

## **From the Principal**

Welcome back Eagles! I am SO excited to be part of your team this year! We have endured a year and a half of COVID craziness and hopefully this year marks the return to a sense of normalcy. I encourage you to dive in this year and get back in the habit of extracurricular activities – or try some out if they haven't been “your thing”. In a small school you have the unique ability to be on pretty much any sports team you want. Show up and you'll probably be on the team. Maybe FFA or woodshop or welding or band or Spanish is more your style. If so, you're in luck. We've got those too. Please find something exciting that you enjoy and add your unique personality and skills to that group. You may never have an opportunity like this again – don't miss it!

We will begin this year in the classroom, and for most of us, school in the classroom is much more successful than school from our bedroom. But regardless of where we end up this year, your success is largely up to you. Without fail, the harder you work the more likely you are to be successful. If you need assistance, contact your teachers and ask for help. Don't be OK with not understanding. Be persistent and get the help you need. Mr. Ciaffoni will be spending a lot of time this year meeting with students who are struggling academically, and can assist you in locating the resources you need to be successful.

This past year has been exceedingly hard on many of us. If you need to work through any number of life issues, we can help you with that too. Mrs. Brock is always willing to sit down with you and help work through the mess and stress of life as a high-schooler.

So let's work together this year to re-engage in life and school, and have a GREAT year!

Greg Chapman  
Harrisburg HS Principal

## **VISION STATEMENT**

### Core Values and Beliefs

### Inspired Opportunities

- Cultivate Character
- Invest for Success
- Collaboration and Effort

### Vision Statement

- Together, we empower students to succeed

### Mission Statement

- Harrisburg School District strives for academic excellence, outstanding character, and strong relationships between staff, students, families, and community while supporting students in pursuit of success and fulfillment.

## **GUIDING BELIEFS OF HARRISBURG HIGH SCHOOL**

### **Students and Learning:**

1. All students can learn and deserve an atmosphere conducive to learning.
2. All students are served.
3. All students are valued for who they are and treated with respect.
4. All students explore and expand their understanding and prepare for their future.

### **Community-Support:**

1. Parents, students, staff and members of the community at large share responsibility for student learning.
2. Membership in a democratic society is a responsibility as well as a right and requires active participation.
3. The entire school community promotes good citizenship and ethical behavior.
4. The entire school community instills and celebrates the importance of and the value of learning.

### **Staff -Teaching and Mentoring:**

1. High expectations – academic and behavioral, are consistently held for all students.
2. Student learning, academically, physically, socially, and emotionally, is our highest priority and guides all of our actions.
3. A safe and comfortable learning environment is present and maintained.

## 2021-2022 Calendar

### August

30 First day of school for all students

### September

6 No School- Labor Day

10 School in session

### October

8 No School – State In service

29 No School – Grading day

### November

3-4 No School- Conferences

11 No School – Veterans Day

24-25 Thanksgiving Holiday

### December

20-31 Christmas Break

### January

3 Classes resume

17 No School – Martin Luther King, Jr. Day

28 Grading Day

### March

11 No School Curriculum Day

21-25 Spring Break

### April

8 No School Grading Day

### May

30 No school Memorial Day

### June

3 School in Session

8 Last day for seniors

12 Senior graduation

16 Last day of school

## Bell Schedules

<b>HHS Regular Bell Schedule</b>		
Period 0	7:25 AM	- 7:50 AM
Period 1	8:05 AM	- 9:01 AM
Breakfast	9:01 AM	- 9:11 AM
Period 2	9:15 AM	- 10:11 AM
Period 3	10:15 AM	- 11:11 AM
Period 4	11:15 AM	- 12:11 PM
Lunch	12:11 PM	- 12:41 PM
Period 5	12:45 PM	- 1:41 PM
Period 6	1:45 PM	- 2:41 PM
Period 7	2:45 PM	- 3:41 PM
<b>HHS Wednesday Bell Schedule</b>		
Period 0	7:25 AM	- 7:50 AM
Period 1	8:05 AM	- 8:53 AM
Breakfast	8:53 AM	- 9:03 AM
Period 2	9:07 AM	- 9:55 AM
Period 3	9:59 AM	- 10:47 AM
Period 4	10:51 AM	- 11:39 AM
Period 5	11:43 AM	- 12:31 PM
Lunch	12:31 PM	- 1:01 PM
Period 6	1:05 PM	- 1:53 PM
Period 7	1:57 PM	- 2:45 PM

**High School Faculty and Staff**  
**Harrisburg High School Main office 541-995-6632 FAX: 541-995-6697**

Mr. Chapman	Principal	541-995-6632
Mrs.M Brock	Academic Advisor/Counselor	541-995-6632 ext. 364
Mr. Buzzard	Athletic Director	541-995-6632 ext. 373
Mrs. Kahle	High School Adm. Asst.	541-995-6632 ext. 362
Mrs. D Brock	Family support liaison	541-995-6632

Mr. Beckstead	English	541-995-6632 ext. 329
Mr. Brent	Ag/Industrial Tech	541-995-6632 ext 350
Mrs. J Brock	Library Supervisor	541-995-6632 ext. 367
Mrs. Carroll	Global Studies	541-995-6632 ext. 335
Mr. Ciaffoni	Graduation coach	541-995-6632 ext. 330
Mr. Ellis	Science	541-995-6632 ext. 338
Mr. Lander	Math	541-995-6632 ext. 333
Mr. Gyde	Band	541-995-6544 ext. 232
Mrs. Swigart	Spanish	541-995-6632 ext. 331
Mr. Devicq	English	541-995-6632 ext. 336
Mrs. Gyde	Math	541-995-6632 ext. 332
Ms. Sather	P.E., Health	541-995-6632 ext. 311
Ms. Fisher	Special Ed	541-995-6632 ext. 310
Mrs. Suffrage	Science	541-995-6632 ext. 337
Mr. Tatum	PE	541-995-6632 ext. 328
Ms. Teece	Ag/Industrial Tech.	541-995-6632 ext. 349
Ms. Urhausen	Alternative Ed.	541-995-6632 ext. 465
Awaiting	Special Education	541-995-6632 ext. 371

## **HARRISBURG HIGH SCHOOL STUDENT-PARENT HANDBOOK**

### **0.0 NON-DISCRIMINATION POLICY**

The Harrisburg School District does not discriminate on the basis of race, color, national origin, disability, marital status or sex in providing education services, activities and programs in accordance with Title VI, Title IX and other civil rights or discrimination issues; Section 504 or the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following person has been designated to coordinate compliance with these legal requirements and may be contacted at the Harrisburg School District's office for additional information and/or compliance issues: Mr. Brian Wolf, Superintendent of Schools.

### **1.0 PREFACE**

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.

### **2.0 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 Harrisburg School 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 non-resident student.

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

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

### **3.0 ALTERNATIVE EDUCATION PROGRAM**

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

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

The Harrisburg School District offers the following **In-district** alternative educational programs.

1. Harrisburg Alternative Program
2. Tutorial instruction

3. Work experience
4. Independent study
5. Others as approved by the district.

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

The following applies to Alternative Education students:

1. Wandering and loitering in the hallways and around the school buildings is not allowed during regular class times.
2. Students placed in the alternative educational program for disciplinary reasons may not attend school-sponsored programs or participate in extracurricular activities.

### **5.0 ASBESTOS**

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

### **6.0 ASSEMBLY OF STUDENTS**

School facilities and grounds require orderly use. The use of these facilities requires planning in advance. Students, faculty, and administration are all responsible for the activities that are conducted in the Harrisburg School District.

