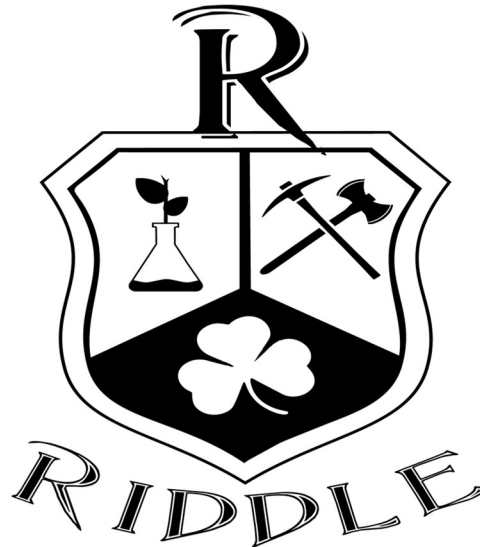


# Riddle Junior/Senior High School

2023



2024

**Home of the IRISH!**

*Riddle Schools “. . . Strong Leaders, Effective Workers, Positive Communicators, and Citizens of the World.”*

Student/Parent Handbook

website: <http://www.riddleschooldistrict.com>

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## A History

In 1882, Riddle District 70 was formed and a one room school house was built to teach grades 1<sup>st</sup> through 8<sup>th</sup>. Prior to the one room school, house classes were taught at homes of local citizens and even in the back room of a local saloon.

The school we currently occupy was opened on October 19<sup>th</sup>, 1936 to great fanfare. Thirty-four high school students occupied the rooms to the left of the office. The Riddle Annual first started and the “hangout” was the shop class. The big attraction was the new gym. It was the most modern except for Roseburg’s. Since many schools did not have a closed off gym, Riddle took advantage of the gym by turning up the heat! The Irish finished their basketball season going 13 and 1. The freshman initiation at this time was eating red peppers, worms, frogs, raw eggs and a handful of molasses mixed with flour. **(We do not initiate these days).** All information from Sara Preston and Ed Williams

## Pictures (circa 1930’s)

Boys Basketball



Baseball



Girls Basketball



Softball

# Welcome to Riddle Junior/Senior High School

Dear Stakeholders;

On behalf of the staff at Riddle Junior/Senior High School, welcome to the 2022-2023 school year. Each year, we strive to have our students succeed in the classroom as well as in life. We have a tremendous opportunity to improve by out-working, out-competing, and never giving up!

Success largely depends on the student. Here at Riddle Junior/Senior High School, we will give them the opportunity for success, but they must be dedicated to strive for the American way of life (out-work, out-compete, and never give up). By succeeding, in our positive learning environment, students can guarantee themselves a chance for a good life. Please get involved in extra-curricular activities because this leads to positive outcomes in life.

The information that follows gives guidelines on how our school operates and our expectations. If there are any questions, please feel free to call 541-874-2251. Remember to be Respectful, Responsible, and Be Your Best!

Sincerely,  
Russell Hobson, Principal

## Riddle School District Board and Administrative Staff

### Board of Directors

Mrs. Chantel Terry  
Mr. Erwin Hackett  
Mrs. Amanda Canty

Mrs. Krista Chambers  
Mr. John Woody  
(Board Meets 3<sup>rd</sup> Wednesday of each month)

### District Office Administration

Superintendent:	Mr. Dave Gianotti
Director of Curriculum:	Mr. Dave Gianotti
District Secretary:	Mrs. Karinda Rainwater
District Maintenance:	Mr. Rocky Edwards

