Willow Wind

Community Learning Center

Ashland School District

1497 E. Main St.

Ashland, Oregon  97520

Parent & Student Handbook

2010 - 2011

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About Willow Wind Community Learning Center

“The mission of the Willow Wind Community Learning Center is to support the educational vision of families. We provide for the diverse needs of our community through family-generated classes and activities, shared resources, and social events. We value unique learning styles and honor the gifts of the whole child.”

Willow Wind Community Learning Center (WWCLC) is a K-12 public alternative program sponsored by the Ashland School District (ASD). The mission of the Willow Wind Community Learning Center is to support the educational vision of families in a multi-age environment. We value unique learning styles and honor the gifts of the whole child. The program provides classes, tutorials, curriculum resources and counseling designed to support the diverse educational philosophies embraced by the families enrolled, while supporting the state and federal educational standards. Class offerings are created each semester and may cover subjects such as history, math, science, language arts, music, drama, physical education, art, gardening and second language.

The full-time program at Willow Wind is the Parent Partner Program. This is a partnership between the school district and parents providing a unique learning experience for each child. Parents and students meet regularly with teachers to discuss the interest and learning styles of the individual students. Together they create a personal learning plan, choosing classes and curriculum that will meet their needs. Based upon the needs of the student and family circumstances, the consultant will help design the best possible educational program, using the resources of Willow Wind, the Ashland School District, the family and the community. Students are empowered to define their interest, understanding their learning styles and take charge of their own education with the guidance of a teacher who is familiar with grade level expectations.

Willow Wind also serves part-time students and homeschooling families. Classes, curriculum materials, social opportunities and networking support are available to families who choose to home-school their children.
All of the Willow Wind alternative learning programs are designed to allow families to combine elements of public education with parental choice.

Enrollment Criteria

Willow Wind is an alternative program with the Ashland School District and is designed to serve the needs of students who thrive in a learning environment that encourages student choice and provides opportunities for students to be actively involved in developing learning options. With choices comes responsibility and students must take responsibility for their learning and behavior. Students enrolled in alternative education programs are those whose educational needs and interests are best served by participation in such programs (OAR 581-022-1350(5)).

Eligible students will have the ability to focus and produce work during unstructured time and easily transition between multiple teachers and groups of students. Willow Wind serves self-motivated learners who are able to define their interests, understand their learning styles and take charge of their own education with the of a teacher who is familiar with grade level expectations.

Students must follow guidelines for appropriate behavior while attending Willow Wind. Because we are small and remote from other schools and services, we are not an appropriate placement for students who cannot follow the rules of conduct independently with positive supports provided by the teacher. Students attending Willow Wind must participate in a manner that reflects their desire to be here.

Parents of students enrolled at Willow Wind must have a real desire to be actively involved in the education of their children. The program is designed to be a partnership between families and public school.

If Willow Wind becomes fully enrolled, a waiting list will be established for enrollment. Students will be placed on a waiting list according to the same priorities listed above. A lottery will be held for each area of priority on the waiting list before the close of the school year. Families may list student’s intent to register up to one year in advance of participation. These guidelines are outlined in Ashland School District Policy IBDJA, Relations with Home Schooled Students. If the program is full, families are welcome to sign up for classes that still have room after the initial registration period ends. These families will continue to sign up after the regular registration until space becomes available in the program. Families who become active participants in Willow Wind will have priority to fully enroll as space becomes available during the school year.
Admissions

Ashland School District (ASD) does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Students not living within the ASD boundaries must apply for an inter-district transfer each school year.

Families that are homeschooling their children may elect to participate in the Willow Wind Community Learning Center. For their purposes of participating in district programs, a home-schooled student is defined as the following:

- Cannot be enrolled as a full-time public school student
- Must be registered with ESD
- Is participating in no more than eight hours of privately paid educational programs per week.

