



2016-2017

Student Handbook

***POWDER VALLEY SCHOOLS
MISSION STATEMENT***

***To provide for all students--the Educational excellence for promotion of skills, self-esteem, life-long personal growth,
and the fundamental knowledge for becoming responsible citizens in partnership with parents and community***

Welcome Back!!!

I hope that you've had a great summer and are excited about this new school year! For those of you who don't know me this is my second year here as Principal of North Powder Charter School. I was the Assistant Principal at Rigby High School in Rigby, Idaho in 2014-2015. Before that I taught Spanish and Physical Education in Middleton, Idaho. I received my Bachelor's Degree from Brigham Young University of Idaho and my Masters from the American College of Education.

Last year went well and I'm looking forward to an even better one this year. We are privileged to offer some new classes such as Phlebotomy, History for college credit, and Film Studies for an English credit just to name a few!

Remember, college credit classes are a great way to get a jump start on your future and save money! So please, take advantage of the many opportunities for dual credit college courses that North Powder has to offer!

We welcome back all of our teachers from last year and I know that they are working hard to help you learn the skills you need to be college and career ready.

Drop by the office to see me if you have any questions or just to say "Hi." I look forward to meeting everyone.

Let's make this a great school year!

Go Badgers!!!

Mr. Woodworth
Principal

PREFACE

Student enrollment is approximately at 290 students in grades pre-school through grade 12. The District offers a pre-school and full day kindergarten. Sports sponsored are: football, volleyball, cross-country, basketball, wrestling (independent), track, and baseball (co-operative sponsorship with Union High School). These are for middle and high school students. The District is in the 1-A classification according to the Oregon School Activities Association. Other activities that are supported are FFA, National Honor Society, Drama, and student government. Various clubs and organizations are encouraged.

The North Powder School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status or sex 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.

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

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 is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated 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.

Lance Dixon/compliance officer

ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district. The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The North Powder School District is a Charter School, meaning that students from other resident districts can apply for admission. Class sizes are limited and admission is based on a first come first serve basis for non-resident students.

Alternative educational services will not be provided to resident students expelled for violation of applicable state or federal weapons law.

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; 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; 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 State Department of Education.

The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

Parents may request alternative education programs by submitting written requests to the administration.

Non-District Alternative Education Programs

1. Community college;
2. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student and/or parent, there is no obligation to propose or fund a second program.

ALTERNATIVE EDUCATION NOTIFICATION

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by case basis.)
3. When an expulsion is being considered,
4. When a student is expelled,
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The maintenance supervisor serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes/schedules based on the individual needs of the student, staffing and scheduling considerations. Elective and required classes may be switched at the semester. Requests to change a student's assigned class at other times must be directed and approved by the building Principal and be signed by all teachers involved and a parent/guardian. Typically, students will not be allowed to transfer after the first week of each **semester**. Final decisions are the responsibility of the administration.

ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.

While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, he/she must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory

attendance law.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a C violation of law and is punishable by a court imposed fine up to \$150, as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the administration will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a C violation;
3. A citation may be issued by the district in the amount of a \$150 fine;
4. A conference with the parent and student is required.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required.

Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

Absences and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Students must obtain an "admit slip" from the office and have each teacher initial. The Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a preplanned 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, for any reason, must bring a note from his/her parent. *A pre-arranged slip may be obtained from the office prior to an excused absence with accompanying note or phone call from 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 should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who has an unexcused absence from school will not be allowed to participate in school-related activities on that day or evening.

1. When a student attends a school function and it is pre-arranged the absence is only for the length of the activity. If an activity ends earlier than anticipated, the student is expected to be in class upon return
2. If a student does not attend a pre-arranged school absence, they must be in attendance in the regular classroom.
3. Students may be excused on a limited basis from a particular preplanned classroom activity or, from selected portions of the established curriculum, and or from field trips on the basis of personal, religious or ethnic considerations. A student who is excused must still fulfill the school's requirements. However, those requirements may not exceed curricular expectations for students who participate in particular preplanned classroom activities, selected portions of the established curriculum, and/or field trips. When a student misses a class (primarily field trips) not associated with the activity and that has not assigned curricular expectations to all participating students, then the student missing the activity will not be punished by being expected to do extra/additional work not required of other students.

UNEXCUSED ABSENCES AND TARDIES

ABSENCES:

Students who receive **an unexcused absence** shall fall under the following policy:

1. **1st unexcused absence results in a detention and a parent/teacher phone call.**
2. **2nd unexcused absence results in a detention and a parent/teacher phone call.**
3. **3rd unexcused absence results in Friday school, ineligibility, ISS and/or a one day suspension.**
4. **Additional unexcused absences will result in ineligibility, suspension and/or expulsion.**
5. **Students caught skipping will immediately move to step three.**

TARDIES:

A tardy is defined as a student who is up to 10 minutes late to a class. If a student is more than 10 minutes late to a class, it will be considered an absence.

