

2023-2024



**PILOT ROCK HIGH SCHOOL
STUDENT/PARENT HANDBOOK**

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

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public.

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

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

I have checked those types of directory information listed below that I wish the district to withhold:

- ☐ Student's name
- ☐ Student's address
- ☐ Student's telephone listing
- ☐ Student's electronic address
- ☐ Student's photograph
- ☐ Student's date and place of birth
- ☐ Student's major field of study
- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of members of athletic teams
- ☐ Student's dates of attendance
- ☐ Student's grade level
- ☐ Student's honors and awards received
- ☐ Student's most recent previous educational agency or institution attended*

Additionally, I do ☐ do not ☐ authorize my secondary student's name, address and telephone number be released to military recruiters. I do ☐ do not ☐ authorize my secondary student's name, address and telephone number be released to institutions of higher education.

By signing below, I acknowledge receipt and agree to abide by the Pilot Rock High School Student/Parent Handbook.

Parent Signature

Date

Student Signature

Date

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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. Board policies are available at the district office.

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

Procedure for filing a complaint can be found on the district's home page at pilotrock.k12.or.us

Parents and students acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

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

Pilot Rock School District prohibits discrimination and harassment on any basis protected by law, including but not limited to an individual's perceived or actual of race, religion, color national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing reeducation or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; the Americans with Disabilities Act; Health Insurance Portability and Accountability Act (HIPPA); Section 504 of the Rehabilitation Act of 1973 as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008.

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

Troy Jerome, Superintendent
PO Box BB
Pilot Rock, OR 97868
(541)443-8291

ACADEMIC INTEGRITY

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

ACADEMY OF SCHOLASTIC EXCELLENCE

Students wishing to be on the academy of scholastic excellence at the end of their high school career will have to meet the following criteria:

1. Students under consideration shall not be guilty of consistent antisocial or disruptive behavior either in the classroom, on school property, at school functions or have been suspended or committed a major law violation.
2. Maintained a 3.80 GPA
3. Have taken a minimum of **four (4)** years of upper level math and science
4. Have taken a minimum of two years of a second language
5. Be enrolled in at least 5 classes all four years of high school
6. Must have passed all required state academic testing/tests
7. Must graduate

Criteria for the Academy of Scholastic Excellence will also include the following:

- ❖ Must be a National Honor Society member in good standing.
- ❖ Must receive an Honors Diploma which will be awarded to students who have completed the requirements for a diploma and the following additional credit requirements:
 1. A 4th credit of math with the lowest level being Algebra 1 or higher;
 2. A 4th credit of science including labs; and
 3. 15 dual credits from an approved college.

The student will have an accumulative GPA of 3.50 through 7.5 semesters.

The student will complete a minimum of five (5) graded classes each term all four years. This does not include Pass/No Pass classes.

The student will attend high school for eight complete semesters.

ADMISSION

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

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

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

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

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, the parent 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 Act (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 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; 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. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

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

In-District Alternative Education Programs

1. Tutorial instruction
2. Work experience
3. Instructional activities provided by other accredited institutions
4. Others as approved by the district.
5. On line classes
6. Expanded Options Program
7. Independent Study

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

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

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

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

ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT

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

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

Proposals for alternative education programs shall include the following:

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

ALTERNATIVE EDUCATION NOTIFICATION

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

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

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

Notification shall include:

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

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

ANIMALS IN THE SCHOOL

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the principal that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

Companion and comfort animals are not considered service animals.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

ASBESTOS

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

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

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

ASSEMBLIES

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

ASSESSMENT PROGRAM

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules.

Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law.

ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly. The district will notify the parent in writing and in the native language of the parent that, in accordance with law, the superintendent will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school may be a Class C violation of law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under, 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 may be 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.

Absences and Excuses

When returning to school after an absence, a student must have the parent call the office or bring a note signed by the parent that describes the reason for the absence. A student's absence from school or class will be excused under the following circumstances:

1. Illness of the student, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify A parent or 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 identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations.

A student who must leave school during the day **must** check out through the school office. A student who becomes ill during the school day should, with the teacher's permission, report to the high school secretary. The office personnel will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school all day for any reason will not be allowed to participate in school-related activities on that day or evening.

Exemption from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

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

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

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

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

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester. Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

Truancy

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

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. These will be determined by cumulative GPA through the seventh semester of high school.