**Riddle reserves the right to make revisions in this handbook when deemed necessary by the school administration.**



<b>Setting</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Your Best</b>
<b>Everywhere</b>	<ul style="list-style-type: none"> <li>* Always use appropriate language</li> <li>* Honor other's personal space</li> <li>* Always clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Admit mistakes &amp; appologize</li> <li>* Be honest</li> <li>* Be safe</li> <li>* Value property</li> </ul>	<ul style="list-style-type: none"> <li>* Carry yourself with pride</li> <li>* Wear appropriate attire</li> <li>* Avoid distractions</li> </ul>
<b>Classroom (Includes Library, Computer lab, and Woodshop)</b>	<ul style="list-style-type: none"> <li>* Appropriate classroom participation</li> <li>* Follow Directions</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Attend all classes</li> <li>* Come prepared</li> </ul>	<ul style="list-style-type: none"> <li>* Make an effort to improve and learn</li> <li>* Make good use of class time</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>* Keep Street Shoes off of the gym floor</li> <li>* Use good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>* Put away equipment</li> </ul>	<ul style="list-style-type: none"> <li>* Keep comments positive</li> <li>* Encourage each other</li> </ul>
<b>Locker Room</b>	<ul style="list-style-type: none"> <li>* See everywhere</li> </ul>	<ul style="list-style-type: none"> <li>* Use towels appropriately</li> <li>* Appropriate hygiene</li> </ul>	
<b>Weight Room</b>	<ul style="list-style-type: none"> <li>* Take turns</li> <li>* Put equipment away</li> </ul>	<ul style="list-style-type: none"> <li>* Use a spotter</li> <li>* Use appropriate safety equipment</li> </ul>	<ul style="list-style-type: none"> <li>* Strive for improvement</li> </ul>
<b>Common Areas (Includes hallways, breezeway, parking lot, athletic fields)</b>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Keep Walkways clear</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself</li> <li>* Use hall passes when needed</li> <li>* No loitering</li> </ul>	<ul style="list-style-type: none"> <li>* Show courtesy</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>* Wait your turn</li> <li>* Say please and thank-you</li> </ul>	<ul style="list-style-type: none"> <li>* Pick up absent slips before school</li> <li>* Use the office staff's time wisely</li> </ul>	<ul style="list-style-type: none"> <li>* Show courtesy</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>* Be Courteous</li> </ul>	<ul style="list-style-type: none"> <li>* Enter and exit appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* Participate</li> </ul>
<b>Lunch Room</b>	<ul style="list-style-type: none"> <li>* Don't take cuts in line</li> <li>* Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Order lunch on time</li> </ul>	<ul style="list-style-type: none"> <li>* Only take what's yours</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>* Treat materials with care</li> <li>* Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>* Leave bags at the door</li> </ul>	<ul style="list-style-type: none"> <li>* Use time wisely</li> </ul>

**2023-2024 Student Body Officers**

President: Kaytlin Jaynes  
Vice-President: Gabriella Bosse  
Secretary: Emery Huling  
Treasurer: Emery Huling  
Director of Publicity: Riley Chambers & Alexis Watson  
Sergeant of Arms: Marcus White  
Class Historian: Emma Cheeseman

**National Honor Society**

TBA

**School Song**

ON GREEN AND WHITE  
THE FAIREST COLORS IN THE LAND  
TRUE TO THE SPIRIT  
THAT ONLY RIDDLE UNDERSTANDS  
RAH! RAH! RAH!  
LOYAL AND BRAVE  
AS WE GO DOWN THE (FIELD/FLOOR) TO SCORE!  
LUNGING, FIGHTING, ALL DELIGHTING,  
GREEN AND WHITE FOREVER MORE!  
LET'S GO!

**Irish Pride Club**

The Irish Pride Club is an organization of parents and community members to help support students in activities and sports to create an understanding between school and community. Meetings are to be monthly.

**Irish Pride Club Officers**

President: Tami Hackett  
Vice-President: Alicia Powell

**July-23**

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August-23**

4

S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September-23**

20

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October-23**

20

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November-23**

16

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December-23**

11

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**January-24****20**

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February-24****20**

S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**March-24****16**

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April-24****20**

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May-24****22**

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June-24****4**

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

# Riddle Junior/Senior High School Staff Directory

## 541-874-2251; 541-874-3510 (fax)

**Principal:** Mr. Russell Hobson  
**Head Secretary:** Mrs. Lavelda Schuyler

**Athletic Directors:** Mr. Russell Hobson  
**Attendance Secretary:** Mrs. Cherie Cheeseman

### Teaching Staff

Mrs. Rebecca Amela	Math, Art, Home Economics	Mr. Nathan Mattix	Mathematics, Spanish
Mr. John Klaessy	Language Arts	Mr. Marty Follose	Band, Drama
Mr. Ibrahim Mesanovic	Science	Ms. Angela Zelsdorf	SPED
Mr. Roy Wrinkle	Business, Computers, Leadership	Mr. Brian Culty	Gov., Econ., Social Studies
Mr. Jason Luft	Health	Mr. Shane Jarvis	Industrial Arts, Welding
Mr. Robert Stratton	Science	Ms. Sarah Johnson	Social Studies
Ms. Deniece Thompson	Mathematics, Home Ec.	Mr. Austin Edwards	Health, Physical Education
Mrs. Echo Gordon	Language Arts	Mr. Josh Davis	Language Arts
Mr. Mark Berkeley	SPED		

### Educational Assistants

Jamee Hanson	Media Specialist/Odyssey	Tonya Williams	Mainstream, DLC/SPED
Chelsea Cheeseman	DLC/SPED	Lance Puckett	Tutor
Crystal Harp	Mainstream, DLC/SPED	Samantha Hansen	SPED
Kacie Rhea	DLC/SPED		