#### **A. Rights**

1. Students shall be permitted to hold meetings on school property.
2. Students shall have the right to meet informally.

#### **B. Responsibilities**

1. The meetings shall be scheduled 10 days in advance through the principal.
2. Disruption of regular class activities will be kept to a minimum.
3. The meeting shall incite no hazard or injury to person or property.
4. The meeting shall be sponsored by school administrators or official school club advisors.
5. No speaker or activity that openly knowingly advocates breaking the law or encourages immoral acts shall be allowed.
6. If a crowd is anticipated, a crowd control plan shall be filed in the building principal's office well in advance of the meeting.
7. Every attempt shall be made to present a balance of viewpoints.

#### **6.1 Informal Student Gatherings**

1. Students gathering informally shall not disrupt the orderly operation of the educational process.
2. Students gathering informally shall not infringe upon the rights of others to pursue their activities.

### **7.0 ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent's requests to place a student in a particular class may be submitted to the building principal or a counselor prior to June of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

### **8.0 ASSIGNMENT OF STUDENTS TO SCHOOL**

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

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

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

### **9.0 ATTENDANCE**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend school full time during the entire school term unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. All students five or six years of age who have been enrolled in a public school are required to attend

regularly. Regular attendance shall mean attendance that does not include more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in sessions.

Schools will notify parents in writing when their student has missed eight unexcused ½ days of school in a four week period. 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 designee (truant officer), 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.

Additionally, a parent or guardian, or other person lawfully charged with the care of custody of a student under 15 years of age, may under ORS 163.577 (1) ©, 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.

### 9.1 Absence and Excuses

When returning to school after an absence, a parent may call or send a signed note within 3 days that describes the reason for the absence. Absence from school or class may be **excused** under the following circumstances:

- Student illness or injury (documentation may be required)
- Bereavement or illness of an immediate family member when the student's presence at home is necessary
- Religious instruction (under conditions specified by Oregon law)
- Educational/occupational interviews
- Medical, dental, therapeutic appointments – confirmation of appointments may be required
- Legal or court appointments
- Other reasons deemed appropriate by the building administrator when satisfactory arrangements have been made in advance of the absence

### 9.2 Examples of unexcused absence are the following:

- Over sleeping
- Multiple sick days, after 5 days in a quarter/or 3 days in a row a doctor's note may be required.
- A parent/or guardian repeatedly causes the student to be late.
- Leaving campus without school staff permission
- Transportation issues, such as lack of gas.

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

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

Students may be excused on a limited basis from a classroom activity on the basis of a disability or for personal, religious or ethnic considerations.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. A student who is absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

### 9.3 Truancy

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including fees, detention, suspension, ineligibility to participate in athletics or other activities.

### 9.4 Tardies

A student who shows up within 10 minutes after the second bell rings will be considered tardy. Each student will be allowed 3 tardies per quarter. Tardies 4 and 5 will result in lunch detention. A student's 6<sup>th</sup> and subsequent tardies will result in a referral.

## **10.0 RELATIONSHIPS**

Students shall limit their demonstrations of mutual affection to the "holding of hands" during school day, at school activities, and/or on buses while under the jurisdiction of school officials and teachers. Failure to follow this simple rule of good taste will result in referral and possible detention/suspension and notification of parents.

## **11.0 CLASS RANKING**

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the 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. Class ranking is based on a weighted GPA that takes into account advanced coursework which will not be reflected on their official transcripts.



### **11.01 VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and a salutatorian will be selected for each graduating class. Candidates will be evaluated based on their class rank and guidelines previously listed in the handbook. In order to be considered for this honor students must have a full time schedule and attend HHS for a minimum of 3 years. In situations where there is a tie, or special circumstances occur, the Principal's designated selection committee has the discretion to award more than one valedictorian or salutatorian.

For Graduating class of 2021

1. Class rank will be determined by a weighting system that takes into account the level of difficulty of certain classes. The following classes will be weighted on a five point scale. All others will be on the standard 4 point scale. This scale will only be used to determine class ranking and will not be reflected on transcripts.
2. Classes that will be weighted on a 5 point scale: English: AP Literature, AP Comp. Math: MTH 95, MTH 111, MTH 112, Calculus. Science: Physics, A&P, AP Biology, Chemistry, Animal Science. Social Studies: AP US History, AP World History. Foreign Language: Advanced Spanish

For Graduating classes of 2022 and later

3. Class rank will be determined by a weighting system that takes into account the level of difficulty of certain classes. All others will be on the standard 4 point scale. This scale will only be used to determine class ranking and will not be reflected on transcripts.
4. Classes that will be weighted on a 5 point scale: All AP courses and College or CollegeNow courses at the 100 level or higher.

### **12.0 CLUBS AND ORGANIZATIONS**

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

### **13.0 CLOSED CAMPUS**

Harrisburg High School is a closed campus. Any student who needs to leave campus must have parent permission and check out with the office when leaving and check back in with the office immediately upon return.

Students may leave campus at lunch if they have a parent/guardian permission form on file with the office. Students do not need to check in and out with the office at lunch if the form is on file. Leaving campus without permission at other times or returning tardy after lunch may result in loss of off-campus privileges.

### **14.0 COPY MACHINE USAGE**

Students wishing to use the copy machines must have a pass from a teacher and the material being copied must be for an educational purpose.

### **15.0 COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to contact the high school office so that other students who have been exposed to the disease can be alerted. A student with certain 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 that the disease is no longer communicable to others in the school setting. For these diseases indicated by an asterisk (\*) below the restriction may be removed by a school staff member. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include Covid-19\*, 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 high school office.

### **16.0 COMPUTERS**

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. Before a student can use any school computer, the student's parent/guardian must read and understand the school district's policy regarding student use of electronic equipment and sign the electronic communication agreement. Students who violate the electronic agreement policy will forfeit their right to use the system. The school district will provide access to the electronic communicating agreement to students during registration.

### **17.0 CONFERENCES**

Regular conferences are scheduled annually in the fall 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; (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.

### **18.0 CORRESPONDENCE COURSES**

There are times when a student may find it necessary to participate in a study through correspondence. A student in grades 11 and 12 may earn credit by correspondence. These credits may be applied toward high school graduation requirements. All correspondence courses taken for credit must be approved by the high school counselor and principal prior to enrolling in such courses. The tuition cost of correspondence courses will be paid by the student or parent. Contact the high school counselor for correspondence course details.

### **19.0 COUNSELING/ACADEMIC ADVISING**

The Academic Advising is a valuable resource area for Harrisburg students, parents and staff members. College catalogs, military service brochures, occupational information and career exploration materials are available.

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

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

### **20.0 CREDIT BY EXAMINATION/CREDIT FOR PROFICIENCY**

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

In addition to credit by completing classroom or equivalent working as in a course of at least 130 clock hours, a student may receive credit towards a diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence and/or;
4. Providing documentation of prior learning experiences.

### **21.0 DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed. In collecting debt under this new law, district may also seek reasonable attorney fees if court action is necessary.