Students who receive **unexcused tardies** will fall under the following policy **per period:**

1. **1st – 3rd Tardy = Teacher assigned consequences.**
2. **4th unexcused tardy results in an unexcused absence and will fall under step 1 of unexcused absence policy.**
3. **Every 2 additional unexcused tardies shall fall under the next step on the unexcused absence policy.**

Suspension of Driving Privileges

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

- More than 10 consecutive school days of unexcused absences; or
- Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

Exemption from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is over 16 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

Truancy

A student who is absent from school or from any class **without permission** will be considered truant and will be subject to disciplinary action. **See unexcused absence policy.**

AWARDS, HONORS AND CLASS RANKING

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and a salutatorian will be selected for each graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest grade point average as computed at the end of seven semesters of high school work;
2. The salutatorian will be the student with the second highest grade point average as computed at the end of seven semester of high school work;
3. In case of a tie for valedictorian, co-valedictorians will be honored;
4. In case of a tie for salutatorian, co-salutatorians will be honored;
5. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors;
6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled full-time at Powder Valley High School prior to and continuously following the 10th school day for the student's senior year.
7. Students who qualify for early graduation following completion of their first semester of their senior year may be awarded salutatorian or valedictorian by the district.
8. In case of students retaking courses, the valedictorian and the salutatorian positions will be

- calculated by all courses taken the first time.
9. Candidates for valedictorian must have a cumulative grade point average of 3.5 and candidates for salutatorian must have a cumulative grade point average of a 3.0. Both the valedictorian and salutatorian must meet the requirements for the honors diploma.

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the administration. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.

Essential Skills

Students will meet grade 11 state performance standards in the academic content standards areas of reading, writing, mathematics, science, the social sciences, and any additional local district Essential Skills requirements. Additional services or alternative public educational options will be offered to students who do not meet the standards or who exceed all of the standards at any benchmark level. If, after one year, the student, for whom such services or options were made available, has not yet met all standards, the district, with the consent of the parents, shall make an appropriate placement as described in ORS 329.485 (5).

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, drama, FFA, dance, and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

The District permits non-curriculum-related student-led groups at the secondary level to meet on school premises in accordance with the Federal Equal Access Act.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school 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 diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, pink eye, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis.

COMPUTER USE

Students may be permitted to use the district's system for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;

2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail. (chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students are prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed.
8. Students are not allowed to change any settings i.e. backgrounds, screensavers or load or delete programs.

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 properties 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 law, school administrators may routinely review user files and communications.

Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned E-mail system.

Students who violate Board policy, administrative regulation, 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.

CONDUCT

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.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at 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, Friday school, suspension, in-school and/or out of school, expulsion and/or referral to law enforcement officials for the following, including but not limited to:

- 1) Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
- 2) **Substance abuse or any possession or use of tobacco, alcohol or unlawful drugs, including drug paraphernalia;**
- 3) Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
- 4) Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee;
- 5) Willful damage or destruction of district property;
- 6) Willful damage or destruction of private property on district premises or during district activities;
- 7) Open defiance of a teacher's authority;
- 8) Theft;
- 9) Use or display of profane or obscene language;
- 10) Violations of district transportation rules;
- 11) Persistent failure to comply with rules under the lawful directions of staff or district officials.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury. This includes a pocket knife containing a blade less than 3-inches in length.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury; Any knife with a blade longer than 3-inches constitutes a deadly weapon.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, firearm, muffler or silencer. Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive

device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, or safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 475.999. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

Academic Dishonesty

If in the professional judgment of a faculty member, a student has plagiarized or otherwise cheated in or on an assignment or examination the faculty member is entitled to give the assignment or examination a zero or whatever grade it is believed the student has actually earned. This grade will then be included with all other grades for the particular course, and the faculty member will then give the total grade, which is thus earned, even if the total grade is a failing grade. Discipline by the district can range from detention to out

of school suspension. This will depend upon past history of the student and the severity of the offense.

Cheating: any act involving deceit or trickery by which a student tries to achieve a grade higher than what would have been earned if the act had not been committed.

Plagiarism: a student's representation of another's words, or productions as being his or her own.

Academic dishonesty: any act by which an individual attempts to deceive another in order to gain or help others to gain an academic reward such as a grade or academic recognition, contrary to expressed or traditional rules.

CONFERENCES

Regular conferences are scheduled annually in the fall and spring to review student progress.

Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

COUNSELING

Academic Counseling

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school or pursuing some other advanced education should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

Some counseling is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

CREDIT FOR PROFICIENCY

The district shall grant required and elective credit toward a diploma or a modified diploma, provided the method for accruing such credit is described in the student's personal education plan and the student earns the credit by one or more of the options below.