Responsibilities at Willow Wind

Each family is responsible:

- To help their child plan their education including helping them enroll in classes they are committed to attend.
- To facilitate their child’s timely and regular attendance.
- To communicate with Willow Wind if their child is not going to attend classes either temporarily or permanently.
- To contribute to Willow Wind by fulfilling the family service requirement.
- To ensure that their child is supervised while attending Willow Wind.
- To encourage and reinforce positive behavior while at Willow Wind. Instructors have been hired to teach, rather than discipline.
- To maintain communication with their child’s instructors and address issues which may arise.
- Families in the Parent Partner Program are required to attend regular meetings with their educational advisor.

Each child is responsible:

- For reviewing class offerings with their family and making choices based on their interests and ability to attend.
- For following guidelines for appropriate behavior while attending Willow Wind.
- For choosing to be a part of the Willow Wind community, in a positive and respectful manner.

We expect that all students are aware that their actions affect others in this community. Treating this property, the plants, animals and the man-made structures, with respect is highly valued at Willow Wind. We ask that all students clean up after themselves and leave classrooms and work areas a little neater than the way it was found.

Willow Wind is an optional program. Children attending classes are expected to participate in a manner that reflects their desire to be here.

Students 11 years old and up may stay on campus for no longer the 30 minutes without supervision. Each student must establish a check in procedure during this time with a teacher or office manager on site. These arrangements must be established in advance and each request will be considered individually.
Enrollment Agreement

The Willow Wind Community Learning center is publicly funded alternative program. All interested families will enroll in the Ashland School District and meet with an administrative representative for an interview to determine if the program is a good placement for the student. Teachers may also refer students for consideration.

Families in the Parent Partner Program agree to meet with their educational consultant. Together they will create a personal education plan that addresses all curriculum areas. Each student will sign up for classes, tutoring or some combination of both that would be equivalent to full-time attendance. Students will participate in all district mandated standardized assessments.

Homeschooling families, who wish to participate, may choose classes to augment their home-based curriculum. If the chosen classes are in the academic areas requiring state assessments, the students agree to participate in the Oregon Assessments. Families should inform themselves about the state of Oregon homeschooling laws and regulations. All homeschooling families must have registered with the Education Service District (ESD) in Medford.

The Willow Wind Community Learning Center strives to support the diverse educational philosophies embraced by the families enrolled in the program while supporting the state and federal education standards. This program is a partnership between the families and the Ashland School District.

Students must be picked up promptly from all activities, as there is no extra supervision at Willow Wind. Families are welcome to supervise their own children.

This is a family-driven program and, to ensure its success, each family is required to give 16 hours of family service to Willow Wind.

Expectations of Behavior

Willow Wind must be a safe place for all of us. Each member of our diverse community, children and adults, should be respected and treated with fairness. It is our intention to provide an environment free from hostility, violence and hate. Our program values personal dignity, empathy and respect for the earth and all living things. To this end, anyone disruptive to the goals of a harmonious and safe environment may be removed from the program and not allowed on the facility.

Students are expected to behave in such a manner that all may function in a safe, respectful, and responsible environment. Inappropriate actions will be dealt with individually, using strategies congruent with the child’s age, their ability to understand the consequences of their behavior and the situation. The ultimate goal of all discipline is to help students learn, grow and make appropriate choices in the future. Parent involvement is expected. Ashland Public Schools believe that clear and consistent boundaries are important to assure the safety and welfare of students and staff.

Board policy states that the unlawful possession, use, sale or supply of any alcohol, narcotics including marijuana or any illegal drug, or any substance purported to be a drug, on or about the school premises or at any school premises or at any school sponsored activity is prohibited. The policies are also interpreted to include drug paraphernalia. This rule applies to K-112; however, elementary principals may use discretion with students based on each child’s unique circumstances.

Sexual harassment of students or staff is prohibited in the Ashland School District. Any student who is subject to or knows of sexual harassment or menacing shall notify his or her teacher or the principal. Serious or repeated infractions of this policy may result in suspension or expulsion.

