



**McMinnville**  
SCHOOL DISTRICT

*Proudly serving the communities of McMinnville & Lafayette*

*McMinnville School District will honor, empower, and  
prepare each individual to thrive and contribute.*



# 2025–2026

## Student Handbook

### Rights · Responsibilities · Resources

McMinnville School District · 800 NE Lafayette Ave. · McMinnville, OR 97128

(503) 565-4000 · [www.msd.k12.or.us](http://www.msd.k12.or.us)

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## **A Message from Dr. Kourtney Ferrua**

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It is with great enthusiasm that I write to you as the newly appointed superintendent for the 2025–2026 school year. I am excited to serve the students, families, and staff in our communities of McMinnville and Lafayette. I am proud to lead a district where we commit to high expectations and incredible opportunities to support our students' success.

For the past 18 years, I've had the privilege of working in McMinnville as a teacher, instructional coach, principal at Wascher Elementary, and most recently as the Director of Curriculum, Instruction, and Assessment. I'm also a parent in the district and a proud graduate myself, once a Husky, Bulldog, Mustang, and Grizzly! These experiences have shown me just how dedicated our staff and community are to helping students succeed.

Our schools are special because of the people in them, students who are curious and capable, families who are involved and supportive, and staff who are committed and caring. At MSD, we believe in the power of education to open doors and create opportunities for every student. Our mission is to honor, empower, and prepare you to thrive and contribute in a changing world.

We cannot do this important work without you. Your partnership, support, and advocacy are vital to our success. Whether you're volunteering in classrooms, attending parent–teacher conferences, cheering on our students at games, helping your child get to school every day, or reaching out when something isn't working, we see you, and we appreciate you. Together, we create the conditions for students to learn, grow, and thrive.

As the year unfolds, I look forward to connecting with you, whether it's in classrooms, at school events, or out in the community. Your ideas, goals, and voices matter deeply and will help shape the future of our schools.

Thank you for being part of our district. Let's make it a great year together!

Warmly,

Dr. Kourtney Ferrua  
Superintendent  
McMinnville School District

# MSD Mission Statement

McMinnville School District will honor, empower, and prepare each individual to thrive and contribute.

## Core Values

- Providing high-quality, rigorous instruction grounded in data and research
- Increasing the capacity of our staff to have a significant impact on students, families, and our community
- Building strong, open, and honest relationships with families and our community
- Maintaining high expectations for students and staff, paired with intensive strategic support
- Providing emotionally and physically safe environments for students, staff, families, and the community
- Inclusive and equitable access for each student in every aspect of their education
- Providing multiple pathways to develop students' options for future success

## Our Strategic Plan

Moving forward with high expectations for student achievement is important to us. Our district works in alignment with the Oregon Department of Education to align our resources, programs, and initiatives for student success. A full version of our district strategic plan is available on our website and is developed with these five pillars:

**Teaching & Learning:** To provide relevant, rigorous, and innovative academics that eliminate disparities in achievement

**Climate & Culture:** To ensure safe, healthy, and supportive learning environments

**Human Capital:** To recruit & retain highly effective teachers, leaders, and staff

**Community Collaboration:** To inform, engage, and empower all stakeholders

**Resource Management:** To develop effective & sustainable operational practices



# Preface

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents should complete the acknowledgement of receiving this information by visiting [this link](#). Parents who would like a hard copy of this handbook may request one from the school office of their student or by calling the District Office at (503) 565-4000.

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The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures, and it is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement.

Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration. McMinnville School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation<sup>1</sup>, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act, as amended; the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendments Act of 2008; and Title II of the Genetic Information Nondiscrimination act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted by the district office for additional information and/or compliance issues:

Kourtney Ferrua, D.Ed., Superintendent	(503) 565-4001
Shelly Simonyi, Director of Student Services	(503) 565-4053
Brian Turner, Director of Human Resources	(503) 565-4021

Procedures for filing a complaint can be found on the district's home page at [www.msdk12.or.us](http://www.msdk12.or.us) in the district policies section under [Board Policy KL](#).

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<sup>1</sup> Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality, or gender identity, regardless of whether the individual's gender identity, appearance, expression, or behavior differs from that traditionally associated with the individual's sex at birth.

# Notice of Nondiscrimination

The McMinnville School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.

The following person has been designated to handle inquiries regarding discrimination: Brian Turner, Director of Human Resources and Title IX coordinator, [bturner@msd.k12.or.us](mailto:bturner@msd.k12.or.us) (503) 565-4021 | 800 NE Lafayette Ave. McMinnville, OR 97128.

## All Students Have Rights

These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors, and to protect their own rights and those of other people. Although these rights and responsibilities are applicable in a total society, this document relates to, and is in force during the regular school day, at any school-related activity, regardless of time or location, and while being transported in district-provided transportation.

Off-campus and outside of school time conduct that violates the District Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

One or more of the following characterizes a school-sponsored activity:

1. Any activity on school grounds and school facilities during published school hours
2. Financing provided by or supervised by the school or school district
3. Supervision in any form provided by school personnel, on or off school grounds
4. Any activity that is the direct result of an in-school program
5. An extended amount of class time is taken to plan the activity
6. Students are using district-provided transportation
7. Any related activity, regardless of the time or location

# McMinnville School Board

The Board of Directors of the McMinnville School District believes that each student should receive the best education that its resources can provide. The district's purpose is to provide opportunities for each student to realize the successes necessary for living a productive and rewarding life in our society. Being an instrument of the community, the district will share responsibility with the home in providing an educational program, which will help each individual meet, understand, and solve problems and accept responsibilities.

The board meets on the second Monday of each month at 6:30 PM. Regular meetings are held at the District Administration Building, 800 NE Lafayette Ave, McMinnville, Oregon, in the board room, unless otherwise noted. Board meetings are open to the public and provide an opportunity for public input. Agendas for Board meetings are posted on the district website.