A district may grant credit to a student if the student demonstrates defined levels of proficiency or mastery of recognized standards, i.e., knowledge and skills, (e.g., state academic content standards and essential skills, industry-based or other national or international standards) by one or more of the following options:

1. Successfully completing classroom or equivalent work (e.g., supervised independent study, career related learning experiences, project based learning) that meets Common Curriculum Goals and academic content standards required by Oregon Administrative Rule (OAR) 581-022-1210;
2. Successfully completing classroom or equivalent work, in class or out of class, where hours of instruction may vary;
3. Successfully passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; or
5. Providing documentation of prior learning activities or experiences (e.g., certification of training, letters, diplomas, awards, etc.).

The Board directs the superintendent to develop an administrative regulation that establishes criteria for granting proficiency credit.

- Letter grades will be used in the district. Students may take a proficiency test to gain credit for a class; the class will show as either “Pass” or “Fail”. Taking a proficiency test after completing a class will not result in an increase in the student’s letter grade. If a student retakes a class, both grades will show on the student’s transcript, but only the grade for the retake will be calculated into the student’s grade point average. The student will receive one credit for the class. At the beginning of the grading period students and parents will be informed regarding the basis of the grades and the methods to be used in determining them.

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. The district will notify students and parents of all such charges. If the damage is severe and willful out-of-school suspension will be given and restitution must be paid prior to returning. 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 and the student’s grade reports, diploma and records may be withheld. See Fee, Fines and Charges.

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will

share responsibility for the conduct of the guest. Guests at dances must have a “guest pass” with appropriate signatures prior to the event and present it at the dance. **Individuals 18 and over who are not enrolled in school, will not be considered for guest passes. The exception will be for alumni at the homecoming dance, Prom, and extenuating circumstances that warrant such a privilege. An administrator’s signature is required for such exceptions.** Anyone leaving before the official end of the activity will not be readmitted.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct 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 administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges, and loss of right to apply for driving privileges and removal to an alternative education program. Disciplinary measures are applied 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, he/she 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.

OFFENSE	CONSEQUENCES
assault behavior/Fighting	1st offense - OSS – 1 day min. 2nd offense - OSS - 3 days min. 3rd offense - OSS - 8 days min., and recommendation for expulsion
Unnecessary item (cell phone, toys, skateboards, etc.)	confiscated until end of school day - continued offenses could include ASD, FS, ISS, and/or OSS
disruptive behavior/Academic Dishonesty(Cheating/Plagiarism) direct defiance, disrespect, profanity, directed to staff (depends upon severity)	ASD, FS, ISS and/or OSS
skipping class	1st offense – FS, ISS, and/or OSS - 1 day min. 2nd offense – FS, ISS, OSS- 2 day min 3rd & subsequent - OSS pending parent conference *referral to truancy officer
Dress Code Violation	1st offense - warning and required to remove/change clothing 2nd offense - ASD/FS and remove/change clothing

drug/alcohol - possession, use, under the influence Distribution and/or selling shall fall under the same discipline as a 2nd offense	1st offense - OSS – 3 days, notify law enforcement, substance abuse evaluation 2nd offense - OSS - 8 days, notify law enforcement, substance abuse counseling and recommendation for long term suspension /expulsion (for extra-curricular consequences see substance abuse policy)
Failure to serve After School Detention	Friday School, ISS
Failure to serve Friday School	OSS- 1day min.
Failure to properly sign in/out of school	ASD, ISS
Failure to successfully serve or refusal to serve ISS	OSS - 2 days min.
weapon (knife, explosives, gun etc)	1st offense - 4 days OSS, possible expulsion for 365 days Follow Federal weapons laws.
Computer/Internet use violation	see policy - privileges restricted, ASD FS, ISS, and/or OSS
Profanity - language or gesture	ASD, FS, ISS, and/or OSS depending on severity
Public Display of Affection	1st offense - warning offense - ASD/Friday School offense - ISS/OSS 2nd 3rd
Tardy/late arrival	warning, parental notification, continued abuse could result in, ASD, Friday School, or possible loss of credit
Theft/Stealing	full restitution, up to 8 days OSS
Tobacco	same as drug/alcohol
sexual harassment	up to 10 days OSS (depending on severity)
vandalism/destruction of property	full restitution, up to 8 days OSS

ASD- After School Detention **FS-** Friday School **ISS-** In School Suspension **OSS-** Out of School Suspension

Detention

A student may be detained outside of school hours for not more than two 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 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. Students may be assigned after-school detention for disciplinary reasons. If a student misses after-school detention for an unexcused reason, in-school or out of school suspension may be assigned.

1. A student receiving 3 detentions during a 30 consecutive day time frame will be subject to Friday school, suspension, or expulsion.