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**Head Custodian**

Mrs. Corina Hobson and Ms. Rebecca Prinz

**Cafeteria**

Corina Hobson

**Riddle Jr./Sr. High School Bell Schedule  
2023-2024**

<b>Period</b>	<b>M</b>	<b>T &amp; H</b>	<b>W</b>	<b>Fri.</b>
1st	8:00-8:52	8:00-8:52	8:00-8:45	8:00-8:52
2nd	8:56-9:44	8:56-9:44	8:49-9:30	8:56-9:44
Snack Time	9:44-9:49	9:44-9:49	9:30-9:35	9:44-9:49
Class Mtg.	9:53-10:05	9:53-10:05	-----	9:53-10:05
3rd	10:09-10:57	10:09-10:57	9:39-10:20	10:09-10:57
4th	11:01-11:49	11:01-11:49	10:24-11:05	11:01-11:49
Lunch	11:49-12:24	11:49-12:24	11:05-11:40	11:49-12:24
5th	12:28-1:17	12:28-1:17	11:44-12:25	12:28-1:17
6th	-----	1:21-3:00	-----	1:21-2:08
7th	1:21-3:00	-----	12:29-2:00	2:12-3:00

# Riddle Jr./Sr. High School Schedule 2023-2024



Room	Instructor	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
16	Amela	7th Math #52037	Rotation: Life Skills #19257	Prep	Prob. & Stats #02201	7th Math #52037	Geography-Other #04049	Home Economics
17B?	Berkely	HS Basic English Tutorial #22005	HS Basic English Tutorial #22005	HS Study Skills #22003	Prep	HS Basic Math Tutorial #22005	HS Basic Math Tutorial #22005	HS Study Skills #22003
6/7	Cuilty	U.S. History #04101	U.S. History #04101	Prep	U.S. Government #04151	U.S. Government #04151	World Geography #04001	World Geography #04001
	DLC	Community Living #22251	Social Dev. #22253	Life Skills #19257	Transition #22151	Developmental Support #22254	Math Tutorial #22005	English Tutorial #22005
Library	Edgenuity	Credit Recovery	Credit Recovery	Credit Recovery	Credit Recovery	Credit Recovery	Credit Recovery	Credit Recovery
15	Echo	UCC College English	Prep	7th English #51035	7th English #51035	English I #01001	English I #01001	English Elective
Gym	Edwards	Prep	9th PE #08039	Weight Training # 08009	Industrial Arts #13003	JH Team Sports	JH Team Sports	7th PE #58037
Band	Follose		JH Band #55101	HS Band #05101	Individual Instrument Instruction			
Office	Hobson	Off-Campus Sports #08015	Off-Campus Sports #08015	Off-Campus Sports #08015	Off-Campus Sports #08015	Off-Campus Sports #08015	Off-Campus Sports #08015	Off-Campus Sports #08015
Shop	Jarvis	Industrial Arts #13003	Welding #13207 CNC Machining #13202	Welding #13207 CNC Machining #13202	Prep	JH Shop #63003	Electrical Apprenticeship	Construction
18	Johnson	8th Social Studies #54438	7th Social Studies #54437	7th Social Studies #54437	Digital Media Design & Production	Prep	JH Study Hall	8th Social Studies #54438

<b>Room</b>	<b>Instructor</b>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b>	<b>Period 6</b>	<b>Period 7</b>
20	Klaessy	English IV #01004	8th English #51036	8th English #51036	English II #01002	English III #01003	Prep	English III #01003
9	Luft	Weight Training # 08009	10th Health #08051	10th Health #08051	JH Leadership #22101	Prep	8th Health Education #58051	8th Health Education #58051
8	Mattix	Prep	Algebra II #02056	Pre-Calculus #02110	JH Study Hall	Computer Sciences	Spanish 1	Spanish 2
4	Mesanovic	Physical Science #03159	Astronomy #03004	Physical Science #03159	Chemistry #03101 or Physics #03151	8th Science #53238	Prep	8th Science #53238
Pottery	Ratliff						JH Pottery Tue./Thurs. #55159	HS Pottery Tue./Thurs. #55159
5	Stratton	7th Science #53237	JH Study Hall	Prep	7th Science #53237	STEM Science 3D Printing	Biology #03051	Biology #03051
	Simpson					Health Care Occ-Comp #14002	Health Care Occ-Comp #14002	
REC	Thompson	8th Pre-Algebra #52051	Algebra I #02052	8th Pre-Algebra #52051	Algebra I #02052	Geometry #02072	Technical Mathematics #02153	Prep
14	Wrinkle	Exploration #22151	Rotation: Life Skills #19257	Entrepreneurship #12053	Entrepreneurship #12053	JH Computing Systems #60002	Prep	Leadership #22101
17A?	Zelsdorf	JH Basic Math Tutorial #22005	JH Basic Math Tutorial #22005	JH Basic English Tutorial #22005	HS Basic Math Tutorial #22005	HS Basic English Tutorial #22005	JH Basic English Tutorial #22005	Prep