**LuAnn Anderson**

School Board Member



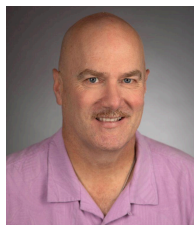
**Doris Towery**

School Board Member



**Christine Bader**

School Board Member



**Larry Vollmer**

School Board Member



**Jason Bizon**

School Board Member



**Abbie Warmbier**

School Board Member



**Gerardo Partida**

School Board Member

Board information can be found on the [School Board page](#) of our website. The school board is supported by Board Secretary [Cherice Bowden](#).

# Board Policies & Administrative Regulations

Our district is governed by a set of Policies adopted by the Board of Directors and Administrative Regulations (ARs), which serve to implement Board Policies. This handbook is intended to provide and summarize information of general interest to students and their families. For more detailed information, please refer to the specific Policies and ARs listed throughout this handbook, which can be found on the [District Policy page](#) of our website.

## District Administrators/Supervisors

Kourtney Ferrua, D.Ed., Superintendent	(503) 565-4001
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### Curriculum, Instruction & Assessment

Lauren Berg, D.Ed., Director of Curriculum, Instruction & Assessment	(503) 565-4014
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Davey Altree, Curriculum Program Administrator	(503) 565-4013
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Cielo Tahmaseb, Curriculum EL Coordinator	(503) 565-4027
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David Cano, Student & Family Engagement Program Manager	(503) 565-5327
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### Facilities, Operations & Safety

Brian Crain, Director of Facilities & Operations	(503) 565-4022
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Martha Biggs, Safety Manager	(503) 565-4003
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### Finance, Nutrition Services, & Information Technology

Hiran Amerasinghe, Director of Information & Technology	(503) 565-4080
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Jason Hall, Director of Finance	(503) 565-4005
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Joanna Duyck, Nutrition Services Manager	(503) 565-4045
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### Human Resources

Brian Turner, Director of Human Resources	(503) 565-4021
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### Student Services

Shelly Simonyi, Director of Student Services	(503) 565-4053
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Julie Gluff, Student Services Coordinator	(503) 565-4054
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Linda Jones, Student Services Coordinator	(503) 565-5602
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# Our Schools



## [McMinnville High School](#)

Principal: Dave Furman  
615 NE 15<sup>th</sup> St.  
McMinnville, OR 97128  
(503) 565-4200



## [Buel Elementary](#)

Principal: Erin Caldwell  
1985 SE Davis St.  
McMinnville, OR 97128  
(503) 565-5500



## [Duniway Middle School](#)

Principal: Hilary Brittan Lack  
575 NW Michelbook Lane  
McMinnville, OR 97128  
(503) 565-4400



## [Grandhaven Elementary](#)

Principal: Kathi Fowler  
3200 NE McDonald Lane  
McMinnville, OR 97128  
(503) 565-4700



## [Patton Middle School](#)

Principal: Allison Eitzen  
1175 NE 19<sup>th</sup> St.  
McMinnville, OR 97128  
(503) 565-4500



## [Memorial Elementary](#)

Principal: Kim Price  
501 NW 14<sup>th</sup> St  
McMinnville, OR 97128  
(503) 565-4800



## [Newby Elementary](#)

Principal: Vicki Brown  
1125 NW 2<sup>nd</sup> St.  
McMinnville, OR 97128  
(503) 565-4900

## Additional Programs



## [MHS Cook Program Alt Ed](#)

Lead: Chris Jones  
1330 NE Cows St.  
McMinnville, OR 97128  
(503) 565-5633



## [Wascher Elementary](#)

Principal: Scott Murphy  
986 7<sup>th</sup> Street Extension  
Lafayette, OR 97127  
(503) 565-5400



## [Emotional Growth Center](#)

Admin: Linda Jones  
135 SE Booth Bend Rd.  
McMinnville, OR 97128  
(503) 565-5581



## [Willamette Elementary](#)

Principal: Stephanie Murdock  
1600 SW Fellows St.  
McMinnville, OR 97128  
(503) 565-4600



## [Family Resource Center](#)

Manager: David Cano  
(503) 565-4225



## [School Based Health Center](#) [Sunrise Family Clinic](#)

1500 NE Baker St.  
McMinnville, OR 97128  
(503) 565-5300

# Starting School

## General Enrollment Information

To enroll, students or their parent/guardian are asked to complete enrollment forms and provide proof of age, parent/legal guardian names, addresses, proof of immunization or exemption; and emergency contact information. [Board Policy JEC](#)

Each spring, currently enrolled students are automatically enrolled for the following school year, with the exception of transfer students who have been admitted under the approval process described later in this handbook.

Online registration is located on the [Enrollment page](#) of our website. A valid email address is required to use the online system. In addition, you will need the following paper documents: proof of age, proof of address, immunization records, custody/legal documents (if applicable), and IFSP/504/IEP plans (if applicable).

## Pre-K & Kindergarten Enrollment

McMinnville School District (MSD) offers a free pre-kindergarten (pre-K) program for four-year-olds who live within MSD [school boundaries](#). Currently, pre-K has morning and afternoon sessions at [Buel](#), [Grandhaven](#), [Newby](#), [Wascher](#), and [Willamette](#) elementary schools. Memorial students may attend any program.

Children attending kindergarten for the first time must be 5 years of age on or before September 1 of the school year for which they are registering. Families are asked to enroll their student at their neighborhood school. [Board Policy JEC](#)

## Immunizations

Students must be fully immunized against certain diseases or must present a certificate or statement that, for religious, philosophical beliefs and/or medical exemption, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until they have met immunization requirements.

