

# PORT ORFORD-LANGLOIS SCHOOL DISTRICT 2CJ

Pacific HS/Driftwood JH  
Student – Parent Handbook



2021/22 School Year

Ms. Krista Nieraeth, Principal  
Mr. Ben Stallard, Vice Principal/Athletic Director

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## PREFACE

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

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

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

The statement on the following page covering these issues must be signed by the parent (or eligible student), dated and returned to the district.

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

**Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.**

## WELCOME

Welcome to the Port Orford-Langlois School District 2CJ. You have enrolled and become a partner in schools that have received state and national recognition. Graduates of Pacific High School will become citizens who continue to learn—cooperatively and individually---in the rapidly changing work place. Students at our schools are developing academic and life skills to meet the challenges that the future will bring.

Statements in this booklet that regulate your actions as a student have proven to be beneficial to success at school. Every community of citizens has a set of guidelines to go by for the good of the group. If you keep that thought in mind, your work and activities at our schools will be pleasant and be a benefit to you and others.

The policies and procedures contained in this handbook are the result of a concerned effort on the part of the faculty and the administration. This information has been carefully prepared and presented so it will be of value in helping you to adjust to our schools and to become a part of it.

The purpose of education is to help each student become an enlightened, effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our schools that will prepare you to live a better life and finally take your place in this complex society. Remember, your success in school is up to you and your effort.

SCHOOL SONG

Music by: Charlie Jensen, Band Director, 1956

Words by: Jack Rice, Superintendent, 1956

“Pacific High School”

Pacific High, Pacific High School  
We will rally round and  
sing your battle cry.  
We'll fight life's battle through,  
In every thing we do.  
We will love and honor thee,  
our dear old High,  
We'll play for fame;  
we'll play for glory;  
and we'll play the game for you.  
Pacific High,  
Pacific High School,  
our Alma Mater true.

PHS/DW Student Officers

Student Body

President .....  
Vice President  
Secretary-Treasurer

Class

Class of 2027 (7<sup>th</sup> Graders)  
President  
Vice President  
Secretary-Treasurer

Class of 2026 (8<sup>th</sup> Graders)  
President  
Vice President  
Secretary-Treasurer

Class of 2025 (FRESHMEN)  
President  
Vice President  
Secretary-Treasurer

Class of 2024 (SOPHOMORES)  
President  
Vice President  
Secretary-Treasurer

Class of 2023 (JUNIORS)  
President .....  
Vice President  
Secretary-Treasurer ...

Class of 2022 (SENIORS)  
President  
Vice President  
Secretary-Treasurer

**National Honor Society (NHS)**

President  
Vice President  
Secretary-Treasurer



DIRECTORIES

PACIFIC HIGH STAFF

541-348-2293

Certified / Classified / Administrative

Subject	Teacher	Room	Extension/Voice Mail
Industrial Arts	Robert Jones	Wood/Metal Shop	(541) 348 - 2293
ELA/Art	Leila Thompson	8	119
PE VP/AD	Ben Stallard	11/Gym	111
Spanish/ELA	Kandi Wyatt	7	107
ELA/Communications/ Junior Seminar	Jeanne Jezuit	13	113
Mathematics	Steven Taylor	3	103
Music	Marty Hanson	16 Balcony	116
Special Education	Bonita Stout	12	112
Science	TBA	4	104
Social Studies/JH Careers	Phoebe Skinner	14	114
Principal	Krista Nieraeth	Principal	157
Instructional Assistant	Bonnie Everest Dave Stevens	12	112
Custodial/Maintenance	Don Drescher Lyle Keeler		
Library Specialist	Cindy Pogwizd	Library	101
Office Manager	Kari Engdahl	Office	100
Technology Coordinator	Jered Rush	2B	128
School Counselor	Ashley Jones		
Community Liaison/Attendance Advocate	Brittany Figueroa		

## DISTRICT PERSONNEL

<b>District Administration</b>	
45525 Highway 101, Sixes, OR 97476 Mail: P. O. Box 8 Port Orford, OR 97465 Telephone 348-2455; Fax 348-2228	Superintendent – Steve Perkins Business Manager – Amanda Steinmont Executive Assistant – Stephanie Smith Payroll Clerk-Tara Garratt
<b>Driftwood School</b>	
1210 Oregon Street, Port Orford, OR 97464 Mail: P. O. Box 8, Port Orford, OR 97465 Telephone 332-2712; Fax 332-0190	Principal – Krista Nieraeth VP/AD – Ben Stallard Office Manager – Nicola Steers
<b>Pacific High School</b>	
45525 Highway 101, Sixes, OR 97476 Mail: P. O. Box 8, Port Orford, OR 97465 Telephone 348-2293; Fax 348-2389	Principal– Krista Nieraeth VP/AD – Ben Stallard Office Manager – Kari Engdahl

### EXTRACURRICULAR ACTIVITY ADVISORS

Vice Principal / Athletic Director – Ben Stallard

#### FALL SPORTS

Varsity Soccer – Darren Steers  
 Varsity Volleyball – Heather Valentine  
 Varsity Cross Country – Bryan Thompson

#### WINTER SPORTS

Varsity Boys Basketball – TBA  
 Varsity Girls Basketball – TBA

#### SPRING SPORTS

Varsity Track – Ben Stallard

7<sup>th</sup> GRADE ADVISOR:

Leila Thompson

8<sup>th</sup> GRADE ADVISOR:

Phoebe Skinner

FRESHMAN CLASS ADVISOR:

Bonita Stout

SOPHOMORE CLASS ADVISOR:

Hilary Johnson/Rob Jones

JUNIOR CLASS ADVISOR:

Steven Taylor

SENIOR CLASS ADVISOR:

Kari Engdahl/Cindy Pogwizd

HS AND JH ASB ADVISOR

Kandi Wyatt

NHS ADVISOR

Steven Taylor

PEP BAND ADVISOR/SOUND MANAGER

Marty Hansen

YEARBOOK ADVISOR

Kandi Wyatt

# GRADUATION REQUIREMENTS FOR PORT ORFORD/LANGLOIS SD #2CJ

In order to graduate from Pacific High School with a **standard** diploma, a student must successfully complete 26 units of credit as stated below:

1. English – 4 credits
2. Mathematics – 3 credits (All 3 credits must be Algebra I or higher)
3. Science – 3 credits (Scientific Inquiry & Lab Experiences)
4. Social Sciences – 3 credits
5. Health – 1 credit
6. Physical Education – 1 credit
7. CTE/The Arts – 3 credits
8. Junior Seminar – 1/2 credit
9. Communications Applications—1/2 credit
10. Second Language – 1 credit
11. Electives – 6 credits

## **Additionally students must:**

- **Complete 35 hours of community service (Exceptions will be made for Class of 2022, Class of 2023, and Class of 2024 for hour requirements).**
- **Meet Essential Skills requirements as set forth by the Oregon Department of Education in the areas of Reading, Writing, and Mathematics (suspended until further notice).**
- Develop an education plan and build an educational profile
- Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0101
- Demonstrate career – related knowledge and skills as defined in OAR 581-022-1130(5)
- Participate in career – related learning experiences as outlined in the student's educational plan

**\*Having less credits than the minimum stated may affect athletic or activities eligibility\***

## ACTIVITIES (IGD/IGDA)

Involvement in student activities is a valuable and rewarding part of a high school student's educational experience. Therefore, Pacific High School sanctions and encourages student involvement in a variety of student activities including student government, class and club activities, athletics and other special interest groups.