Study table *

Students who do not complete assignments, have unexcused tardies, do not come to class prepared, and/or violate other expectations set forth by the teacher and not covered in the student code of conduct may be issued a study table. A student may be detained outside of school hours for not more than two hours on one or more days for a study table. Study tables may also be handled before regular school hours, or at lunch times with prior arrangement and the agreement of the issuing teacher. The study table shall not begin, however, until the student's parents have been notified of the reason for the study table and can make arrangements for the student's transportation on the day(s) of the study table. If a student misses study table for an unexcused reason, detention, in-school or Friday school suspension may be assigned

Friday School

Friday School is designed as a detention time for violations of the student code of conduct. Infractions warranting Friday School attendance may include, but are not limited to: truancy, cheating, vandalism, fighting, etc. Administration and/or staff may assign Friday School detention. It will be from 8 a.m. to 11 a.m. in either an assigned classroom or detention room.

1. Absences are only excused if they are: illness, emergency, or pre-arranged. Pre-arranged absences must be done in advance with a signed note from a parent/guardian. A late arrival will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Friday School.
2. Students are expected to bring appropriate materials with which to work as instructed by Friday school supervisor. There is no music, food, non-educational reading materials allowed.
3. Students will be expected to work the entire time while there. Any student not working will be removed from the **school** and referred to the administration. No student is permitted to sleep during Friday School.
4. Lavatory privileges will be at discretion of the Friday detention administrator
5. The District is not responsible for transportation of student to or from Friday School
6. A phone call or letter will notify parents that their child has been assigned Friday School, the date the student has been assigned.
7. Failure to attend Friday school will result in out of school suspension.

School Suspension

School Suspension may include: in-school suspension or out-of-school suspension. A student may be suspended from school for up to and including 10 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. Whether the suspension is in or out of school is left to the discretion of staff and administration. Out-of-school suspension (OSS) is reserved for the most serious or repeated discipline offenses. Chronic violation of school rules, where detention, in-school suspension, or Friday School have not proven to be a deterrent, will result in out-of-school suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a 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 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. Students who are suspended from school are also suspended from their next regularly scheduled extra-curricular activity in which they participate. Unless the students missed a regularly scheduled activity during their suspension

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension; teacher's discretion will be used. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

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. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents 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. Should the IEP team conclude 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 which is a manifestation of the disability.

A student may be removed from the current educational placement to an interim alternative setting for up to 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.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the

administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Clothing displaying under garments, promoting drugs, alcohol and/or tobacco products will not be allowed.

Students will not be able to wear hats in the classroom during the normal school day. Exceptions to this rule will be during P.E., in shop classes, and at other times when hats are necessary for safety concerns.

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

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS -EVACUATION

At least one fire drill and instruction will be conducted each month for students in grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

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.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. Enrollment and successful completion of a drug and/or alcohol counseling program may be required.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the

healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

ELIGIBILITY POLICY

Student Activity Eligibility

The following eligibility requirements apply to students who participate in district sanctioned activities. Participating students are required to demonstrate desirable behavior, satisfactory attendance and academic progress as determined by the following district criteria:

Behavior

Participants are expected to model exemplary behavior. Students in violation of severe disciplinary infraction or who establish a pattern of noncompliance as defined by the student code of conduct or the athletic handbook will have the incident(s) reviewed by the administration. The administrative review may result in discipline up to and including being declared ineligible to participate in district activities for a length of time to be determined by the administration;

Attendance

Any partial or full day unexcused absence the day of an activity will result in ineligibility for that activity.

A pattern of irregular attendance may be reviewed by the administration at any time and may result in short-term or long-term activity ineligibility as determined by the administrative review.

Academics

- **Student/Athlete Academic Standards**
- **Goal: To improve academic success, not punish**
- **SCHOLASTIC ELIGIBILITY** - The goal of the Powder Valley High School athletic program is academic achievement as well as participation. Participants will be required to achieve high academic performance as outlined in this policy.
- **SEMESTER GRADES (OSAA requirement)** – An eligible student is one who is enrolled in school, attending regularly and passing in at least five (5) subjects which are equivalent to at least two and one-half (2.5) credits of work, meeting OSAA standards, and who during the immediately preceding semester was enrolled in school, attended regularly and passed at least five (5) subjects which are equivalent to two and one-half (2.5) credits of work. For purposes of this rule, a unit of credit is defined in the State Board of Education’s minimum requirements for high school graduation.
- **Note: .5 credits is granted each semester per subject**