Text	Editorial Notes
<b>Non-Discrimination</b>	
<p>Riddle School District 70 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation<sup>1</sup> or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.</p> <p>Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.</p> <p>Parents must also give their signed and dated written permission for the district to release personally identifiable information.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policies AC - Nondiscrimination, ACA - Americans with Disabilities Act, JB - Equal Educational Opportunity, JBAA- Section 504 - Students and administrative regulations</p> <p><sup>1</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.</p> <p>Coordinate with Board policy JFC - Student Conduct</p> <p><b>Notice required</b></p> <p>Coordinate with Board policies JO/IGBAB - Education Records, JOA - Directory Information, JOB - Personally Identifiable Information and administrative regulations</p>
<b>ADMISSION**</b>	
<p>A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.</p>	<p>Coordinate with Board policies JEC - Admissions, JECA - Admission of Resident Students, JECAA - Admission of Part-Time Private School Students, JECB - Admission of</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>A student who withdraws from Riddle Junior/Senior High School must show district residence to regain eligibility at Riddle Schools. New students of the district must also show proof of residence.</p> <p>The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.</p> <p>The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.</p> <p>Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.</p>	<p>Nonresident Students and administrative regulations</p> <p>See editorial note - Alternative Education Programs.</p>
<b>ALTERNATIVE EDUCATION PROGRAMS**</b>	
<p>Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon’s academic content standards; when necessary to meet a student’s educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.</p> <p>The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policies IGBHA - Alternative Education Programs, IGBHB - Establishment of Alternative Education Programs and administrative regulations</p> <p>As provided by ORS 339.250, it is the district’s option to consider and propose alternative programs of instruction or instruction combined with counseling to students expelled for violation of applicable state and federal weapons laws.</p>
<u>In-District Alternative Education Programs</u>	
<p>Examples of alternative education program options are not limited to, but include:</p> <ol style="list-style-type: none"> <li>1. Evening classes;</li> <li>2. Tutorial instruction;</li> <li>5. Work experience;</li> <li>6. Instructional activities provided by other accredited institutions;</li> <li>7. Community Service</li> <li>8. Independent study;</li> <li>9. Odyssey Program;</li> </ol>	

Text	Editorial Notes
10. Others as approved by the district.	
<u>Nondistrict Alternative Education Programs</u>	
<p>1. Community College; 2. Others as approved by the district.</p> <p>The district pays the alternative education program cost or an amount equal to 80 percent of the district’s estimated current year’s average per student cost, whichever is less, for placing students in nondistrict alternative education programs. The student’s placement must have the prior approval of the district.</p> <p>The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.</p> <p>If a parent receives an exemption on a semiannual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.</p> <p>If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program.</p>	
<b>ALTERNATIVE EDUCATION NOTIFICATION**</b>	
<p>Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:</p> <ol style="list-style-type: none"> <li>1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct);</li> <li>2. When attendance is so erratic the student is not benefitting from the educational program (Erratic attendance will be defined on a case-by-case basis.);</li> <li>3. When an expulsion is being considered;</li> <li>4. When a student is expelled;</li> <li>5. When a student’s parent or emancipated student applies for exemption from attendance on a semi-annual basis.</li> </ol> <p>Individual notification shall be <b>hand-delivered</b> or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.</p> <p>Notification shall include:</p> <ol style="list-style-type: none"> <li>1. The student’s action;</li> <li>2. A list of alternative education programs for the student;</li> </ol>	<p>Individual <b>notice required</b>, as appropriate.</p> <p>Coordinate with Board policy IGBHC - Alternative Education Notification</p> <p>Note [*] after numbers 3 and 4 (in list to left). If the district has decided <b>not</b> to provide alternative education programs for students expelled for violation of applicable state or federal weapons laws, include asterisks and bracketed language as provided in text at end of this section. Remember to remove brackets, if retaining language.</p>

Text	Editorial Notes
<p>3. The program recommendation based upon the student’s learning styles and needs;</p> <p>4. Procedures for enrolling the student in the recommended program.</p>	
<b>ANIMAL DISSECTION</b>	
<p>In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.</p>	<p>Coordinate with Board policy INI - Animal Dissection</p>
<b>ASBESTOS</b>	
<p>The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.</p> <p>The management plan is available for public inspection in the district office.</p> <p>The superintendent serves as the district’s asbestos program manager and may be reached for additional information.</p> <p><b>HAZARDOUS MATERIALS</b>  Hazardous materials are used and found in Riddle High School. They are identified as required by State and Federal regulations. The Material Safety Data Sheets (MSDS) are available through the school office. Contact the school offices if you have any questions or wish additional information.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policies EB - Safety Program, EBA - Buildings and Grounds Inspection and EBAA - Reporting of Hazards</p>
<b>ASSEMBLIES</b>	
<p>A student’s conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district’s Student Code of Conduct during an assembly shall be subject to disciplinary action.</p>	<p>Coordinate with Board policy INE - Assemblies, for any additional guidelines</p>
<b>ASSIGNMENT OF STUDENTS TO CLASSES</b>	
<p>Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Final decisions are the responsibility of the principal or designee.</p> <p><b>SCHEDULE CHANGES</b>  Schedules changes can be made at the beginning of each semester only. Students will have five days after each semester begins to make a class change. No schedule changes will be made after that.</p> <p><b>STUDENT AIDES</b></p>	<p>Coordinate with Board policy JECD - Assignment of Students to Classes</p> <p>Revise as necessary to reflect local practice.</p>

