

Prospect Charter School

MS/HS Student Handbook 2024-2025



Home of the Cougars

The information included in this handbook was developed to familiarize students with the procedures and policies of Prospect High School. Students are encouraged to become familiar with the entire contents of this document. This handbook is a general reference guide and is designed to be in harmony with school board policy. Please be advised that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

Prospect School District #59
160 Mill Creek Drive, P.O. Box 40

Prospect, Oregon 97536

541-560-3653

www.prospect.k12.or.us

prospect_school@prospect.k12.or.us

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Academics

Grades

Grades will be issued as follows:

Standard Courses	College, Dual Credit, or AP Course Work
<ul style="list-style-type: none"> ● A (90-100) 4 points ● B (80-90) 3 points ● C (70-80) 2 points ● D (60-70) 1 point ● F (0-59) 0 points ● I (Incomplete) issued at teacher discretion 	<ul style="list-style-type: none"> ● A (90-100) 5 points ● B (80-90) 4 points ● C (70-80) 3 points ● D (60-70) 2 point ● F (0-59) 0 points

Students are encouraged to access Gradebook from the school website to check their grades. Parents can also use Gradebook to monitor their student’s grades and attendance. Contact the school office for parent and student login information.

Credits

Credit for course work will be granted on a semester basis.

- 0.5 Credit per semester, per course.
- 4 Credits possible per semester
- 8 Credits possible per school year

Graduation Requirements

In order to graduate, high school students must complete 24 credits that meet the following requirements:

Subject	Number of Credits	Required Classes
English	4 credits	Freshman English/English I Sophomore English/English II Junior English/English III Senior English/English IV

Math	3 credits	Algebra I and/or higher
Science	3 credits	2 lab based courses
Social Studies	3 credits	Oregon: US History Prospect: Government / Economics
Physical Education	1 credit	
Health	1 credit	
Fine/Applied Arts & CTE	3 credits	
Electives	6 credits	

Students who wish to attend a four year institution of higher education are reminded that to be admitted, they may be required to complete additional coursework that would also meet the requirements of Prospect Charter School. Dual credit options are available. See guide teachers for more information.

Students must also complete these additional graduation requirements:

1. Work sample collections in math, reading, and writing
2. A Senior GOAL (Graduate Options of Achieved Learning) Portfolio Project that includes the collection of evidence surrounding the Career Related Learning Standards.

Students must meet all graduation requirements prior to participating in graduation ceremonies.

Homework Philosophy

Homework may be assigned at the discretion of classroom teachers. Homework is intended to further student learning, develop skill, and reinforce concepts and ideas essential to demonstrating proficiency.

Classwork Philosophy

Engagement in learning activities and formative assessments is vital to student success, the overall school experience, and school-to-home communication. Students who attend Prospect Charter School classes are expected to complete classwork while in class. This is our “Do it Now” philosophy. The only work students take home is assigned homework. Failure to make an attempt regardless of what success or failure is anticipated will result in ineligibility to participate in sports and activities.

Grade Reporting

Teachers will report summative grades at least once a week. Summative grades (test, essays, final exams, etc...) will be approximately 80% of a student’s grade. Formative assessments (quizzes, openers, exit tickets, homework, etc... will be worth approximately 20%

Schedules

Students are strongly discouraged from changing schedules. If a teacher feels a schedule change would benefit the student, this matter should be referred to the student's guide teacher and the school registrar. Schedule changes are subject to administrative approval. Schedule changes will not be made after one week into the semester.

Students will have the opportunity to forecast desired electives and core classes prior to the beginning of a semester and at the end of the year in preparation for the upcoming.

Support Programs

Work Study

Work-based learning (WBL) is a proactive approach to bridging the gap between high school and high-demand, high-skill, and high-wage careers in Oregon. Students build on classroom-based instruction to develop employability skills that prepare them for success in postsecondary education and future careers. Through experiences like internships, apprenticeships, and paid work experience, juniors and seniors (16 years or older) may apply their classroom knowledge and workplace ethics and skills through hands-on training. These opportunities afford students to earn dual credit, develop their employability and technical skills, potentially earn a wage, and shape their postsecondary path upon completion of a secondary program. These options include, but are not limited to, pre-apprenticeship and apprenticeship programs, clinical practicums, cooperative work experiences, employment, internships, and on-the-job training.

Alternative or Online Education

Students may have the opportunity to take online courses as a means to excel academically or to retrieve credits through Graduation Alliance.

Special Education

Special education services are available to students with learning, physical, mental, or emotional disabilities.

Attendance

All students are expected to attend school regularly (which means 90% or more) and to be on time for classes. Prospect School District policies and State of Oregon laws govern attendance rules.

Attendance Laws

There is a direct correlation between attendance and school performance. Students who attend school regularly are more successful than students with poor attendance. The Oregon Department of Education has established 92% attendance as the baseline for acceptable attendance. Attendance that falls below 92% is considered unacceptable. ***For a student to have 90% attendance, a student may not be absent more than 14 days in a school year.*** We expect all students to maintain attendance that is 92% or above unless there are extenuating circumstances such as illness. Oregon law indicates that excused absences shall be granted for student illness, health related Dr. appts., family illness, or by an emergency.

In addition, there are Oregon laws governing attendance. If a student does not demonstrate acceptable

attendance under Oregon statute and the school's efforts to help improve attendance have proven unsuccessful, a school district may issue a citation to the parent that requires a court appearance. Depending on the situation, a judge may consider the poor attendance to be a Class A violation, which carries a maximum fine of \$600, or a Class C violation, which carries a maximum fine of \$150. There is also the provision under Oregon law for a school district to request that the Oregon Department of Transportation suspend the driving privileges of any student who has not maintained acceptable attendance. The laws are as follows:

- **ORS 339.010** requires school attendance for all children between the ages of six and eighteen.
- **ORS 339.925** sets forth the compulsory school attendance infraction procedure that allows the superintendent to issue a citation of up to \$100.00 for each day of excessive absence.
- **ORS 339.254** allows a school district board to establish a policy regarding when a superintendent may file with the Department of Transportation a written request to **suspend the driving privileges of a student or the right to apply for driving privileges.**
- **ORS 339.257** requires that a student of at least 15 years of age and under 18 years of age provide the Department of Transportation with documentation of proper enrollment in school for issuance or reinstatement of driving privileges. A student is considered withdrawn from school if there are more than 10 consecutive school days of unexcused absences or 15 school days total of unexcused absences during a single semester. **This means that students who have excessive absences or who drop out of school before their 18th birthday will be reported to the DMV and will risk losing their driving privileges.**

If a student has irregular attendance, the school will contact the student and the parent by phone and/or letter to offer assistance in resolving the issues that are causing poor attendance. If all attempts to improve attendance fail, a citation will be issued as described above. Furthermore, students with unacceptable attendance habits may be put on an attendance contract and/or receive a change of placement. In addition, a request to the DMV to suspend driving privilege may be made or the school may decline to sign the DMV authorization of enrollment form.

Types of Absences- 4

EXCUSED ABSENCES

- Illness of the student. (Doctor's note will be required to excuse students for more than 7 days in a semester for chronic illness or excessive illness absences.)
- Illness of immediate family member where the student's presence is necessary.
- Emergency situations that require the student's presence.
- Medical and dental appointments. (Proof of appointment will be required.)
- Prearranged absences approved as excused by the school.

CONTRACTED ABSENCES

- Prearranged extended absences that last three or more days.

- Contracted absences can become verified absences when the parent and student completes the required form and it is approved by teachers and an administrator.

SCHOOL-RELATED ABSENCES

- Student is not present in class because they are attending a school function that has been pre-approved by the office. Examples of this are sports, field trips, meetings with administrators or counselors.
- These absences do not count against your attendance rate.

TRUANCY

- Student is absent from school or class without prior knowledge and permission of parents and/or school.
- Truancy is also known as "skipping" or "cutting" class.

UNEXCUSED ABSENCES

- Any absence that does not meet the requirements of the law for an excused absence and is not sanctioned by the parent. Unexcused absences may result in sanctions under Oregon state law as well as result in school consequences outlined in the discipline matrix.

VERIFIED ABSENCES

- Any absence that does not meet the requirements of the law for an excused absence, but is sanctioned by the parent. Verified absences are unexcused absences and may result in sanctions under Oregon state law but will not result in school consequences such as detention. These absences must be verified by the parent within 3 school days. Verified absences occurring in the semester may result in missed work that can not be made up. Examples of verified absences are hair appointments, going home for books, sleeping in, car trouble, shopping, and trips to Disneyland.