- **MINIMUM GRADUATION TRACK (OSAA requirement)** – Eligible participants must be on minimum graduation track from semester to semester. A student must earn the indicated number of credits to be eligible to participate:
 - At the end of the first semester of the 9th grade, each student must have earned a minimum of two and one-half (2.5) credits. At the end of the second semester of 9th grade, each student must have earned a minimum total of five (5) credits.
 - Each student must earn additional credits during the first semester of 10th grade for a minimum cumulative total of eight (8) credits. At the end of the second semester of 10th grade, each student must have earned a minimum total of 11 credits.
 - At the end of the first semester of the 11th grade, each student must have earned a minimum of 13.5 credits. By the end of the second semester of the 11th grade, cumulative credits must total 16.
 - Each student must earn additional credits during the first semester of the 12th grade to accumulate a minimum of 19 credits.
 - Tier 1: At the conclusion of each 3 week grading period, students who achieved a minimum 2.0 grade point average and did not fail any classes will be considered eligible with no restrictions.
 - Tier 2: At the conclusion of each 3 week grading period, students who achieved below a 2.0 grade point average and/or failed one scheduled class will be considered ineligible to participate. However, the Tier 2 student may choose to **regain** eligibility by achieving Tier 1 status before practice begins on Wednesday, or the day determined by administration in the case of extenuating circumstances.
- **Example: Student Athlete 1 has 2.67 GPA with one F in Math. (Ineligible)**
- **Example: Student Athlete 2 has 1.95 GPA with no F's. (Ineligible)**
- Students achieving tier 2 status will have grade checks conducted weekly until the student achieves tier 1 status at the next regularly scheduled 3 week check.
- **GRADE REPORTING REQUIREMENT AS PER BOARD POLICY AND ADMINISTRATIVE DIRECTIVE**
- Grades are due submitted to the office by 8:00 Monday morning of the grading period (Only exception is due to staff absence and/or extreme circumstances).
- Absent staff will submit grades immediately upon returning to work unless there are extenuating circumstances and administrative approval for additional time.
- Coaching staff will be notified of any players falling below the eligibility standards before practice on Monday of the required grading period.
- Students falling below the above standards will have until Wednesday or the date established by administration to justify to administration and/or AD that they have met the requirements for eligibility. This can be accomplished with a note or email from appropriate teacher(s). In the

absence of a teacher the AD, or administration will do their best to validate grades, but when in doubt will error on the side of the student.

- Any student still ineligible by Wednesday cannot play in that week's scheduled contests, but they may gain eligibility during the next week by moving into Tier 1 status.
- **THE GOAL IS TO CHANGE THE BEHAVIOR, NOT BE PUNITIVE IN NATURE. PUNITIVE CONSEQUENCES DO NOT ACCOMPLISH DESIRABLE OUTCOMES ON A LONG TERM BASIS.**

The administration will:

1. Provide appropriate communications for school staff to facilitate effective and equitable implementation of the policy;
2. Develop and distribute information regarding staff, parent and student responsibilities for carrying out the policy;
3. That have been adopted and designed to improve academic achievement; and
4. Ensure that students are provided due process in all disciplinary matters.

Special Education Students

Exceptions to participation requirements will be made only when the disabling condition, as identified in a student's IEP, prevents the student from achieving the required grade point average, behavior standard or attendance requirement.

Alternative Program Students/Charter School Students

Flexibility will be provided for these students as it relates to transferring into and out of an alternative program/charter school. The academic, behavior and attendance requirements appropriate to the student's placement shall all apply once a student begins participation.

Home-Schooled Students

Home-Schooled Students will be considered eligible for participation if they meet the following criteria:

1. The student is in compliance with all the rules governing home schooling and can provide acceptable documentation of compliance to the district;
2. The student can meet the district's eligibility requirements with the exception of attendance;
3. The student need not meet class requirements of the voluntary association administering the activity;
4. The student can achieve the minimum achievement test score required of home-schooled students. Students may participate while awaiting test results.
5. The student must fulfill the same responsibilities, standards of behavior and performance, including related class or practice requirements as other students participating in the activity. The student must also comply with all public school requirements during the time of participation.

6. The student must reside in the attendance boundaries of the school for which the student participates.

Student Athlete Drug Testing **

As part of the district's substance abuse prevention efforts, mandatory drug testing will be required of all student athletes, grades 9-12 in order to:

1. Provide for the student athletes' health and safety;
2. Undermine the effects of peer pressure; and
3. Encourage participation in treatment programs, at parent expense, for student athletes with substance abuse problems.

No student athlete shall be penalized academically for testing positive for illegal or performance-enhancing drugs. Test results will not be documented in any student's education records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent a valid and binding subpoena or other legal process, which the district shall not solicit.

In the event of a subpoena or other legal process, the district will notify the student's parents at least 72 hours prior to releasing information.

Student athletes may be tested at the beginning of any athletic season in which he/she participates.

Random testing will be conducted periodically thereafter by a method determined by the district to assure the integrity, confidentiality and random nature of the selection process.

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12 students with whom the employee has contact as part of the employee's district duties; or knowingly endorse or suggest the use of such drugs.

The superintendent will develop administrative regulations to implement the drug-testing program in accordance with the provisions of law.