Valedictorian and Salutatorian must receive an Honors Diploma. The final selection of both will be made by the building principal.

CLOSED CAMPUS

Pilot Rock Junior and Senior High Schools have a closed campus. No student shall leave the school grounds during school hours without checking out through the office.

High school students are able to leave campus at lunch without checking out in the office. Junior High students are **NOT** allowed to leave campus for lunch.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the leadership, Key Club, FFA, theater 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.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school setting.

The following restriction may be removed by a school nurse--chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staff infections*, strep infections*, tuberculosis, and pandemic flu.

Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including E-mail access, is strictly prohibited.

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

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

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

Students who violate Board policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights - including the 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 their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of 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, cyberbullying, menacing, or teen dating violence/domestic violence as prohibited by Board policy JFCF;

3. Coercion;

4. Violent behavior or threats of violence or harm* as prohibited by Board policy JFCM;

5. Disorderly conduct, false threats and other activity causing disruption of the school environment;

6. Bringing, possessing, concealing or using a weapon*** as prohibited by Board policy JFCJ;

7. Vandalism/Malicious Mischief/Theft as prohibited by Board policies ECAB; including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;

8. Sexual harassment as prohibited by Board policy JBA/GBN;

9. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, or drugs or Inhalant Delivery Systems JFCG/KGC/GBK Prohibited Use, Possession, Sale or Distribution of Tobacco Products and Inhalant Delivery Systems, JFCH - Alcohol and JFCI - Substance/Drug Abuse;

10. Use or display of profane or obscene language;

11. Disruption of the school environment;

12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;

13. Violation of district transportation rules;

14. Violation of law, Board policy, administrative regulation, school or classroom rules.

*In regard to harassment, intimidation, menacing, coercion, threats of violence or harm, weapons law violations and 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; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

*Additionally, regarding weapons, 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, possessed, concealed or used a firearm on school property or at a school sponsored activity. 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, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

** In regard to tobacco, alcohol or drugs, and in accordance Oregon law, any person under age 21 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.785. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 21 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not

prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

*** 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, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined by 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 physical injury.

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

“Firearm” is defined by 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 or any destructive device.

Destructive device is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

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

**** Multiple infractions on any given day will result in appropriate administrative actions, i.e. ISS, student sent home for the rest of the day. The Discipline Matrix is at the end of the handbook.**

DISCIPLINE/DUE PROCESS

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

A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol-and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement officials. Violations of the district’s weapons policy, as required by law, shall be reported to law enforcement.

Detention

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules, b) willful conduct which materially and substantially disrupts the rights of others to an education, c) willful conduct which endangers the student, other students or staff members, or d) willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

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

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

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

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

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

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

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

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

CONFERENCES

Regular conferences are scheduled annually to review student progress. Fall conferences will be October 29-30, 2020 and April 9, 2021.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary. The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time, or email the teacher.

COUNSELING

Academic Counseling

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

Personal Counseling

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

CREDIT BY PROFICIENCY

In addition to credit by completing classroom or equivalent work in a course, a student may receive credit toward a diploma or a modified diploma based on any one or more of the following options, if the student demonstrates defined levels of proficiency levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-2030;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence and/or;
4. Providing documentation of prior learning experiences.

CYBERBULLYING

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

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. If the cost is \$50 or more, the district will notify the student and parent. 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. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guest will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

DISTRIBUTION OF MATERIAL

All aspects of K-8 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 nonstudent without the approval of the administration.

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

All requests for materials distribution require approval of the administration.

The district may designate the time, place and manner for distribution.

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

A non-approval may be appealed by submitting the disapproved materials to the superintendent. If the material is not approved by the superintendent within three days is considered disapproved. This non-approval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

DRESS AND GROOMING

Philosophy:

We understand how a student's appearance affects daily behavior, purpose for being at school, and productivity in the classroom. We are making a concerted effort to establish good grooming and personal character at Pilot Rock Junior and High School so that our students will be adequately prepared to enter mainstream life. We ask students and parents support in maintaining the kind of atmosphere that is necessary for and conducive to a good education.

The following dress code applies to both sexes and will be enforced at school and at school functions. However, none of the following statements are to be interpreted to limit the District's responsibility and obligation to enforce unique safety requirements (i.e. shop class and food situations).