LATE TO CLASS

- Not in the classroom door when the late bell rings.
- If you arrive at school after the late bell in the morning, you are expected to report to the attendance office. If a parent excuses the tardy (for one of the above excusable reasons), you should bring a note with you to the attendance clerk at the time of the tardy. A parent may phone the attendance clerk by noon of the day of the tardy explaining the reason for the tardy.
- Parents, The student's teachers, coaches, and Administrators may clear absences or tardies, and written confirmation or evidence is required.
- No school arrival tardies will be excused past the day of the tardy.
- **Outside of your initial arrival at school, a parent cannot excuse a tardy that occurs during the school day.**

Procedures to Follow When Absent from School

1. Your parents should call or email the school on the day of your absence. If that is not possible, bring a note from your parents on the day you return to school. If the school does not receive a phone call, email or a note on the day you return, your absence will be counted as unexcused. The note is to be turned into the attendance office.

2. The note must state the reason(s) for your absence and can be signed only by your parent or guardian. The only other notes that will be accepted are from medical practitioners for extended absences.

All absences must be cleared within three days of your return to school. Otherwise they will become unexcused absences if the attendance office has received no note or phone call within that time frame. It is essential that you take care of this. Unexcused absences may result in an "F" or zero grades for all classes missed. **There is no going back and taking care of these after the three days have passed unless your teacher agrees to it.** You are high school students and it is your responsibility to get the note or remind your parents to call the school..

3. **It is the student's responsibility to ask teachers for missed work.** For work that is missed for excused, school related or verified absences you will be allowed two days for each day absent in which to make up the work assigned during the absence. Teachers may develop alternate assignments for absences or excuse the work if the student can demonstrate proficiency with respect to the standards being assessed. Many classes are very difficult to make up. Though teachers can design some alternative work, excessive absences in these classes may result in grade reduction and potentially credit loss. The time teachers spend planning, instructing and assessing is valuable to this school and our community. Please honor them
4. **For extended absences (three or more days),** where the illness or injury is of such a nature that students are able to do their homework, homework requests will be honored. The parents/guardians should contact the school office to arrange to periodically pick up homework assignments. **Please allow at least one school day for the homework to be turned in by the teacher.** For example, if you call at 3:00 in the afternoon for homework, it will not be ready until the end of the next school day. **Homework requests will not be honored for absences of one or two days unless pre-approval is garnered. .**
5. **If students are able, they are welcome to check the teacher's webpage (if they have one) in order to stay caught up on work.**
6. For a **Contracted Absence of three or more days,** pick up a "Contracted or planned Absence Form" from the office at least one week before the absence. You will need to present a note to the office verifying the absence prior to receiving the form. The entire NCR form will be given to you. You will then present the form to each of your teachers for their signature. You must return the completed form to the office. If at all possible, it is wise to try to take some of your schoolwork with you and do it before you return.

Consequences of Absences

- Work missed in an activity class such as choir, drama or P.E. may be impossible to make up. Make sure you understand the teacher's policy around make-up work for activity-based classes.
- Loss of credit for formative assessments or in-class activities.
- You miss important information in your classes which may result in poor academic progress.
- Absences that are above the state acceptable level (less than 92% attendance) will result in loss of eligibility for many activities including running for student body or class office, being on the ballot for dance courts, and may affect participation in extracurricular activities such as prom, homecoming, and other events.
- In addition to the sanctions that may result under Oregon Law, **truancy absences** will be dealt with by the attendance office and/or the administration in the following way:

Truancy Initial Intervention ➡	Problem solving Luncheon with Admin and/or campus monitors. Loss of privilege to participate in sports or activities for day/week.
Truancy Next Intervention ➡	Meeting with Parents or guardians to problem solve truancy. Loss of privilege to participate in sports or activities for day/week.
Truancy Subsequent Intervention ➡	Meet again. Loss of privilege to participate in sports or activities for extended periods of time. Attendance contract and mandatory check in. In School Suspension to ensure that student is safe, present, and available to receive work and/or instruction.
Truancy Final Intervention ➡	When attendance drops below 88% in any semester a mandatory meeting with administrator, student, and parents is required and the student will be put on an attendance contract. If attendance does not improve, ORS sanctions will be put in place.

“Skip Days”

There are no sanctioned skip days. If students participate in an unofficial and unauthorized skip day, they will be considered truant. Prospect Charter School does not recognize any skip days, including a senior skip day. Remember – a parent can excuse absences only if they fall within the Oregon Law definition of an excused absence.

Sign-in/Sign-out Procedures

Once a student is on campus, they must remain on campus with the exception of their (HS) lunch time. If a student needs to leave campus for any reason, they must have parent permission and sign out in the office. No one other than a parent/guardian, or a designated adult with parental approval, will be allowed to sign out a student during the school day unless cleared by an administrator. Students who arrive at school more than 10 minutes late must sign in at the office. **Students who are excused from school will not be considered excused while on school grounds.** For example, a student who has been excused from school or class may not wander campus, attend different classes, use other school facilities, etc...

Tardies

Being tardy to 5th period after lunch is an automatic problem solving lunch with campus monitor and/or admin.. Habitual tardiness will result in further consequences. Tardies to any other period will be managed by that classroom teacher.

More than one tardy in a week will result in student problem solving lunch and will continue as given in the above truancy matrix.

Health & Safety

Medications

The school is not allowed to dispense prescription medication unless prescribed by a physician. All prescriptions that must be taken during the school day must be turned into the office. The parent or guardian shall make all requests for the school to administer medication to a student. Requests must include the written instructions of the physician for the administration of a prescription medication to a student. A prescription label will be sufficient to meet the requirement for physician instruction. There is a form for this in the office.

For the administration of a nonprescription medication (aspirin, non-prescription cold medication), written parent permission and instructions for use must be submitted along with the medication. All medication, prescription and nonprescription, must be in the original container.

The school office will provide the 'Authorization for Medication Administration by School Personnel' forms for you to fill out.

For safety reasons, students should not carry medications of any kind on their person. The only exception to this rule is situations where immediate access to the medication is necessary. These cases must be approved by the office and be accompanied by physician's approval. Sharing of medications, prescription and nonprescription, is not allowed at school and could result in suspension or expulsion.

Safe & Secure Campus

Student safety is a top priority at Prospect Charter School. Students are encouraged to tell adults whenever there is a concern for their safety or the safety of others. Please help keep the campus a safe place by doing the following:

- Report any suspicious people or behaviors to a staff member. "If you see something, say something."
- Never let someone into the building through doors other than the Main Entrance. This includes friends, employees, and strangers—no matter how harmless they seem.
- Report to the office all non-staff/non-students who are not wearing a visitor pass
- Share concerns about fellow students with staff members. This includes jokes about violence, self-harm or signs of depression, or odd behaviors.
- Report all safety hazards to a staff member immediately, including spills, electrical hazards, etc.

Students can also make anonymous reports using Safe Oregon. Students, staff, parents, and community members can use Safe Oregon to make an anonymous tip to report abuse, bullying, depression, drug sales/use, fights, safety concerns, thefts, threats to campus safety, suspicious activity, vandalism, or any other concern. Call or text 844-472-3367 or visit www.safeoregon.com.

ACTIVITIES

Clubs and Organizations

Organized student groups joined together by common interests and purposes and properly organized and guided by school personnel, can make important contributions to the school and its students.

Student clubs/organizations will be permitted under the following conditions per school board policy:

1. They must be voluntary and student initiated.
2. They must be approved and scheduled in advance with school administration.
3. They must not interrupt the orderly conduct of educational activities within the school.
4. They must be compliant with federal and state laws and school rules.
5. They must not be sponsored by the school or its employees.
6. They must not be directed, controlled, conducted, or regularly attended by “nonschool” persons.

Co-Curricular Activities

Students are encouraged to participate in co-curricular activities offered to them throughout the school year. The following extracurricular activities may be offered at Prospect Charter School:

- Football
- Volleyball
- Basketball
- Baseball
- Softball
- Track & Field
- FFA

Dances

1. Students must be dressed appropriately.
2. Appropriate conduct must be maintained at all times, including on the dance floor.
3. Transportation home from the dance must be pre-arranged.
4. Once a student leaves the dance, they cannot re-enter and must depart school grounds immediately.
5. Student guests must have prior administration approval. Guest passes may be requested in the office during the weeks leading up to the dance. Students must accompany their guest to the dance and be responsible for their guest’s conduct.
6. Admission to the dance will cease halfway through.
7. There will be no refunds given on pre-purchased tickets.