### **22.0 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.

Harrisburg school dances are for Harrisburg school students and their guests (when allowed). The following guidelines must be followed for student admittance:

1. Students with student identification cards must show their card at the door and pay the dance admission price.
2. Students without student identification cards or guest passes **will under no circumstances be admitted to a dance.**
3. Middle school students may not attend high school dances and high school students may not attend junior high school dances.
4. Harrisburg High School students enrolled at the time of the event may obtain a guest pass for all dances under the following conditions: a) They may be issued for currently enrolled high school students from other schools or those that have graduated from Harrisburg High School and are under the age of 21. b) Harrisburg High School students

bringing outsiders as their dates to the dance must fill out the proper request form and/or have permission from the principal, and their date must go into the dance with the Harrisburg High School student. c) The Harrisburg High School student is responsible for his/her guest, and if the guest creates any problems, the guest will never be allowed at Harrisburg High School dances.

5. Any person who has dropped out of Harrisburg High school or who has been expelled from Harrisburg High School will not be able to attend any of the school dances until after their class graduates, and then only as a guest.
6. Alumni couples will not be allowed to attend Harrisburg High School dances under any circumstances.
7. Individuals 21 years of age or older will not be allowed to attend Harrisburg High School dances.
8. Any student involved with alcohol, drugs or using tobacco at a dance will face the disciplinary action outlined in the District Substance Abuse Policies and will be suspended from attending any school dances for the remainder of that semester.
9. If a person leaves the building during a dance, he/she will not be allowed to return to the dance. There shall be no reentry.
10. Dancing shall be a socially accepted nature, and if it is not, the individuals involved will be asked to leave the dance.
11. The dress code for dances will follow the district's dress code. Students are expected to wear modest and appropriate clothing.
12. Attendance at the Junior/Senior Prom is limited to only juniors and seniors and their dates.
13. An organization sponsoring a dance will submit to the Principal **at least ten school days prior to the dance**, a completed "dance request form", indicating who the faculty, parent and student chaperones will be and other information.

### **23.0 DISCIPLINE/DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

#### 23.1 Detention

A student may be detained outside of school hours (for not more than 4 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.

#### 23.2 Suspension

A student may be suspended for up to and including 10 school days for willful violations of the Student Code of Conduct. Suspensions will be either in-school or out of school depending on the incident.

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 opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of the suspended student.

While under out of school 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.

School work missed by students while serving out of school suspension may be made up upon the student's return to school.

To mitigate disciplinary action for drug and alcohol related offenses, a student may voluntarily complete a drug and alcohol assessment or evaluation at parent expense, by a qualified professional approved by the superintendent or designee and the student's parent. If the parent/student agrees(s) to the voluntary assessment or evaluation, the student may be readmitted to school after arrangements for the assessment or evaluation are verified by the superintendent or designee and completion of the terms of the mitigated district-imposed discipline. Failure to complete the evaluation or to comply with the recommendations of the evaluator will result in imposition of the unmitigated terms of the original disciplinary action.

#### 23.3 Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

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

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

### **24.0 DISCIPLINE OF DISABLED STUDENTS**

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension or more than 10 days or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

## **25.0 DISTRIBUTION OF MATERIALS**

All aspects of 9-12 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

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

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

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

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved 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.

## **26.0 DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

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.

Dress and grooming while in school are basically the individual responsibility of the students and their parents. Students wearing clothing that is disruptive to the school environment, that adversely affects the health or safety of pupils, is restrictive to the learning process, or is damaging to school facilities, shall be sent home to change clothes. Students attending school must wear shoes at all times.

1. Clothing and jewelry should be free of writing, pictures and any other insignia or indications which are profane, obscene, sexually suggestive, or which advocate violence, gangs, the use of drugs, tobacco, alcohol or any other illegal activity.
2. Inappropriate school dress includes:
  - unsafe footwear or bare feet, bare midriff, half-shirts or open net shirts, halter tops, tube tops or tank tops with extreme exposure, extreme shorts or extreme short skirts
  - holes in clothing that expose "private" areas of the body
  - clothing with off-color phrases, slogans, or pictures promoting or related to drugs, alcohol or tobacco
3. Hats may be worn during the school day. Individual teachers may request hats not be worn in their room. All hats must be school appropriate according to our dress code. Hats must not be a distraction in the classroom. Hoods may not be worn in the building
4. There will be a "zero tolerance" for gang activity, gang values, and gang attire.
5. Chain wallets will not be allowed. The chain could be used as a weapon.
6. Students participating in extracurricular activities for their respective schools must follow "Dress and Grooming" guidelines, and also abide by any additional grooming or appearance regulations as recommended by individual coaches and activity advisors of the Harrisburg Schools. Failure by a student to abide by this standard may result in losing the opportunity to participate in school activities.

Students in violation of the above guidelines will be asked to cover up or change the inappropriate clothing.

## **27.0 EARLY GRADUATION**

Students wishing to graduate at the end of their junior year are required to meet with the principal, counselor, and parent or guardian prior to the end of their sophomore year to discuss and develop a plan.

All additional requirements:

Courses-paid for by student's family

Work Samples for Essential Skills

Any and all other requirements based on ODE expectations must be met by May 30 of their junior year. The student will be considered at all times for school activities and documentation as a junior.

## **27.0 EMERGENCY DRILLS**

(Per ORS 336.071) Instruction on fire, earthquake, and safety threats 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 will be conducted each year for students in grades K-12. At least two drills on safety threats shall be conducted each year.

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.

Drills and instruction on safety threats shall include: Procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety.

## **28.0 EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In 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 first aide 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.

## **29.0 EMERGENCY SCHOOL CLOSURE INFORMATION**

In case of hazardous or emergency conditions, the Superintendent of Schools may alter the school district and transportation's 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.

The district will post closures on the homepage of our website in addition to sending out a Flash Alert. You can subscribe to Flash Alert via our website under "Emergency Closures".

The following radio stations will be requested to make an announcement if and when school may be closed or students are to be sent home in an emergency situation: KKNU, KLCC, KOPB, and KPNW.

## **30.0 ESSENTIAL SKILLS**

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language or origin for those students who by the end of the 11<sup>th</sup> grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11 grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a US school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English language Proficiency Assessment (ELPA).

A student shall have the opportunity to satisfy the requirements for a modified diploma, extended diploma, or alternative certificate in either four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years, but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five, the district will annually provide information of the availability of a modified diploma, an extended diploma, and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternative assessment.

A student who receives a modified diploma, extended diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, extended diploma or alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the IEP team.

The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program (IEP) completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent in the IEP team determining the student's continued eligibility and special education services are needed. Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

### **31.0 EXPLOSIVE DEVICES**

Use, threat of use, possession, owning, storing, or selling explosives or their look alike is not allowed on the school grounds.

### **32.0 EXTORTION**

Demanding money or something of value in return for protection from violence or threat of violence is not allowed at school.

### **33.0 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, including:

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

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such materials shall be released upon payment of money owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

#### **33.1 Harrisburg High School Fees:**

**Student Body Card:** This fee entitles the student to attend all regular league scheduled home, athletic events (not including playoff games), participate in interscholastic athletics and student body sponsored activities. All athletes, Student Body Officers and all members of recognized school clubs and organizations must have a current student body card.

**Book Deposit Fee:** There will be a fee for rental of textbooks. Any excessive wear, damage or loss of issued textbooks will be charged to the students. If students lose a textbook, they will be charged for the book.

**Parking Fee:** There will be a \$5.00 fee for parking on the high school campus. All high school students driving to school are required to park on the high school campus.

**Yearbook:** Optional item.

**Athletic Participation Fee:** There will be a fee per sport. Participation refunds will only be given if the student withdraws from the sport prior to the first contest. Athletic participation fees must be paid prior to each sport's first contest.