Weapons, replicas of weapons, and antique weapons are strictly prohibited from school grounds. Threatening behavior, bullying, harassment or intimidation is unacceptable. The following procedures will be used to resolve any bullying or harassment issues that arise:

1. If the incident takes place in the context of a class, the student should report the incident to the teacher in charge. We encourage students to deal with these issues as soon as they occur. It is our preference to deal
with these issues within the classroom, with students participating in the conflict resolution process. Teachers will be expected to address the complain by interviewing the students involved and helping them to come to an agreement concerning acceptable behavior. Hopefully, the students and teacher will be able to resolve the issue at this level. This is a chance for students to refine their understanding of bullying behavior, including how it affects others and to practice clear communication to stop what feels like bullying. If teachers do not feel that the issue has been resolved, they are encouraged to bring the incident to the Administrator for further problem solving.

2. If the incident is not resolved in Step 1, or if the student does not feel comfortable bringing it to the attention of the teacher, the student and his/her parent can make an appointment with the administrator to discuss the incident. As part of this discussion, a decision will be made whether or not to file a formal complaint.

3. If a decision is made to formalize the complaint, the family will put the facts in writing—date, time, place, kids involved and the specifics of the incident. There will be a prompt investigation concerning all complaints. Parents will be notified of the nature of any complaint involving their student. Meetings will be arranged with each student involved in order to gather pertinent information and hear each person’s account of the incident. After the investigation is complete, an attempt will be made to bring all students involved together to reach an agreement for appropriate behavior. This is a chance for students to refine their understanding of bullying behavior, including how it affects others and to practice clear communication to stop what feels like bullying. Agreements will be put in writing and made available to both parents and students.

4. If the above steps do not resolve the issue, we will continue to follow the procedures outlined in Ashland School District Administrative Regulation JFCF/GBNA-AR.

Willow Wind Enrollment Agreement

The Willow Wind Community Learning Center is a publicly funded alternative program. All interested families will enroll in the Ashland School District and meet with an administrative representative for an interview to determine if the program is a good placement for the student. Teachers may also refer students for consideration.

Families in the Parent Partner Program agree to meet with their educational consultant. Together they will create a personal education plan that addresses all curriculum areas. Each student will sign up for classes, tutoring or some combination of both that would be equivalent to full-time attendance. Students will participate in all district mandated standardized assessments.

Homeschooling families, who wish to participate, may choose classes to augment their home-based curriculum. If the chosen classes are in the academic areas requiring state assessments, the students agree to participate in the Oregon Assessments. Families should inform themselves about the state of Oregon homeschooling laws and regulations. All homeschooling families must be registered with the Southern Oregon Education Service District (ESD).

The Willow Wind Community Learning Center strives to support the diverse educational philosophies embraced by the families enrolled in the program while supporting the state and federal educational standards. This program is a partnership between the families and the Ashland School District.

Students must be picked up promptly from all activities, as there is no extra supervision at Willow Wind. Families are welcome to supervise their own children.

This is a family-driven program and, to ensure its success, each family is required to give 16 hours of family service to Willow Wind. A family can ask for the requirement to be waived if there are special circumstances.

Participation in the Willow Wind Community Learning Center program is voluntary. Families choosing to join us must be involved in a positive manner. All students agree to abide by the expectations of behavior established by the community and listed in this handbook.
High School Options

The Willow Wind Community Learning center currently offers a high school program for self-motivated high school aged students who wish to tailor their educational experience to better suit their own personal goals and learning style.

Independent learners who would succeed and benefit from this program are students who are motivated, self-aware and can communicate effectively. They also are inquisitive, curious, ask questions and ask for help when needed.

Some students choose not to pursue a diploma, and choose learning experiences solely to fit their personal interests. Students who want to take a few classes at Ashland High School, but not work towards a diploma, must remain registered as homeschoolers with the ESD. These students document their progress through portfolios and personal evaluations.

The Willow Wind high school program also offers an option for homeschooling students to pursue an Ashland High School diploma. Students working towards a diploma are considered full-time students of the district. Students who choose to pursue a diploma must follow the following district guideline:

1. Students must be registered in the Parent Partner Program
2. Students may take up to 28 credits as 9th / 10th grade students.
   a. A maximum of 16 credits may be earned at Willow Wind.
   b. The remainder of the 28 units must be completed at Ashland High School.
   c. At least one class (no more than three classes) must be taken at Ashland High School each semester.
   d. Students cannot earn more than 7 credits per semester.
3. Students must enroll as full-time Ashland High School student during 11th & 12th grade.
4. Students may not transfer from Ashland High School to Willow Wind if a high school diploma is their goal.