Specifics:

- All clothing will be worn as the design was intended.
- There will be no oversized clothing. **All pants must fit at the waist.**
- Shoes must be worn on campus.
- See-through or sexually suggestive apparel, which exposes the body in a sexually suggestive manner, is not acceptable.
- No undergarments may be revealed.
- **Only** sleeveless blouses that cover **at least two inches** of the shoulder are allowed.
- Underwear-type sleeveless shirts, camisoles, tank tops, tube tops, spaghetti strap tops, or halter-tops, **which expose the body in a sexually suggestive manner** are **not** allowed **without appropriate coverage over them.**
- Tops must cover the midriff area.
- Dresses, skirts, and shorts will be school appropriate and can be no shorter than eight inches from the floor when kneeling.
- Gang attire, related symbols or insignias are not to be worn or displayed.
- **Hats or hoods will not be worn in classrooms.**
- Clothing or hats with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups may not be worn. DOPE attire falls under this category.
- Sunglasses are not to be worn indoors.

Exceptions to the above mentioned rules may be made by the Principal for special events.

Enforcement:

ALL STAFF will enforce the Dress Code. Referrals will be made to the Principal for appropriate action. Violations will result in the following disciplinary actions:

1. 1st Violation-- The student will be requested to change clothing. Refusal of the student to change clothing will result in the student being sent home for the rest of the school day.
2. 2nd Violation—Home contact and Alternative to Suspension (detention or In-school suspension), and student will be requested to change clothing.
3. 3rd Violation—Home contact and sent home for the rest of that school day.

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

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

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

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

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

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

EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS

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

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

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.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION

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

EXCHANGE STUDENTS

The school may enroll a maximum of 4 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 15.

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.

Exchange students may be awarded a high school diploma upon satisfactory completion of the school's prescribed course of study.

EXTRA-CURRICULAR ACTIVITIES

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

FEES, FINES AND CHARGES

High School Student Body Fees \$30 Junior High School \$20 Plus \$15 PE Uniform Waived this year!

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

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

13. Admission fees for certain extracurricular activities;
14. Participation fees or “pay to play” for involvement in activities.

A written notice will be provided to the student and their 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.

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 principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal 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 principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district’s notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

FIELD TRIPS

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

FLAG SALUTE

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

FOOD AND BEVERAGES

Students are not to have food and beverages on the gym floor. Beverages must be in a bottle with a screw top lid in the building. Food/Beverage in the classroom is a judgment of each individual teacher. Students need to clean up their trash and put it into trash cans in all areas of the school. Food/Beverage contents and wrappers not put in trash cans will result in a no food/beverage in school areas other than cafeteria. PLEASE PICK UP AFTER YOURSELF.

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 using the activity form.

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.

GANGS

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

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

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

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

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

GRADE REDUCTION/CREDIT DENIAL

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

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

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

GRADUATION EXERCISES

Students in good standing, who have successfully completed the requirements for a high school diploma, qualifies to receive or receives a modified diploma, or other certificates of completion or attendance, 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. Graduation programs will be planned by the administration on the date selected by the School Board.

The valedictorian(s) and salutatorian(s) 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.

Graduation programs, including decorations, will be planned by the Pilot Rock High School Administration on the date selected by the Pilot Rock School Board. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

GRADUATION DIPLOMA REQUIREMENTS

A student in the regular high school program is required to complete the following courses: language arts (including the equivalent of one unit in written composition)(4 units); mathematics (3 units at Algebra I level and higher); science (3 units); social science (4 units); PE (1); health (1 unit); CTE (3); electives(5) **total of 24 credits.**

Additionally, students must:

To receive a diploma or modified diploma, in addition to credit requirements, as outlined in OAR 581-022-1130 and OAR 581-022-1134, respectively, a student must:

5. Demonstrate proficiency in the essential skills ;
6. Develop an education plan and build an education profile;
7. Demonstrate extended application through a collection of evidence;
8. Participate in career-related learning experiences.

Honors Diploma

An honors diploma will be awarded to students who have completed the requirements for a diploma and the following additional credit requirements:

1. A 4th credit of math with the lowest level being Algebra 1 or higher;
2. A 4th credit of science including labs; and
3. 15 dual credits from an approved college.

The student will have an accumulative GPA of 3.50 through 7.5 semesters.

The student will complete a minimum of five (5) graded classes each term all four years. This does not include Pass/No Pass classes.

The student will attend high school for eight complete semesters.