All co-curricular and extracurricular activities must be approved by the superintendent and by the School Board and be operated under the auspices of the Pacific High School administration. Each activity must have at least one staff advisor who will oversee the operation of the group to ensure that all district and building policies and rules are followed.

## 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 or who applies for admission to the district as a nonresident student.

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 nonresident student.

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

## AFTER SCHOOL ACTIVITIES

Students are to leave the school grounds immediately after school is dismissed unless they are involved in a staff supervised activity such as sports, clubs or meeting with a teacher. Students are not to stay after school to watch practice or socialize. Students must leave school grounds immediately if school personnel (including coaches and custodial staff) make the request.

Students involved in authorized after-school activities are to remain in the activity area under the supervision of the responsible staff member.

## ALTERNATIVE EDUCATION PROGRAMS [IGBHA]

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

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

### In-District Alternative Education Programs

Tutorial instruction

1. Professional technical programs
2. Work experience
3. Instructional activities provided by other accredited institutions
4. Community service
5. Independent study
6. Others as approved by the district such as online classes and distance learning

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

### Non-District Alternative Education Programs

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80 percent 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 semiannual 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 PROGRAMS - ESTABLISHMENT [IGBHB]

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to [November 1] for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

#### ALTERNATIVE EDUCATION NOTIFICATION [IGBHC]

Individual notification to students and parents regarding the availability of alternative education programs will be given semiannually or when new programs become available under the following situations, as appropriate:

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 benefitting 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 semiannual 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.

\* The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

## ASBESTOS

Federal law requires that we notify the public of the presence of asbestos in the buildings. While asbestos is a concern, it poses no significant problem unless it is damaged.

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its 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.

Any questions, concerns, or reporting of possible problems are to be directed to the district office at 541-348-2237.

## 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. Attendance at all assemblies is mandatory unless excused by school administration

## ATHLETIC/ACTIVITIES POLICY

Please refer to the athletic/activities handbook for the policy.

## ATTENDANCE [JEA]

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 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. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the superintendent 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 Class C violation;
3. A citation may be issued by the district;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. 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.

## 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:

1. More than 10 consecutive school days of unexcused absences; or
2. 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.

#### **Attendance Requirement for Athletes:**

Students participating in athletics and extra-curricular events are expected to maintain regular attendance.

**Attendance in School for Extracurricular Activities:** The participant must be in school all day the day of the game, practice or activity and must be present at school the entire day after the activity unless PRIOR administration approval is given. Students may not participate in practices or games on the days they are absent from school unless they have received prior approval from school administration. Violators of this policy will be excluded from participation in the next contest. Students who leave campus without permission or are considered truant for any reason will not be allowed to practice or play on the same day. Irregular attendance or excessive tardiness may result in suspension or removal from the sport in which the student is participating.

#### **ABSENCES AND EXCUSES**

In the Port Orford – Langlois School District 2CJ, regular attendance in all classes is expected. Attendance practices by students that are anything other than regular will cause the student to miss valuable class discussions, lectures, demonstrations, etc., ultimately causing the learning process to be impaired. Thus, lack of attendance will affect grades and possibly cause the student to receive no credit in classes.

When returning to school after an absence, parents/guardians are requested to contact the office manager or administration describing the reason for the absence. Absences not cleared will be considered unexcused. **Teachers are not obligated to allow students to make up work from unexcused absences.** At the discretion of the individual classroom teacher, students may not receive credit or be allowed to make up work missed if absence (s) are unexcused.

School administration will make final determinations as to whether an absence is excused or unexcused. 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.

#### **No excused absence will be granted by school administration without explanation of 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.

**All students, regardless of age, who must leave school during the day, must have a parent or guardian make arrangements in the main office. Exception to this would be a student over 18 years of age who has shown written proof of emancipation from their parent or guardian. The student must check out in the main office prior to leaving school.**



**A student shall not be released from school at times other than regular dismissal hours except with administrative permission or according to school sign out procedures.** A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. Notes provided by students will not be approved without a specific reason provided by the parent. **The school administration reserves the right to deny a student permission to leave campus.** Students will not be allowed to leave campus in vehicles of other students, unless both students' parents have given written permission.

Students are not allowed to miss any classes to work on another class unless prearranged with the teachers involved. Single period absences are considered unexcused unless prior arrangements have been made with the office.

**Upon return to school, students will have one day for each day missed to make up work presented in class on the day the excused absence occurred.** Students on field trips, athletic events, and other school business will be considered an excused absence from class. It is the student's responsibility to ensure they have received their missing/make up work from the teacher within the time frame stated above. Failure to make up assigned work within that time may result in a grade of zero for that assignment.

Every effort should be taken to not miss school if assigned presentations or group work is occurring in class. However, there may be situations that cannot be avoided in these cases. Parents/guardians are asked to contact the teacher immediately to arrange for that work to be made up, knowing that it may be made up at a time of the teacher's choosing (after school, before school, at lunch, etc.). Students and their parents/guardians must make arrangements with the teacher to make up that type of work within one day of returning, or they may risk losing credit for the work.

Students with excused, extended absences may receive make up work by parent/guardian request for that period. **Teachers will be given at least 24 hours to collect requested work and turn it into the office where it may be picked up.** The work is expected to be completed by the time the student returns to school or they may risk losing credit for the work assigned, per teacher discretion.

Failure to make up assigned work for an excused absence within a reasonable amount of time (one day maximum for each day missed) may result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A teacher may use classroom participation as a part of determining a student's grade if the method used to determine the grade is explained to students at the beginning of the course. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening unless the absence has been prearranged and approved by the administration via written note.