See Administrative Rules.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her 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 according to information provided on emergency forms and submitted by parents to the school. Parents 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.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

School Closure

The superintendent will make the decision to close school, after consultation with the bus company. It will be our objective to reach this decision before 6:30am of the day of the closure.

The school will immediately notify the local radio stations.

KBKR Baker

KCMB Baker/La Grande
KLBM La Grande

All school activities will be cancelled on the days of a closure unless students are otherwise notified.

REMEMBER, SCHOOL WILL BE OPEN UNLESS PUBLIC NOTICE IS MADE OF THE CLOSURE.

Early Dismissal

In case of sudden or unforeseen adverse changes in weather, it may be judged necessary to dismiss school early. This means early bus runs and students arriving home earlier than planned.

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should contact the office for additional information.

FEES, FINES AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc;
6. Student accident insurance and insurance on school-owned instruments;
7. Band Fee: Instrumental rental and uniform maintenance;
8. Student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.
15. Fees for use of towels provided by the district for athletics;

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

The district will withhold the grade reports, diploma and records of any student who owes a debt of \$50 or more for unpaid school fees, fines and charges. The district may withhold grade reports, diploma and records of students owing less than \$50. All such materials shall be released upon payment of monies owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt

- collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district. Debts not paid within 10 calendar days of the district's notice to the student and parent will result in the student's grade reports, diploma and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

FOREIGN EXCHANGE STUDENTS

The school may enroll a maximum of 2 students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1. Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

FUND RAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may be permitted to conduct fund-raising drives. An application for permission must be given to the advisor of the High School Student Council at least **seven days** prior to the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GRADE CLASSIFICATION

GRADE CLASSIFICATION: 6-8

After the sixth grade, students are classified by grade level according to the number of units of credit earned toward promotion to high school.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
5	7th grade
10	8th grade
15 or more	9th grade

GRADE CLASSIFICATION: 9-12

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

Classification at a grade level means that students attend all class functions at that level. Classification also determines locker placement, extracurricular privileges, and other associated activities that may be determined by grade level.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's

parents. *Parents who do not concur with a recommendation to retain can sign a form documenting their disapproval and list the reasons why they disagree.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

Incomplete Grades may be given for courses with teacher approval. Incomplete grades will turn into a failing grade (F) if not changed by 2 weeks following the end of the grading period.

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma or other certificates of completion or attendance, and completed the Senior Project may participate in graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the administration. All speeches will be reviewed and approved in advance by the building principal or designee.

GRADUATION REQUIREMENTS

In order to graduate from high school in the district, a student must successfully complete 24.50 units of credit.

****Graduation Requirements****

<u>Title</u>	<u>Required Credits</u>
Electives	6.00
Career and Technical Education, The Arts and/or Second Language	3.00
Health	1.00
Language Arts	4.00

Mathematics (Algebra 1 and higher)	3.00
Physical Education	1.00
Science (Scientific Inquiry – 2 with lab experience)	3.00
Senior Project	0.50
<u>Social Studies</u>	<u>3.0</u>
Total Credits	24.50

GRADE REPORTS TO STUDENTS AND PARENTS

Progress reports are issued every 3 weeks and mailed to parents at the end of each quarter. Grade reports must indicate academic and citizenship progress to date. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

No grade of “D” or “F” should be issued without notifying the student and their parents of academic deficiencies. This may be done through a phone call or a written note.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complimentary to the classroom process.

HOMELESS STUDENTS

The district 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 student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student’s school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district’s liaison for homeless students. For additional information concerning the rights of student and parents of students in homeless situations or assistance in accessing transportation services, contact the superintendent, the district’s liaison for homeless students.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, 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 such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

INFECTION CONTROL/HIV, HBV* AND AIDS

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases. For further information, please consult Board Policy.

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Students of parents with questions about the district's AIDS, HIV and HBV health education program should contact *designated district official*.

INSURANCE

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

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance or (3) signed a form rejecting the insurance offer.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety, and to reclaim district property including instructional materials.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be donated to a charity on a regular basis.

Loss or suspected theft of personal or district property should be reported to the school office. However, the school is not responsible for lost/stolen property.

LUNCH/BREAKFAST PROGRAM

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need.

Additional information can be obtained in the office.

Breakfast – No Cost for students and staff
Parent/Guardian \$1.45

Lunch

Reduced	No Charge
Grades PK-5	\$1.75
Grades 6-12	\$2.20
Extra milk	\$.35
Adult	\$3.20

Charging meals is not allowed.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary as per district policy.

District Administered Medication

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions of the parent that includes the information above are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Self-Medication

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication.

Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit them to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The newsletter published monthly and school website provides opportunities for learning more about the District;
3. Become a district volunteer. For further information contact the administration;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PERSONAL COMMUNICATION DEVICES

Students **may not** use personal communication devices in classrooms during the school day **unless they have teacher permission for an approved classroom activity**. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

Students found in violation of the personal communication device use policy and rules as established by the building principal will be subject to disciplinary action. Reasonable suspicion that a personal

communications device is being used to disrupt the learning environment which protects the health, safety and welfare of students and staff shall subject such devices to the district search policy. To assist the Board in attaining these goals, district officials may search a student's person and property, including property assigned by the district for the student's use. District officials may seize any item which is evidence of a violation of law, district policy or rules, or which the possession or use of is prohibited by law, policy or rules.

Devices confiscated will be released to the student's parents.

TELEPHONES

Classroom telephones are not for general student use. Only during emergency situations, or class activities, will student have access to classroom phones. Otherwise students will be directed to the office if there is a need to use a telephone.

PHYSICAL EXAMINATIONS

Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

POSTERS

The principal must first approve signs, banners or posters that a student wishes to display. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

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.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

SEARCHES AND QUESTIONING

Searches

District officials may search the student, his/her 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 to believe evidence of a violation of a law, Board policy, administrative regulations or school rules are present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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 conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. **Such inspections will be conducted by the administration (or their designee), and 1 other staff member. Students will be notified that a search of district property has occurred and will be notified of any evidence or prohibited item seized.**

Items found which are evidence of a violation of law, policy, regulation or school rule be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

Parent requests to be present whenever their child is questioned by the administration will not be granted. The district has an obligation to protect the safety, welfare and property of its students and employees and must act in the most expedient and proficient manner possible. Parents can not interfere in the day to day operations of the school district and the administration's ability to carry out their duties. In the case that disciplinary action is taken, the principal or designee will attempt to notify the parents.

SENIOR TRIPS

The district recognizes senior trips as an extension of the school experience. The school board must approve district-sponsored senior trips.

SPECIAL PROGRAMS

The school provides special programs for the following categories of students. A student or parent with questions about these programs should contact the [building administrator].

- Bilingual Students
- Students with Disabilities
- Talented and Gifted

- Title I Services

STUDENT/PARENT COMPLAINTS

Complaints will be handled and resolved as close to their origin as possible.

Although no member of the community will be denied the right to petition the Board for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations.

The Board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher;
2. Building Principal/Designated Supervisor
3. Superintendent;
4. Board.

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board. The Board will not hear charges against employees in open session unless an employee requests an open session.

While speakers may offer objective criticism of operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chairman will direct the visitor to the appropriate means for Board **consideration and disposition of legitimate complaints involving individuals.**

The superintendent shall develop, announce and implement a procedure for responding to criticisms and complaints from the public and staff about materials and printed matter that are used in the district.

Las quejas públicas (Spanish Version of Student/Parent Complaints)

Las quejas serán atendidas y resueltas lo más cerca posible de su origen como sea posible.

A pesar de que ningún miembro de la comunidad se le negará el derecho a solicitar a la Junta reparación de un agravio, las quejas se refieren a través de los canales administrativos apropiados para la solución antes de la investigación o la actuación de la Junta. Las excepciones son las quejas que se refieren a acciones u operaciones de mesa de mesa.

La Junta recomienda a los ciudadanos que la canalización adecuada de las quejas relacionadas con la instrucción, disciplina o aprendizaje materiales es el siguiente:

1. Maestro;
2. Edificio Principal / Supervisor Designado
3. Superintendente;

4. Junta.

Cualquier queja sobre el personal escolar será investigada por la administración antes del examen y la adopción por el Consejo. La Junta no escuchará los cargos contra los empleados en sesión abierta a menos que un empleado solicita una sesión abierta.

Mientras que los altavoces pueden ofrecer crítica objetiva de las operaciones y programas, la Junta no escuchará quejas personales relativos al personal del distrito ni en contra de cualquier persona relacionada con el sistema escolar. El hacerlo podría exponer a la Junta a un cargo de ser parte en la difamación y perjudicaría cualquier necesidad de actuar como el examen final de recomendaciones administrativas relacionadas con la materia. El presidente de la Junta va a dirigir al visitante a los medios adecuados para la consideración de la Junta y la disposición de quejas legítimas que implican individuos.

El superintendente desarrollará, anunciar y poner en práctica un procedimiento para responder a las críticas y las quejas del público y el personal acerca de los materiales e impresos que se utilizan en el distrito.

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the superintendent.

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The administration will be available to assist in the completion of such forms as requested.

All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

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

ESD.

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. 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:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. 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;
3. 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 with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. 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 or staff member subjected 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 or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

- Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented in writing or orally to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the complaint or reported incident with all concerned parties within [five] working days after receipt of the complaint or information. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.
- A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, shall be forwarded to the superintendent.
- Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the

complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

Step IV If the complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the written appeal. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

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.

Students or parents with complaints not covered by this student handbook should contact the principal.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records.

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 district office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or 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 marks received;
8. Data documenting a student's progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
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 to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent.