Text	Editorial Notes
<p>The student aide program is for juniors and seniors only. Juniors may serve no more than one period as an aide. Seniors can serve no more than two periods and must have this cleared by the principal. The student aide will be graded on a pass-fail basis.</p>	
<b>ASSIGNMENT OF STUDENTS TO SCHOOLS</b>	
<p>Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law.</p> <p>While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs.</p> <p>A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent’s intent to obtain private services, the parent’s rejection of the educational program offered by the district and the parent’s request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.</p>	<p>Transfers of students to attend other district schools outside a student’s attendance area may be required by NCLBA. Additionally, a district may allow such transfers at its discretion based on established district criteria.</p> <p>Coordinate with Board policy JECC - Assignment of Students to Schools, as applicable</p> <p>The procedural rights handbook given to IDEA students contains a provision informing parents that they have to notify the district in advance before privately placing their student, or else potentially forfeit any right to reimbursement or prospective payment for that placement. Many students, however, who are unilaterally placed by their parents are placed when they are not yet identified under the IDEA or Section 504 of the Rehabilitation Act of 1973. Districts cannot enforce the reimbursement prohibition against any parents who have not received notice of this requirement.</p> <p>For this reason, inclusion of the notice in all student handbooks will help ensure that all parents – not just the parents of special education students – are aware of this requirement.</p>
<b>ATTENDANCE**</b>	
<p>All students between the ages of 7 and 18, who have not completed grade 12, are required to regularly attend school unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five or six years of age who have been enrolled in a public school are required to attend regularly.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JEA - Compulsory Attendance and administrative regulation</p>

Text	Editorial Notes
<p>Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements will be issued a citation by the district for the student’s failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.</p> <p>The district will notify the parent in writing that, in accordance with law, the principal will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:</p> <ol style="list-style-type: none"> <li>1. The principal or the designee has the authority to enforce the provisions of the compulsory attendance laws;</li> <li>2. Failure to send a student to school is a Class C violation;</li> <li>3. A citation may be issued by the district;</li> <li>4. A conference with the parent and student is required.</li> </ol> <p>The written notification will be in the native language of the parent.</p> <p>Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.</p> <p>Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.</p>	<p>ORS 339.010 as amended by House Bill 4014 (2012)</p>
<p><b><u>Absence and Excuses</u></b></p> <p>When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Illness of the student;</li> <li>2. Illness of an immediate family member when the student’s presence at home is necessary;</li> <li>3. Emergency situations that require the student’s absence;</li> <li>4. Field trips and school-approved activities;</li> <li>5. Medical or dental appointments. Confirmation of appointments may be required;</li> <li>6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.</li> </ol> <p>Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.</p>	<p>Coordinate with Board policy JED - Student Absences and Excuses and additional local requirements</p> <p>These six extenuating circumstances are required by law.</p> <p>Remember that “other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.</p> <p>All students must check in with their teacher in order not to be marked absent. If a student fails to check in with the teacher, they may receive a referral resulting in detention.</p> <p>A student who becomes ill during the school day should, with the teacher’s permission, report to the school office. The school office will decide whether or not the student should be sent home and will notify the student’s parent, as appropriate.</p> <p>A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.</p> <p>Absenteeism will not be used as a sole criterion for the reduction of grades.</p> <p>Regular attendance is fundamental to the academic achievement and character development of the student. The self-discipline and sense of responsibility which students acquire clearly relate to post school experiences in the world of work or in additional educational on the need for students to be in class gaining knowledge from instruction, dialogue, and interactions between teachers and students. This instruction, etc., does not always show up on make-up work or tests, yet is as important as anything taught during the school year.</p> <p>At Riddle Jr/Sr High School, attendance shall be required of all students during the days and hours school is in session. Each student is expected to be in full attendance in all classes and report to each of them on time. Excessive illness and/or disability absences will be reviewed by the administration on a case-by-case basis. In all cases absences must be excused. Students are required to bring a written note from a parent/guardian to verify that the student was excused. If absences are not excused the student will be considered truant.</p> <p>It is the students and parents responsibility to keep track of absences. Parents and students can request a printout of attendance from the office. Students can request a printout of attendance from the office. Students who go beyond the ten-day rule have the right to appeal to a committee set up by school administration. The committee can waive the rule or allow for credit upon satisfactory completion of specified missed work, incomplete work, or concepts missed.</p>	<p>advance” is still acceptable for circumstances that cannot be anticipated.</p> <p>The district is required to notify parents/guardians of unplanned absences by the end of the school day.</p> <p>Coordinate with Board policies JEFB - Release Time for Religious Instruction and IGBHD - Program Exemptions</p>