**Attendance in School for Extracurricular Activities:** The participant must be in school all day the day of the game, practice or activity and must be present at school the entire day after the activity unless PRIOR administration approval is given. Students may not participate in practices or games on the days they are absent from school unless they have received prior approval from school administration. Violators of this policy will be excluded from participation in the next contest. Students who leave campus without permission or are considered truant for any reason will not be allowed to practice or play on the same day. Irregular attendance or excessive tardiness may result in suspension or removal from the activity in which the student is participating.

#### Pre – arranged absences

Whenever possible, a student should prearrange an anticipated absence of two or more days. A note from the parent should be brought to the office prior to the date of the anticipated absence. The office will then issue a prearranged absence form to the student who should take it to all his/her teachers to notify them of the coming absence and to get assignments for the absence day(s). The student should then return the form to the office where, after the absence, his/her attendance record will be adjusted as either excused or unexcused, depending on the reason for the absence. Assignments are due on the first day back or they may risk losing credit for the work assigned, per teacher discretion.

#### Ten-Day Drop

When a student is absent from school for ten consecutive school days, **for any reason, excused or unexcused**, he or she will be dropped from attendance roles as mandated by state law. At that time, the student's parents will be notified of the drop as well as the attendance division of the South Coast Education Service District.

### Forgery of Written Excuses and Phone Calls

Students who forge written excuses or falsify phone calls to obtain an excused absence or to leave school may be suspended and placed on an attendance contract.

### Exemption from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 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 including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

### Pacific High School Attendance Procedures

1. A student who is late to class 15 minutes or more will be considered absent from that day's class.
1. Students who have an unexcused tardy will be documented in the district's attendance system. Students that are tardy may be required to serve detention as determined by the school administration. Unremitting tardiness may result in meeting with parents/and or suspension.
2. The parent should call the school office (541-348-2293) as early as possible after 7:30 a.m. on the day the student is absent to provide the reason and anticipated duration of the absence.
3. If a student is reported absent by his/her teachers the first two or three periods of the day, the attendance secretary will attempt to call the parent to make certain that the parent is aware that his/her student is not in attendance at school.
4. If the parent cannot be reached by phone or the attendance assistant reaches only the student, the absence will be recorded as unexcused.

5. On the first day a student returns to school after being absent, the student is to bring a written note of verification concerning the absence from the parent. The note should specify the student's name, the date(s) of the absence, the reason for the absence and be dated and signed by the parent. The student should take the note to the school office where it will be recorded on his/her attendance record as either an excused or unexcused absence.

6. Absences will be recorded as unexcused until a written note from the parent is submitted to the office or the absence is verified by the parent or guardian's phone call.

#### AUDIO EQUIPMENT

Audio equipment (MP3 players, iPods, etc.) with or without headsets may not be used in the classroom without instructor approval. Such devices are also prohibited during assemblies, other school related instructional activities, or on school transportation. The school district will not be responsible for damage, theft, or loss of audio equipment brought to school by students. ***If a student is wearing earphones anywhere in the school setting, only one earpiece may be in place. Having both ears covered is a school safety issue.***

#### CELL PHONES AND PERSONAL ELECTRONIC DEVICES (JFCEB)

Students are permitted to carry their cell phones and personal electronic devices as long as they are turned off and not visible during class time. Use of personal electronic devices is allowed before school begins, at lunchtime, and at the end of the school day, but they must be silenced. If an electronic device is seen and/or heard, staff has the authority to confiscate the item and the student may be referred for disciplinary action. Any item confiscated from a student will be sent to the office, where the student and/or parent/guardian will be able to pick it up.

The district assumes no responsibility for lost or stolen personal items. Students and families bring these items to school at their own risk.

The use of personal electronic devices including but not limited to: cell phones, Ipods, MP3 players, laptops and tablets may be permitted during class **at the discretion of the administration and classroom teacher for educational purposes only**. Use must follow all existing school policy regarding electronic devices. Violation of the appropriate use of personal electronic devices as set by the classroom teacher and board policy will result in disciplinary action.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying / cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior that disrupts the educational process during the instructional and non- instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the District's progressive discipline as follows:

1. **Initial violation** – personal electronic devices will be confiscated by school staff and secured in a safe location. The electronic device will be returned to student at the conclusion of the school day;

2. **Second violation** – personal electronic devices will be confiscated and secured in a safe location. The electronic device will not be returned to the student until the student's parent or guardian meets with school administrative staff for the purpose of clarifying this policy;

3. **Third violation** – personal electronic devices will be confiscated and secured in a safe location. The electronic device will not be returned to the student until the student's parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic device during the instructional day;

4. **Fourth violation** – personal electronic devices will be confiscated and secured in a safe location. The student will be subject to in-school suspension;

5. **Fifth violation** – personal electronic devices will be confiscated and secured in a safe location. The student will be subjected to loss of extracurricular privileges;

6. Any further violations will subject the student to disciplinary action as set forth in Board policy.

Port Orford/Langlois School District and Pacific High School assumes no responsibility for any electronic devices brought to school. Unauthorized or inappropriate pictures, writing, or other electronic media taken or shown at school may be subject to disciplinary action. **No use of cellphone cameras will be allowed during the school day unless permission is given by the administration for educational purposes. The electronic device policy is subject to change at any time.**

#### CLASS ACTIVITIES

All class activities, whether held during school time, after school, or during summer (e.g., 4<sup>th</sup> of July) need to have the approval of the class advisor and the principal (the office has a form for this purpose). The advisor needs to be involved in the planning of the activity and needs to be present during class activities. Class activities need to be supervised by the advisor.

#### CLUBS AND ORGANIZATIONS (IGD)

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct - and consequences for misconduct - that are more strict 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.

All class and club meetings will be held during activity periods or noon break and must have a class advisor in attendance. Meetings are to be announced in the Bulletin with the class or club advisor's approval. Meetings will not be conducted during class time.

Extracurricular activities will also fall under the school district random drug testing program. (See page 56)

#### COMMENCEMENT [IKF, IKC and IKFB]

Commencement is the culminating academic experience for students completing their public school education. Seniors participating in graduation must have satisfactorily completed all academic requirements as specified by board policy and must have cleared all financial obligation with the school. Diplomas will be withheld for students who owe fees.

The district's valedictorian and salutatorian are required to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. 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.

#### COMMUNICABLE DISEASES [GBEB]

Parents of a student with a communicable or contagious disease are asked to telephone the school principal so other students who have been exposed to the disease can be alerted. A student with certain school restricted 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 designated school staff member. For head lice, indicated by a double asterisk (\*\*), 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, plague, rubella, scabies\*, staph infections\*, strep infections\* and tuberculosis. Parents with questions should contact the school office.