Student Conduct and Behavior

Prospect Charter School's academic and extracurricular programs will function in the best interests of all our students if we preserve an atmosphere for learning at all times. A set of general rules for everyone helps us achieve and maintain a favorable learning environment. Consequences and interventions are outlined in the matrix that the school uses for student failure to follow the rules.

Alcohol and Drugs

The unlawful possession, use, sale, promotion or supply of any narcotics or prohibited drug on or about the school premises or at any school-sponsored activity is prohibited. You will not (knowingly) use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or intoxicant of any kind. The **supplying** or **selling** of any narcotic or prohibited drug may result in expulsion from school. Any student using a narcotic or prohibited drug will be suspended

from school. Appropriate law enforcement agencies will be contacted and parents will be notified.

Cheating, Plagiarism, or Forgery

Cheating, plagiarism and forgery will not be tolerated. You are expected to do honest work that demonstrates both your abilities and your needs for further instruction. Protect your integrity; it is a precious asset. Cheating includes copying all or part of other's assignments or allowing them to copy yours. The least that will result is that you will receive an F grade on the assignment, but more serious discipline can occur as per the district discipline matrix. All work submitted for assessment is subject to investigation: if a faculty member suspects plagiarism, cheating, the improper use of ChatGPT, or copying they may investigate, have a conversation with the students, and/or ask for the student to demonstrate proficiency again or in another way.

Failure or Refusal of Redirects

This means disobeying teachers or staff members (aides, secretaries, custodians, food service personnel, or bus drivers), not following instructions regarding conduct, or in any way by words or action demonstrating defiance or insubordination. This also includes failure to respond to any redirect or assistance offered with respect to behavior or academic expectations. For example, completing an in-class assignment, participating in any classroom routine, or acknowledging a directive. Failure to identify oneself when asked by authorized school personnel will also be considered as defiance of authority.

Disruptive Acts

Disruption of classrooms and school events creates unnecessary problems for students and staff. It also demonstrates immaturity and a failure to be able to control your actions. Blurting, food throwing, hat grabbing, yelling, pencil throwing, and throwing water balloons are just a few examples of acts that are not appropriate and may present safety issues. Disruptive acts will result in consequences up to and including suspension.

Dress Appropriately for School – Your Place of Work

Students are asked to come dressed for school in a reasonably modest manner. When you dress for school we want you to dress for success at school. Our primary mission is education and intellectual development. You are asked to wear school clothing that contributes to a positive school climate and does not distract from our mission. Bizarre, immodest or revealing clothing demeans the value of the wearer and disrupts the educational atmosphere. It will not be permitted. You will be asked to cover up or change out of clothing that is unacceptable for reasons stated above. **This is not a personal judgment: it is only a redirect.** PCS maintains a selection of used but clean clothing for students who violate the dress code. Parents will be called to bring alternative clothing if necessary. Examples of unacceptable dress include:

- **Clothing that depicts drugs, alcohol, tobacco, sexual acts, nudity or partial nudity, profanity or that in any way demeans others(i.e. race, gender, sexual orientation). This includes logos such as the SKIN brand with the silhouettes of a nude female body. Also any marijuana leaf or depiction of such is prohibited. Hats or clothing with the TITS brand, or beer companies such as Miller Lite etc. will be asked to be removed immediately. Putting tape over prohibited clothing is not allowed, it MUST be changed and not at school.**
- **Pajamas tops or bottoms – unless part of sanctioned school activity.**
- **Shorts and skirts must cover the upper thigh and buttocks completely. Students wearing shorts that do not meet this requirement will be asked to call home and request appropriate clothing be brought to school.**

- **Bathing suits, halter-tops, tube tops and strapless tops.**
- **Clothing that reveals underwear. Loose or tight pants, shorts or skirts that reveal underwear are unacceptable. Pants or shorts with holes in the upper thigh area, buttocks or above must have spandex shorts or tights under them.**
- **Tops that reveal the midriff, stomach, or sides of the body or that are too tight, or too low cut are not appropriate for school. Please layer clothing as needed to make sure the breast area is covered. If breasts or cleavage is visible, your top is too low. Boys may not wear sideless tanks or shirts. No strapless or off the shoulder tops should be worn. Students will be given a T-Shirt to wear if their top is inappropriate.**
- **Articles of clothing that insult lifestyles or political affiliations.**
- **Boots with cleats or nails, excessively high heels, chains, spikes or other items that may present a safety hazard.**

Additionally:

- **Both male and female students must be fully clothed while on campus or involved in school related activities.**
- **Sweatshirt hoods may not be worn on the head inside the building (unless part of an IEP or 504 plan)**
- **Sunglasses may not be worn inside the building (unless prescribed by a doctor).**

If a staff member concludes that a student's clothing is in violation of policy, the student will be redirected to change. Parents will be notified if dress policy violations become a pattern of behavior. If a student is asked to remove an item or change and refuses, there will be disciplinary action from administration.

When a student is not appropriately dressed for school, he/she will be reminded of the rules by staff members, asked to change clothing, and assisted in doing so. Students who continue to fail to respond to the rules will be given consequences, up to and including suspension.

Food and Drink

- Food and drinks other than water are not generally allowed in classrooms during breaks and lunches without teacher permission. Students are not allowed to eat in hallways or locker rooms. This includes the locker bay in the hallway.
- All student drinks on campus must have twist top lids. Cans and fountain drink cups are not allowed.
- Energy drinks with excessive amounts of sugar and/or caffeine (like Monster) are prohibited.
- Students will be redirected to place the items in their locker. Teachers may hold onto items that violate this rule, but they may not discard them or keep them.

Freedom of Expression

One of the basic purposes of school is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments of the U.S. Constitution and under Article I, Section 8, of the Oregon Constitution. As citizens, students have the right to free expression within certain court-defined limitations; however, they must bear the consequences of such expression.

Because school is a learning experience, the matter of free expression must also be viewed as a part of the learning process. Therefore, school officials may find it necessary to review student publications and speeches when they have reason to believe that students are unaware of the possible consequences of

their expression. Officials may give advice on matters of libel, slander, journalistic ethics, and the possible effects of publications and/or speeches on the school.

Gangs

Gangs, gang membership, and gang activities are prohibited. A "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts or whose activities can cause a substantial disruption of or material interference with school and school activities. Students may not:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
- Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, drawings of graffiti etc.) showing membership or affiliation to any gang.
- Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:
 - a. Soliciting others for memberships in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any
 - c. Inciting other students to act with physical violence upon any other person; and
 - d. Committing any other illegal act or other violation of school district policies.

Harassment, Intimidation, Bullying or Hazing

Physical, written, verbal and cyber harassment, intimidation, or bullying of students or staff will not be tolerated. All students and staff at Prospect Charter School are expected to treat everyone here with respect and dignity, regardless of a person's personal appearance, ethnicity, gender, political, religious views, or sexual orientation. Administrators and staff are committed to taking any form of harassment seriously and to aggressively investigating and dealing with reports and taking action to discipline violators. Discipline may result in suspension or expulsion.

Off Campus Conduct

Off-campus activities that violate the District's code of conduct may also be the basis for discipline if they have the potential to disrupt or impact the safe and efficient operation of the school. Fighting off school grounds, cyber-bullying from home computers, vandalism of a teacher's or another student's property off school grounds are examples of things that may impact the safe and efficient operation of the school and could result in discipline and referral to law enforcement officials.

Profanity, Obscenity, Vulgarity

The use of improper or profane language in school and/or at school activities is not acceptable. Offenders may be excluded from classes or from school or be assigned a detention. **Profanity, obscene, or vulgar language or gestures directed at PCS staff will result in an in-school suspension or students will be directed home.**

Public Displays of Affection (PDAs)

The student body and faculty strive to foster desirable standards of behavior in the halls and about the school campus. We encourage wholesome relationships, but inappropriate and/ or prolonged public displays of affection will not be tolerated. It is expected that students will adhere to the "THREE SECOND" rule. A kiss or hug should not last more than three seconds. Parents of students who persist in this type

of behavior will be called and asked to come in for a conference. Students may be given consequences for repeated offenses.