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. On or after July 1, 2009, a modified diploma may only be awarded to a student who meets the eligibility criteria below

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

For a student who entered grade nine before July 1, 2007, the student's team shall decide whether the student must meet the unit of credit requirements set by the State Board of Education or the credit requirements specified by the district for a modified diploma at the time the student entered grade nine.

Having met the above eligibility criteria, a modified diploma will be awarded to students, who while in grade nine through completion of high school, complete 24 credits which shall include:

1. Three credits in English;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences;
5. One credit in health;
6. One credit in physical education; and
7. One credit in career technology, the arts or a second language.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

- A. For a student on an IEP, any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard.
- B. For a student not on an IEP, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed; and in the year in which the student is being assessed and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified OSAS assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working towards a modified diploma should work towards one when the student is less than two years from anticipated exit from high school if the documented history has changed.

Extended Diploma

Beginning in the 2009-10 school year, an extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
 - a. Two credits of mathematics;
 - b. Two credits of English;
 - c. Two credits of science;
 - d. Three credits of history, geography, economics or civics;
 - e. One credit of health;
 - f. One credit of physical education; and
 - g. One credit of the arts or a second language.
2. Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
3. Have a documented history of a medical condition that creates a barrier to achievements; and
4. Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles; or

5. Have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade level activities and that results in the student participating in alternate assessments.

Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, modified diploma or extended diploma if the students meet minimum credit requirements established by the district.

Alternative certificates will be awarded based on individual student needs and achievement. 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 will ensure that students have access to the appropriate resources to achieve a diploma, modified diploma, extended diploma or alternative certificate at each high school. The district will provide 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 the 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 the 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.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either 4 years after starting the ninth grade, or until the student reached 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, an extended diploma or an alternative certificate in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or an 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 when a student is taking an alternative assessment or after a documented history to qualify for a modified diploma, an extended diploma or an alternative certificate has been established, the district will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

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

A student who received an extended diploma or an 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, as determined by the individualized education program (IEP) team.

A student who has received a modified diploma shall continue to have access to individually designed instructional hours, hours of transition services and hour of other service that are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and 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.

The district will award 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 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, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma.

Students and their parents will be notified of graduation and diploma requirements.

Essential Skills

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of applying mathematics, in a variety of settings, in the student's language of origin for those ELL students who by the end high school:

1. Are on track to meet all other graduation requirements; and
2. Are unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than applying mathematics, in a variety of settings, in the student's language of origin for those ELL students who by the end high school:

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 U.S. school for five years or less; and
4. Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21st Century (ELPA21).

HOMELESS STUDENTS

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted in accordance with the student's best interest to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living unless contrary to the request of the parent or unaccompanied student.

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Steve Staniak, the district's liaison for homeless students.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. **Homework will not be accepted after two weeks following its due date.**

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE

Hazing, harassment, intimidation or bullying, cyberbullying, menacing, or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any

person who is a victim of, reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying,, or teen dating violence, or otherwise participates in an investigation or inquiry is also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will be subject to consequences appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include 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.

Individuals may also be referred to law enforcement officials.

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, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property or equipment to violate this policy.

“Retaliation” means any acts of, including but not limited to, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward the victim in response to an actual or apparent reporting of or participation in the investigation of harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

The building principal will take reports and conduct a prompt investigation of any reported acts of harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report their 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 they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence 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 report made by a student or volunteer anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356)

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

Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing acts of cyberbullying, or incidents of teen dating violence information (e.g. complaints, rumors, etc.) shall be presented to the building principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the report shall promptly investigate. Parents will be notified of the nature of any report 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 report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the person making the report within (10) working days of receipt of the information or report, 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 person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report 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 [10] working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step 3 decision. The Board shall, within [20] work days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within [10] working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

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

IMMUNIZATION, VISION SCREENING AND DENTAL SCREENING

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

Vision Screening

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

Dental Screening

The parent of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has, received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or

The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

INFECTION CONTROL/HIV, HBV AND AIDS

Although HIV, AIDS and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where nonintact 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 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.

HIV, HBV, AIDS – Students

A student infected with HIV₁ or HBV, 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.

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.

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

Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

INSURANCE

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

Before participating in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance; or (2) shown proof of insurance.

LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

The district reserves the right to use canine units to search lockers.

LOST AND FOUND

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

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

The district will not be responsible for the loss of, or damage to personal property anywhere on school property.

LUNCH/BREAKFAST PROGRAM

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

Additional information can be obtained in the office.