#### 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.

### Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV 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 or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact the superintendent.

### HIV, HBV, AIDS - Students

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

"Special risk" student means those students infected with HBV or HIV whose healthcare provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's healthcare provider, as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

\*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus

### COMPUTER USE [JBGA]

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including E-mail access, is strictly prohibited. The general use prohibitions/guideline/etiquette and other applicable provisions are set forth in the 2CJ Technology Use Guidelines, which are posted on the 2CJ Web Site ([www.2cj.com](http://www.2cj.com)).

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 on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including emails, 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 email 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.

## 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.

## CORRESPONDENCE COURSES

A student in grades 9-12 may earn a maximum of five (5) units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the counselor or principal prior to enrolling in such courses. Contact administration for correspondence course details.

## COUNSELING

### Academic Counseling

Students are encouraged to talk with school administration, school counselor, and teachers 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 school administration can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### Personal Counseling

A counselor is available through outside agencies to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. Please contact the school office for more information.

## CONDUCT [JFC]

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.

## CREDIT FOR PROFICIENCY

Students will have the opportunity to earn credit by demonstrating proficiency based on state content standards. The Oregon Department of Education will provide guidelines on how this will be implemented.

## 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. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity **will not be readmitted**.

The student chairman responsible for group social activities should complete the fund raiser form available at the office. The form will serve as a guideline in planning and preparing the activity and must have the preliminary approval of the club or class advisor two weeks before the activity. Time for the activity must be reserved on the school activity calendar two weeks in advance of the event. The forms are to be filed in the office at least one week prior to the event.

After-school activities (including dances): The use of tobacco, drugs or alcohol is not permitted. Anyone under the influence of drugs or alcohol will be dealt with in accordance with school policy, which will include a referral to the proper law enforcement agency.

Guests of Pacific High students are welcome to attend school designated dances provided the following conditions are met:

1. A student is allowed to sign up one guest as a date no later than 4 days before the dance.
2. Guests may not be under the grade of freshman nor older than 20 years of age. The administration reserves the right to deny visitor privileges to these activities.
3. Guests showing unacceptable behavior will not be allowed to attend any future dances.
4. A student who invited a guest who shows unacceptable behavior may also be excluded from future dances.
5. Music at school dances must not contain obscenities or be bigoted in nature and be pre-approved by the principal. Dances must have adequate lighting as pre-approved by the principal.
6. Except for special circumstances which have been cleared with the principal, students must attend school the day of the dance, except for Saturday or Sunday dances when Friday school attendance would be required in order for students to attend weekend dances.

## DEFIANCE

Employees are required by state law and school board policy to provide an appropriate atmosphere for learning in the school. The employee at all times has the right and responsibility to deal with students' behavior in order to maintain and create such an atmosphere. Any student refusing to follow an employee's specific request or directive is challenging that employee's authority, and as such is in violation of this policy.

**When given a directive by an employee that the student believes is unfair or is based on incomplete information, the proper response for the student is to respectfully follow the directive, and then to discuss the problem with the employee after class or at another time.** The student has the right to have another adult present when having that discussion. If the student is unsatisfied with the outcome of the discussion, they may schedule a time to talk with the school administration about the problem.

#### OVERT DEFIANCE

Overt defiance is defying an employee's instructions to remove offensive clothing or to turn over to the employee materials or objects that are not allowed in the classroom, walking away from an employee who is talking to a student about a discipline or classroom issue, attempts to intimidate an employee with physical threats or actions, among other examples. Overt defiance may result in disciplinary actions, up to and including expulsion.

#### DISPLAYS OF AFFECTION

Whereas interpersonal relationships are a normal occurrence, the staff at Pacific High School is obligated to maintain an environment where they can take place in a healthy and acceptable manner. Acceptable displays of affection are limited to two partners holding hands and sitting or walking side by side. It is not acceptable for them to sit on each other's lap, kiss, embrace for an extended period of time, or place their hands on parts of the body considered to be inappropriate when at school, i.e. waist, thighs, stomach, chest, etc. No inappropriate displays of affection will be allowed in a classroom or other school setting during the school day.

#### DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including webpages, social media sites, newspapers and/or yearbooks, ASB and class campaign speeches, valedictorian and salutatorian speeches, are completely under the supervision of the teacher and building administration. Students and staff will 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 nonstudent **without the approval of the district and/or school 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, is 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 for 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 materials 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 (JFCA)

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption of teaching and learning, and avoid safety hazards. We respect students' rights to express themselves in the way they dress. However, students are expected to respect the school community by dressing appropriately for a K-12 educational environment.

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



Clothing that advertises tobacco, drugs or alcohol or that contains sexual or profane language, innuendo, or graphics or that promote illegal activities is not allowed.

Hats or other headgear (which includes bandanas) may be worn into the school and out of the building in the morning, during passing periods and break, and after school. They may not be worn in classrooms, cafeteria, library, or offices, even on special event days unless prior administrative approval.

Bandanas that may represent gang affiliation or pretense of are not allowed. **The building administration reserves the right to ask students to remove hats and other head coverings if such things interfere with eye contact or suggest gang affiliation.**

**Clothing that is suggestive or is inappropriate for the school environment will not be allowed.**

The following are guidelines for dress and grooming at Pacific High School and at school activities:

1. One should dress in a manner that is neat, clean and suitable for school and for learning.
2. Students must wear clothing that cover areas from one armpit across to the other. All shirts must have straps on the shoulder that are larger than 1" in width. Clothing should cover the student's body, including the midriff, from armpit to the bottom of 3 – 4" on the upper thigh.
3. Pants that have holes in them are allowed; however, students must wear clothing underneath the pants covering exposed skin under the pants if the holes are above the knee.
4. Shorts and skirts, regardless of which gender wears them, shall be an acceptable length, which is 3 – 4" in length on the upper thighs. If leggings are worn, shirts must cover the midsection of the body and be at least fingertip length all the way around.
5. Undergarments are required and must not be visible.
6. Clothing deemed to be gang-related or that could be considered a weapon is not acceptable.
7. Sunglasses, unless prescribed by a physician or optometrist, are not acceptable inside the building at any time. Prescription must be on file with the front office.
8. Clothing with profanity and implication of imprints that pertain to alcohol, tobacco, drugs, sexual implication, or obscene/questionable logos may not be worn to school.
9. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
10. Due to safety concerns, shoes or sandals with hard soles will be required for all students.

Students are expected to comply when asked to make a wardrobe correction by any staff member. Should a student not comply, they will be asked to go to office.