STUDENT EDUCATION RECORDS

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any 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.

Student report cards, records or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

The district shall, within 10 days of a student seeking initial enrollment in 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.

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.

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:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent.

4. The hearing shall be private. Persons other than the student, parent 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. He/She 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.

***SUBSTANCE ABUSE**

EXTRA-CURRICULAR SUBSTANCE ABUSE GUIDELINE

The goal of the district is to create an atmosphere of zero tolerance for the use and/or abuse of drugs, alcohol, and all forms of tobacco. Our aim as educators and professionals is to help student athletes learn and develop a strong and healthy lifestyle. In so doing some guidelines have been established.

These substances are illegal, harmful for the body, highly addictive, and not in keeping with high standards of excellence. All students at Powder Valley are considered participants in extra-curricular activities during the entire school year.

1. It is a violation for any student-athlete, or student participant in extracurricular activities to use, possess, sell, or distribute tobacco, alcohol, illegal drugs, or drug paraphernalia.

- **FIRST OFFENSE:** The penalty for this class of violation will be a 2 week suspension from competition (contests, performances, etcetera), carried over to the next season if necessary. **THE STUDENT MUST PRACTICE AND TRAVEL WITH THE TEAM, CLUB, OR ORGANIZATION, BUT CAN NOT PARTICIPATE IN COMPETITION.** The student must participate in a school, or school approved intervention program.

If the student refuses to accept an intervention program, the student will be suspended from all extra-curricular activities for the remainder of the particular activity season they are participating in, or 60 days, whichever is longer. If necessary, the 60 days will run to the next activity season for that student even if there is an off-season in between. Off seasons will not be calculated as part of the 60 day suspension. If the offense occurs during the school year, but between activity seasons, or after the last activity season of the year, the penalty will begin at the beginning of the next activity season for that student. Penalties will be carried over to the next school year if necessary, but calculations of offenses will start over at the beginning of each school year.

- **SECOND OFFENSE:** Same criteria as a first offense, however the penalty for this class of violation will be a 4 week suspension from competition.
- **THIRD OFFENSE:** Suspension from participation in extra-curricular activities for 1 calendar year. The suspension will begin from the date of the violation.

Activity advisors/coaches may have additional attendance, dress and behavior expectations. These

expectations and the consequences for violations will be made known to the administration, participants and parents at the beginning of the activities season.

2. Attendance at an inappropriate function where alcohol, drugs, or tobacco are present, but use is not proven, or admitted, is a violation of the extra-curricular policy. Inappropriate is defined by the administration, and includes but is not limited to functions not on parent's personal property, functions where minors are in violation of the law, and functions where illegal activities are taking place. A committee of coaches/activities advisors may be utilized to determine other criteria for classifying inappropriate functions. Coaches and advisors will be notified of any actions taken.

- FIRST OFFENSE: The penalty for this class of violation is probation for the remainder of the school year.
- SECOND OFFENSE: This will be treated as a first offense under (1) above.
- THIRD OFFENSE: This will be treated as second offense under (1) above.
- FOURTH OFFENSE: This will be treated as a third offense under (1) above.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

TRAFFIC SAFETY (Driver's Education)

Traffic safety is provided through the Union-Baker ESD, eligible resident. Instruction is divided into three components, in-class, behind-the-wheel instruction and observation. In-class time consists of 30 hours. Behind-the-wheel instruction consists of six hours of practice driving. The third component consists of six hours of observation. An entry shall be made on the permanent record of each student who completes the course, including date the course was taken and the final grade achieved. A tuition rate has been established by the ESD. No resident student will be denied enrollment based solely on the ability to pay tuition.

Eligible students may contact the office for additional application or waiver or reduction of fee information.

TRANSFER OF STUDENTS

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

TRANSPORTATION OF STUDENTS

A student being transported on district provided transportation is 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.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;

2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver,
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the year: The student receives a five to ten-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the bus company, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district requests that before parking the student must be able to show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Skateboards, scooters or rollerblades are not allowed to be ridden on school property.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

Please sign and return to the office

Student Name:

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity **regardless of time or location** and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to ; the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I also understand that the district is required by law to release secondary students' names addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information.

- I do
- I do not

authorize student's name, address and telephone number be released to military recruiters.

- I do
- I do not

authorize my secondary student's name, address and telephone number be released to institutions of higher education.

- I do
- I do not

authorize directory information to be released by the district for use in local school publications, other media (newspapers, radio, television, and etcetera) and for such other purposes as deemed appropriate by the principal.

I understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released an my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

I have read and understand the student handbook. While I may not agree with all content, I fully understand that all items listed in the handbook fall under the jurisdiction and legal rights of the State of Oregon, Local Board of Directors and the administration. I also understand that failure to sign will not release my student from items outline in the handbook, and the Student Code of Conduct.

Parent/Eligible Student (19 or older) Signature

Date