#### **34.0 FIELD TRIPS**

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

#### **35.0 FLAG SALUTE**

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

#### **36.0 FOREIGN EXCHANGE STUDENTS**

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

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 15, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

Foreign exchange students 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.

#### **37.0 FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal 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 high school secretary serves as the student government representative in administration of student activity funds.

#### **38.0 GRADUATION**

Graduation activities come the last week of school and include those activities scheduled by the district in honoring the graduates. **All correspondence course results must have been received in writing by the last Friday before senior finals week.**

##### 38.1 Commencement

The commencement exercise is the districts and communities opportunity to formally recognize the graduation of each year's seniors. This exercise is not a graduation requirement, but one in which most seniors wish to participate. Only graduating seniors will be allowed to participate. Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

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

Seniors are asked to keep in mind that this is a formal occasion and to dress appropriately. Disciplinary action will be taken against anyone interrupting the program or exhibiting inappropriate behavior.

School personnel will not assume responsibility for planning for Senior after Graduation activities.

##### 39.2 Participation in High School Graduation Exercises

For seniors who pose disciplinary problems, during the last few weeks of school, the penalty for serious infraction of school rules will be to prevent the student's participation in the regular graduation activities. However, they may be permitted to take final examinations afterwards and receive their diploma.

### 39.3 Graduation Requirements

In order to graduate and earn a high school diploma from Harrisburg High School a student must meet state and school district requirements of attendance (enrolled for eight semesters), and credits (24 units). A student in the regular high school program is required to complete the following courses: Language Arts (4 units); Mathematics (3 units); Science (3 units); Social Science including Citizenship/Economics (3 units); Physical Education (1 unit); Health Education (1 unit); Applied Arts/Fine Arts (3 units); Career Education (1 unit); and electives (5 units) for a total of 24 units.

### Graduation Requirements for the class of 2022 and beyond

In order to graduate and earn a high school diploma from Harrisburg High School a student must meet state and school district requirements of attendance (enrolled for eight semesters), and credits (24 units). A student in the regular high school program is required to complete the following courses: Language Arts (4 units); Mathematics (3 units); Science (3 units); Social Science including Citizenship/Economics (3 units); Physical Education (1 unit); Health Education (1 unit); Applied Arts/Fine Arts (3 units); CTE (1 unit); Career Education (1 unit); and electives (4 units) for a total of 24 units.

### 39.5 Modified Diploma

Harrisburg School District shall award a modified diploma to students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations but who fulfill all state requirements and all applicable school district requirements.

A school team will determine if a student will work toward obtaining a regular diploma, modified diploma, or alternative certificate. The school team must include a parent or guardian of the student. A student receiving special education and related services, the resident school district will determine the school team for that student.

Students and their parents or guardians will be notified by the 5<sup>th</sup> grade of the availability of the modified diploma. The district will ensure that parents or guardians are involved in the decision to pursue a modified diploma for a student. After students working toward a modified diploma complete the 8<sup>th</sup> grade, modified diploma information shall be reviewed annually with the parent or guardian of a student.

This is the official notice to parents about the modified diploma option. Contact your building principal for further information.

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

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or old or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, modified diploma, extended diploma or alternative certificate at each high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or extended diploma to a student only upon written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. This requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

Beginning in grade five, the district will annually provide information of the availability of a modified diploma, an extended diploma, and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternate assessment.

A student who receives a modified diploma, extended diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program ("IEP") completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education ("FAPE") until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Information on graduation requirements and diploma types are available online (website link).



#### 40.0 HAZING/HARASSMENT/BULLYING/CYBERBULLYING/VERBAL ASSAULT

Harassment is defined as intentionally intimidating or threatening another person. And/or attempting to place another person in fear of physical injury. This includes “hazing” or “initiation” and use of racial, ethnic or sexual slurs.

Hazing, harassment, intimidation, menacing, cyber bullying, or bullying by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials.

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with, any district sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student, requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

Harassment, intimidation or bullying means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to the protected class of a person, having the effect of:

1. Physically harming a student, or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student.

Protected class means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

Cyber bullying is the use of any electronic communication device to convey a message in any form, (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive education may also be considered cyber bullying, harassment, intimidation or bully. Students will refrain from using personal communication devices or district property to violate this policy.

Menacing includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

Retaliation means hazing, harassment, intimidation, menacing or bullying and acts of cyber bullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing, or bullying and acts of cyber bullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The building principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyber bullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building principal, who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated, menaced or bullied and acts of being cyber bullied in violation of this policy is encouraged to immediately report his/her concerns to the building principal, who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair.

All complaints will be promptly investigated in accordance with the following procedures:

- Step I Any hazing, harassment, intimidation or bullying or menacing acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the building principal. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- Step II The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action as warranted is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step III** If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

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

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of hazing, harassment, intimidation, bullying or menacing or acts of cyber bullying complaints and documentation will be maintained as a confidential file in the district office.

#### **41.0 MCKINNEY VENTO STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

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

#### **42.0 INAPPROPRIATE LANGUAGE**

Inappropriate language is defined as use of profanity, making derogatory remarks, gestures or comments to or about students or staff. Such remarks and actions are discouraged and it is the intent of the district to give latitude to the school staff to deal with and solve offenses of this type. In the event the staff solutions have proved unsuccessful, a referral will be made and consequences will be imposed.

#### **43.0 INDECENT EXPOSURE**

Indecent exposure of any kind will not be tolerated. This includes "mooning" and "panting" of another student. Panting of any student is considered by the legal authorities as "harassment", a misdemeanor offense equal to battery. Because the nature of such offenses is such an extensive violation of someone's privacy rights, this School District considers panting to be an extreme offense.

#### **44.0 INELIGIBILITY**

Ineligibility governs participation in all student activities of the school including clubs, band performances and competitions, school dances, Junior/Senior Prom, participation in sports and other school events. Exceptions are made for excursions which a teacher determines are a part of the expected class work. Students may continue to attend practice if they are involved on an athletic team and may attend athletic events as a spectator.

#### **45.0 INFECTION CONTROL/HIV, HBV AND AIDS**

Although HIV, AIDS, HBV and HCV 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.

45.1 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.

**45.2 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 health care 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 health care 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’s office.

HIV – Human Immunodeficiency Virus

HBV – Hepatitis B Virus

AIDS – Acquired Immune Deficiency Syndrome

HCV – Hepatitis C Virus

#### **46.0 INSURANCE**

At the beginning of the school year, the high school 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 high school office. The high school or school district shall not be responsible for costs for treating injuries or assume liability for any other costs associated with an injury. Before any student may participate in a school sponsored activity, students and parents must have (1) purchased the student accident insurance, or (2) show proof of insurance.

#### **47.0 LOCKERS**

Lockers remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. **The school does not guarantee the safety of items kept in school lockers, either locked or unlocked.** 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 instruction materials. Law enforcement agents will be requested by the high school to bring in a “drug sniffing dog” for the purpose of evaluating lockers. Defective locks and lockers should be reported to the office. Students who alter or damage their lockers or locks are subject to the “discipline” section of this handbook.

#### **48.0 LOST AND FOUND**

Any articles found in the school or on district grounds should be turned into 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. A lost and found box is located in the MPR.

#### **49.0 LUNCH/BREAKFAST PROGRAM**

The district participates in the National School Lunch, School Breakfast Programs and offers free and reduced-price meals based on a student’s financial need. Additional information can be obtained in the office.