Cell Phones, IPODS, MP3's, Gaming Devices, Headphones and Walkie-Talkies

To minimize disruptions and prevent the possibility of theft or damage, cell phones, iPods, expensive headphones and other electronic devices are best left at home. All electronic items are highly sought after and easily stolen. Please clearly mark all valuable items with your name. There is little the school can do if your electronic device is stolen. We do not have the resources or time to carry out investigations. Please understand that these items are brought to school **at your own risk**. The school is not responsible for their replacement and limited (if any) time will be given to investigate the situation. All of the above items and any other electronic device are here absolutely at your own risk.

If you do bring cell phones, earbuds or headphones etc. to school, they are NOT to be used in any classroom, computer lab, library, or in in-school or after school tutoring unless permission is given by a teacher or administrator. TEACHERS HAVE AGENCY TO DESIGN THEIR OWN PHONE EXPECTATIONS; however, they must maintain consistency with others and follow the rule that phones must not be out during instruction, practice, and assessments.

The first time this rule is broken, the item will be confiscated for the remainder of the day. The second offense will result in confiscation until a parent comes to retrieve it. Chronic offenders will not be allowed to have these items at school.

Student to student walkie-talkies are not allowed on campus at any time and will be confiscated. Student interference with school walkie-talkies is strictly prohibited and will result in suspension and/or a call to law enforcement.

PARENTS MAY CALL THE OFFICE AND LEAVE IMPORTANT MESSAGES FOR STUDENTS WHO HAVE LOST THE PRIVILEGE TO POSSESS A PHONE OR HAVE HAD A PHONE CONFISCATED.

Cell phones can be important tools for students to have when they are traveling or staying for after school events and in the classroom as a learning tool. If you have a cell phone, it must be turned off during the class times and during any kind of assembly or class meeting. If you use a cell phone (including text messaging) during the school day (except for allowable times) it will be taken from you for the remainder of the day unless a teacher has clear guidelines within their classroom in regards to being used appropriately. Teachers have the authority to define where cell phones are stored and kept during class times. Repeat offenders will need to have a parent come and get the device. Chronic offenders will not be allowed to have a cell phone at school. **Make sure that you have informed your parents, friends, work and family not to call during class times.** Please ask your parents to contact the school office and we will get a message to you – immediately if it is an emergency and at the next break if it is not.

Please respect these guidelines so that we may continue to be able to allow cell phones at school.

In case of emergencies such as power outages or possible school closure during the school day, the school staff may grant permission for students to use their phone to contact parents. Please do not call at the sign of the first snowflake or power flicker to get permission to go home. Using your phone without permission to do this will be considered a violation of the policy and your phone will be confiscated.

Cell phones or other electronic devices may not be used to film or video or record students or faculty without permission. There is no exception to this. The privilege to carry a phone on school property may be revoked if you record or share video/audio of any person.

Sexual Harassment

Sexual harassment in any form is prohibited. Sexual harassment is written, verbal, physical or cyber conduct of a sexual nature and may include requests for sexual favors or other intimidating sexual conduct directed toward another student or school personnel. Please refer to the district *Student Rights and Responsibilities* handbook for specific examples of sexual harassment.

Sexual Misconduct

School policy and Oregon law prohibit unwelcome behavior of a sexual nature that is directed toward another person. Please refer to the *Student Rights and Responsibilities Handbook* for specific examples of sexual misconduct.

Sexually Inappropriate Behavior

Consensual sexual contact between two people on school grounds is inappropriate and will be dealt with according to the guidelines of the district's discipline matrix.

Small Children and Pets

You are not allowed to bring little children to school unless it has been approved by administration and related to a class project. You are not allowed to bring pets to school unless the pet is part of classroom activity and there has been teacher and administrator approval.

Spitting and Gum

Spitting on floors, walls, sidewalks, in drinking fountains or other areas where people walk and "live" is rude, disrespectful, as well as highly unsanitary. If there is an emergency and you need to spit, use a tissue or the restroom toilet. If you are a habitual 'spitter', we will work with you to help you learn how to conduct yourself appropriately in society. This "work" will include consequences asking you to sanitize the area containing your saliva!

If we have issues with gum being spit out in drinking fountains, in classrooms, in hallways, or on the sidewalks, we will have to consider disallowing gum chewing at school. This includes taking your gum out of your mouth and sticking it under chairs and tables. **Sunflower seeds and nuts with shells are not allowed at school.**

Tobacco/Vaping

Prospect Charter School is a tobacco/Vaping free campus. Tobacco use of any kind (**including chewing tobacco**) is illegal on any school property for adults and students. This includes parents and visitors as well as school staff and students. Additionally, student possession of tobacco in any form on the school premises or while attending school-sponsored activities is prohibited. If you have parents or guardians who smoke (or chew), please remind them that once they come on campus, smoking, vaping, ingesting edibles or use of chew is not allowed. This includes smoking/vaping in your car or outside the school during games. Vaping of any kind falls under the same premise that smoking does and it is not allowed in any form. This school's restrooms are now equipped with Vape detectors.

Possession or use of tobacco related products such as lighters, matches, ecigs, vapers, vape products such as oils or "juice, "roll your own" products or other tobacco-related products can lead to suspension. Repeated offenses may result in expulsion. Tobacco use (**including chewing tobacco and Nicotine pouches or gum**) will affect your participation in athletics and activities. First offenses will result in suspension for 14 calendar days for participation in extracurricular activities. Second and third offenses will result in first a longer suspension and then full suspension from the activity. In addition to school suspension, students less than 18 years of age using or possessing tobacco products may be referred to law enforcement.

Vandalism

If you are involved in vandalism or defacing school property you will be expected to reimburse the school for the amount of damage, clean up damage if possible, and will be subject to other disciplinary action which may result in expulsion. Vandalism may be referred to law enforcement.

Weapons

Students are forbidden to bring weapons on school grounds or in the case of firearms, to bring them within 1,000 feet of school property.

- A dangerous weapon means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or injury.
- Dangerous weapons could include, but are not limited to: Guns, gun parts, pellet guns, knives, including pocket knives, any cutting instrument consisting of a sharp blade attached to a handle, any cutting edge, any blade or other sharpened or pointed instruments, sticks, bludgeons, brass knuckles, pepper sprays or other types of spray, including mace.
- Weapons of any kind (including pocket knives) do not belong at school. Items will be confiscated and appropriate discipline enforced.
- Replicas of weapons. i.e., model gun, fake dagger, etc. are prohibited and will be confiscated. If these items are used to threaten or frighten others, the situation will be treated as a dangerous weapon's violation or harassment/intimidation/bullying violation depending on the circumstances.
- No weapons are to be stored in a vehicle driven on campus. Guns cannot be stored on gun racks or under the seat, even for hunting purposes.

Redirect Process

Philosophy

We believe that students will do well if they can. Therefore, Students will be redirected or reminded of rules and expectations and their purposes by faculty whenever possible and when safety is not a direct concern.

PROCESS:

- The first redirect will be a reminder and a nudge delivered with dignity and respect to the student.
- The second redirect will be another nudge towards meeting the expectation, and the student will be offered assistance if needed.
- The third redirect will be a private conversation between student and redirector regarding what is needed to meet the expectation or solve behavior.
- The fourth redirect: The student will be escorted to student management by a monitor, given a problem solving prompt and assisted in what is needed to meet the expectation moving forward.
- Non Redirectable Behavior or Refusal to own behavior: The student will be sent home, conversation with parents, and problem solving completed prior to reentering the class environment.

- Students That do not respond or Behave in a manner unsafe and unlawful will not get redirects; however, they will receive problem solving and skill building BUT they will be subject to the discipline matrix.

Due Process

When a disciplinary incident occurs, school administration will make every effort to gather factual information from all parties involved and then make decisions regarding reasonable disciplinary action.

If a student believes that they have not received fair treatment, the following procedures may be instituted:

1. Student requests to meet with the staff member involved;
2. If unresolved, the student should contact an administrator;
3. If unresolved, the administrator will schedule a conference involving the parent, student, and relevant parties.

If a parent believes that their student has not received fair treatment, the following procedures may be instituted:

1. Parent requests a meeting with the staff member involved;
2. If unresolved, parent requests a meeting with administrator;
3. If unresolved, parents may contact the district office and follow district complaint procedures.