Text	Editorial Notes
<b><u>Exemptions from Compulsory Attendance</u></b>	
<p>The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:</p> <ol style="list-style-type: none"> <li>1. Employed full-time;</li> <li>2. Employed part-time and enrolled in school part-time;</li> <li>3. Enrolled in a community college or other state-registered alternative education program.</li> </ol> <p>All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.</p> <p>Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.</p> <p>Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.</p> <p>Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.</p> <p>Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.</p>	<p>Individual <b>notice required</b>, as appropriate.</p>
<b><u>Suspension of Driving Privileges</u></b>	
<p>Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066.</p> <p>A student shall be considered to have withdrawn from school if the student has:</p>	<p>Coordinate with Board policy JHFDA - Suspension of Driving Privileges and administration regulation</p>



<b>Text</b>	<b>Editorial Notes</b>
<p>1. More than 10 consecutive days of unexcused absence; or  2. Fifteen school days total of unexcused absences during a single semester.</p> <p>The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.</p>	
<b><u>Truancy</u></b>	
<p>A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JEDA – Truancy</p>
<b>AWARDS AND HONORS</b>	
<p><b>HONOR ROLL</b>  The Honor Roll is composed of three parts – Principal Honor Roll 4.0, Honor Roll, 3.5-3.99, and Honorable Mention 3.0-3.49 and Honorable Mention.</p>	<p>Coordinate with Board policies IKD - Honor Rolls, JI - Student Awards and Scholarships and JIA - Student Excellence Program</p>
<b>CLASS RANKING</b>	
<p>The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.</p>	<p>Coordinate with Board policy IKC - Class Rankings</p> <p>List valedictorian/salutatorian and "top 10" requirements, weighted grade point averages, etc.</p>
<b>CLUBS AND ORGANIZATIONS</b>	
<p>Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.</p> <p>School clubs and activities are available to all members of the student body. If every student would become active in some area, his/her school life will be more meaningful. Rules and regulations are enforced to protect all persons involved and to supply guidelines for the functioning of clubs and activities. Club members are required to adhere to the rules set forth by the various clubs. All clubs make a contribution to the welfare of the school as well as the welfare of the individual. A</p>	<p>Coordinate with Board policies IGD - Cocurricular/Extracurricular Activities, IGDD - Student Performances, IGDK - Non-School-Sponsored Student and Athletic Tours/Trips/Competitions and KI - Public Solicitation in District Facilities</p> <p>Indicate if students/parents must sign an acknowledgment of stricter standards of behavior</p>

Text	Editorial Notes
<p>teacher, or teachers, will be assigned by the principal to supervise clubs and activities. All money making activities and all school activities must be cleared beforehand by the student council and principal. All money will be run through the office. No purchasing or authority to purchase may be made for anything unless a regular student body requisition is obtained from the advisor or the principal's office.</p>	<p>as a condition of participation in clubs and organizations, as needed.</p> <p>Regarding Equal Access, a statement regarding whether the district permits or prohibits noncurriculum-related, student-led groups at the secondary level from meeting on school premises in accordance with the federal Equal Access Act should be included here.</p>
<p><b>COMMUNICABLE DISEASES/COVID**</b></p>	
<p>Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after it has been established that no bugs or nits are present. These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu. Parents with questions should contact the school office.</p> <p><b>COVID:</b> is critical that we all adhere to the <u>key practices for reducing spread of COVID-19 in schools</u>, to ensure that our schools can open with safe protocols and stability:</p> <ul style="list-style-type: none"> <li>• Maintain physical distancing when possible</li> <li>• Use personal protective equipment when indicated</li> <li>• Increase hand hygiene</li> <li>• <u>Be prepared to isolate and quarantine</u> at the first sign of illness or exposure</li> <li>• Regularly clean and disinfect facilities in the environment</li> <li>• Maximize airflow and ventilation</li> </ul> <p>Please be sure to see our Operational Blueprint which is posted on our website <a href="http://www.riddleschooldistrict.com">www.riddleschooldistrict.com</a>. All documentation on COVID can be viewed at <a href="http://www.oregon.gov">www.oregon.gov</a></p>	<p>Coordinate with Board policies JHCC - Communicable Diseases, JHCCF – Pediculosis (Head Lice) and administrative regulations</p> <p>Districts may require that students found with live lice or nits be excluded from school and that readmittance will be allowed only after assessment by designated district staff confirms that no live lice or nits are present; <i>OR</i> the district may, instead, exclude students found with live lice and allow readmittance to occur after assessment by designated staff confirms that no live lice are present and allow these students to be readmitted if they have nits only. If this option is selected, the district should subject the student to periodic checks to confirm the absence of live lice.</p> <p>Review the Oregon Department of Human Services, Health Services, list of reportable and excludable diseases.</p>
<p><b>COMPUTER USE</b></p>	
<p>Students may be permitted to use the district's electronic communications system [only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals.</p>	<p>Coordinate with Board policy IIBGA - Electronic Communications System and administrative regulation</p>