Parents/guardians will be notified of the reason for this exclusion. A hearing will be afforded upon request. [Board Policy JHCB](#)

# School Schedules

## School hours vary depending on grade level

PreKindergarten:	Morning	8:15 AM – 10:45 AM; Afternoon	11:45 AM – 2:15 PM
Elementary:	Grades K–5	8:00 AM – 2:30 PM	
Middle School:	Grades 6–8	8:20 AM – 3:15 PM ( <i>classes follow an A/B day schedule</i> )	
High School:	Grades 9–12	8:25 AM – 3:20 PM ( <i>classes follow an A/B day schedule</i> )	

## Wednesday Late Start for Educator Collaboration

PreKindergarten:	Morning	8:15 AM – 10:45 AM; Afternoon	11:45 AM – 2:15 PM
Elementary:	Grades K–5	9:00 AM – 2:30 PM	
Middle School:	Grades 6–8	9:20 AM – 3:15 PM ( <i>classes follow an A/B day schedule</i> )	
High School:	Grades 9–12	9:30 AM – 3:25 PM ( <i>classes follow an A/B day schedule</i> )	

The school district calendar is designed to meet the instructional hour requirements set by the Oregon legislature. Calendars are reviewed and approved by the school board.

Emergency make up days are built into the schedule in the event of missed days due to weather or other closures. Calendars for 2025–26, 2026–27 and 2027–28 are available on the [Calendar page](#) of the district website.

## Holidays and Breaks

September 1, 2025	Labor Day
November 11, 2025	Veterans Day
November 26 – 28, 2025	Thanksgiving Holiday
December 22, 2025	January 2, 2026 Winter Break
January 19, 2026	Martin Luther King Jr. Day
February 16, 2026	Presidents Day
March 23–27, 2026	Spring Break
May 25, 2026	Memorial Day
June 5, 2026	High School Graduation
June 12, 2026	Last Day of School
June 15–22, 2026	Potential Make-Up Days for Weather
June 19, 2026	Juneteenth

# School Meals

The district is committed to the optimal development of every student and believes that a positive, safe, and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success. Students' religious, ethnic, and cultural diversity will be considered a key element for all aspects of implementation of this policy. [Board Policy EFA](#)

Our district participates in Community Eligibility Provision, which means one serving of breakfast and lunch are free for students in all district schools with no applications required. If students would like a [second meal or an la carte](#) milk or juice, they must have available funds in their school lunch account. All students must pay for second meals if they choose to have an additional meal.

Breakfast/ Lunch	PreK-12th Grade, All Schools	Free
Additional Breakfast	PreK-5th Grade, Elementary	\$2.00
	6th-12th Grade, Middle & High Schools	\$2.75
Additional Lunch	PreK-5th Grade, Elementary	\$3.00
	6th-12th Grade, Middle & High Schools	\$3.75
Juice/Milk	PreK-12th Grade, All Schools	\$0.75
Adult Meals	Breakfast, All Schools	\$4.00
	Lunch, All Schools	\$5.00

## Online Meal Payments

Families can deposit funds online to their student's school meal account electronically at [myschoolbucks.com](https://myschoolbucks.com). Once registered with My School Bucks, families can manage their student's meal accounts and make online payments.

Additional information about our meal program, including monthly menus can be found on the [district website](#) or by calling Nutrition Services at (503) 565-4046.



# Student Transportation

Bus service to/from school is provided for students living one mile or more from their elementary boundary school and 1.5 miles from their boundary middle or high school. Bus services are provided by First Student. If you have a concern about a late bus arrival time or have questions about your student's bus stop, contact Transportation at (503) 565-4024. [Board Policy EEA](#)

Registration is required if you wish to have your student ride the bus. Students on district- provided transportation are required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action. Bus routes are reviewed annually and available on the district website.

# Visitors and Volunteers

Parents/guardians and other patrons are encouraged to visit district schools. All visitors must check-in at the school office.

Upon entering school property, the building administrator will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the building administrator. No individual may loiter in or near a school building or on the school grounds. Loitering means being present without legitimate reasons.

If you are interested in volunteering in our school district, we encourage you to contact the school of your choice to see what opportunities are available. To learn more about individual school activities, please contact individual schools. All approved volunteers must complete an application located at Volunteer Application. Volunteer applicants must have a background check cleared before they can volunteer. Please allow two weeks for notification that your application has been approved. [Board Policy IICC](#)

# Translation and Interpretation

Our schools communicate information to parents/guardians in a language they can understand about any program, service, or activity. Each building is staffed with English and Spanish speaking staff. We work to provide as much information as possible in English and Spanish, which represent our two largest language populations. We partner with Willamette Education Services Division to provide support in additional languages. Please call the school office or the District Office at (503) 565-4000 for more information.

# ParentSquare

The McMinnville School District uses ParentSquare for district, school and teacher communications, primarily with email, text and app notifications. ParentSquare is a simple-to-use platform that provides a safe way for everyone at a school to connect. With ParentSquare, you can:

- Receive messages from the district and school via email, text or app notification
- Choose to receive information as it comes or all at once at 6 p.m. daily
- Communicate in your preferred language
- Comment on school postings to engage in your school community
- Direct message teachers, staff and other parents
- Participate in group messages
- Sign up for parent-teacher conferences
- Sign forms & permission slips
- And more all from your phone or web portal!

Parent accounts are created from the preferred phone number and email entered into Synergy, the district's student information system, when the child was enrolled. Families new to the district can activate the account once their students are enrolled. Activating an account allows parents to set message delivery preferences, choose preferred language, sync calendars, sign up for events, communicate with their child's school, opt out of certain messages, and more. Click to see a [video overview](#) of features and how to register.

# School Safety

## Emergency Drills

Instruction on fire, earthquake, safety threats, and drills for students and staff is conducted for at least 30 minutes each school month. At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

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

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion. [Board Policy EBCB](#)

Our district uses a Standard Response Protocol (SRP) for safety. The SRP includes the following actions: lockout, lockdown, evacuate, shelter, and hold.

- **SECURE:** *"Lockout, Get inside. Lock outside doors,"* students are brought inside, windows and doors are locked, no outside activities, business as usual inside the building, and increased situational awareness until all clear.
- **LOCKDOWN:** *"Lockdown, Locks, Lights, Out of Sight"* when a threat or hazard is inside the school building, maintain silence, and wait for First Responders to open locked doors.
- **EVACUATE:** *"Evacuate to the (Announced Location),"* move students to another location within the school or outside the school to evacuation location.
- **SHELTER:** *"Shelter for (Hazard using a Safety Strategy),"* conditions outside are unsafe due to weather or other hazards and personal protection is necessary.
- **HOLD:** *"Hold, in your location"* when the hallways need to be cleared. For example, if a student or staff experience a medical emergency while at school, a hold would be called to allow emergency personnel to respond.