Policies and Campus Routines

Open Campus

High school students have the privilege to leave campus during lunchtime. While off campus students should conduct themselves in a manner that is consistent with school campus rules. Students may lose the privilege to leave campus at lunchtime as a consequence for academic and/or attendance probation or as a consequence for inappropriate behavior. Negative reports of student actions by community members will be considered in evaluating suspension from open campus. Being tardy to 5th period after lunch is an automatic detention. Habitual tardiness will result in further consequences. The administration has the right to revoke open campus at any time. Campus is closed to middle school students.

Search and Seizure

To assure the safety and welfare of students and staff, school administration has the right to search students, their property, and/or school property provided for them when deemed necessary. Searchable items include, but are not limited to, desks, lockers, backpacks, wallets, clothing, and private vehicles on campus. Whenever reasonable, students may be present when his or her property is being searched. There may be occasions, however, when school officials believe it is in the best interests of the safety of the students or the general welfare of the school to conduct a search in the student's absence. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school administration has reason to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

Student Body Cards

All Prospect students will be issued a student body card at no cost. If students lose their student body card, they are responsible for purchasing a new one if they choose to do so. These may be used for access to dances at PCS or other schools in the region as an acceptable form of ID.

Transportation

Buses

Prospect Charter School provides busing to and from school for all students. Buses pickup and dropoff in Prospect, Trail, Shady Cove, and Eagle Point. Daily routes are available in the school office and on the website. Middle and High School students will not be allowed to ride the early after school bus. Buses are also provided for school organized trips unless notified otherwise. Buses may also be available for students participating in after school activities. The following rules must be followed at all times while riding on school buses:

1. Students must be on time for the bus both morning and afternoon.
2. Students must have a bus pass to get off at a stop other than their own.
3. Students being transported are under the authority of the bus driver.
4. Students must remain seated while the bus is in motion. Bus drivers may assign seating.
5. Students must not open or close windows without permission of the driver; shall not extend their hands, arms, or heads through the bus windows; and shall use the emergency doors only in case of emergency.
6. Students will adhere to the school policies around behavior and the use of technology while being transported on the school bus.
7. Students who misbehave on the bus may lose their right to ride. Any student suspended or permanently removed from the bus may be suspended from school activities.

Student Transportation in a Private Vehicle

In most circumstances, students will be required to utilize district provided transportation to off-campus school events. In some circumstances parents, employees, and other designated adults may be permitted to use private vehicles to transport students to school activities. Student self-transport is discouraged and will only be permitted in extenuating circumstances; in order to self-transport a student must be at least 18 years old and have parent/guardian and administration approval prior to the event.

Student Vehicles

Student vehicles must be registered in the school office where they will receive a school issued parking permit. Students may only park in areas designated for student parking. Parking in undesignated areas, failure to display a school issued permit, or exhibiting wreckless or unsafe driving, may result in loss of campus parking privileges.

Visitors

All school visitors must check in and check out at the office, where they will be given a visitor pass that must be worn during the entirety of their visit. Student visitors are not allowed. Faculty member must also get approval prior to bringing a student who is not enrolled in PCS on campus.

Lockers

Lockers and locks will be assigned to students at the beginning of the school year. Only school issued locks are permitted. The school assumes no responsibility for items left in the lockers. Lockers are school property and the administration reserves the right to inspect lockers and their contents at any time. All lockers must be cleaned prior to the final full day of school. Students who damage their own or someone else's locker will be held responsible. Lockers Must be locked: leaving locks open or off of lockers may result in theft or damage. Vacant Lockers are not trash receptacles or storage.

Meals

Breakfast and lunch are provided at no cost. Breakfast is Grab and go in the morning. Lunch time is determined by the daily schedule.

Technology

Computer Acceptable Use Policy

Parent/legal guardian and student must sign the Acceptable Use Policy Agreement prior to the student being granted access to the network and computer.

Prospect Charter School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we make computers and/or computer Internet access available to students.

Use of district computers and internet access is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless an acceptable use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]), is signed and filed with the school, and must be renewed each academic year.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit texts or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement. Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554) A.C.A. § 6-21-107 A.C.A. § 6-21-111

Prospect Charter School students will follow the regulations listed below while using the computers, the network and its access to the Internet, and all other technology belonging to the Prospect Charter

School. **This does not fully detail our Chromebook procedures. Please reference the Chromebook Procedures & Information Handbook for more details.**

Conditional Privilege. The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and their parent or guardian have read and signed this agreement.

Acceptable Use. The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

Unacceptable Use. "Improper use of the District's access to the Internet" includes, but is not limited to, the following:

1. Using the Internet for other than educational purposes;
2. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Oregon law;
3. No student will access material that is obscene as defined by the United States Supreme Court. "Obscene" sites are those (1), which depict or describe sexual conduct in a patently offensive way that appeals to a prurient interest and (2) which, taken as a whole, lack serious literary, artistic, political or scientific value.
4. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
5. making unauthorized copies of computer software;
6. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
7. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
8. posting anonymous messages on the system;
9. using encryption software;
10. No student will install personal software, hardware or insert a disk on a school computer without prior permission.
11. wasteful use of limited resources provided by the school including but not limited to toner or paper;
12. causing congestion of the network through lengthy downloads of files or streaming;
13. vandalizing data of another user;
14. Obtain or send information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
15. No student will access material that advocates illegal acts, that advocates violence or discrimination.

16. gaining or attempting to gain unauthorized access to resources or files;
17. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
18. invading the privacy of individuals;
19. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number;
20. using the network for financial or commercial gain without district permission;
21. theft or vandalism of data, equipment, or intellectual property;
22. attempting to gain access or gaining access to student records, grades, or files;
23. introducing a virus to, or otherwise improperly tampering with the system;
24. degrading or disrupting equipment or system performance;
25. creating a web page or associating a web page with the school or school district without proper authorization;
26. providing access to the District's Internet Access to unauthorized individuals;
27. failing to obey school or classroom Internet use rules;
28. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

Penalties for Improper Use. Failure to follow these rules may result in one or more of the following.

1. Suspension of access to the network, technology, or computer privileges for a period of time to be determined by the administration.
2. Parent notification.
3. In School Suspension.
4. Out of School Suspension.
5. Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Guidelines for Personal Portable Electronic Devices.

1. Prospect Charter School will not be held responsible for the loss, theft or destruction of any personal portable electronic devices.
2. Portable electronic devices may only be connected to designated, non-networked printing workstations or with permission of the technology department, to the network.
3. Use of portable electronic devices in the classroom is up to the discretion of the teacher as to how and when the device may be used.
4. The linking of portable devices is for educational purposes only with direct teacher supervision.

5. Prospect Charter School reserves the right to review files on any portable electronic device brought into the campus.
6. The Acceptable Use Policy for Prospect Charter School technology also applies to all portable electronic devices. Any violation of these rules will result in the loss of the student's privilege to bring a portable electronic device to school.

Security and Privacy.

1. No student will provide another student access to a program or system that is not authorized.
2. No student will attempt to log in through another person's account or access another person's file, without express permission.
3. No student will post private information about themselves or another person, on email or on web pages.
4. No student will attempt to maliciously harm or destroy data of another user.
5. No videotaping without permission.

Internet and Email.

1. No student will generate or forward chain letters.
2. No student will engage in spamming (sending an annoying or unnecessary message to a large number of people).

No Expectation of Privacy. The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians or law enforcement.

No Guarantees. The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

Device Accountability. Students who lose or damage school electronic devices may be held financially responsible.

Policy Changes. The administration has the authority to adjust the computer discipline policy at any time deemed necessary without prior notification of parents, for the protection and use of technology at Prospect Charter School.

Social Media. The use of social media websites will not be allowed on campus. These sites often serve as a venue for cyberbullying and aggressive language and pose a potential disruption to an environment conducive to learning. These websites must be "off and away" at all times during school, except when being used for a teacher-approved, school-related tasks. Students who violate this policy will lose their technology privileges. A parent meeting will be scheduled at the second occurrence.