#### **50.0 LUNCH ROOM**

Students are to put their trash in the garbage cans. Students eating in the MPR are responsible for cleaning up their lunch mess on and around their table. Plastic lunch trays are to be kept in the MPR. Students leaving a mess or throwing things will face disciplinary action. Students are asked to please cooperate and help keep your MPR and school grounds clean. Have pride in Harrisburg High School – “Keep the Eagles Home Clean”.

#### **51.0 MARRIED STUDENTS**

It shall be the policy of Harrisburg High School to encourage a married student to complete the necessary requirements for graduation. Please refer to district policy for more information.

#### **52.0 MEDIA ACCESS TO STUDENTS**

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

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

### **53.0 MEDICINE AT SCHOOL**

A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine and a written request to administer medication signed by his/her parents to the office.

The request must include, for prescription medication, the physician's written instructions, and the name of the medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the students and physician's name and instructions.

Over-the-counter medication must be accompanied by the parent's written instructions and kept in its original container.

If a parent wants a student to self-medicate, a request must be approved by the principal. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess and advice of the school nurse as necessary. Self administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent.

District officials will either give the medicine at the proper time or give the student permission to take the medication as directed.

### **54.0 MILITARY/COLLEGE RECRUITERS' VISITATION POLICY**

The intention of this policy is to assist the students in gaining information relative to choices in post-high school instruction.

Permission for students to visit with recruiters will be provided during registration.

### **55.0 MONEY/VALUABLES AT SCHOOL**

Large sums of money or valuables (e.g. electronic devices, etc) should never be brought to school. Students should bring only enough money to buy their lunch or school related items. Large sums of money/ valuables are often, unfortunately, stolen when brought to school. When a student finds it necessary to bring valuables to school, they should be checked into the main office for safekeeping. The **school district is not responsible for items lost or stolen.** Students are therefore encouraged to safeguard their belongings and leave valuables at home.

### **56.0 ONLINE LEARNING**

The district may grant credit for approved online courses offered by district-approved institutions. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards. Official documentation must be provided upon completion. Information on district approved programs is available from the counselor's office. Cost of classes is the responsibility of the student's parents/guardian.

### **57.0 PARENTAL RIGHTS**

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

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student of 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, and 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.

### **58.0 PERSONAL COMMUNICATION DEVICES**

Students may possess personal communication devices, such as cellular phones on school property during the school day. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

Students may not access social media sites or apps using district equipment.

Students permitted to possess a personal communication device are prohibited from having the device out during class time. Personal communication devices may be used before school, during passing periods, during breakfast break, during the student's lunch and after school only. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media web sites when the student is not engaged in district activities and not using district equipment.

### **59.0 PHYSICAL EXAMINATIONS**

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

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

Records 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 record of passing a physical examination on file with the district.

### **60.0 POSTERS**

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

### **61.0 PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

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

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

### **62.0 PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

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

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

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

### **63.0 RELEASE OF STUDENTS FROM SCHOOL**

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

### **64.0 REPORTS TO STUDENTS AND PARENTS**

#### **64.1 Grade Reduction/Credit Denial**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole standard used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy. At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

#### **64.2 Grades and Grade Reporting Policies**

Report cards are issued at the end of the nine-week grade period. Nine week grades on the report cards are **progress grades**. The grade which appears on **permanent records** are the semester grades.

Awarding credit is based upon successful completion of classroom work and attendance. Grades are based on class requirements and are designated as A, B, C, D and F. Classes taken at Harrisburg High School are for letter grades.

- A (Excellent) Student has demonstrated superior progress and quality in meeting course requirements.
- B (Above Average) Student has demonstrated above average progress and quality in achieving all class requirements.
- C (Average) Student has demonstrated acceptable progress and quality in meeting class requirements.
- D (Below Average) Student has demonstrated some progress in meeting class requirements.
- F (Failure) Students have demonstrated little or no progress in meeting class requirements.

#### **64.3 Pass – No Pass Grades**

Pass/No Pass grades may be given to students aides. A student meeting the course standards for a passing mark shall be given a grade of "P" and students failing to meet minimum standards will receive a grade of "NP". Students with special needs or are enrolled in Harrisburg Alternative Ed may receive Pass/No Pass grades.

#### 64.4 Incomplete Grades

If a student receives an incomplete grade at the end of a grading period, he/she should make every attempt to make it up as soon as possible. Incomplete grades will be automatically changed to an "F" at the end of a **three week period** of time if they are not cleared. If for some unusual situation an incomplete cannot be made up within the **three week period** of time, special arrangements should be made with the teacher and the administration. Teachers need to inform students when they have an incomplete grade and when it must be made up.

#### 64.5 Progress Reports

Progress reports will be issued weekly to students during the school year.

#### 64.6 Credit assignments by Transfer Students

Students who transfer into Harrisburg High School from another accredited high school will receive all credits earned in the transfer-matched as closely as possible with Harrisburg High School courses/curriculum. The student's rank in his/her respective class will be based upon the transferring GPA. Harrisburg High School recognizes that not all curricula are designed the same, but that successful completion of a course warrants recognition and the duly earned credit.

Students who transfer into Harrisburg High School without proper accreditation will be subject to appropriate review and will be placed as best determined by the administration and counselors.

#### 64.7 Concurrent Credit Policy

If a student is taking college courses or correspondence courses, he/she will have those grades placed onto their academic records only if the course was **approved prior to the taking of said course**. Without prior approval, the credit will not be assigned **or** placed on the academic transcript. The counseling department **and** administration will make a decision as to the necessity of such credits and if they might apply to the high school graduation requirements.

If concurrent enrollment is approved by the administration the student may transfer the credit at the rate of 1/3 high school credit for each hour credit earned at the community college during regularly scheduled fall, winter, or spring terms.

Students who fail a course at Harrisburg High School may take an equivalent high school completion course at a local community college to make up that lost credit at the rate of 1/3 credit for each six week course passed. **Students may not substitute high school completion courses for courses offered at Harrisburg High School** unless it is specifically for a class they failed.

Correspondence courses taken by seniors must be completed and the final grade must be received by Harrisburg High School no later than Friday, the week prior to semester finals week for seniors. There must be a written confirmation from the correspondence school: NOTE: It takes approximately 10-14 days to receive a final grade after the final exam has been taken.

In the case of trimester transfers, the student will receive only credit in accordance to the Harrisburg High School credit system of ¼ or ½ credits earned per semester, and will be awarded credit as follows:

#### **65.0 TANSFER - EQUALS**

Transfer credits will be honored as documented on incoming transcripts to reflect the consistency of our current system The School District will, in some cases, allow for tuition reimbursement for courses taken at Lane Community College and Linn-Benton Community College. Application must be made and the decision made on an individual basis and must be approved by the principal **Required** classes are not allowed via this method unless no other option exists. GPA does not include grades from those college courses.

#### **66.0 RETAKING CLASSES**

Students who are repeating a required class will do so under the following guidelines:

1. Freshman who fail a required class must repeat that class as a sophomore.
2. Sophomores who fail a required class must repeat that class only in their junior year.
3. Juniors who fail a required class must repeat it in their senior year.

#### **67.0 SCHEDULE CHANGES**

Schedule changes without loss of credit will be allowed only through the first two weeks of the semester. Any other changes must be at the request of the teacher, counselor, or administrator because of a specific problem. Regular schedule changes at the end of a semester must be approved by the student/parent/academic counselor and the administration.