It is the family’s responsibility to meet with the Willow Wind administrator to create a plan for meeting all requirements.

Special Education and Willow Wind

Are you concerned that your child has trouble learning or other special needs? Willow Wind conducts Child Study Teams (CST) to review student needs. By working with your and your child’s teacher, we are often able to assist children who are having difficulties at school academically or socially. The CST may also access specialists from elsewhere in the district if there is a concern that your child may have a disability. Specialists can help in planning positive supports, designing interventions and in determining the need and nature of additional assessments that can help the CST meet your child’s needs. In some instances, the CST may refer your child for a formal evaluation for ADA/Section 504 or Special Education eligibility if your or other team members suspect a disability.

What are Section 504 plans and IEP’s?

ADA/Section 504 plans are available for students with mental or physical impairments that substantially limit one or more major life activities. If a student identified under Section 504 requires accommodations in order to access his/her educational program, a 504 plan will be written. At Willow Wind, we focus on strategies that support learning for all children and offer most accommodations to any child that needs them, so 504 plans with individualized accommodations are often not needed. The CST team can help in determining the best course of action for your child.

Special Education services provide eligible children with disabilities specially designed instruction and related services through an Individual Education Plan (IEP). Ashland School District offers a range of programs and services to meet the needs of student’s with IEP’s. Because Willow Wind is a small, alternative program, we are not able to offer special education services or the majority of related services on site.
What if my child has an IEP or needs an evaluation?
If you are an Ashland resident, evaluations and services for special education occur through your neighborhood school.

In most instances, your child can attend Willow Wind classes and receive specialist support through their neighborhood school such as resource room support or speech language therapy. You may need to schedule your Willow Wind classes around available specialist service times.

In some instances, an IEP team may determine that another setting is more appropriate to meet a child’s special needs. Parents are part of IEP teams and are involved in the design of IEP’s and placement decisions. We will work with you to determine the most appropriate and least restrictive placement for your child.

Because Willow Wind is an alternative regular education program, parents generally provide transportation to and from the program and the neighborhood school.

Itinerant specialist services may be offered at Willow Wind directly if the specialist’s schedule allows. For families on transfer from other districts, we will work with you and the resident district to complete any evaluations on a case by case basis. IEP services may be available at an Ashland school depending on program space and availability. If you have questions regarding an inter-district transfer for a child with special needs, contact Samuel Bogdanove, Director of Student Services at the Ashland School District office.

**District Internet and E-Mail Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. **Parent permission is required.** Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy on student conduct and discipline (JFC) and procedures on Internet use, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures e.g., sexual, drug, violence or alcohol related messages.
- Harassing, insulting or attacking other
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another’s password
- Trespassing in another’s folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal actions.
Family Participation and Service Hours

Family participation is an important part of our program. We recognize the importance of family involvement in our children’s education, activities and environment. Willow Wind needs the energy of all of our families to provide a thriving program in a well-cared-from environment. Parent participation will also enrich our children’s experience by building community and providing a bridge between home and Willow Wind. There are a variety of ways to meet this requirement, from organizing bookshelves to making phone calls from home, gardening, to classroom assistance. All families are asked to fill out a volunteer interest form at the beginning of the year. We may occasionally call families when specific skills or experience are needed for certain projects. Families are also encouraged to suggest a way to do family service that is not listed. A family may sign a waiver in the office if they have circumstances that make it impossible to fulfill the family service obligation.

Willow Wind requires that all families make a service commitment of 16 hours per year to help nourish the site and program. Students over the age of 13 may complete tasks to contribute to their family’s service hours. **Please note: Working in your child’s class does not count toward service hours.**

The current family service requirement states that if a family completes the required 8 hours by spring registration, they will participate in the first round of registration. Families that have not completed the required hours will register second and will select from a list of classes with available space. To register first tier for fall registration a family must have completed all 16 hours.

A folder containing Family Service Hours Record Sheets will be located in the Lobby. To receive credit for family service contributions, it is very important to remember to record hours on the Record Sheet and turn them in to the office.