If you have questions or concerns about safety drills or practices, please contact your student's school principal. Each school has a safety committee that reviews their safety practices and procedures.

## Emergency Medical Treatment

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

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

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

## Safety and School Closure Notifications

The district uses ParentSquare notification system for school closures, emergencies, and safety alerts. This method of contacting families relies on up-to-date phone numbers.

- The first two parents/guardians listed as contacts for each student will be notified at the cell phone number or email provided at registration.
- In the event of early morning school cancellation due to inclement weather, notifications will begin at 6 am.
- If you wish to opt-out one of the parent/guardians from phone notifications, please contact your student's school.

## SafeOregon

SafeOregon is a statewide school safety tip line for students to use to report school safety threats. If you know of someone who is in immediate danger, dial 911.

For non-emergency safety concerns, submit a tip in one of the following ways:

- Email: [tip@safeoregon.com](mailto:tip@safeoregon.com)
- Phone or text: 844-472-3367
- Mobile App: get it on iTunes or Google Play
- Submit a form online at: <https://app.safeoregon.com/>

All personal information is optional and confidential and all tips go immediately to a tip line technician 24 hours a day, every day of the year. Tips are analyzed and forwarded to designated school staff who can help resolve reported incidents.



# Instruction

## Oregon State Standards

In McMinnville School District, we teach to the [academic standards](#) outlined by the Oregon Department of Education and use assessment to ensure students are learning at a high level. The assessment data, summarized in [Oregon State Report Cards](#), helps the community be aware of student progress. Our school board approves curriculum adoption based on the parameters identified by the Oregon Department of Education. A list of district adopted curriculum is available on the [Standards and Curriculum page](#) of our website.

Teachers use a variety of research-based strategies to meet the needs of all learners and regularly check for understanding to adjust lessons as needed. Instruction is designed to be engaging, inclusive, and aligned with grade-level expectations. Educators work collaboratively to review student progress and plan next steps to support both academic growth and well-being. Our goal is to ensure every student is challenged, supported, and prepared for future opportunities.

## Elementary Standards by Grade Level

Click below for additional information about elementary standards and curriculum by grade level. This process is facilitated by grade-level data teams at each school and district-wide professional development of instructional staff.

[Kindergarten](#) · [Español](#)

[First Grade](#) · [Español](#)

[Second Grade](#) · [Español](#)

[Third Grade](#) · [Español](#)

[Fourth Grade](#) · [Español](#)

[Fifth Grade](#) · [Español](#)

## English Learners

Students may qualify for English language services as emergent bilinguals, if they are identified by an assessment as having limited English proficiency. A student or parent/guardian with questions about these programs should contact the building administrator or the Migrant/EL Coordinator at (503) 565-4000.

## 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. All such requests should be directed to the building administrator by the parent/guardian in writing and include the reason for the request. On written application of parents/guardians, students may be excused from planned instruction. An alternative program or learning activity will be provided to the excused student. [Board Policy IGBHD](#)

# Assessment Program

McMinnville School District participates in statewide assessments as outlined by the Oregon Department of Education and local assessments to measure student achievement and growth. The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

The district shall provide the required notice and necessary forms to the student. Families may opt their student(s) out of the statewide summative assessments as provided by state law. Forms are available on our district website [Assessment page](#). The district shall provide alternative activities for students who are excused from participating in the assessment. [Board Policy IL](#)

# Title I Services

Buel, Grandhaven, Newby, Wascher, and Willamette Elementary Schools qualify under federal requirements for school-wide Title I-A funding. Title I-A is a program created by the United States Department of Education to distribute funding to schools and school districts with a high percentage of students from low-income families. In our district the Title I-A program offers additional support in the way of instructional assistants and reading educators. Board policies KAB & KAB-AR Parental Rights and [IGBC](#) & IGBC-AR Title I-A Parental and Family Involvement outline parent rights.

Our district and schools recognize that this is a partnership between teachers, parents, and students. Partnerships like a Title I-A school compact, outline the commitments that help to share the responsibility for improved student academic achievement through partnerships.

## School Agreement:

- Commitment to regular communication about student progress and attendance
- Participation in family/teacher conferences
- Access to high quality instructional materials, resources, and staff
- Opportunities to volunteer and participate in learning community
- Highly supportive learning environment

## Parent/Guardian Agreement:

- Commitment to regular communication about student experience with school staff
- Commitment to strong and regular attendance (target of 90%)
- Encourage my student's efforts and positive behaviors
- Be actively involved in our school community

## Student Agreement:

- Come to school daily on time and ready to learn
- Try my best in everything I do
- Discuss my learning with my family
- Talk to a trusted adult when I need help

# Talented & Gifted Programs

## Identification of Talented and Gifted Students

The McMinnville School District is committed to an educational program that recognizes, identifies, and serves the unique needs of Talented and Gifted students. The program focuses on students who are capable of performing at advanced levels and accelerated rates of learning. Our goals are for students to obtain a strong academic foundation and to reach for high levels of personal excellence. The program supports the active partnership of teachers, parents, and students working together to increase student achievement and meets the requirement for the State Mandate for Gifted Education, OAR 581-22-1310, 1320 & 1330. The district serves academically talented and gifted students in grades K-12. [Board Policy IGBB](#) and [Board Policy IGBBA](#)

## Talented and Gifted (TAG) Programs and Services Complaints

The following process outlines the appeals procedure for Talented and Gifted Identification. Parents/guardians may appeal the identification process and/or placement of their student in the district's TAG program by contacting the building administrator. If an agreement cannot be reached, the parents/guardians may initiate the formal complaint process, [Board Policy KL](#). If the parents/guardians are still dissatisfied with the district process, an appeal to the State Superintendent of Public Instruction following the process outlined in the Oregon Administrative Rules (OAR) may be used. The district shall provide a copy of the appropriate OAR upon request. [Board Policy IGBBA](#)