#### **68.0 SEARCHES AND QUESTIONING**

##### 68.1 Searches

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when

there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations or school rules 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-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 the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

#### 68.2 Questioning

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

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

In our continuing efforts to ensure that our schools are safe and free of illegal drugs, Harrisburg High School may initiate a building program of random drug detection sweeps by utilizing trained, certified drug detection dogs and their police handlers.

If contraband other than illegal substances are found in the locker or classroom, district procedures will be followed.

#### **69.0 SENIOR TRIPS**

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum.

#### **70.0 SEXUAL DISCRIMINATION/HARASSMENT**

Harrisburg School District does not discriminate on the basis of sex in the admission to its education programs or activities it operates. District policy AC refers to non-discrimination relating to race, color, religion, sex, age, national origin, disability and marital status. Inquiries or grievances concerning the application of Title IX and its implementation regulation may be referred to the District Superintendent who has been designated as the Title IX coordinator and contact person. The Superintendent can be located at the District Office at 865 LaSalle Street, Harrisburg, 995-6626. A procedure for filing a grievance can be found in the District policy GBN/JBA-AR. Policy books are located in the school libraries. Complaints can also be registered through the Oregon School Hotline by either calling toll-free 1-866-305-7745 or through the web site at [www.oregonschoolsafety.com](http://www.oregonschoolsafety.com). Inquiries may also be made through the Office for Civil Rights, Seattle Office: U.S. Department of Education: 915 Second Avenue, Room 3310, Seattle, WA 98174-1099; (206)220-7900 E-mail: [OCR\\_Seattle@ed.gov](mailto:OCR_Seattle@ed.gov).

#### **71.0 SOAR PROGRAM**

(Student Outreach of Academic Relevance) Juniors and Seniors that meet the qualifications of our SOAR program will have the opportunity to enroll at Linn-Benton Community College and Lane Community College for dual credit with the financial support of the Harrisburg School District for tuition and books each term. For details and enrollment criteria please see the high school counselor.

#### **71.0 SPECIAL PROGRAMS**

The district provided and English Learner, EL, program for students from bilingual families. Students in this program include those who are new to the English language as well as long-time residents that speak English fluently, yet need support in developing academic English skills.

A student or parent is most welcome to contact the EL instructor or building principal with questions regarding: criteria for entering and exiting the program, program methods, ability to graduate high school, how to ensure the program is meeting student needs, or any other concerns.

#### 71.1 Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selections 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 the district's liaison from students in homeless situations.

#### **72.0 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.

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

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;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon;
7. Vandalism/malicious mischief/theft, including willful damage or injury to district property; or private property on district premises or at school sponsored activities;
8. Sexual harassment;
9. Use or possession of inhalant devices, tobacco, alcohol or drugs, including drug paraphernalia;
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 a 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 of up to \$100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 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. Punishment is a maximum of 20 years of imprisonment, \$300, 000 fine or both as provided by 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(5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury. Or anything that can be mistaken for a real dangerous weapon, such as a water pistol, fake handgun, rubber knives and used in a threatening manner.

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

Firearms are 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.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into 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 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.

### **73.0 STUDENT EXCELLENCE PROGRAM**

A student recognition program for excellence in academics and excellence in citizenship has been established at Harrisburg High School. Activities that are established at the high school are:



Honor Roll for academic achievement. Students are recognized with a certificate and names are published in the school newspaper. An ice cream social is held every semester for students who have made the Honor Roll. Student of the Month. Students are nominated by their teachers for their positive attitude, citizenship and improved student growth. Turn Around Student of the Year. The student is recognized who has turned around their academics, attendance and behavior to become a successful student at Harrisburg High School.

#### **74.0 STUDENT/PARENT 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 following the conference with the teacher. 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/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.

##### 74.1 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 principal.

##### 74.2 Education Standards Complaints

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

After exhausting local procedures of 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.

##### 74.3 Instructional Materials Complaints

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

A "Reconsideration Request Form" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, composed 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.

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

##### 74.4 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.

##### 74.5 Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or other 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 decision 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 the 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 harassed was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harassed; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had not involvement 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 shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the complaint or reported incident with all concerned parties within five working days after receipt of the complaint or notification of a reported incident. The district official conducting the investigation shall notify the student and student's parents in writing when the investigation is concluded. The letter, together with any other documentation related to the sexual harassment incident will be forwarded to the superintendent.

**Step III** If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

**Step IV** If the complainant is not satisfied with the superintendent or designee's decision a written appeal with the Board may be filed within ten working days after receipt of the Step III decision. The Board shall, within twenty working days, conduct a hearing at which time the complainant shall be given an opportunity to present the written appeal. The board shall provide a written decision to the complainant within ten working days following completion of the hearing.

**Step V** If the complaint is not satisfactorily settled, an appeal may be made to the regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. Direct appeals may be filed with an enforcement agency at any time.  
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.

## **75.0 STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. 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 minimum one-hour fire-safe place in the high school 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. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's etc)

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

### 75.1 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.

#### 75.2 Transfer of Education Records

All requested student education records related to a particular student seeking enrollment in or services from a public or private school, education service district, state institution other than an institution or post-secondary education, private agency or youth care center shall be transferred no later than ten days after the 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 non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

#### 75.3 Requests for Education Records

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

#### 75.4 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 provides 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.

### **76.0 STUDENT RESTRAINT AND SECLUSION**

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff currently in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee (or volunteer) as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

### **77.0 STUDENT RIGHTS AND RESPONSIBILITIES**

Among these student rights and responsibilities are the following:

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

### **78.0 TALENTED AND GIFTED PROGRAM**

#### 78.1 Identification of Talented and Gifted Students

In order to serve academically talented and gifted students in grades 9-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on:

1. Behavioral learning and/or performance information;
2. A national standardized mental ability test for assistance identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Oregon Assessment of Knowledge and Skills (OAKS).

Identified students shall score at or above the 97<sup>th</sup> 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.

#### 78.2 Appeals

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

1. The parent(s) will contact the district talented and gifted 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 section or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

#### 78.3 Informal Process:

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher 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 or services will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

#### 78.4 Formal Process

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the principal;
2. The principal shall acknowledge in writing the receipt of the request within five working days and shall forward \_\_\_\_\_ copies of the request and acknowledgment to the coordinator;
3. The principal, TAG coordinator and other appropriate administrator shall review the student's file and earlier decisions within ten 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 twenty 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) are still dissatisfied, they have 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.

#### 78.5 Programs and Services

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

#### 78.6 Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the Talented and Gifted 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 ten 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 if 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 Oregon Administrative rule will be provided upon request.

#### **79.0 THREATS**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

#### **80.0 TOBACCO-FREE ENVIRONMENT**

Student possession, use, sale, including any smoking device including e-cigarettes, vaporizers is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

For the purposes 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 delivery devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes).

## **81.0 TRANSPORTATION OF STUDENTS**

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

### **81.1 Transportation Rules**

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

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

## **82.0 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.

## **83.0 VEHICLES ON CAMPUS**

Vehicles parked on district property are under the jurisdiction of the district. The Harrisburg School District requires that before parking privileges are granted that students must show that he/she holds a valid driver’s license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor liability insurance policy or that the student or vehicle owner has provided the Department of Motor Vehicles with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for permission to park on district property, 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 violations.

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. Harrisburg School District assumes no responsibility or liability for loss or damage to vehicles or bicycles.