Parent Advisory Council

The Parent Advisory Council is comprised of families whose children attend classes at Willow Wind, the administrator, Willow Wind staff and student representatives. Membership is open. Any parent or student may attend any or all council meetings and participate fully in the decision-making process.

All decision made at the meetings are by consensus with the understanding that those with a conflict of interest will excuse themselves from the consensus process. Council meetings are held on the first Tuesday of each month at Willow Wind.

The Advisory Council and its sub-committees functions include:
- Making policy recommendations
- Responding to community concerns and requests
- Forming committees/delegating responsibilities
- Reviewing course proposals
- Participation in staffing decisions
- Making recommendations concerning financial allocations

In addition to attending council meetings, parents may give input by calling or speaking to a parent who will be attending or relaying concerns to Willow Wind staff.

Willow Wind Community Association

The Community Association is a group of volunteer parents with an interest in helping with:
- Community outreach and education
- Special event support within Willow Wind
- Fund raising for projects at Willow Wind

All interested parents are encouraged to get involved. Meetings will be posted in the monthly newsletter.
Workshops, Classes and Teaching Opportunities

Willow Wind offers workshops and classes for enrolled students and families. Classes offered at Willow Wind are designed to best serve students educational needs and interests and assist students in achieving the academic standards of the school district and the state. These classes and/or workshops can be initiated by the interest of parents, students or staff. Some workshops and classes may have a fee.

All proposals for semester-long courses must be submitted in a timely manner on a Course Proposal Form. Timelines will be published in the newsletter and posted at Willow Wind. Workshop proposals can be presented to the administrator at any time. If possible, proposals should be submitted in both hard copy or via e-mail.

The parent council course selection committee will review all proposals, solicit input from families and decide on courses to be offered based on interest and balance for the program. Workshops that are not part of the semester schedule will be published in the monthly newsletter and must generate sufficient interest to actually be offered.

Teaching at Willow Wind involves filling out an application and going through a hiring process. Parents who have a teacher in mind to teach a class who is not currently on the Willow Wind staff should refer the candidate to the administrator. Teachers proposing classes need to be approved instructors and must fill out a Willow Wind Course Proposal Form.

Cafeteria Lunch Program

Willow Wind students can order cold lunches that are prepared at the Ashland Middle School kitchen and delivered to our campus. Milk or juice is included with each lunch. Lunch costs $2.25. Prices are subject to change upon Board approval.

Free and reduced price meals are available. To apply, please pick up an application in the office. Menu calendars are available in the office and must be called in before 9:00am. No orders will be accepted after 9:00am.

Transportation

Families are responsible for all transportation to and from Willow Wind. In general, field trip transportation is also the responsibility of the individual families. However, if someone other than their parent transports Willow Wind students to a school-sponsored event or field trip, the following requirements must be met:

1. A permission slip must be signed by the parent authorizing another adult to transport the child.
2. All drivers must complete the insurance verification forms available in the office. If this form has been completed, the drivers name will appear on the master list located in the office.
3. Each driver must have his or her driving record researched by the DMV and faxed to the Willow Wind office prior to driving on a field trip. All drivers must be 21 years of age or older.
4. Passenger side air bag safety regulations must be followed when assigning students to vehicles.
5. Each person in the vehicle must have his or her own seat belt. Oregon law (ORS 811.210) requires a person who weight 40 pounds or less must be properly secured with a child safety system. Students weighing more than 40 pounds and are shorter the 4’9” tall, must also be in a child safety system that elevates the child so that a safety belt properly fist the person.

School Closure Due to Severe Weather or Emergencies

If the schools are unable to open due to inclement weather or for any special condition, the local radio and TV stations will be notified by 6:00am. The information will also be posted on the school district web site, www.ashland.k12.or.us. Willow Wind will follow the elementary school schedule. An emergency may result in a 2-hour delay or full day closure depending on the situation. A two-hour delay will mean a 10:30am start time for Willow Wind students. If weather should develop during the day that threatens the safety of travel for students, parents will be notified as soon as possible. Parents are urged to establish an alternate place for their children in case of an emergency.
VERIFICATION OF RESIDENCY

Under Oregon law, students may attend the school district where their parents reside. To comply with state law regarding school attendance boundaries and to assure better emergency contact information for students, all students new to a school are asked to provide appropriate documentation of parental residency or, in the case of an emancipated minor, their own residency.

