

Students are not permitted to wear or display clothing or other objects that are commonly considered evidence of membership or affiliation with any gang, or to commit any act, or use any speech (verbal or nonverbal) showing membership in or affiliation with a gang. No student shall commit any act that furthers gangs or gang activity.

## **TELEPHONE CALLS**

Students are allowed to use the telephone in the office only if they have written permission from their teacher.

## **TOBACCO**

Tobacco products and related materials (lighters, matches) are not allowed on campus. Under Oregon Law, it is unlawful for any person under 18 years of age to possess tobacco products. Possession, sale, or use of tobacco products on school property is strictly prohibited. Violation of this policy will result in notification of the appropriate law enforcement agencies and parents.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The Board of Lane Education Service District and staff at Lane School have the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. Among these rights are the following:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination;
2. The right to attend public schools;
3. The right to due process of law;
4. The right to free inquiry and expression
5. The right to privacy, which includes privacy in respect to the child's school records; and
6. The right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Along with these rights, students have certain responsibilities, including the responsibility to not discriminate against others, the responsibility to attend school regularly, to learn, and to observe school rules essential for permitting others to learn in school, and to observe reasonable rules regarding these rights.

## **CLASSROOM AND SCHOOL BEHAVIOR**

Students are to be in their assigned classrooms throughout the day. Students may not enter other classrooms, the school office, the staff lounge, or the consultant's office without permission. At Lane School, students are expected to:

1. Treat teachers, staff, and other students with respect.
2. Use appropriate language.
3. Participate in class activities.
4. Follow class rules.
5. Interact positively with others.
6. Use property appropriately.

Students in the Lane Education Service District programs are subject to the code of conduct approved by the superintendent. Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured every student.

## **DISCIPLINE**

The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility for one's actions and maintain a productive learning climate.

Students shall be liable to discipline, including suspension and/or referral to local law enforcement officials or other agencies as appropriate for misconduct, including but not limited to:

1. Violation of harassment or other discrimination policies
2. Theft
3. Disruption to the school environment
4. Damage or destruction of school property
5. Damage or destruction of private property on district premises or during district activities
6. Assault or threats of harm to self or others
7. Use of weapons or unauthorized use of dangerous instruments
8. Any illegal use of drugs and alcoholic beverages
9. Persistent failure to comply with rules under the lawful directions of teachers or school officials.

**HARASSMENT**

Any form of harassment is strictly forbidden and will not be tolerated. Harassment includes sexual harassment as well as harassment on the basis of religion, national origin, age, disability, or sexual orientation.

Acts of suspected harassment will be investigated. Any student who believes he or she has been subjected to any form of harassment should immediately report the incident to a staff member who shall report the alleged incident to the principal.

Acts of harassment will be disciplined up to and including the filing of criminal charges with local law enforcement officials.

**CARE OF SCHOOL PROPERTY**

It is every student's responsibility to show respect for all district property. Any student who intentionally or recklessly damages or defaces district property will be disciplined up to and including suspension from school. Criminal charges may be filed with the local law enforcement agencies.

The Board declares its intent to hold students and their parents, guardians, or persons in a parental relationship responsible for the full costs of restitution, including prosecution to the full extent of the law if such costs are not paid.

The district reserves the right to withhold grades, transcripts, or other records of students who owe fines for damages to school property. Parents will receive a 10-day written notice stating the district's intent to withhold records. The notice will include an itemization of the fines owed and will notify parents of their rights to request a hearing.

**BREEZEWAYS**

Orderly movement is expected in the breezeways. Students are expected to:

1. Walk.
2. Go directly to the destination.
3. Keep hands and feet to self.
4. Talk quietly.

**RESTROOMS**

Students are expected to use the restrooms appropriately. Students are required to get permission from their teachers before using the restroom. Supervision will be provided as necessary.

**LANE SCHOOL 2016-2017 Calendar**

SEP 5 (M)	Labor Day Holiday – NO SCHOOL
SEP 7 (W)	First Day of Classes – Students Dismissed at 12:00pm
OCT 14 (F)	Statewide Inservice Day - NO SCHOOL
OCT 24 (M)	School Pictures
NOV 11 (F)	Veterans Day Holiday – NO SCHOOL
NOV 23-25 ( W, Th, F)	Thanksgiving Holiday – NO SCHOOL
DEC 2 (F)	Grading Day - NO SCHOOL
DEC 18 (F)	Students dismissed at 12:00pm
DEC 19-JAN 2 (M-F; M)	Winter Vacation - NO SCHOOL
JAN 3 (Tu)	Staff Inservice – NO SCHOOL for Students
JAN 4 (W)	Classes Resume
JAN 16 (M)	Martin Luther King, Jr. Holiday – NO SCHOOL
FEB 20 (M)	President's Day – NO SCHOOL
MAR 17 (F)	Grading Day - NO SCHOOL for Students
MAR 27-31 (M-F)	Spring Vacation – NO SCHOOL
April 3 (M)	Classes Resume
MAY 5 (F)	Inservice Day – NO SCHOOL for Students
MAY 29 (M)	Memorial Day Holiday – NO SCHOOL
JUNE 9 (F)	Grading Day – NO SCHOOL for Students
JUNE 16 (F)	Last Day for Students and Staff – Students dismissed at 12:00pm

***REMINDER: EARLY RELEASE EACH WEDNESDAY AT 1:35 P.M.*****Daily Schedule**

<b>M, Tu, &amp; Th</b>	<b>W</b>	<b>F</b>	<b>CLASSES</b>
8:20-9:05	8:20-9:05	8:20-9:05	HOMEROOM/MORNING MEETING
9:05-10:05	9:05-10:05	9:05-10:05	1st PERIOD - BLOCK or MATH
10:05-11:05	10:05-11:05	10:05-11:05	2nd PERIOD - BLOCK or MATH
11:05-11:30	11:05-11:30	11:05-11:30	BREAK
11:30-12:00	11:30-12:00	11:30-12:00	LUNCH
	12:00-12:30		3rd PERIOD - STUDY HALL
12:00-12:35		12:00-12:35	3rd PERIOD - GROW
	12:30-1:00		4th PERIOD - GROW
12:35-1:15			4th PERIOD - STUDY HALL
		12:35-12:55	BREAK - STORE
		12:55-1:55	ASSEMBLY
	1:00-1:35		CLOSING
1:15-2:00			5TH PERIOD - ELECTIVE
2:00-2:30		1:55-2:35	CLOSING