# Health Education

In alignment with the Oregon Department of Education health standards, an age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum as well as Adi's Law (Suicide Prevention) and Erin's Law (Child Abuse Prevention). The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Students or parents/guardians with questions about the district's health education program should contact the Director of Curriculum, Instruction, & Assessment. [Board Policy IGAJ](#)



# Graduation Requirements

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and an alternative certificate, which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated. [Board Policy IKE](#)

## Alternative Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems, for students who have not met or who have exceeded all of Oregon's academic content standards, when necessary to meet a student's educational needs and interests, to assist students in achieving district and state academic content standards, or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement. The district will provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

## Students Navigating Homelessness

MSD provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence, or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents/guardians of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students in the Curriculum and Instruction department at the district office. [Board Policy JECBD](#)

# Students with Special Needs

## Child Find

The McMinnville School District is responsible to locate, evaluate, and serve children with special needs from birth through 21 years of age. If the district suspects that a student has a disability, the district obtains parental consent for initial evaluation and conducts an initial evaluation and determines the student's eligibility to receive special education and related services.

If the student is eligible, the district will notify the parent and offer an opportunity for an IEP meeting to consider initiation of special education and related services to the student with a disability. If the parent declines, the district will give notice to the parent that the District will be available to conduct an evaluation when the parent gives consent or makes the student available. [Board Policy IGBA](#)

## Special Education

The school provides programs and services for students with disabilities. A continuum of services and options have been developed to meet the unique educational needs of students with disabilities. Special education is specifically designed for students whose needs cannot be met without accommodation and/or modification of the regular instructional program. If you are concerned about your student having difficulty learning in the same way as their peers, talk with the teacher or your school principal. Teachers and school professionals are responsible for initiating a conversation with parents/guardians to decide what kind of extra support is needed. A student or parent with questions should contact the building administrator. [Board Policy IGBAJ](#)

## Evaluation/Identification

Students with disabilities may require specially designed instruction, curriculum, and instructional modifications, or other accommodations in order to benefit from school. Students may have disabilities that require an Individual Education Program or plan (IEP), or they may qualify for services under Section 504 (a federal nondiscrimination law) both of which are determined through a team process that includes extensive evaluations to assess the needs of the student and whether they met the criteria for eligibility. To initiate an evaluation for special education, please contact your classroom teacher, counselor, or building administrator and ask for assistance. [Board Policy IGBAH](#)

## Services

Each school has a team to address the needs of students with disabilities, whether the child qualifies for an IEP (Special Education) or a 504 Plan. A plan is developed to identify the characteristics of the disability and establish ways to address the needs of the student. The team is required to meet annually, but may need to meet more frequently depending on the student. [Board Policy IGBAF](#)

Other services provided for eligible students with disabilities include: adapted physical education, speech and language services, physical and occupational therapy, social/emotional support services, school psychologist services, and school-to career transition planning. The student's educational planning team makes determination of the need for these services.

## Attendance and Absences

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend school full time during the entire school term unless otherwise exempted by law. School staff will monitor and communicate violations of the state compulsory attendance law (ORS 330.010). All students age five who have been enrolled in a public school are required to attend regularly. Regular attendance is defined by the Oregon Department of Education as students who attend 90% of the school year. Students who are absent more than 10% of the school year are considered chronically absent. Current research from the Oregon Department of Education shows that students who are chronically absent are at risk of falling significantly behind in school with a long lasting impact on their education. [Board Policy JEA](#)

### Absences and Excuses

Please contact your child's school to report your child's absence. Please describe the reason for the absence. Absence from school or class will be excused under the following circumstances:

- Injury or illness, including mental or behavioral health of the student
- Bereavement or illness of an immediate family member when the student's presence at home is necessary
- Religious instruction (under conditions specified by Oregon law)
- Educational/occupational interviews
- Emergency situations that require the student's absence
- Field trips and school-approved activities
- Medical or dental appointments—confirmation of appointments may be required
- Legal or court appointments
- Other reasons deemed appropriate by the building administrators when satisfactory arrangements have been made in advance of the absence

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

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

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

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents/guardians should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Teachers will provide notice to students regarding the consequences for student failure to make up assigned work within a reasonable amount of time as allowed by the teacher. Absenteeism will not be used as the sole measure for the reduction of grades. A student who is absent from school for any reason may not be allowed to participate in school-related activities on that day or evening. [Board Policy JED](#)

## Truancy

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, and/or ineligibility to participate in athletics or other activities, and/or loss of driving privileges. [Board Policy JEDA](#)

# Conduct & Behavior

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. [Board Policy JFC](#) & [Board Policy JG](#)

## Student Code of Conduct

The district has authority and control over a student at school during the regular school day, including during any school-related activity regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion, denial, and/or loss of awards and privileges and/or referral to law enforcement officials for the following (including but not limited to):

- Assault
- Hazing, harassment, intimidation, menacing, cyberbullying, bullying, teen dating violence, or domestic violence
- Coercion
- Violent behavior or threats of violence or harm
- Disorderly conduct, false threats, and other activity causing disruption of the school environment
- Bringing, possessing, concealing, or using a weapon
- Vandalism/malicious mischief/theft, including willful damage or injury to district property, or to private property on district premises or at school-sponsored activities
- Sexual Harassment
- Possession, use, distribution, sale of tobacco products or inhalant delivery systems, alcohol, or unlawful drugs, including drug paraphernalia, on or near district grounds or while participating in school-related activities
- Use or display of profane or obscene language
- Disruption of school environment
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
- Violation of district transportation rules
- Violation of law, Board policy, administrative regulation, school, or classroom rules

# Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

- The right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others
- The right to attend free public schools, the responsibility to attend school regularly, to observe school rules essential for permitting others to learn at school, and to put forth best effort to maximize learning potential
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure their rights
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights
- The right to assemble informally; the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others
- The right to privacy, which includes privacy with respect to the student's education records
- The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior [Board Policy JF/JFA](#)