This includes:
- Students new to Ashland Schools
- Students in grades K, 6 and 9
- Students transferring from one school to another

**APPROPRIATE DOCUMENTATION:**
Two original documents from separate categories are required as proof of residency for registration. These documents must be dated within the last 30 days and reflect the home address of the parent/guardian and student:
1. Real Estate Documents (Current mortgage statement, escrow papers that show close of sale, grant deed, property tax bill, or rental agreement signed by both parties, with your name and address listed along with two consecutive rental payment receipts (within 60 days for new rentals))
2. Other Official Documents:
   - Financial Documents (bank statement, credit card bill, pay stub)
   - Government Documents (Social Security, Unemployment Insurance, WIC, Oregon Health Plan)
   - Insurance (home, rental, health or car)

Current Utility: electric, gas, cable or water bill with your name and address listed

**Please Note:** Telephone bills and driver licenses are not accepted for proof of residency.

**WHAT IF I DON’T HAVE NEEDED DOCUMENTS?**
In some cases, you may not have the documentation you need to register. Our [office manager/registrar] will work with you to help you. You may be referred to the District Student Services Department for support in addressing your child’s school needs.

If you are an unaccompanied youth, reside in a substandard residence or do not have a permanent residence, you can register for school and may be eligible for additional supports to enroll in and attend. Additional information is available through the school.

**Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the principal and/or school nurse so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those disease indicated by an asterisk (*) below, the restriction may be removed by a school nurse:
- Chicken pox*
- Diphtheria
- Measles
- Meningitis
- Mumps*
- Lice infestations*
- Whooping cough
- Plague
- Rubella
- Scabies*
- Staph infections*
- Step infections*
- Tuberculosis
**Behavior**

Willow Wind allows any student who can abide by the school rules with reasonable accommodations to attend the program. Because we are small and remote from other schools and services, we are not an appropriate placement for students who cannot follow the rules of conduct independently with positive supports provided by the teacher. The administration reserves the right to refuse admission to students who cannot follow the rules of conduct. Ashland residents will be referred to their neighborhood schools for appropriate supports and access to the regular program. Inter-district transfer students may apply to another Ashland school or return to their home district.

Families interested in participating in the program will be evaluated for acceptance according to selection criteria that includes a case management procedure. After being approved by the district to attend, students will be enrolled according to the following priorities:

1. Returning students
2. Siblings of returning students
3. New Ashland School District residents
4. New students on inter-district transfers

**Attendance**

Funding for Willow Wind is based on the amount of time students spend in class. Consistent attendance by registered students is important in order for the center to continue to offer services. Any loss of attendance is a loss of funding. Because there may be students waiting for space in a class, please notify the office promptly if a student has decided to not continue a class for any reason. Add/Drop forms are available in the office.

Please make sure your child is in class on time. Habitual tardiness disrupts your child’s daily program and it can interrupt the learning of others. The beginning of class is an important part of your child’s day and sets the stage for the rest of the day.

**Absences**

We ask that the office be notified if a child is going to be absent for that day or in advance if there is a projected absence.

**Supervision**

Willow Wind requires that all students be supervised by a parent, or designated adult, when not in class. It is the family’s responsibility to be clear about these supervision requirements with their children.

Students must be picked-up promptly from all activities as there is no extra supervision on the property. Students should arrive no earlier than the start of their first class. If an older student has a short break between classes, special arrangements can be made directly with an individual teacher or the administrator to provide a study hall.

All preschool age children must be under the direct supervision of their parent. If a parent sees that a younger child is disrupting a class, they may go the Family Room, Resource Room or Playground.

**Visitors and Volunteers**

All adult visitors must check in at the office. Please do not send visiting children with your child to school. We always welcome volunteers. All volunteers must complete a volunteer registration form and have a background check completed prior to volunteering at Willow Wind. Volunteer registration forms are available in the office.