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<p>The district’s electronic communications system meets the following federal Children’s Internet Protection Act requirements:</p> <ol style="list-style-type: none"> <li>1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or with respect to the use of the computers by students, harmful to students;</li> <li>2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;</li> <li>3. The online activities of students are monitored;</li> <li>4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;</li> <li>5. Procedures are in place to help ensure the safety and security of students when using e-mail, chat rooms and other forms of direct electronic communications;</li> <li>6. Unauthorized access, including so-called “hacking” and other unlawful activities by students online is prohibited;</li> <li>7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;</li> <li>8. Measures designed to restrict students’ access to materials harmful to students have been installed.</li> </ol> <p>The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.</p> <p>To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.</p> <p>Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.</p> <p>Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.</p>	<p>Districts in compliance with the Children’s Internet Protection Act will satisfy the requirements of applicable provisions of the NCLBA.</p>

Text	Editorial Notes
<b>CONDUCT</b>	
Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.	<b>Notice required</b>
<b><u>Student Code of Conduct</u></b>	
<p>The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.</p> <p>Off campus conduct and outside of school time conduct that violates the district’s Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.</p> <p>Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Assault;</li> <li>2. Hazing, harassment+ [(see <i>Editorial Notes on right for explanation of “+”</i>)], intimidation+, bullying, menacing+ or teen dating violence, as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence - Student, and accompanying administrative regulation;</li> <li>3. Coercion+;</li> <li>4. Violent behavior or threats of violence or harm;</li> <li>5. Disorderly conduct, false threats and other activity causing disruption of the school environment;</li> <li>6. Bringing, possessing, concealing or using a weapon*;</li> <li>7. Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;</li> <li>8. Sexual harassment;</li> <li>9. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia;</li> <li>10. Use or display of profane or obscene language;</li> <li>11. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;</li> <li>12. Violation of district transportation rules;</li> </ol>	<p><b>Notice required</b></p> <p>Coordinate with Board policies ECAB - Vandalism/Malicious Mischief/Theft, IKC - Class Rankings, JBA/GBN - Sexual Harassment, JFC - Student Conduct, JFCB - Care of District Property by Students, JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence - Student, [JFCFA/GBNAA – Cyberbullying]<sup>1</sup>, JFCG - Tobacco-Free Environment, JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs, JFCJ - Weapons in the Schools, JFCM - Threats of Violence, JHFDA - Suspension of Driving Privileges and administrative regulations</p> <p><sup>1</sup>Cyberbullying is now included in both versions of Board policy JFCF.</p> <p>Adjust the list so that it corresponds to your school’s Student Code of Conduct. The district may wish to address pocket knives, fireworks and weapon replicas through its weapons policy. Revise weapons provisions in Student Conduct Code accordingly.</p> <p><i>Identify Student Code of Conduct violations determined by the district to be severe/minor. The district may establish a policy regarding when the superintendent may file with ODOT a written</i></p>

Text	Editorial Notes
<p>13. Violation of law, Board policy, administrative regulation, school or classroom rules.</p> <p>+ In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.</p> <p>A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.</p> <p>A meeting with the parent or guardian will be held prior to submitting such request to ODOT.</p> <p>A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.</p> <p>* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.</p> <p>** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.</p> <p>“Dangerous weapon” is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.</p>	<p><i>request to suspend driving privileges or the right to apply for driving privileges. If the policy is in place, include information under +. If the district has not adopted a policy in this area, delete + throughout. Consider addition of separate section, Suspension of Driving Privileges, for added emphasis.</i></p> <p>By law, the district’s weapons policy shall allow an exception for courses, programs and activities approved by the district that are conducted on district property. These may include, but are not limited to, hunter safety courses, weapons-related sports or weapons-related vocational courses. Districts with such programs may include additional guidelines to students, as appropriate. District’s Gun-Free School Zone Act provisions need to provide notification through signage.</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>“Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.</p> <p>“Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.</p> <p>“Destructive device” is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.</p> <p>In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.</p> <p><b>HALL PASSES</b> No student is to leave class without specific permission from the teacher. The student is to check first with the teacher and use a hall pass form. Students in the hallways during class time without a signed permission slip or hall pass from a staff member or administrator will be assigned detention. Signed hall passes must be clearly visible.</p>	
<p><b><u>Student Rights and Responsibilities</u></b></p>	
<p>Among these student rights and responsibilities are the following:</p> <ol style="list-style-type: none"> <li>1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;</li> <li>2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;</li> <li>3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;</li> <li>4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;</li> <li>5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;</li> <li>6. The right to privacy, which includes privacy in respect to the student’s education records;</li> <li>7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.</li> </ol>	<p>Coordinate with Board policy JF/JFA - Student Rights and Responsibilities</p>