Student-Athlete Handbook

SPORTS PARTICIPATION CHECK OFF SHEET

- **Student Activities Participation** sheet **MUST** be completed each season.
- YOU MUST BE COVERED BY MEDICAL ACCIDENT INSURANCE.
- If the athlete is not covered by the family insurance, school insurance through a private carrier must be purchased. All pertinent information on school insurance can be obtained at the main office.
- YOU MUST HAVE A CURRENT PHYSICAL ON FILE IN ORDER TO PRACTICE OR PARTICIPATE IN ANY SPORT. A physical is valid for **two (2) years** from the date of physical. The physical form in the Athletic Handbook is the form required by the OSAA.
- Fundraising: All monies fundraised by parent and/or athlete becomes the property of the specific activity and the School/Club. These monies are non-refundable.
- Any athlete that quits without consulting the Head Coach for a particular sports season shall not be able to represent the school in any other sport for the remainder of that season without first meeting with the athletic director, coach, and admin.
- A copy of the Prospect Charter School Activity / Athletic Code of Conduct **MUST** be signed by the student and parent / guardian. Your signatures are evidence that you have read the rules and understand the consequences.
- A complete and signed Current Enrollment Form must be completed.
- Grades will be checked by the Athletic Department. Please see Academic Eligibility requirements in this handbook.
- Other forms are required if a student is transferring from another school or is home schooled. Contact the Athletic Department for additional forms.
- **All required forms and/or fees** must be turned into the Athletic Office **BEFORE** the athlete is allowed to practice. If all the fees and forms are not on file, the athlete will **NOT** be allowed to practice.

PARTICIPANT CODE OF ETHICS

Student competition involves the total person. A student's concentration, senses, physical condition, and mental alertness are at their peak during competition. The demand of the competition is high. In the pressure of the contest the athlete is expected to come through. With this is the added strain that the student may be performing in a highly visible arena. While on this "stage," the student is expected to

compete intensely and to behave in a sportsmanlike manner. Lack of preparedness and competitiveness could result in one or more athlete injuries.

While in competition, students, coaches, and advisors alike will control and maintain their emotional composure. Rules of fair play will be followed. Respect for opponents, their property, and the facilities used will be stressed. Every effort will be made by students, coaches and advisors to represent their school and community in a favorable light.

Often, a student's most difficult time is when they are not performing. Students must be aware of their images and how other students and the public see them. In addition to a particular coach's special requirements, an athlete should maintain a working relationship with his/her teachers and with the administrators, stay off all legal and illegal drugs (except those medically prescribed), be honest, avoid trouble with the law, avoid the use of tobacco, maintain top physical condition if participating in sports, maintain regular school attendance, and prepare themselves mentally so that they are leaders in the community. This responsibility of leadership means the student must be cognizant of the community's eyes being on them.

Student participation is a privilege. A student may lose that privilege if he/she fails to meet any of the ethical obligations required.

ATHLETE'S CODE OF CONDUCT STANDARDS

All students participating in athletic programs under the auspices of Prospect Charter School will comply with the STANDARDS OF CONDUCT as stated in the STUDENT HANDBOOK. These conduct standards are:

1. Students shall comply with the written rules of Prospect Charter School, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion.
2. Students shall be liable (for both school and athletics) to discipline, suspension or expulsion for misconduct including, but not limited to:
 1. Theft
 2. Disruption of the school
 3. Damage or destruction of school property
 4. Damage or destruction of private property on school premises or during a school activity
 5. Assault or threats of harm
 6. Unlawful use of drugs, narcotics, alcoholic beverages or tobacco
 7. Persistent failure to comply with rules, expectations, or the lawful directions of teachers or school officials
 8. Failure to treat adults and other students in a courteous manner

Following the disciplinary action of any of the above items, the student / athlete has the right to appeal to the Review Board for re-admittance or review of the suspension. A student who wishes to appeal should contact the Athletic Director within seven (7) calendar days to schedule the Review Board.

These are minimum conduct standards. Each head coach has the right to formulate additional requirements concerning athletic conduct while under direct supervision of the coach. Exception: Drug

and alcohol conduct, 2.0 GPA, passing 5 classes regulation and attendance policy will be followed uniformly by all student athletes.

Before being allowed to participate in any athletic program each student / athlete will be given a copy of these conduct standards and must sign a release that he / she has read and understands it. These forms will be kept on file in the Athletic Office.

**BE SURE AND READ THIS IMPORTANT INFORMATION CONCERNING
NEW OSAA RULES FOR ELIGIBILITY**

YOU ARE ELIGIBLE IF:

1. You reside with your parents or guardians within the school attendance area.
1. You are under 19 years of age prior to August 15 of the current school year.
1. You enter the beginning of your ninth grade year of a high school for the first time, regardless of where you reside.
1. You transfer from one high school to another and your parents or legal guardian move with you to your new school district.
1. You must have received credit for five (5) semester courses the preceding term.
1. You currently are enrolled in and passing subjects equivalent to at least five (5) classes, provided at least two (2) classes are through enrollment in high school.
1. Following initial enrollment you have not exceeded eight (8) consecutive semesters.
1. You are a foreign student under an approved exchange program, are not too old, and have not graduated from a high school.

Anything of monetary value that you receive based upon your participation in high school athletics **must** be reported to your coach immediately. **Money of any kind may not be accepted.** Exceptions: your school athletic letter, small medals, certificates, plaques or emblems.

* note: anytime you transfer from one high school to another high school, whatever the circumstances, your principal / athletic director should be consulted immediately regarding your eligibility.

This is only a brief summary of the rules to be found in the official OSAA HANDBOOK. These rules are intended to protect you and to provide fair competition. There are a few exceptions to the above rules. There also are additional requirements. Consult your Athletic Director or the OSAA HANDBOOK for more information or visit the web at www.osaa.org.

PROBLEM SOLVING & COMPLAINT PROCEDURE

State law, District policy, and the Athletic/Activities Handbook will guide the resolution of all problems.

Listed below are the steps to be taken if a problem exists:

- Step 1. Coach/Advisor and student meet in an informal situation to resolve the problem.
- Step 2. Coach/Advisor, student, and parent meet.
- Step 3. Athletic Director or Principal, coach/advisor, parent, and student meet. The administrator will investigate and meet with the parties to resolve issues.
- Step 4. Appeal to the District Athletic Director.

Guidelines for problem solving:

1. Coaches/advisors are not required to address parent complaints or concerns during practice or games, but should address concerns as timely as possible.
2. Concerns should be expressed in a calm manner with a problem-solving attitude.
3. Concerns should be discussed in a private setting.
4. Focus on the issues. Coaches/advisors are not to make personal attacks.

ELIGIBILITY

Certification of Eligibility:

Individual eligibility of high school student athletes is outlined in Rule 8 of the OSAA Handbook. Information has not been included in the coach's handbook. For more complete information see the OSAA Handbook.

Prospect Charter School GPA requirement:

In addition to the academic requirements set forth by the OSAA, all students participating in Prospect Charter School supported activities must maintain a 2.0 GPA. For further eligibility requirements refer to the Athletic/Activities Handbook. Middle school students must also meet this requirement.

ACADEMIC ELIGIBILITY

Students involved in any PCS sponsored activity are expected to adhere to the following eligibility requirements in order to participate in contests: OSAA (*Oregon Schools Activities Association*) eligibility is determined from the prior semester's grades - all students must meet the following in order to be eligible for athletics in Prospect Charter School:

- a) **Full Time Enrollment** (OSAA Rule 8.1.1) A full time student is one who is enrolled in high school, attending regularly and passing in courses offered by a high school, college, work experience or other school-approved educational activities and passing a minimum of 5 courses.
- b) Meet minimum satisfactory progress toward graduation (OSAA Rule 8.1.2)

Credits Required Prior to Semester 1	
Freshman	NA
Sophomores	4.5
Juniors	10.5
Seniors	17.5

- c) Achieve a 2.0 grade point average in the previous grading period. (Prospect Charter School)

Once cleared to play in contests by OSAA Rules To maintain eligibility, PCS eligibility requires that all students be in regular attendance, maintain at least a 2.0 grade point average (GPA) **at the end of each**

semester. Once all academic eligibility requirements are met student-athletes are declared eligible to participate in contests and will be on the **CLEARED FOR CONTESTS LIST.**

Continued In-season Eligibility

Students that do not meet these standards at the end of the Semester (18 week) grading period and are in season will be ineligible to compete until grades are brought up. Students must be passing 5 out of 7 classes and have earned a 2.0 GPA at the Semester grading period in order to continue competing.

Students who met the OSAA minimum eligibility requirements of passing at least five classes but who did not earn a 2.0 may petition the administration for one semester of probation eligibility. Probation may be granted provided the student passed five classes and achieved at least a 2.0 GPA the semester prior to the last grading period.

Students placed on athletic probation are required to submit a weekly progress report to the building athletic director during the length of their probation. Failure to do so may result in a suspension of participation privileges. In addition, regular attendance is required. Absences and tardies are unacceptable.