The Port Orford-Langlois School Board has requested that the school staff enforce a standard that will not disrupt the learning environment. Failure to comply with this mandate will result in a student conference for the first offense, a parental conference for the second offense, and an administrative determined consequence for a third infraction. Any additional violation will be considered as willful disobedience and suspension from school will be considered.

#### DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill 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.

At least two lock down drills 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.

## DRIVING

A student driving and parking on campus is a privilege and should be treated as one.

Any student who drives an automobile to school must register his/her vehicle with the PHS office and agree to obey all school rules pertaining to vehicle use as prescribed by Board Policy JHFD.

Students are expected to be in classes during the school day and respect the fact that PHS maintains a closed campus. However special circumstances do occasionally arise which necessitate a student to drive off campus during the school day. When these situations occur, students are not allowed to transport another student during the school day unless, the other student is a sibling or there is prior, written permission given by the parent/guardian of all students involved and the circumstance is approved by the PHS office.

Students who drive and are late getting to school may jeopardize their driving privileges. If a student who drives to school receives three unexcused tardies to his/her first period class, their driving privileges will be revoked for a period of two weeks. 2CJ bus transportation will always be available for student access.

## DRUGS, ALCOHOL AND TOBACCO [JFCG/KGC, GBK, JFCG and JFCH/JFCI]

The possession, selling, providing, and/or use of illegal and harmful drugs, alcohol and tobacco is 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.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substance or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

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.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. Clothing, bags, hats, and other personal items used by students to display, promote, or advertise these products are prohibited on district grounds, at school-sponsored activities, or in district vehicles. The advertising of these products is prohibited in all school-sponsored publications and at all school-sponsored events.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

## EMERGENCY MEDICAL TREATMENT [EBBA]

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. Local media that will be utilized in the event of emergency closure notifications are radio stations 107.3 or 107.7 (KACW FM) and 94.9 (KOOS FM), and local TV, KCBY Coos Bay or KOB1 Medford. The district, starting in the 2019 – 20 school year, will also utilize REMIND to help communication any emergency information.

## FEES

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.

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

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.

### Assessments

Student Body Card (fee covers school assemblies, student	
Copy machine, student awards, and admission to sports)	\$15.00
Towel (required for PE and Sports)	\$5.00
Shop materials	determined per project
Yearbook (approximate, optional)	\$40.00
School insurance (optional)	.....Cost is quoted in insurance brochure

Several courses are offered for which there is a charge for project materials. This applies to those courses where the student retains possession of the things that he/she makes in the classroom.

## FIGHTING

The school district defines “fighting” as any act leading up to physical contact that invites a hostile response from another student; the act of hostile aggression toward another student, inviting another student to fight, and/or the physical contact of fighting. In the event of serious injury, law enforcement officials will be notified by the building administrator or his/her designee.

## FOOD/DRINKS

**Food and/or drinks are not allowed in the classrooms.** Lunches and snacks should be eaten in the lunchroom, halls, or designated eating areas where trash can be easily discarded and spills can be more easily cleaned up. Bottled water in a clear container may be brought into the classroom with teacher permission. Failure to follow this expectation may result in fees for clean up.

## FIELD TRIPS [IICA]

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.

**\*\* Last minute by phone permission will not be granted. Please make sure written permission is brought back in a timely manner.**

## FOREIGN EXCHANGE STUDENTS

The school may enroll students from other nations from those exchange programs officially recognized by the Board according to current Pacific High School International Student Exchange Program policy.

Admission of exchange students will be made only at the beginning of a semester for grades 9-12. All arrangements for admission each semester must be concluded prior to the beginning of the school term.

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school’s prescribed course of study.

## FUNDRAISING [IGDF]

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 made to the administration at least 10 days before 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 which could be construed as gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (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 [IKA]

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

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

#### GRADING PRACTICES

A semester is based on 18 weeks of classroom work with **progress** reports issued every six weeks prior to the final semester grade. The semester grade is based on the total volume of work over the entire 18-week period and **is not** determined by averaging three six week progress periods.

Each successfully completed semester of work is worth one-half credit. Twenty-six credits are required for graduation from Pacific High School. Permanent records carry semester grades only. Class ranking and grade point averages are determined at the end of each semester.

#### GRADE REDUCTION/CREDIT DENIAL [IKAD]

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 nonattendance 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.

## HALF DAY

On half days, students are excused at their normal lunch hour to go to lunch with buses leaving the school at approximately 12:20. Lunch will be served on half days.

## HALL PASSES

When a student leaves class to go anywhere in the building, he or she must have a standard written hall pass signed by the teacher who is responsible for the student at that time or an established, recognized item that serves as the teacher's hall pass. The pass must include the date, time and destination. It is the responsibility of the student to obtain a valid pass.

## HARASSMENT, SEXUAL (GBN/JBA)

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities.

District policy GBN/JBA – AR lays out the sexual harassment complaint procedure.

## HARASSMENT (Bullying) (GBN/JBA)

Harassment (also known as bullying) is verbal, physical, or written conduct including targeted lists that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities.

The district recognizes that there is a difference between being rude, mean, and bullying. Staff will work to help students' understand the differences between the three and will work with students to help resolve conflicts.

There are 5 facets of bullying:

1. Targeted
2. One-sided
3. Over time
4. Power differential
5. After adult intervention

Bullying and harassment must be documented with specific times and incidents that have happened over time. If the target of the bullying/harassment engages with the aggressor, then the issue becomes a conflict and will be dealt as such.

## HORSEPLAY

Any act leading up to physical contact that invites a like response from another student and/or the physical contact of play fighting. In the event of serious injury, law enforcement officials may be notified by the building administrator or his/her designee.

## HOMELESS STUDENTS [JECBD]

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 or 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 students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students, who is Ms. Nieraeth.

## HOMEWORK [IKB]

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 complementary to the classroom process.

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical, personal or religious reasons, the student should not be immunized. Proof of immunization or certificate/statement of exemption must be on file at the school's main office.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he or she has met immunization requirements. Parents will be notified of the reason for the exclusion.

## INDEPENDENT STUDY

Independent study courses may be approved in special situations with the permission of the counselor and principal. General guidelines are as follows:

- Independent study courses must follow an approved course of study, i.e. Winter Lakes Online School, Portland State University, Brigham Young University Independent Study, AP courses, etc.
- A student must have successfully completed all necessary prerequisites specified for the independent study course that will be taken. For example, a student must have completed Biology and Chemistry in high school before enrolling in AP Biology.
- A student must have a demonstrated behavior record that indicates the student is responsible and can work in an independent environment.
- The class selected for independent study must be one that is not offered in the high school curriculum or one that will not fit into a student's schedule. Any exception must have approval of school district administration.
- Independent study will be conducted whenever it is feasible within the classroom of a teacher whose primary teaching area relates directly to the course that will be taken. For example, independent study science classes will be conducted in the classroom of the science teacher, social studies classes within the classroom of the social studies teacher, etc. A classroom teacher may not conduct independent study during an assigned preparation period.