Motorized vehicles must be parked in the assigned parking lot and must remain parked during the duration of the school day. Students must park in assigned spaces during school hours and show a proper parking permit. If a student must leave school for an appointment, or verified parental request, the student who drives, must receive approval from the office to take the vehicle off campus. Violation of this school regulation will result in giving up the privilege of driving to school.

Students in good standing and with permission from the parent or guardian and the administration may be able to use their vehicle as part of school business. Students who participate in Yearbook, Newspaper, District Computer Tech Aides, Peer Tutoring, Job Shadowing, Work Experience, FBLA, FFA, STARS, and other recognized **academic** high school sponsored activities must follow the high school code of conduct and all vehicle regulations. Any student in violation of the high school rules will lose the privilege to drive off campus.

## **84.0 VISITORS**

Harrisburg High School is a closed campus. 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. All visitors will be required to wear a visitor’s badge. The superintendent or principal will approve requests to visit as

appropriate. Students **will not be permitted** to bring visitors to school. Certain circumstances may waive this requirement **with prior approval** of the superintendent or principal.

## ATHLETICS AND CO-CURRICULAR ACTIVITIES

### ATHLETIC PHILOSOPHY

#### 85.0 STUDENT EDUCATIONAL/ACTIVITY NON-DISCRIMINATION POLICY

The Harrisburg School District wishes to affirm their adherence to the regulations related to the Title IX of the Educational Amendments of 1972 and the Departmental Regulations (45 CRF, Part 86) promulgated there under which prohibit discrimination on the basis of sex in the operation of education program and/or athletics/sports/intramural/physical fitness activities.

The Harrisburg School District, therefore agrees not to discriminate against any student because of sex, race, religion or national origin; and shall provide equal opportunity to boys and girls as prescribed under the regulations of Title IX of the Educational Amendments of 1972 and the Departmental regulation (45 CR, Part 86) to the best of the District's ability and related to approved activities, funding and available facilities.

It is recommended that girls not participate with boys in the following sports; football, wrestling, soccer or other types of full contact activities.

The Superintendent of Schools and his appointees have been designated by the Harrisburg School Board of Education to coordinate efforts to comply with and carry out responsibilities under the new Title IX Educational Amendments of 1972 and Departmental Regulations (45 CRF, Part 86).

The superintendent's office is located at 865 LaSalle St., Harrisburg, OR 97446, and the phone number is (541) 995-6626.

#### 86.0 COMPETITIONS

At the junior varsity level, competition will dictate the level of play and players utilized by the coach. The philosophy is not win at all costs, but to develop a winning attitude and to develop athletes to play at the next level.

At the varsity level, the expectation is to develop a winning, competitive program; utilizing those players the coach feels can most successfully accomplish the activity.

#### 87.0 ACADEMICS/ATHLETICS CONSIDERATION

Academics, leadership, and athletics are all very important at Harrisburg High School. We strive to support the student-athletes in all their worthwhile endeavors.

1. Athletic games/events vs class time: By virtue of our league conference, Special Districts and the OSAA we will have contests that will require that students miss school for a period of time, especially for away contests.
2. Mandatory class field trips vs practice/game time: Students will be required to attend field trips as part of the course of study. Students will miss practice/games to participate in these mandatory learning experiences. (Example: Band field trip, Industrial Arts contests such as "welding competitions" and "soil competitions").
3. Non-mandatory academic field trips and student leadership events vs athletic practices and contests: Students may opt to go on a field trip or attend a high school event rather than attend practice or participate in an athletic contest. **When a student makes this choice he/she must give the head coach a minimum of two weeks prior notice and accept the consequences of their actions as set down in the in-sport contract signed by parents and the student/athlete.** Examples of non-mandatory academic field trips: FFA, and Mr. Eagle Pageant.
4. Other Academic/Activity/Athletic conflicts: In the unfortunate event of a conflict between an academic event, leadership activity and/or an athletic event which falls outside of the guidelines detailed above, then the administrator, the athletic director, head coach and academic event coordinator will meet to resolve that conflict. If the times and/or dates of events cannot be changed, the event of higher importance will trump the event of lesser importance. Anyone who may take issue with the resolution of such matters is free to file a complaint in accordance with Harrisburg School District policies KL.

## 88.0 ATHLETIC CODE

In accordance with the philosophy of Harrisburg School District #7, there shall be a program or organized athletic activities which will meet the needs of adolescent youth for self expression. A well-organized athletic program contributes to the development of a sense of responsibility, a good character, and strong leadership qualities. It is recognized by the Harrisburg School District that such activities will serve as healthful outlets for the enthusiasm of youth.

Inter-school athletic competition is held to be part of the total curriculum. Athletic competition represents a refined physical activity, which in reality is an extension of the physical education program for those youngsters who have special abilities or desire to participate in vigorous activity.

An athletic code guarding the mental and physical health of the students representing the school in athletic competition is an integral part of this philosophy.

Athletes of Harrisburg High School will be required to conform to the following athletic code while attending high school. This includes school vacation periods. The athletic code does not supersede school rules or disciplinary action, but is designed to support such rules or action.

## 89.0 ELIGIBILITY RULES

An eligible student is one who is enrolled, attending and passing all classes in order to participate in **any extra-curricular activity**. This includes all clubs, athletic teams, and class trips. Ineligible students will be allowed to attend ball games as a spectator. Student's grades will be checked weekly starting on the Wednesday of the second week of every quarter.

### At the week check:

Any student failing one or more courses at 4:00pm on Wednesday will be ineligible to participate for a complete week starting the following day and continuing through the next Wednesday. While ineligible the student may practice, however they will not travel or participate in any contests, including sitting on the bench and/or sidelines. After one week the student may regain eligibility if they are passing **all** courses. This would allow them to participate starting the day after grade check.

### At the 9 week or quarter check:

Any student failing one or more courses at this progress report will be ineligible until grades are checked on the second Wednesday of the next quarter. Semester grades will be used for eligibility purposes at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

## 90.0 SEMESTER GRADES (applies to Sophomores, Juniors and Seniors only)

In addition to the above checks, if a student fails a course required for graduation or causes the student to become credit deficient towards graduation, the student will be ineligible for all extra curricular activities until that course is retaken (either at H.H.S. or through other alternative programs) or until a plan of assistance has been established that assures that the student is making progress toward graduation with his/her class. If a student fails to follow the plan of assistance mentioned above, the student will be ineligible for all extracurricular activities until the course is retaken as noted above. Students who were already credit deficient at the start of each school year will have one year to make up those courses before this requirement is instituted.

It is the student's responsibility to file a petition and complete the process if they wish to become eligible.

Students dropping a class while on academic probation will become ineligible for the remainder of the current sport season.

OSAA requires an eligible student to pass **five (5)** subjects taken during the immediately preceding semester to be eligible to represent Harrisburg High School.

In addition to Harrisburg District eligibility requirements, you may fall below "OSAA on track to graduate standards". Prior to your sophomore year; you must have completed 4.5 credits, prior to junior year 10 credits and your senior year 17.5 credits. Failure to attain these minimum standards will result in ineligibility for the entire school year.

## 91.0 ATHLETIC PRACTICES

1. Practices in the gym or on the athletic fields on Sundays or holidays must have prior approval by the athletic directors.
2. Practices without proper supervision are prohibited.
3. Athletes are not to wear their team uniforms (or any part thereof) during school or for any activity other than those designated by their head coaches.