ELIGIBILITY

A student must be in regular attendance, enrolled in and doing passing work in **five out of seven full and regular subjects at the close of the preceding semester, as well as the current semester.** In addition to the specific credit requirements, students must be making satisfactory progress towards the school's graduation requirements as determined by the local school administration.

2.0 G.P.A. REQUIREMENT/CLARIFICATION:

1. To have initial eligibility, a student must have passed a minimum of five classes and earned a 2.0 GPA at the end of the last grading period. This applies to all students participating in an activity, not only athletes.
2. Students who met the OSAA minimum eligibility requirements of passing at least five classes but who did not earn a 2.0 may petition the administration for one grading period of probation eligibility. Probation may be granted provided the student passed five classes and achieved at least a 2.0 GPA the quarter prior to the last grading period.
3. To maintain eligibility at the end of the probation period, students must pass a minimum of five classes and achieve a 2.0 GPA.
4. Students who have not passed five classes and earned a 2.0 GPA at the end of the probationary period will be ineligible until they have passed a minimum of five classes and earned a 2.0 GPA.
5. Eligibility will be determined at the end of each quarter.
6. Eligibility at the end of the second and fourth quarters will be determined based on either semester grades or quarter grades, depending on which grades are of the most benefit to the student. **KEEP YOUR GRADES UP! BE IN CLASS ON TIME! DO IT NOW!**

ATTENDANCE

Students must comply with district expectations to maintain regular attendance as defined by ORS 339.010, ORS 339.065, and OAR 581-021-0077. In addition, students participating in extracurricular activities must attend school **AT LEAST HALF OF THE DAY ON THE DAY OF AN ACTIVITY without recording an unexcused absence or excessive tardies.** (INCLUDING PRACTICE) unless approval has been given by a school administrator, either by a phone call or note from home in advance. **Students truant on the day of an activity may not be allowed to participate.**

1. Attendance Requirement

Students are required to meet half-day attendance requirements. Athletes must be present, at a minimum, ½ of their daily academic schedule in order to participate in practices or contests. Exceptions to this rule are at the discretion of the Athletic Director or Principal. See building administrator for more information. Absences must be cleared, contracted, and verified. Skipping half a day is considered unexcused, and student athletes will not participate in practices or games that day.

1. Code of Conduct / Eligibility Appeals

All efforts will be made to communicate eligibility requirements, issues, and concerns, clearly and precisely by both the coach and the Athletic Director. In the event that an eligibility issue or a code of conduct violation is disputed an appeal may be submitted in writing, within six (6) calendar days to the school Athletic Director for submission to a Review Board. *Procedures for appeal and make up of the Review Board will follow the same guidelines as those for disciplinary actions.*

STUDENTS WHO QUIT OR CHANGE A SPORT OR ACTIVITY

Any student who quits without consulting the head coach or advisor for the particular sport or activity shall not be able to represent the school in any other sport or activity for the remainder of the season (unless they meet with admin, AD, and coaches prior to returning) Any student who wished to leave one sport or activity and participate in another must have consent of the coach/advisor who is in charge of the sport/activity that the student is quitting. Such a change must also be by agreement of both staff concerned. Any student, who for valid reasons may not be able to come out for a sport or activity from the first practice, may join the team or group at a later date with the consent of the head coach or advisor.

GENERAL REQUIREMENTS FOR AWARDING LETTERS:

1. Maintain eligibility throughout the season.
2. Adhere to the Prospect Charter School Activities Participation sheet and Student Code of Conduct.
3. Attend all practice games and activities, unless prior arrangements have been made with the coach or advisor.
4. Finish the season with enough playing time, points, or participation as required by the head coach or advisor. This will be explained to parents and students prior to activity or sport.
5. A student unable to finish the season due to an injury or illness who would have qualified for a letter.
6. Outstanding service to the team or group.
7. A senior student who has participated in that sport/activity for (3) years and who has not met the coaches' or advisors' requirement to earn a letter.

A student who earns a varsity letter the first time will receive a chenille letter, certificate, and emblem. Should the student earn other letters, in another sport or activity, he/she will receive a certificate and emblem. No more than one school letter will be given to an individual student. Students may receive certificates following the actual letter.

FUNDRAISING

It is recognized that Prospect Charter School may only minimally fund athletic teams and activities, and that teams and groups may have to utilize fundraising activities to augment existing funds. Each fundraising activity must be cleared through the athletic office or building principal to establish a suitable date and to avoid duplication. The money raised from the athletic/activity-sponsored events will be deposited in the school athletic/activity ASB fund and earmarked for that specific sport or activity. All

monies deposited for a specific sport/activity are to be utilized under the discretion of the school principal or school athletic director. Monies raised on behalf of, and for the purpose of support for, the team or activity by members/participants are not refundable to the individual student if his/her participation is terminated.

EQUIPMENT and lockers/locker rooms

Athletes are responsible for equipment (this includes uniforms) checked out to them by the coaching staff of their sport. Equipment not returned or properly cared for shall be recorded in the school office and charges for that equipment will be billed to the student and/or parent. Lockers and locker rooms shall be maintained with pride.

All fees from a previous sport must be paid before trying out for a new sport.

APPEARANCE

Prospect Charter School athletes must maintain an appearance that demonstrates pride in the school and community. Coaches have the agency to require specific attire as long as it is within reason.

GENERAL INFORMATION CONCERNING PROSPECT CHARTER SCHOOL

ACTIVITIES PARTICIPATION SHEET

A copy of the Activities Participation Sheet must be updated by the athletic secretary each time a student is out for a new activity.

If a student is not covered by a medical insurance, they may purchase school insurance. ATHLETES MUST BE COVERED BY SOME TYPE OF MEDICAL ACCIDENT INSURANCE.

Each PCS athlete must be covered by a medical-accident insurance policy prior to participation. An athlete may:

- a. Furnish the school with the name of the family's insurance company that provides the proper coverage (see Activity Participation Sheet), or
- b. Purchase school insurance through the school office. All pertinent information on school insurance can be obtained at the main office.

The activities secretary at each school will check to see that each athlete has a physical completed by a physician, which will be valid for two years from the date of the physical.

A participation fee is required for all students engaged in athletic activities. This participation fee is non-refundable, but is held at the discretion of the Athletic Director and/or Principal.

Students and parents must sign a Code of Conduct before being allowed to practice or participate in an activity.

TRANSPORTATION

A student shall ride to and from the contest in transportation approved by the school. A coach may grant permission, for prior written requests, to leave the traveling party when the parent or guardian personally contacts the coach with a request to have the student ride with a parent or guardian. All students will travel to the contest as part of the team.

Written pre-arrangement for transportation with other than a parent, must be approved by an administrator 48 hours in advance. Forms for this will be provided in the office for parents to complete and submit. Additional forms for traveling home with a parent will be provided by coaches at competitions.

UNDER NO CIRCUMSTANCES MAY ONE STUDENT DRIVE ANOTHER STUDENT TO OR FROM AN EVENT.

STUDENT CONDUCT EXPECTATIONS

All students participating in activities are expected to maintain minimum behavior standards as outlined in the PCS Student Handbook. Students who violate those behavior standards may be subject to the consequences as outlined in that document AND may also be subject to additional consequences in participating in athletics and activities.

HAZING

Hazing, which is defined in the Prospect Charter School Student Handbook provided to students every year and defined as, "Exacting humiliating performances from or playing a rough practical joke upon a student for the purpose of initiating into a class, club, team, etc.," will not be tolerated in any way. Students who participate in hazing events may be suspended from athletic and activity competition, or, if severe enough, removed from competition entirely.

USE OR POSSESSION OF ILLEGAL DRUGS OR ALCOHOL DURING THE SPORTS SEASON OR ACTIVITY PERIOD

The administration, teachers and coaches of Prospect Charter School are concerned about the harmful effects of chemical use and abuse. This policy is intended to serve as a guideline that building administrators will follow. It is recognized, however, that there may be situations where the best interests of the individual and the policy may be in conflict. While loss of contests will be enforced as written, other discipline measures may be altered after the Superintendent or his designee grants approval.

Any student involved in a competitive athletic program or activity shall not knowingly possess, use, transmit, or be under the influence of alcohol, drugs or tobacco (controlled substances) of any kind nor shall the participant have in his/her possession any paraphernalia associated with the above. Participants may be found in violation of this policy if they are not personally using, but remain in the presence of individuals who are violating this policy. Students who find themselves in jeopardy because of substance abuse are encouraged to voluntarily seek assistance from the school counselors and agree to the recommendations set forth by the school Athletic Director. Parents / guardians must be involved in this process.