## INSURANCE [EI]

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 through the school office. 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.

## INTERNET CONNECTION POLICY

Wireless Internet connection will be provided by the Port Orford/Langlois School District for students to connect devices to the Internet during class and for educational purposes only. Students must have a completed **PHS Tablet Use Agreement** signed and on file at Pacific High School in order to use a personal device or a device owned by Port Orford/Langlois School District on Port Orford/Langlois School District wireless internet. **All traffic is filtered and monitored by Port Orford/Langlois School District.**

## LEAVING SCHOOL EARLY

Any student (including those over 18) who leaves the PHS campus early must sign out at the office and leave the school premises for the remainder of the school day unless it is a pre-approved appointment or errand. Students who leave school before the end of the school day may jeopardize their participation in after-school activities.

## LEAD BASED PAINT PROGRAM

The Port Orford/Langlois School District, in accordance with EPA regulations, would advise all parents to read the EPA pamphlet "Renovate Right" regarding lead based paints. This pamphlet is available online at the 2CJ website (under Safety Committee heading) or by going directly to the EPA website at:

<http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>

## 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. Students are not to change lockers without prior permission from the office of the principal. The district and school administration 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.

Students are responsible for both the inside and outside appearance of their lockers. Stickers and other adornment that cannot easily be removed should not be placed on or in a locker. At the end of the school year, a \$5.00 cleaning fee will be assessed for all lockers that require more than routine custodial maintenance.

## LOST AND FOUND

Any articles found in the school or on district grounds should be turned in at the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

## LUNCH/BREAKFAST PROGRAM [EFAA]

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free and reduced-price meals based on a student's financial need. All students are given Free and Reduced-Price Meals information and applications at the time of registration. Additional information can be obtained in the office.

Breakfast is served at all schools at no cost to the students. Lunch is served at all schools at a cost.

## LUNCH TIME EATING

Pacific High School has a closed campus and students must remain on school grounds for lunch break. Students may eat in the outside quad located next to the cafeteria or in the hallways during lunch. Students must enter and exit from cafeteria.



Students are expected to clean up after themselves after each meal. Failure to do so may result in food no longer being allowed out of the cafeteria.

#### MEDIA ACCESS TO STUDENTS [JOD]

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.

#### MEDICAL ASSISTANCE PROGRAM

Port Orford-Langlois School District, in collaboration with South Coast Education Service District, participates in the Oregon Medical Assistance Program (OMAP). A student directory may be submitted periodically to the program. If you do not wish your student's directory information released to OMAP, you must notify the ESD's Medicaid Biller at 541-266-4025 within 14 days of received this handbook notification.

#### MEDICINE AT SCHOOL [JHCD and JHCDA]

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.

##### District-Administered Medication

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

Written instructions from 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 from the parent that include the above information 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 staff.

##### 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 nonprescription 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.

## MENACING

Menace is defined as “by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury”. This includes, but is not limited to, use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee.

## NON - EDUCATIONAL ITEMS

Students are encouraged to not bring non-educational items to school. Non-educational items include but are not limited to such items as portable radios, valuables, cell phones, cameras, pagers, skateboards, CD players, MP3 players, water pistols, and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff. Cell phones are not to be seen or used at any time during class or in the classroom without the staff permission. Any non-educational item that is used or is visible during class time (or other time when deemed inappropriate by staff member) may be confiscated by the staff member in charge. Confiscated items may be picked up at the end of the school day in the office, but may be held for a longer period of time should the administration deem it necessary. The school assumes no responsibility for any of these items brought to school. Repeated violations will result in disciplinary action and forfeiture of the item for the remainder of the school year. Unclaimed property will be disposed of as in accordance with policy.

The district assumes no responsibility for lost or stolen personal items. Students and families bring these items to school at their own risk.

## PARENTAL RIGHTS

[KAB]

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.

## 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 themselves to making the most of the educational opportunities the district provides.
2. Keep informed on district activities and issues. The school newsletter or newspaper, community newspapers, site council minutes, minutes of school board meetings, and parent/booster club meetings provide opportunities for learning more about the district.
3. Become a district volunteer. For further information contact the principal.
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.

#### PERSONAL PROPERTY

Students are discouraged from bringing large sums of money and valuable items including electronic devices. The district is not responsible for personal property loss or damage. Classrooms, storage rooms, personal hallway lockers and the locker rooms are NOT secure storage areas.

The district assumes no responsibility for lost or stolen personal items. Students and families bring these items to school at their own risk.

#### PROFANE LANGUAGE / VULGAR GESTURES

The use of profane or obscene language or gestures by a student is sufficient cause for discipline, suspension or expulsion from school.

#### PHYSICAL EXAMINATIONS [JHCA]

Students must have a physical examination performed by a physician prior to practice and competition in athletics. Students participating in athletics shall additionally have a physical examination once every two years for students in grades 5 through 8 and once every two years for students in grades 9-12 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.

A 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.

#### PLAGIARISM

Copying, imitating, or otherwise appropriating the language, ideas, and thoughts of another person and representing them as your own is a violation of school rules. This includes downloading information from the Internet and submitting it as your own. Students who engage in plagiarism will minimally be subject to a grade penalty and parental involvement and may face suspension from school.

#### PICTURES

School pictures for students are taken shortly after the school year begins. The pictures are for the yearbook, school records, and student body cards. Pictures may be purchased if desired.

#### POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the building administration. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval may be subject to disciplinary action.

## PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for 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.

## PROMOTION, RETENTION AND PLACEMENT OF STUDENTS [IKE]

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. The final decision will rest with school authorities.

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

## 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 office staff 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.

**Pacific High School has a closed campus and students must remain on school grounds for lunch break.**

### Sign In and Sign Out Procedures

A sign-in and sign-out register is located at the office counter for a student to use any time he or she comes to or leaves school during the school day. Any student who comes to school late, leaves school, or who returns to school during school hours after having left school must sign the register located at the office counter.

No student is to sign himself/herself out of school without authorization from the administration. Students are not to use the sign-out procedure for the purpose of off-campus eating during lunch period.