MEAL PROGRAM

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

Additional information can be obtained in the office. Costs: Breakfast \$1.80 and Lunch \$2.80

MEDIA ACCESS TO STUDENTS

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

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

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

MEDICINE AT SCHOOL

Students maybe permitted to take medication, and/or self-medicate at school, at school-sponsored activities under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations and the following.

District-Administered Medication

Requests and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included.

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication.

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

In situations when a licensed health care professional is not immediately available, designated personnel may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribe by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

Premeasured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Self-Medication

Students in grades 6-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

9. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
10. Permission from a building administrator, prescriber or registered nurse practicing in a school setting;; and
11. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

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

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based on election by the faculty members. The criteria for voting are leadership, citizenship, character and scholarship. A student must have an overall GPA of 3.50 through the first semester of their sophomore or junior year for nomination into the society. Sophomores must have completed Algebra I and enrolled in geometry and/or Algebra II. Juniors must have completed Algebra I and Geometry or Algebra II. A student must also participate in two extra-curricular activities. If a student's GPA falls below a 3.50 for a semester or the student does not participate in two activities, they will be on probation. This must be brought up by the next semester or the student is taken from the society's rolls.

PARENTAL RIGHTS

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

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

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

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

PARENTAL INVOLVEMENT

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

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter, “Back to School” nights, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the high school office.
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building’s site council, with its emphasis on instructional improvement.

PEDICULOSIS (HEAD LICE)

A student with a suspected case of head lice will be referred to the administrator for assessment. A student found with live lice may be excluded from school. A parent of the student will be notified and treatment will be requested. Students with a severe infestation will be excluded immediately until treated. A student excluded from school that has been treated will be readmitted after an assessment by designated personnel.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may possess personal electronic devices, in district facilities during the school day. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

Students permitted to possess a personal electronic device are prohibited from using the device during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

The district will not be liable for personal electronic devices brought to district property and public charter school-sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using public charter school equipment

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

The district will not be responsible for the loss of, or damage to, personal property.

PHYSICAL EXAMINATIONS

Students in grades 6 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

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

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

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

POSTERS

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 who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

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

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

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

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.

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

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

PUBLIC DISPLAY OF AFFECTION

Amorous displays of affection are **not** acceptable during school hours or at school functions.

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 their parent or as otherwise provided by law.

REPORTS TO STUDENTS AND PARENTS

Written reports of student grades and absences shall be issued to parents at least four times a year informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

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 current 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 or 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.

SEARCHES

Searches

District officials may search the student, their personal property and property assigned by the district for the student's use when 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 based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school official and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. 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.

Canine units may be used for school and school related searches.

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 when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

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.

SPECIAL PROGRAMS

Bilingual Students

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

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

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

Students with Disabilities

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

STUDENT/PARENT COMPLAINTS

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the high school administrator.

Education Standards Complaints

Any resident of the district parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint-alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL—Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint with 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

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

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

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

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Public Complaints

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within five working days.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint.

If the complaint is not resolved, within 10 working days of the meeting with the administrator, the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of his/her findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

Complaints against the principal may be file with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040[(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

Staff Sexual Conduct with Students

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

"Sexual conduct" as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The person designated to receive sexual conduct reports is the superintendent. In the event the designated person is the suspected perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

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

Students with Sexual Harassment Complaints

Sexual harassment by staff members, students, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official bus stop, Board members, volunteers, parents, visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district.

"District" includes district facilities, district premises and nondistrict 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 jurisdiction of the district or where the employee is engaged in district business.

Sexual harassment of students shall include, but not be limited to, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
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 creates an intimidating, offensive or hostile educational environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff members or third parties.

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

- Step 1 Any sexual harassment information (i.e., 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.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and

6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members and members of the public on the school or district website.

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. They will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

Step 3 If a 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 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 work days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

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.

Talented and Gifted (TAG) Programs and Services Complaints

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

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the Deputy Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

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.

"Educational 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.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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. At no point will a student's social security number or student identification number be considered directory information.

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.

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, or parental plan, 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.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent(s); and
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENT SCHEDULES

The principal will complete class schedules. Students at the end of every school year will complete class requests. Adding or dropping of classes is permitted during the first two weeks of school and during the first week of the second semester. The following procedures must be completed when changing a class:

- 1 Discuss the change with the principal or guidance counselor.
- 2 Fill out the add/drop slip, have it signed by the teacher and parent then return it to the principal.