## 92.0 ATTENDANCE AND ACTIVITIES

1. If an athlete is absent from one or more classes due to illness, he/she cannot participate or practice on that day or night. Students must be in attendance for the **full school day**. Prior arrangements for such things as a dental or doctor appointment or a funeral shall excuse the athlete from this regulation.
2. Likewise, if the athlete is absent on Friday, he/she cannot compete on either Friday or Saturday.

3. Athletes who continually miss school the day after an athletic contest will have their attendance record evaluated, which could result in suspension from further athletic competition during the sports season.
4. Students who miss class due to a **scheduled activity** or athletic event are obligated to meet with the teacher in advance to obtain assignments and homework. The work is due the next day of attendance unless pre-arranged with the teacher.
5. Special circumstances may be grounds for an exception to these rules as determined by the principal, athletic director or superintendent.

### **93.0 DISCIPLINE/TRAINING RULES**

A. A student will be removed from the team if:

1. Convicted by a court of using or possessing alcohol or drugs.
2. The parent may remove his son or daughter.
3. Conviction of any felony crime.
4. Any act of vandalism or theft.

B. A student **may** be removed from the team for the following:

1. Coaches' judgment.
2. Fighting, profanity or unsportsmanlike conduct during school time, practice, game or co-curricular activity.
3. Suspension from school.
4. Any discourteous actions that cause embarrassment to the school, team, coach or advisor.
5. Conviction of any misdemeanor
6. Any discourteous acts toward visiting schools or visiting school officials.
7. Any violation of the student conduct code.

For violation in B above, at least one-week suspension from the sport is recommended, to take effect immediately, with enforcement consistently administered. The coach, athletic director, principal, or superintendent can and will enforce the above listed rules.

### **94.0 ACTIVITY TRANSPORTATION**

All students participating in an event will ride the team or activity bus to and from the event. Students are not authorized to drive their own vehicles to away contests. Students may ride home with their parents from away competitions.

### **95.0 EQUIPMENT**

Each athlete must turn in his/her equipment at the end of the sport season. Athletes who do not turn in all their equipment will not be issued any equipment for a preceding sport until all issued equipment is returned. In addition, failure to do so may lead to suspension from school until items are returned. Lost or stolen items will be paid for by the student. Athletes should keep all school issued equipment and personal equipment locked in their lockers at all times.

### **96.0 INSURANCE**

1. Participants in the athletic program must have insurance coverage. Students not covered by school insurance must provide written proof of an alternate health and accident plan.
2. The school and athletic department do not assume financial responsibility for bills in excess of what the policy will pay.
3. Coaches should familiarize themselves with the school-sponsored health and accident plan and fully explain coverage, limitations and operation of the plan to all squad members.
4. Processing of all insurance claims is done by the principal's office. When an injury occurs, the coach and the athlete have the responsibility for immediately notify the office of the injury and for completion of the necessary forms.
5. Students should report all injuries to the coach in charge.

### **97.0 PARTICIPATION GUIDELINES**

1. Athletes may participate in only one sport per season, except by contracted mutual agreement among the coaches and players involved. Contract is to be in writing and signed by both coaches and players prior to the beginning of the seasons and kept on file in the athletic director's office. If an athlete quits, he/she will be ineligible for the remainder of the season. However, he/she may transfer to another sport with the consent of the coaches involved. No athlete will be allowed to change sports after the first two weeks without permission of both coaches involved.
2. Athletes must have a current participation permit signed by student's parents, on file in the office prior to the first schedule practice:
  - (A) Accident insurance coverage arrangement.
  - (B) Parent's permission.
  - (C) Current physical exam on file (students must have a physical once every two years)
3. Participation fee (\$100.00) Football participation fee (\$125.00) must be paid before the first athletic contest.
4. Students must maintain academic eligibility.



### **98.0 PHYSICAL EXAMINATION**

1. All athletes will have a physical examination on file with the participation permit, before participation in athletic events.
2. Physical exams are required at the ninth and eleventh grades. All athletic participants must provide evidence that they have had a physical exam within the last two years.
3. A re-examination may be required whenever the coach deems it necessary for the health of the student.

### **99.0 STUDENT BODY MEMBERSHIP**

1. All athletes must have a student body card to participate in sports.
2. Student body cards must be paid for before the first athletic contest.

### **100.0 SPORTSMANSHIP**

Harrisburg High School, the Mountain Valley Conference, and the OSAA are committed to a strong interscholastic activities program for all students. Participation in high school activities provides unparalleled opportunities to break barriers of racial, ethnic, religious, economic and social differences. A fundamental code of conduct which is supported by school administrators and practiced by all members of a school and community will produce a positive atmosphere in which ethical conduct, fair play and sportsmanship will be emphasized. Our goals are:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of activities.
3. To stress the values derived from playing/performing fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and host.
6. To respect the integrity and judgment of officials.
7. To encourage leadership, use of initiative, and good judgment by the participants.
8. To recognize the purpose of activities is to promote the physical, mental, moral, social and emotional well-being of the individual players.

## **STUDENT ORGANIZATIONS**

### **EQUAL EDUCATION OPPORTUNITY**

#### 1. Condition Description:

Equal educational opportunity and treatment shall be provided to all students. No student legally enrolled in the Harrisburg High School shall on the basis of age, handicap, national origin, race, religion, or sex be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity administered or authorized by the Harrisburg School Board.

#### 2. Responsibility:

The Harrisburg High School staff is directed to make a continuous effort to provide equal educational opportunities for students and to eliminate those conditions which may cause discrimination.

### **CLUBS AND ORGANIZATIONS**

Harrisburg High School urges students to be active in school-sponsored clubs and organizations. Student clubs and performing groups such as the band, choir, rally, and athletic teams may establish rules of conduct-and-consequences for misconduct that are stricter than those for students in general. If a violation is also the violation of the Student Code of Conduct, the consequences specified by the school district shall apply in addition to any consequences by the organization.

**The following clubs and activities will be available to students this year at Harrisburg High School**

### **F.F.A. – FUTURE FARMERS OF AMERICA**

FFA develops competent, aggressive, rural and agricultural leadership.

### **KEY CLUB**

The Key club is a student-led organization whose goal is to teach leadership through serving others. Key Club International is a part of the Kiwanis International group. Key Club International is the oldest and largest service program for high school students.

## **STUDENT ENGAGEMENT CLUB**

### **NATIONAL HONOR SOCIETY**

An honorary student community-service organization. Harrisburg High School membership in Honor Society is based upon the following:

1. Membership in this chapter shall be based on scholarship, service, leadership and character.
2. Candidates shall have spent at least one year in their respective high schools and shall be members of the sophomore, junior, or senior classes.
3. Candidates for membership must have earned a 3.50 cumulative grade point average for the semesters preceding their recommendation to the society.
4. All members, to remain in good standing, must maintain high standards of character, leadership, service and a 3.50 cumulative grade point average for subsequent school work.
5. Any active member who receives a D or falls below the standard which was the basis of his/her election to membership shall be placed on probation for one semester. If he/she does not come back up to the standards after one semester, he/she shall be dropped from the chapter by the member school.
6. Once the student meets the scholastic eligibility requirement a faculty council, consisting of five faculty members will meet to review all candidates in the areas of service, leadership, and character. The selection of each member of the chapter shall be by a majority vote of the council.

Students and parents wishing for more information concerning what qualities are looked at in evaluating a student's leadership, service and character should contact the honor society advisor.