## REPORTS TO STUDENTS AND PARENTS

Written reports of student grades, progress reports and absences shall be issued to parents at least four times a year. Grades and progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

The district encourages parents, guardians and students to use the district online system to check grades and progress in classes. Usernames and passwords can be given to parents, guardians and students at the school's front office by the office manager.

## SCHEDULE CHANGES

Schedule changes must be arranged through the school front office via the administration no later than the by the end of the first week of the course. Any class dropped after that time will likely result in a grade of "F" and a loss of credit for the semester. Any course changes during this period of time must be approved by the instructor, parents, and principal.

## STEALING

Any student who steals from his or her classmates or from the school is subject to immediate suspension as well as being turned over to the proper authorities if the theft, in the administrator's judgement, warrants such an action.

## STUDENT AIDES

As part of a limited work experience program, junior and senior students can be considered for placement as student aides within the school district. To be eligible for consideration, a student must be on track to graduate and have a proven record of good attendance and responsibility. The student must receive behavioral approval from the school principal. All student aides will receive a grade of P (pass) or NP (no-pass).

## STUDENT FUNDS (IGDG)

All student funds are handled through the school office and the office manager. The office manager keeps an accurate, current accounting of receipts and expenditures of all student groups. All cash collected by either students or faculty members for school activities must be turned into the office manager on the day it has been collected or the next business day if the activity happens on a non-school day. All cash received is then credited to the proper account. The office manager will publish a financial statement at the request of the advisor. However, the treasurer of each student group should maintain an accurate record of all expenditures so that outstanding bills will be considered before making additional purchases.

## SPECIAL PROGRAMS

### Bilingual Students

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English proficient students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;
5. How the program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
  - a. Detailing the right to have their student immediately removed from such program upon their request;
  - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
  - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

## Students with Disabilities

The school provides special programs and services for students with disabilities. A student or parent with questions should contact the special services director.

## Private Schools or Additional Services

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover the resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and the opportunity to propose other options available within the public school system before the private placement of services are obtained.

Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the education program offered by the District, and the parent's request that the private services be funded by the District. Failure to provide notice may result in denial of any subsequent reimbursement request.

## STUDENT PROTESTS

There are appropriate ways to discuss and debate school issues. These include Student Council, editorials and letters to the editor in the school newspaper or through discussion with teachers and administrators. A student strike or protest is not appropriate. In the event that students at Pacific High School organize a protest or strike that result in loss of class time, the students' absence from class will be unexcused and other disciplinary action may be taken.

## STUDENT PURCHASES

**Students may not make purchases on behalf of the school without proper pre-authorization which includes a purchase order.** Failure to do this may result in the student taking full responsibility for the cost of the purchase. Proper authorization is a signed, valid purchase order which includes signatures from the class or club advisor, principal, and school office manager.

## STUDENT SEARCHES AND QUESTIONING

### Searches [JFG]

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 regulation or school rule, or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

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. The student will generally be permitted to be present during the inspection.

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

## Questioning [KN and KN-AR]

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, a member of the administration or a 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 Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## STUDENT/PARENT COMPLAINTS [KL, KLB, and KLD]

### District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he or she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### 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 or 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 Reevaluation of Instructional Material may be requested from the school office. The principal 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 special education director.

## Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting district's liaison for students in homeless situations.

## Students with Sexual Harassment Complaints (GBN/JBA and GBN/JBA -AR)

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 administration 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 not been involved in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented 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 or she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) 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, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, he or she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 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 within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, he or she may submit a written appeal to the Board. Such appeal must be filed within 10 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 appeal. The Board shall provide a written decision to the complainant within 10 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 Opportunities 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 school office should be notified immediately of any change of address and/or phone number. This is essential in order to keep school records and mailing lists accurate and to facilitate contact with parents or guardians in case of an emergency.**

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. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a fire-safe place in the 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), including, where appropriate, dates of achievement of CIM;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;

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. The district will notify the eligible student or parent as to the purposes a social security number will be used.

#### 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 in writing. 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 or 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 decide 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.

## SUSPENSION

A student may be suspended from school for any length of time up to ten days at one time per incident. The suspension may be held in school or out of school. A suspended student's parents will be notified by phone AND letter giving details of the reason for suspension. Administration will request daily work and have available the next business day. Students who have been suspended out of school are not allowed on any campus for any reason during the time of suspension. This includes after school activities, athletics, pep band, etc. If a suspension includes the last day of a week, then it also includes the weekend activities.

## 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.

## TALENTED AND GIFTED PROGRAM [IGBB]

### Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

### Appeals

Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

#### Informal Process

1. The parent(s) will contact the district TAG coordinator to request reconsideration;
2. The coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

#### Formal Process

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the teacher;
2. The teacher shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator;
3. The TAG coordinator and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;

6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he or she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

### Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

### TEXTBOOKS [JFCB]

The district does not charge a rental fee to students for textbook usage. However, the student will be responsible for the cost of lost, stolen or damaged books regardless of reason if those books are checked out to them.

### TRANSPORTATION OF STUDENTS [EEACC]

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 (from Board Policy Code: EEACC-AR, adopted 5/8/01, revised 6/8/04). The district will provide interpretation to those students/parents whose primary language is not English.

While riding on a school bus, students will:

1. \*Obey the driver at all times;
2. \*Not throw objects;
3. \*Not have in their possession any weapon as defined by Board policy JFCJ, Weapons in the Schools;
4. \*Not fight, wrestle or scuffle;
5. \*Not stand up and/or move from seats while the bus is in motion;
6. \*Not extend hands, head, feet, or objects from windows or doors;
7. \*Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. \*Not damage school property or the personal property of others;
10. \*Not threaten or physically harm the driver or other riders;
11. \*Not do any disruptive activity which might cause the driver to stop in order to reestablish order;

12. \*Not make disrespectful or obscene statements;
13. \*Not possess and/or use tobacco, alcohol, or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments, or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. \*Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time;
20. \*\*Answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips.

\* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

\*\* Coaches, teachers, and chaperones (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

### 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 for three (3) days.
3. Third Citation  
of the year                             The student receives a ten day suspension and will not be able to ride the bus. A conference arranged by the transportation supervisor will be held with the student, the parent, the bus driver, the transportation supervisor, and the superintendent or designee. 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. Fourth Citation  
or Severe Violation                 The fourth citation or any severe violation will result in the immediate suspension of the student for the remainder of the school year. The transportation supervisor will arrange a hearing at this time involving the student, the bus driver, the transportation supervisor, the parent, and the superintendent or designee.
5. In all instances, the appeal process may be used if the student and/or parent desires.

\* All citations must be signed by the parent or guardian before the student will be allowed to ride the bus again.

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.