THIS POLICY IS WILL BE APPLIED OVER THE ENTIRE FOUR - YEAR ENROLLMENT OF EACH HIGH SCHOOL STUDENT. **THE RECORD IS NOT ERASED AT THE END OF EACH SCHOOL YEAR, IT IS CUMULATIVE.**

The student will need to agree to the recommendations made by the school Athletic Director or Principal. It is understood that the parents or guardians will be advised and involved.

LENGTH OF SEASON

The activity season doesn't conclude until after the culminating activities for that specific activity. (Final competition or practice doesn't constitute the end of the season). Students should plan on making a commitment to their current school sport and not make arrangements to play on an independent

recreational team during the same season. **ATHLETES WHO QUIT OR CHANGE A SPORT** - Any athlete who quits without consulting the head coach for that particular sport shall not be able to represent the school in any other sport for the remainder of the season (unless they meet with coaches, admin, and AD). Any athlete who wishes to leave one sport and participate in another must have consent of the coach who is in charge of the sport the athlete is quitting. Such a change must also be by agreement of both coaches concerned. Any athlete, who for valid reasons, may not be able to come out for a sport at the time of the first practice, may join the team at a later date with the consent of the head coach.

TRAINING/PARTICIPATION RULES

The unlawful possession, use, sale or supply of narcotics, alcohol or dangerous drugs on or off school premises, or at any school sponsored activity, or willingly being present where such activities take place, is prohibited. It will be the responsibility of the school administration to investigate the validity of all alleged violations. Depending on the circumstances of the violation, law enforcement agencies may become involved. Students who find themselves in jeopardy because of substance abuse are encouraged to voluntarily seek assistance from the school's counselor. Students voluntarily seeking assistance for a drug or alcohol problem shall not be subject to disciplinary action, if the following provisions are met:

1. The student must agree to the recommendations made by a Drug and Alcohol counselor. It is understood that the parents or guardians will be advised and involved.
2. There is to be no further use of drugs or alcohol.
3. Students who fail to voluntarily seek assistance for a drug or alcohol problem will be subject to the following disciplinary action:

USE OR POSSESSION OF ILLEGAL DRUGS OR ALCOHOL DURING THE SPORTS SEASON OR ACTIVITY PERIOD:

Should a student be found using or in possession of illegal drugs or alcohol while participating in a sport or activity the consequences are as follows:

FIRST OFFENSE:

1. The student will be suspended from the interscholastic competition according to the following formula:
 - a. Fourteen (14) calendar days from discovery date; the student could be expected to participate in practice during the suspension.
 - b. Suspension may carry from one activity season into the next.
2. *The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

SECOND OFFENSE:

1. The student will be fully suspended from the activity/athletic program for one calendar year; **however, if the student successfully completes a drug/alcohol program, the suspension will be reduced to 90 calendar days.**
2. The student will become ineligible to receive awards or letters for the sport being played when the student was suspended.
3. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

THIRD OFFENSE:

1.The student will become ineligible for athletic competition, practice, or squad memberships indefinitely. The building administrator and district athletic director will review future eligibility.

USE OR POSSESSION OF TOBACCO DURING THE SPORTS SEASON

Should a student be found using or in possession of tobacco, the consequences will be as follows.

FIRST OFFENSE:

- 1.Suspension for the next 14 calendar days. This must include at least one contest if a sport. The student could be expected to participate in practice during the suspension.
- 2.The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

SECOND OFFENSE:

- 1.The student will be suspended from interscholastic competition according to the following formula:
 - a. Thirty (30) calendar days from the discovery date.
 - b. Suspension may carry from one activity season into the next.
- 2.The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

THIRD OFFENSE:

- 1.The student will be fully suspended from the athletic/activity program.
- 2.The student will become ineligible to receive awards or letters for the sport being played when the student was apprehended.
- 3.The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

ATTENDING PLACES WHERE ILLEGAL ACTIVITIES ARE OCCURRING

It is expected that when students are representing their school that they should make good choices. While it is impossible to plan for every situation, it is expected that if a student finds himself or herself in a situation where illegal activities are occurring, they will leave or otherwise remove themselves from that situation. It is understood that participating in illegal activities is absolutely unacceptable.

FIRST OFFENSE:

1. Suspension for the next 14 calendar days. This must include at least one contest.
- 2.The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

SECOND OFFENSE:

1. The student will be suspended from interscholastic competition according to the following formula:
 - a.Thirty (30)-calendar days from discovery date.
 - b.Suspension may carry from one activity season into the next.
- 2.The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

THIRD OFFENSE:

- 1.The student will be fully suspended from the athletic/activity program.
- 2.The student will become ineligible to receive awards or letters for the activity when the student was apprehended.

3. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

THEFT AT SCHOOL

FIRST OFFENSE:

1. The student will be suspended from interscholastic competition according to the following formula:
 - a. Fourteen (14) calendar days from discover date, the student could be expected to participate in practice during the suspension.
 - b. Suspension may carry from one activity season into the next.
2. If the theft was from a team member or while the student was on an athletic/activity trip representing Prospect, the student will be suspended from the team for the remainder of the sports/activity season or thirty calendar days whichever is longer.
3. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic / activity program.

SECOND OFFENSE:

1. The student will be suspended from all athletics/activities for one calendar year.
2. The student will become ineligible to receive awards or letters from the sport being played when the student was suspended.
3. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

THIRD OFFENSE:

1. The student will become ineligible for athletic competition, practice, or squad memberships indefinitely. Future eligibility will be reviewed by, and at the discretion of, the building administrator and district athletic director.

Other Violations:

- If an athlete receives in-school suspension or out-of-school suspension, he/she will not be able to participate in practice, contests, or activities during the days of suspension(s).
- Violations that occur during that period of time between sports, may carry over for the following season and may result in missing at least one contest.
- Off-campus activities that violate the school's code of conduct may also be the basis for discipline if they have the potential to disrupt or impact the safe and efficient operation of the school.

REVIEW BOARD:

Following disciplinary action for violation of training rules and/or eligibility, the student or athlete has the right to appeal to a Review Board (made up of the Principal, District Athletic Director or Designee, an Athletic Director from other Prospect Charter School, and a coach or advisor from another activity) for re-admittance or review of the suspension. A student who wishes to appeal must make their appeal in writing to the District Athletic Director within six (8) calendar days from the disciplinary action. In the event the Principal was involved in investigating the situation, a building principal from another school will be assigned to the Review Board by the District Administration.

*Additional recommendations may be asked for in drug and alcohol offenses. This will include some type of assessment or intervention with both student and parent involved. A plan of assistance may also be required involving students, parents, counselors, coaches or other interested parties.

PHYSICALS

Each Prospect Charter School athlete, **PRIOR TO ANY PARTICIPATION**, must have a physical examination or examination waiver, medical history, release form and proof of medical insurance on file in the Activities Office. The procedure listed below will be followed in dealing with physical examinations:

- Students in grades seven through twelve must have a physical examination. A physical exam is good for **two (2) years** from the date of the exam. All exams must be on the OSAA Pre-Participation form in the Athletic Handbook.
- Physical examinations shall be given:
- When a student is new to the school district and does not have a physical on file with the previous school.
- When the student has undergone major surgery in the intervening period between the scheduled examinations.
- **Annual** physical examinations **MUST** be given in the following situations:
- When the student has been given a diagnosis of a significant disease process or illness.
- When the student has an ongoing significant disease or chronic illness.
- Significant disease or chronic illness including, but not limited to:
 - Epilepsy
 - Asthma
 - Diabetes
 - Heart murmur
 - Severe allergy
- **Doctor approval to participate IS required for those athletes recovering from a severe injury or illness.** The doctor's approval must be on file with the Athletic Director and the athlete's coach prior to the athlete's participation.

This handbook applies to all students who participate in athletics at Prospect Charter School. Athletics includes competitive sports, extracurricular activities, and cheer. This handbook is in addition to the rules and regulations in the Prospect Charter School MS/HS Student Handbook and imposes additional requirements on student athletes.

Coaches may establish additional rules and regulations with the approval of the athletic director and principal. These additional rules for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season.

PARENT SIGNATURE: _____ DATE: _____
Printed Name: _____

STUDENT SIGNATURE: _____ DATE: _____

Printed Name: _____