## Conduct on District Transportation

In addition to the Student Code of Conduct, the following rules shall apply to student conduct on district transportation. [Board Policy EEACC](#)

Students must:

- Obey the driver, coaches, teachers, and chaperones on the bus at all times
- Cross in front of the bus or as instructed by the bus driver, when necessary to cross the road
- Keep hands, head, feet, and objects inside doors and windows
- Accept assigned seats
- Remain seated while the bus is in motion
- Use emergency exits only as directed by the driver
- Stay away from the bus when it is moving
- Not do any disruptive activity which might cause the driver to stop in order to reestablish order



- The following are not allowed: throwing objects, fighting, wrestling or scuffling, eating/chewing gum, glass containers or other glass objects, any other objects which might pose safety risks or barriers to safe entry and exit from the bus, and animals, except approved service animals

## Discipline/Due Process

A student who violates the Student Code of Conduct or specific school rules shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and building administrators.

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

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

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol and/or tobacco related offenses or any other criminal act, the student may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

## Detention

A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents/guardians have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

## Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days, the student's parents/guardians will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

## Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law.

## Suspension

A student may be suspended from school for up to and including 10 consecutive school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

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

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

Some school work missed by a student while on suspension may be made up upon the student's return to school. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty.

## Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence, and Domestic Violence

Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Please refer to Student/Parent Complaint Procedures below.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation, bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for assaulting or menacing another student or employee, willful damage or injury to district property, or for use of threats, intimidation, harassment, or coercion against a district employee or another student. Individuals may also be referred to law enforcement officials. The building administrator, district department director, and superintendent are responsible for ensuring that this policy is implemented. [Board Policy JFCF](#) & [JFCF-AR](#)

## Dress and Grooming

The McMinnville School District recognizes the right to free expression and the value of diversity, including the diversity in dress and general appearance. The purpose of dress and grooming guidelines is to ensure that students are not distracted and are able to focus on learning. Students have the right to a non-disruptive, safe, and healthy educational environment at school.

Clothing with illicit drug or alcohol messages encourages the use of illicit drugs and alcohol and is prohibited. Clothing with obscene or profane references and comments is also prohibited. Individual schools may enact specific dress codes to supplement these standards.

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

[Board Policy JFCA](#)

# Medication at School

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of trained school personnel, and in transit to or from school or school-sponsored activities.

# Computer Use

Students may be permitted to use the district's electronic communications system for personal use, in addition to official district business, consistent with Board policy. The district's electronic communications system meets the federal Children's Internet Protection Act requirements.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and by law, building administrators may routinely review user files and communications.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials. [Board Policy IIBGA](#)

# Personal Electronic Devices & Social Media

Student possession or use of personal electronic devices (PED) on district property, in district facilities during the school day, and while the student is in attendance at district- sponsored activities may be permitted subject to the limitations set forth in Board policy and consistent with any additional school rules as may be established by the principal and approved by the Superintendent. A PED is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

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

Students whose behavior is found to be in violation of Board policy will be subject to loss of privileges and disciplinary action, up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal, or violates the terms of this policy. A referral to law enforcement official may also be made.

Personal electronic devices used in violation of law, Board policy, administrative regulation, or approved school rules will be confiscated, turned in to the school office, and/or transferred to law enforcement officials as appropriate.

In the 2025-2026 school year the McMinnville School District will work to implement the Governor's [executive order 25-09](#) on the Personal Electronic Device Policy for School Districts which will include a policy adoption by October 2025 and implementation in January 2026. Each school building has a building process which restricts access to cell phones and other technology in order to preserve instructional time and reduce the negative effects of technology on our students. Building principals will be able to provide this to families upon request.

# School-Sponsored Publications

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and building administrator. Students may be required to submit such publications to the administration for approval.

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law.

## Parental Rights

The Board recognizes the importance of promoting parental input in decision making related to student health and general well-being, in determining district and student needs for educational services, in program development, and district operations. The district affirms the right of parents/guardians, upon request, to inspect the following: surveys created by third parties, instructional materials used by the district as part of the educational curriculum, or any instrument used in the collection of personal information from students.

As provided by law, parents/guardians of district students will also, upon request, be permitted to excuse their student from “covered activities” as defined by ESSA. The rights provided to parents/guardians, transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable state law. [Board Policy KAB](#)

## Student Education Records

The information contained below shall serve as the district’s annual notice to parents/guardians of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. [Board Policy](#) IGBAB/JO

### Access/Release of Education Records

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

Education records are those records related to a student maintained by the district in a manner that conforms to state and federal laws and regulations. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Education records shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law except to other school officials, including teachers, within the district who have a legitimate educational interest. [Board Policy JOB](#)

Permanent records shall include:

- Full legal name of student
- Name and address of educational agency or institution
- Student birth date and place of birth
- Name of parent/guardian
- Date of entry into school
- Name of school previously attended
- Course of study and marks received
- Data documenting a student's progress toward the achievement of state standards, and must include a student's Oregon State Assessment results
- Credits earned
- Attendance
- Date of withdrawal from school
- Other information as the district may prescribe, e.g., psychological test information, anecdotal records, records of conversations, discipline records, IEPs

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.

Parents of all students and adult students currently in attendance have the right to:

- Inspect and review the student's records.
- Request amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent.
- File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act.
- Obtain a copy of the district's education records policy.



## Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or

otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

- Parents shall make request for hearing in which the objections are specified in writing to the building administrator.
- The building administrator shall establish a date and location for the hearing agreeable to both parties.
- The hearings panel shall consist of the following:
  - The building administrator or designated representative
  - A member chosen by the eligible student or student's parent(s); and
  - A disinterested, qualified third party appointed by the Superintendent.
- The hearing shall be private — Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office. [Administrative Regulation IGBAB/JO-AR](#)

## Requests for Education Records

The district shall, within 10 days of a student seeking initial enrollment or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.