Students being transported on activity buses to school-sponsored activities such as athletic contests may be seated in assigned seats as determined by the coach or adult in charge.

### TRAVEL SERVICES

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services will only be permitted on school property with approval of the 2CJ School Board and superintendent.

Any district-approved seller of travel must meet the district's criteria for such vendors.

## VALEDICTORIAN / SALUTORIAN SCHOLARS

For a student to be considered for Pacific High School Valedictorian or Salutatorian:

1. The student must satisfy POLSD and/or the State of Oregon diploma requirements.
2. The student must meet the Pacific High School Residency requirement, having attended POLSD at the start of their senior year, by attending class on the PHS campus and earning 2.5 credits for each semester of their senior year.
3. The senior student with the highest cumulative grade point average in the first semester of their senior year shall be awarded the Valedictorian. The student with the second highest cumulative grade point average at the end of the first semester of their senior year shall be awarded the Salutatorian. In the event of a tie the recognition will be shared.
4. The Valedictorian has the responsibility to present to their graduating class in speech form. **If the valedictorian refuses to present the Salutatorian will become the Valedictorian and the third place student will become the Salutatorian.**

## VANDALISM TO DISTRICT PROPERTY [JFCB and ECAB]

A student who is found to have vandalized district property will be held responsible for the reasonable cost of repairing that property. The district will notify students and parents of all such charges. 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.

## VEHICLES ON CAMPUS [JHFD]

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must register with the office and show that he or she holds a valid driver's license, that 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.

In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. 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.

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 responsibility or liability for loss or damage to vehicles or bicycles.

1. No car driven by a student will be permitted to leave the school grounds during the hours in which school is in session without the permission of the school administration.
2. Students may not go to their vehicles during the school day without being supervised by a school employee.
3. Driving between classes and at lunch is not permitted.
4. Vehicles are to be parked in the student areas in the marked spaces of the parking lot.
5. Students are not allowed to transport other students during school hours without prior written permission from parents.
6. Students are not allowed to display obscene or inappropriate bumper stickers on vehicles.
7. Local and state traffic laws, parking, and other traffic regulations published or posted by the school must be obeyed. All vehicles must be driven slowly, safely, and quietly while entering and departing school grounds.

Failure to meet the above responsibilities may result in loss of parking privileges, discipline procedures for serious and persistent offenses, vehicle towing, or civil complaints to local Sheriff's office or State Police, possibly resulting in arrests or fines.

No student will be allowed to perform school business with his or her own automobile, a staff member's automobile, or a district-owned vehicle according to District Policy EEBB.

State law now says that school districts can request the state to suspend driving privileges for up to one year for any student expelled for a weapons violation or for those suspended twice for fighting or harming or threatening to harm people on school property. A second request could include driving privileges suspended until age 21.

## VENDING MACHINES

Student vending machines will be open during the school day. Students are responsible for keeping the halls clean by putting trash in the proper containers. Dirty halls following lunch break or between classes may result in the temporary closure of the vending machines.

## VISITORS [KK]

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work 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, sign in and obtain a visitor's badge. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school.

## WEAPONS, VIOLENCE, HARASSMENT & INTIMIDATION POLICIES

### Weapons [JFCJ]

The State of Oregon has made weapons rules stricter in recent years. Possession or use of any weapon (such as a pocket knife) or a replica of a weapon, will result in recommendation for expulsion for one calendar year. Under the new rules, it doesn't matter if the weapon works or not, nor does it exclude certain toys or replicas, nor does it exclude everyday items (such as books, pencils, rocks, sticks, etc.) When used to hurt or threaten others or damage property.

### Violence and Threats [JFCM]

Our District has a zero-tolerance policy regarding any form of violence or threat. Students who engage in violence or issue any threat to another person, regardless of intent or circumstance, may be minimally suspended from school and a parent conference will be required before the student can be reinstated. Severe incidents may warrant suspension.

### Harassment and Intimidation [JFCF]

Harassment of any kind – verbal, sexual, racial, or physical aggression – will not be tolerated at any of our schools. Students who engage in harassment and/or intimidation may be subject to disciplinary action as specified on the RELATIONSHIP BETWEEN INAPPROPRIATE BEHAVIORS AND DISCIPLINARY ACTION matrix included at the end of this handbook. See STUDENT/PARENT COMPLAINTS above.

## **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;

1. 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;
2. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
3. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
4. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
5. The right to privacy, which includes privacy in respect to the student's education records;
6. 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, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault\*;
2. Hazing, harassment\*, intimidation\*, bullying or menacing\* [as prohibited by Board policy JFCF Hazing/Harassment/Intimidation/Bullying./Menacing and accompanying administrative regulation]
3. Coercion\*;
4. Violent behavior or threats of violence or harm\* [as prohibited by Board policy JFCM - Threats of Violence];
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*\*\* [as prohibited by Board policy JFCJ - Weapons in the Schools];
7. Vandalism/Malicious Mischief/Theft [as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or injury to district property\*; or to private property on district premises or at school-sponsored activities];
8. Sexual Harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
9. Use of tobacco\*\*, alcohol or drugs\*\*, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs] [JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse];
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

\* 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 a 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 ODOT.

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

\*\* 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 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 as provided by ORS 163.575. 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. ORS 475.999.

\*\*\* 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 years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon 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.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

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 or firearm, muffler or silencer.

Destruction 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 a destructive device or from which a 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, 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.

#### DISCIPLINE/DUE PROCESS [JG]

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], loss of privileges, honors and awards 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 disciplinary actions, including 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 or 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.

#### Detention [JGB]

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.

#### Suspension [JGD]

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.

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 marked SA (Suspended Absence) on their attendance record. Students may be given assignments to do while suspended. In some cases, students may be permitted to come in (when the suspension is over) and make up tests or assignments if the test or assignment covered a period longer than the day(s) suspended.

A suspension from school may also result in a student being ineligible for activities on the next extracurricular date (games, meets, dances, etc.).

### Expulsion [JGEA]

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.

### Loss of Transportation

Parent is responsible for transportation to the school their student attends first period and transportation home from the school their student attends the last period of the day.

### Discipline of Disabled Students [JGDA, JGEA, and JGEA-AR]

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 nondisabled 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 appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings 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.

#### DISCIPLINARY CONSEQUENCES

School officials may consider the student's past positive behavior record prior to taking any action. If a student's inappropriate behavior is directly related to an identified handicap or disability that is defined in a student's Individual Education Plan (IEP), school officials will take such conditions into account.

A suspension from school will also result in a student being ineligible for activities on the next extracurricular date (games, meets, dances, etc.)