- 3 Students will continue to attend that class until the change is complete.
- 4 If a student voluntarily drops a class, following the allowed time frame for adding or dropping a class, will receive an “F” grade for that class on their transcript. If special circumstances arise this can be appealed to the guidance counselor.

SUPERVISION OF STUDENTS

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

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

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

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics for assistance in identifying academically talented students.

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

Appeals

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

Informal Process:

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

Formal Process:

1. The parent shall submit a written request for reconsideration of the identification/placement to the building principal;
2. The building 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 TAG coordinator;
3. The building principal, TAG coordinator, and other appropriate administrator shall review the student’s file and earlier decisions within [10] working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. The parent may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;

6. A decision will be made within [20] working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, 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.

Programs and Services

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

TARDIES

All tardies will reset at the beginning of each quarter.

5 tardies: lunch detention

10 tardies: lunch detention

15 tardies: ISS / parent phone call and/or meeting

Every 5 tardies after 15 will result in ISS

THREATS

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

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

TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEM

Student possession, use, sale; of distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district, consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

TRANSFER OF STUDENTS

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

TRANSPORTATION OF STUDENTS

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

Transportation Rules

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

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

Disciplinary Procedures for Violations of Transportation Rules

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

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the Superintendent, has been held with the student, the parent, the bus driver, and transportation supervisor.
3. Third Citation of the year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by Superintendent with the parent, the bus driver, the transportation supervisor. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the parent and the Superintendent.
5. In all instances, the appeal process may be used if the student and/or parent desires.

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

VEHICLES/BICYCLES/SKATE BOARDS ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district [requires] that before parking privileges are granted the student must show that they hold a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

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

Bicycles ridden to school by students must be parked in the designated area on school grounds, should be locked, and should not be ridden during the school day. Students under the age of 16 must wear a helmet as required by law.

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters or similar devices will be confiscated by school authorities and placed in the administrator's office for parents to retrieve. Use of skateboards, rollerblades, scooters or similar devices on district property during non-school hours is at the user's risk. Skateboards/Rollerblades/Scooters or similar devices are prohibited on district property during school hours unless special permission is given by the administrator for a specific activity.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles or skate boards, or to injuries caused in the use of them

VISITORS

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

Friends of students who are not enrolled at PRHS are not allowed to be on school property during the school day.

PILOT ROCK HIGH SCHOOL AWARDS

Honor Roll

The honor roll at Pilot Rock Junior/Senior High School was developed as a means to recognize and promote excellence in the classroom. To qualify for the honor roll, a student must maintain between a 3.0 and 4.0 grade point average for the semester.

Academic Achievement Awards

Students will receive Academic Achievement Award certificates for excellence in the different academic areas. Teachers select the students for these awards and the students receive a certificate and have their names engraved on the appropriate trophies.

Special Service Awards

Criteria:

1. A special service award is awarded to a student who has provided a service outside the “call of duty.”
2. There will be no grade consideration given.
3. A continual discipline problem will not be considered.
4. The student shall present a good school image.

Citizenship

Criteria:

1. Student under consideration shall not be guilty of consistent or disruptive behavior either in the classroom, on school property or at school functions or have been suspended or committed a major law violation.
2. Student under consideration should have contributed in a positive way to the education process either in the classroom (e.g. class discussion, assignments, etc. . .), or on school grounds or property (e.g. class activities, athletics, field trips, etc. . .).

Scholarship Cup

Requirement:

1. The graduating senior with the highest GPA.

SCHOOL SONG

Sung to the melody of the Notre Dame Fight Song

R-O-C-K-E-T-S

Rockets, Rockets, put ‘em to the test!

Cheer, Cheer for ol’ Rocket High
Shake down the echoes with ringing cry
Send our loyal cheers on high
Shake down the thunder from the sky.
Although the odds be great or small
Ol’ Rocket High will down them all
While our loyal sons go marching
Onward to victory, rah rah!

DISCIPLINE MATRIX

Pilot Rock High School will use a discipline matrix as a guideline for consequences to improper behavior, attendance issues or policy infractions. Factors that will also be considered are frequency, intensity, duration and intent of offense. The administrator may develop alternative solutions depending on the severity of the incident.