## Transfer of Education Records

The district shall transfer originals of all requested student education records, including any Education Service District (ESD) records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

## Directory Information

Directory information is “personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released.” Information includes student’s name, address, phone number and ID photo.

Release of directory information follows MSD policy [JOA](#). Families that would like to opt out of the release of their students’ directory information must provide written notice to the school.

## Student Searches

District officials may search the student, the student’s personal property and property assigned by the district for the student’s use at any time on district property, or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials, and/or others at the school. Searches will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical condition and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district.

Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. When possible and practical, the student will be present when a search of personal possessions is conducted. Items found that are evidence of a violation of law, policy, regulation, or school rule may be seized and may be turned over to law enforcement or returned to the rightful owner, as appropriate. [Board Policy JFG](#)

# Fees, Fines, and Charges

While materials that are part of the basic educational program are provided without charge to a student, the Board recognizes the need for student fees to fund certain extracurricular school activities that are not sufficiently funded by the district. All student fees and charges will be provided by your student's school in written form and distributed to each student.

No student will be denied participation in extracurricular activities if the student or parent or guardian of the student is unable to pay a fee. However, no student is exempt from charges for lost or damaged books, locks, materials, supplies, and equipment. In accordance with the law and with Board policy, certain restrictions and/or penalties may be imposed until such fees, fines, or charges are paid. [Board Policy JN](#)

## Reduced Fee Eligibility

Reduced fees for classes, athletics, clubs, and other school related fees are available for families who qualify. Families qualify by filling out an application with a family income under the [2025-26 income guidelines](#). Information on reduced fees can be found on the [Fee Waiver page](#) on the district website. Should a student or family require a hardship consideration for reduced fees and does not meet the income guidelines, they are encouraged to contact their building administrator who can make a hardship determination.

## Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the district will notify the student and parent. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed. In accordance with the law and with Board policy, certain restrictions and/or penalties may be imposed. [Board Policy ECAB](#)

# Cooperation with Law Enforcement

MSD recognizes the responsibility of safeguarding the rights and welfare of students and families while cooperating with law enforcement officials. School personnel follow procedures to ensure that all requirements are met in enacting this responsibility. The following board policies are also reviewed annually by all staff who are involved in this process [KN: Law Enforcement Cooperation \(KN-AR\)](#), [JF/JFA: Student Rights and Responsibilities](#), [JOB: Directory Information](#), [KNA: Relations for External Agencies and Authorities](#), and [FERPA](#). Parents/guardians are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents/guardians. [Board Policy KN](#)

## Neighborhood Boundaries

Students residing within the McMinnville School District boundary should enroll at the school in their assigned attendance area, which is based on a student's home address or the address of their parents or legal guardian. There is an [interactive map of the school boundaries](#) located on the MSD website.

## Student Transfers

The Board believes that schools in the district offer a rich educational experience and that students have access to this through their boundary area school and district programs. The Board recognizes that some families may want to attend a school outside their boundary area. Families within the district may utilize the intra-district transfer process set forth within the administrative regulations. [Board Policy JECBB & JECBB-AR](#)

### Students Transferring from Other Districts

Oregon law allows students to transfer between districts through the Admission of Nonresident Students (ANRS). The School Board establishes the number of student transfer requests into the district annually. An application for admission must be submitted through the Director of Curriculum's office and approved by the superintendent or designee. Students receiving consent for admission may remain in the district until they finish the highest grade level in their current school. A new application for admission consideration must be submitted through the Director of Curriculum's office when the student moves from elementary to middle and middle to high school. An Admission of Nonresident Student transfer may be revoked due to attendance or disciplinary issues. Students who are absent for more than 10% of the school year are classified as chronically absent. [Board Policy JECB](#) & [JECB-AR](#)

# Tobacco-Free Environment

The Board recognizes its responsibility to promote the health, welfare, and safety of students, staff, and others on district property and at school-sponsored activities. The Board wishes to establish a school and working environment that is free of smoke, aerosols, and vapors containing inhalants. Student possession, use, distribution, or sale of tobacco or tobacco products, or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on district property, at school-sponsored activities on or off district property, in district-owned, rented, or leased vehicles, on all district grounds, including parking lots or otherwise while the student is under the jurisdiction of the school, is prohibited.

Tobacco use, distribution, or sale by others on district property, in district vehicles, or at district-sponsored activities on or off district property is also prohibited. Staff and/or all others authorized to use private vehicles to transport district students to school-sponsored activities are prohibited from using tobacco in those vehicles while students are under their care.

For the purposes of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, e-cigarette, smokeless tobacco, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff, in any form. This does not include USFDA approved tobacco products or other therapy products used for the purpose of cessation.

[Board Policy JFCG/JFCH/JFCI](#)

# Video Cameras

## Transportation Vehicles

As a part of the district's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, video cameras may be used on any school vehicles transporting students to and from curricular and extracurricular activities. [Board Policy EEACCA](#)

## Photography

At times, we take pictures and videos of our students in the classroom, on the playground or participating in year-round learning activities to share what's going on in our schools and district.

This information may be used for teacher professional development and to publicize good news about district learning programs, including honor roll, achievement awards, academic or athletic accomplishments, and other activities. These photos/videos may be published in school yearbooks, school and district newsletters, district advertising, school and district websites and social media, local public access television, and news releases to the local newspaper.

If you do not want your child's photo, name, or schoolwork included, please inform the school office in writing by the first day of attendance. Please note: the status on file for your student will remain in place unless a change is submitted.

# McMinnville Education Foundation

The Foundation is a 501(c)3 non-profit that was established to support McMinnville schools through private fundraising efforts. Donations support student success through summer programs, tutoring, real-world learning, and learning enrichment grants throughout the district. To learn more, please visit the Foundation's website at [McMinnville Education Foundation](#).

## Distribution of Community Information

Requests by individuals or groups to distribute announcements, pamphlets, flyers, brochures, and other similar materials to students or staff for non-school sponsored organizations shall be submitted electronically to the Superintendent or designee. Materials will be reviewed and approved through an online process.