**Student Dress Code**

In the interest of safety and modesty students should wear appropriate clothing to school. Any clothing with symbols, words, or pictures that promote the use of drugs or alcohol, are violent in nature or are sexually explicit are not allowed. Bathing suits, bare midriffs and low-slung attire that reveals underwear is also inappropriate clothing. Appropriate shoes are required for games, sports and all outdoor activities. Shoes with rollers are not allowed.
Telephones & Cell Phones
During classes and lunch bunch, student cell phone use is prohibited. Cell phones must be turned off and stored in backpacks. Students who need to call home can use the phone in the office. Please remind your students that the telephone in the office is to be used in the event of an emergency or sickness. Students may not use the office telephone to make after-school plans. These plans should be made before arriving at school. Students should not leave class to make calls unless the teacher requests it.

Animals on Campus
According to school board policy, permission is to be obtained from the school principal before bringing animals into the school. **For the safety of our children no dogs are allowed on campus at any time.** Animals serving the disabled would be an exception to the policy.

Newsletter
Willow Wind publishes a monthly newsletter, which is the primary means by which important information is communicated. Families are asked to read and note activities and deadlines. All registered families receive a copy and are welcome to make submissions. Students are strongly encouraged to submit their writings and pictures for publication. The deadline for submissions is the 15th of each month. Newsletter items should be delivered to the office.

Resource Center Materials
The materials in the Resource Center are available for families to borrow. They must be checked-out properly and returned within two weeks.

Playground Rules
Created by Students

- Show respect.
- Listen to each other and stop when asked.
- Use kind words and include everyone.
- When joining a game, understand the rules.
- Use gentle hands and feet.
- Practice non-violent behavior.
- Be gentle with the plants.
- Play and learn safely.
- Bricks, rocks and sticks stay on the ground.
- Let an adult know if someone gets hurt.

If you have a problem
Discuss it. Take a break. Ask an adult for help.

Student Education Records
The information contained below shall serve as the district's annual notice to parents of minors and eligible students (is 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 primary or home language other than English. Education records are those records related to a student maintained by the district. 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.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the Willow Wind office by the principal. Permanent records shall include:
1. Full legal name of student;
2. Name and address of educational agency of institution;
3. Student birth date and place of birth
4. Name of parent/guardian;
5. Date of entry into school
6. Name of school previously attended;
7. Course of study and mark received;
8. Data documenting a student’s progress toward the achievement of state standards and must include a student’s Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social Security number;
13. Other information (i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP’s, etc.)

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

Annual Notification of Rights under FERPA for Ashland Public Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days for the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment to the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

On exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as a an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has the legitimate education records without consent to officials of another school district in which a student seeks or intends to enroll. NOTE: FERPA requires a school district to make a reasonable attempt to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The names and address of the office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   499 Maryland Avenue, SW
   Washington DC 20202-5920

Annual Notice for Directory Information for Ashland Public Schools

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Ashland Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Ashland School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Ashland School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which in information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Ashland School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by October 1, 2009. Ashland School District has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photographs
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

Annual Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) for Ashland Public Schools

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:
1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
   a. Political affiliations or beliefs or the student or student’s parent;
   b. Mental or psychological problems of the student or student’s family relationships;
   c. Sex behavior or attitudes;
   d. Illegal, anti-social, self-incriminating or demeaning behavior;
   e. Critical appraisals of others with whom respondents have close family relationships;
   f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
   g. Religious practices, affiliations or beliefs of the student or parents; or
   h. Income, other than as required by law to determine eligibility.

2. Receive notice and an opportunity to opt a student out of –
   a. Any other protected information survey, regardless of funding;
   b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
   c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use –
   a. Protected information surveys of students;
   b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   c. Instructional materials used as part of the an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered educational curriculum.

These rights transfer to and from the parents, to a student who is 18 years old or an emancipated minor under State law. Ashland School District will review relevant Board policies (JOA), in consultation with parents through building site councils, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Ashland School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Ashland School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Ashland School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may speak with the Director of Student Services, Ashland Public Schools or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901