TIER 1 MINOR OFFENSES

A calm and respectful classroom environment starts with the teacher. **Intervention strategies must happen in the classroom before a student is written up on minor offenses.** The teacher in a calm, but firm, voice should 1) redirect the student; 2) clearly state the expectation for improving the misbehavior; 3) explain there will be documentation of the situation, with them having the opportunity to respond and sign; 4) parent will be called.

Classroom Disruption (Student engages in low-intensity, but inappropriate disruption causing loss of learning)	
1st	After school detention. Parent contacted by teacher.
2nd	Two after school detentions. Parent contacted by administration.
3rd	In School Suspension (ISS). Parent contacted by administration, parent meeting and behavior contract made up.
Insubordination (Defiance/Disobedience/Disrespect--Student engages in brief or low-intensity failure to respond to adult request.)	
1st	After school detention. Parent contacted by teacher.
2nd	Two after school detentions. Parent contacted by administration.
3rd	ISS. Parent contacted by administration.
4th	Suspended up to 5 days, parent contacted by administration, may move to expel.
Aggressive Behavior (Horseplay--Student engages in non-serious, but inappropriate physical contact.)	
1st	After school detention. Parent contacted by teacher.
2nd	ISS. Parent contacted by administration.
3rd	Suspended up to 5 days, parent contacted by administration, may move to expel.
Profanity/Inappropriate Language (Student has an outburst which is offensive to peers or adults.)	
1st	After school detention. Parent contacted by teacher.
2nd	ISS. Parent contacted by administration.
3rd	ISS 2 days. Parent contacted by administration.
4th	Suspended up to 5 days, parent contacted by administration.
Skipping/Leaving Classroom or School Without Permission	
1st	After school detention. Parent contacted.
2nd	Two after school detentions. Parent contacted by administration.
3rd	ISS. Parent contacted by administration and contract made.
4th	Parent meeting held and contract consequences enforced.
Tardy (Student gets to class within 15 minutes of the tardy bell with an entrance slip from office.)	
AFTER 15 MINUTES LATE, STUDENT WILL BE SENT DIRECTLY TO ISS FROM THE OFFICE FOR THE REST OF PERIOD.	
1st	After school detention. Parent contacted.
2nd	Two after school detentions. Parent contacted by administration.
3rd	ISS. Parent meeting held and contract made.
Cell Phone Misuse (Students may use a cell phone for legitimate educational reasons directed by teacher in classroom.)	
Teachers will give a verbal warning and reminder to classroom before steps begin. Tougher rules will apply in Advisory.	
1st	Teacher will confiscate the phone, bring to the office and student can pick it up in the office after school. Parent will be contacted.
2nd	Teacher will confiscate the phone and bring to the office. Student will have after school detention.
3rd	Parent will be contacted by administration to pick up phone.
4th	ISS. Parent meeting held and contract made.
4th	Parent meeting held and contract consequences enforced.
Dress Code Violation (Student wears clothing that does not fit within the dress code guidelines of the school.)	
1st	Call the office and student will be warned and required to change clothing.
2nd	After school detention, required clothing change. Parent contacted by administration.
3rd	ISS. Parent meeting held and contract made.

TIER 2 MAJOR OFFENSES

Disruption to environment (Student causes interruption to class by (e.g.) loud talk or yelling; rough housing; sustained out-of-seat behavior.)	
1st	In School Suspension (ISS) one day, parent contacted by administration.
2nd	ISS 2 days, parent meeting held and contract made.
3rd	Suspended out of school up to 5 days, may move to expel.
Insubordination (Defiance/Disrespect/Non-compliance--Student refuses to follow directions, talking back and/or socially rude with others.)	
1st	In School Suspension one day, parent contacted by administration.
2nd	ISS 2 days, parent meeting held and contract made.
3rd	Suspended out of school up to 5 days, may move to expel.
Harassment/Intimidation/Bullying/Cyberbullying (Student delivers disrespectful messages to another person including threats, intimidation, obscene gestures, pictures or written notes. <i>Disrespectful messages could include comments about race, religion, gender, age, national origin, ethnic origin, disabilities or other personal matters.</i>)	
1st	In School Suspension one day, parent contacted by administration. Police may be contacted at all levels.
2nd	ISS- 2 days, parent meeting held and contract made.
3rd	Suspended out of school up to 5 days, may move to expel.
Sexual Harassment (Student delivers any unwanted comments or physical interaction to another individual, peer or adult.)	
1st	In School Suspension, parent contacted by administrator. Police may be contacted.
2nd	Suspended out of school up to 5 days, may move to expel. Police may be contacted.
Misuse of Technology (Student engages in inappropriate use of computer, camera, music/video players and/or cell phones.)	
1st	After school detention. Restricted use of technology. Parent contacted by administration.
2nd	ISS. Restricted use of technology. Parent meeting held and contract made.
3rd	Suspended out of school up to 5 days, contract consequences enforced.
Cheating/Plagiarism	
1st	Zero credit given, after school detention, parent contacted by teacher and administration.
2nd	Zero credit given, ISS, parent meeting held and contract made.
3rd	Zero credit give, 2 days ISS, parent contacted and contract consequences enforced.
False/Misleading Information	
1st	After school detention. Parent contacted by administration.
2nd	ISS. Parent meeting held and contract made.
3rd	Suspended up to 5 days depending on student contract.

