

Greater Albany SD 8J
Administrative Regulation

Code: **JGD-AR(2)**
Adopted: 7/87
Revised: 3/12/01; 8/13/07
Orig. Code(s): AR 5220-B

Supervisor Information

1. Saturday school sessions will last four hours each from 8:00 a.m. - 12:00 p.m. Plan to open by 7:50 a.m. and close by 12:10 p.m.
2. Students are not to be admitted after 8:10 a.m. A student admitted between 8:00 and 8:10 must present a valid excuse for his/her tardiness, verified in person by his/her parent or guardian¹.
3. Students will not be allowed to leave the room except during a two minute break at 9:30 a.m. and another at 11:00 a.m. Students may be allowed to use the restroom at one other time apart from breaks.
4. All students must bring school work, spending the entire session working on it. Reading a library book is permitted once a student has completed class work or if no class work is underway at the end of a term.
5. Radios and other entertainment devices are prohibited.
6. Student smoking is not permitted on or near school premises. Students are not allowed to smoke in cars while on or near school premises. Violation of this or other school district rules for student conduct will be reported by the supervisor to the discipline authority of the students school for further disciplinary action.
7. There is to be no talking among the students.
8. Students who are uncooperative will be asked to leave Saturday school. The supervisor will contact the parent or guardian to arrange a ride home for the student or get permission for him/her to walk home. Upon receiving parental/guardian permission to walk or ride home, the student may leave. If the parent or guardian refuses or is unavailable to give permission, the student will remain at Saturday school until removed by an administrator. The supervisor must contact the assistant or vice principal of the student's school first thing in the morning of the next regular school day so that further discipline will take place.

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581.015-0005(18).

9. Administrators responsible for discipline at each school will fax or call the list of students and phone numbers assigned to attend by Friday at 3:00. Additional names will be added as students show up and the lists will be sent to the schools Monday a.m.
10. The supervisor will leave the room neat and orderly after each session.
11. The supervisory teacher hired to supervise a session is being paid a specified rate per Saturday.