Those communications from public agencies or other nonprofit organizations that include information of education concern or interest or benefit to youth and family, such as community events, classes, sports and recreation, and other opportunities may be allowed.

- Material must be appropriate based on the age, grade level, or maturity of the reading audience and contain information that is factual.
- Material may not be defamatory; must be free of racial, ethnic, religious, sexual bias, or gender bias; and not contain advertising that violates public school laws, rules, or policy.
- Material must be easily readable for the intended audience and include contact name and telephone number, and email address (optional).
- Material must contain disclaimer information that states: "The McMinnville School District does not necessarily sponsor this organization or its activities. The district assumes no liability for its contents or events arising out of this distribution."
- Materials for fundraising events not related to the McMinnville School District and conducted by an outside organization will not be distributed electronically.
- Materials intended for families must be provided in both English and Spanish.



# Complaint Procedures

## Informal Process

McMinnville School District values strong communication and partnerships with students, families, and community members. We hold a commitment to engaging in conversations about concerns and complaints to better understand and resolve conflict at the lowest level possible in order to preserve relationships at the building level. For this reason, we encourage students, families, and community members to reach out directly to the classroom and school level educators before advancing the complaint to the district level.

## Social Media

We recognize that concerns sometimes arise, and we are committed to working together to resolve them. While it may feel easier to share frustrations on social media, doing so often complicates rather than solves the issue. We encourage students, families, and staff to bring concerns directly to the appropriate school personnel. Open, respectful communication helps us better understand one another and work toward meaningful solutions. Let's partner to foster a positive, supportive school community.

## Right to Petition a Complaint

No staff member, student, parent or guardian of a student attending school in the district, or person who resides in the district will be denied the right to petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of their complaint before investigation or action by the Board. An exception will be a complaint against the superintendent, or one that involves Board actions or Board operations. [Board Policy KL](#)

## Formal Complaint Procedures

The following procedure will be used for all formal complaints that were unable to be resolved in an informal process. The complainant must formalize the complaint by present the complaint in writing using the online form located on the MSD website within 30 school days of the incident. The complaint form should include all supporting statements and evidence.

The administrator receiving the complaint will acknowledge receipt of the complaint within 10 days and initiate an investigation. Within 30 days of receipt of the written complaint, the administrator or his/her designee, shall make written findings concerning the incident and shall state whether substantial evidence exists to support the allegation. If the administrator or his/her designee finds that substantial evidence exists, then the administrator shall make recommendations for action. The administrator shall provide copies of the written findings and of the decision to the complainant.

If the complainant is dissatisfied with the administrator's decision the complainant may, within 10 working days, file an appeal with the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall evaluate the evidence and render a decision. This process and an appeal to the School Board are outlined in [Board Policy KL-AR](#).

## Discrimination Complaint Procedure

The district prohibits discrimination and harassment, including but not limited to, in employment, assignment, and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The superintendent will appoint a Civil Rights Coordinator (Title IX) and make known the individuals to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public. Such procedures will be available at the district's administrative office and available on the district's website

If the building administrator is the subject of the complaint, the individual may file a complaint directly with the Superintendent. If the Superintendent is the subject of the complaint, the complaint may be filed with the Board chairman. [Board Policy AC](#) and [Administrative Regulation AC-AR](#)

## Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/ Teen Dating Violence Complaints

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying, acts of cyberbullying, or incidents of teen dating violence by students is strictly prohibited and shall not be tolerated in the district.

The building administrator has responsibility for investigations concerning hazing, harassment, intimidation, menacing, bullying acts of cyberbullying, or incidents of teen dating violence. Any student who has knowledge of conduct in violation of this policy or feels they have been hazed, harassed, intimidated, menaced, bullied, or acts of being cyberbullied in violation of this policy is encouraged to immediately report their concerns to the building administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the building administrator.

Complaints against the building administrator shall be filed with the Superintendent or designee. Complaints against the Superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the Superintendent review the actions taken in the initial investigation, in accordance with administrative regulations. [Board Policy JFCF](#) and [Administrative Regulation JFCF-AR](#)

## Instructional Materials Complaints

Complaints by students or parents/guardians about instructional materials should be directed to the building administrator. Should the student or parent/guardian, following initial efforts at informal resolution of the complaint, desire to file a formal complaint. They should do so following the District complaint procedure under Board Policy KL and Administrative Regulation KL-AR. All Complaint Forms must be signed by the complainant and filed with the Superintendent or designee.

The complainant may appeal the Superintendent or designee's decision to the Board, whose decision will be final. [Board Policy KL](#) and [Administrative Regulation KL-AR](#)

## Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations. [Board Policy JECBD](#) and [Administrative Regulation JECBD-AR](#)

## Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents/guardians, school visitors, service contractors, or others engaged in district business is strictly forbidden and shall not be tolerated in the district. The definition of "district" includes district facilities, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.

- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance; or creates an intimidating, offensive or hostile educational. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Administrators and supervisors are responsible for their own conduct and for the conduct of the employees they supervise. They will take affirmative steps to stop sexual harassment by subordinates when it is brought to their attention, including warning or disciplining the offending employee or student.

Building administrators, the Director of Human Resources, and the Superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be promptly investigated.

District complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Avenue, Room 3310, Seattle, Washington, 98174-1099. Additional information regarding filing of a complaint may be obtained through the building administrator, compliance officer, or Superintendent.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Disciplinary action may include verbal/written reprimands, suspension, expulsion, dismissal, and/or referral to outside agencies (e.g., counseling, police). [Administrative Regulation JBA/GBN-AR](#)

## Staff Sexual Conduct with Students Complaints

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

"Sexual conduct" as defined by Oregon law is any verbal, physical, or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile, or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district [Board Policy JHFE/GBNAB](#) and [Administrative Regulation JHFE/GBNAB-AR](#)—Reporting of Suspected Abuse of a Child.

## Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the Director of Student Services. [Board Policy IGBAG](#) and [Administrative Regulation IGBAG-AR](#)