TIER 3 MAJOR OFFENSES

Theft	
1st	Suspended up to 3 days, parent contacted by administration. Police may be contacted.
2nd	Suspended up to 5 days, parent contacted by administration. Police will be contacted
3rd	Suspended 5-10 days, parent contacted by administration. Police will be contacted.
Fighting/Encouraging Fighting/ Videeing a Fight/ Assault	
1st	Suspended 3-5 days, parent contacted by administration. Police will be notified and student may be cited.
2nd	Suspended 5-10 days, parent contacted by administration. Police will be notified and student may be cited.
3rd	Suspended 10 days, parent contacted by administration, may move to expel. Police will be notified and student may be cited. Alternative educational placement will be discussed.
Vandalism/Trespassing (Student participates in an activity resulting in substantial destruction or disfigurement of property.)	
1st	Suspended 3-5 days, parent contacted by administration, pay/repair damage, may contact police.
2nd	Suspended 5-10 days, parent contacted by administration, pay/repair damage. Police will be contacted and student may be cited.
3rd	Suspended up to 10 days, parent contacted by administration, pay/repair damage, may move to expel. Police will be contacted and student may be cited.
Gang Behavior (Student participates verbally, physically or by possessing anything related to gang activity.)	
1st	Suspended 3-5 days, parent contacted by administration. Police will be notified and student may be cited.
2nd	Suspended 5-10 days, parent contacted by administration. Police will be notified and student may be cited.
3rd	Suspended 10 days, parent contacted by administration, may move to expel. Police will be notified and student may be cited. Alternative educational placement will be discussed.
Tobacco, Smoking, Vaping (Student is in possession of tobacco, in possession of paraphernalia to use tobacco at school or any school activity.)	
1st	Suspended up to 3 days, parent contacted by administration. Police will be notified and student may be cited. Athletes will be subject to athletic policy.
2nd	Suspended up to 5 days, parent meeting held and contract made. Police will be notified and student may be cited. Athletes will be subject to athletic policy.
3rd	Suspended up to 10 days, parents contacted by administration and may move to expel. Police will be notified and student may be cited. Athletes will be subject to athletic policy.
Alcohol or Drugs (Student is in possession of or under the influence of alcohol or drugs or in possession of drug paraphernalia at school or at any school activity.)	
1st	Suspended 3-5 days, parent contacted by administration. Police will be notified and student may be cited. Athletes will be subject to athletic policy.
2nd	Suspended 5-10 days, parent contacted by administration, may move to expel. Police will be notified and student will be cited. Athletes will be subject to athletic policy.
3rd	Suspended 10 days, parent contacted by administration, will move to expel. Police will be notified and student will be cited. Athletes will be subject to athletic policy.
Extortion, Blackmail, Unlawful Coercion	
1st	Suspended up to 10 days, parents contacted by administration. Police will be notified and student may be cited.
2nd	Suspended 10 days, parents contacted by administration, will move to expel. Police will be notified and student will be cited.
Arson	
1st	Suspended 10 days, parent contacted by administration, will move to expel. Police will be contacted and student will be cited. Student will be responsible to pay for damage.
Bomb Threat or Use/possession of Explosive Incendiary Devices	
1st	Suspended 10 days, parent contacted by administration, will move to expel. Police will be contacted and student will be cited.
Breaking and Entering/Burglary	
1st	Suspended 10 days, parents contacted by administration, will move to expel. Police will be contacted and student will be cited.
Weapons on School Grounds	
1st	Suspended 10 days, parent contacted by administrator, will move to expel. Police will be contacted and student will be cited.