Text	Editorial Notes
<b>CONFERENCES</b>	
<p>Regular conferences are schedule annually in the fall and spring to review student progress.</p> <p>Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.</p> <p>The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher’s preparation period or request that the teacher call the parent to arrange a mutually convenient time.</p>	<p>Consider including dates/times of annual conferences.</p>
<b>COUNSELING**</b>	
<b><u>Academic Counseling</u></b>	
<p>Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.</p>	<p>Coordinate with Board policies IJ - Guidance Program and JHH - Student Welfare - Suicide</p> <p>Consider incorporating here or developing a separate listing of course offerings, including information on the district’s general studies, college-bound and professional technical studies program.</p>
<b><u>Personal Counseling</u></b>	
<p>A contracted counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.</p>	<p>A list of telephone numbers for community resource programs may be included, as appropriate.</p>
<b>DAMAGE TO DISTRICT PROPERTY</b>	
<p>A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the amount due is not paid within 10 calendar days of receipt of the district’s notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students</p>

<b>Text</b>	<b>Editorial Notes</b>
	<p>ORS 339.260 was repealed (2011) removing district's ability to withhold grade reports, diploma and records.</p> <p>Such debts must be processed by the district as described in Fees, Fines and Charges. Such charges and notification of amounts of \$50 or more are now required. If the amount is less than \$50, charge and notification is optional. In collecting debt under this new law, districts may also seek reasonable attorney fees if court action is necessary.</p>
<b>DANCES/SOCIAL EVENTS</b>	
<p>The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.</p> <p>Hours for arrival and departure from school functions will be regulated by the school administration. High school sponsored dances, with the exception of the Homecoming Dance, the Prom and two other major dances approved by the high school student council, are for Riddle High School students only. Post-game dances for the high school may be held following football and basketball games providing the following rules are followed:</p> <ol style="list-style-type: none"> <li>1. Two chaperones must be present, one of which must be a faculty member.</li> <li>2. All dances are to be held on weekend nights and are to be concluded by midnight.</li> </ol> <p>Other dances may be scheduled at other times during the school year subject to the approval of the principal. All school policies regarding smoking, drinking and general behavioral conduct are in effect.</p> <p><u>Dance Passes:</u> must be obtained from the office when a student (under 19 years of age) from outside our school or district wishes to attend a dance with one of our students. Junior High/Elementary students will not be allowed to attend High School dances, nor are High School students permitted to attend Junior High dances. All exceptions must be approved by the administration.</p>	<p>Coordinate Board policies IGD - Cocurricular/ Extracurricular Activities and with any local regulations developed and implemented by the principal in conjunction with parents and/or student leaders</p>
<b>DISCIPLINE/DUE PROCESS**</b>	
<p>A student who violates the Student Code of Conduct shall be subject to disciplinary action.</p>	<b>Notice required</b>



Text	Editorial Notes										
<p>A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.</p> <p>The district’s disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.</p> <p>In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district’s weapons policy, as required by law, shall be reported to law enforcement.</p> <p><b>CATALOG OF OFFENSES AND CONSEQUENCES</b></p> <p>In an effort to establish and maintain a stable and constructive learning environment, the following disciplinary procedures may be used. They are not necessarily listed in the order that they may be used. The seriousness of the offense and the attitude of the student involved will govern the disciplinary approach used.</p> <ol style="list-style-type: none"> <li>1. Teacher and/or counselor meeting with student.</li> <li>2. Parental contact.</li> <li>3. Teacher/Parent conference.</li> <li>4. Disciplinary referral.</li> <li>5. Parental conference.</li> <li>6. Behavioral contract/Phase I Program.</li> <li>7. One to three day suspension.</li> <li>8. Three to five day expulsion.</li> <li>9. Expulsion.</li> </ol> <p>OAR 581-21-055 B</p> <p>Students shall comply with the written rules of the school district board pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion. Students shall be liable to discipline, suspension or expulsion for misconduct, including but not limited to the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">OFFENSE</td> <td style="width: 50%;">CONSEQUENCE: Tardies start over after 1<sup>st</sup> semester</td> </tr> <tr> <td>Tardies</td> <td>4th Offense-Detention</td> </tr> <tr> <td></td> <td>5th Offense-Detention and call home</td> </tr> <tr> <td></td> <td>6th Offense-In-school suspension</td> </tr> <tr> <td></td> <td>7th Offense-Student contract</td> </tr> </table>	OFFENSE	CONSEQUENCE: Tardies start over after 1 <sup>st</sup> semester	Tardies	4th Offense-Detention		5th Offense-Detention and call home		6th Offense-In-school suspension		7th Offense-Student contract	<p>Coordinate with Board policy JG - Student Discipline</p> <p>If the district’s disciplinary sanctions for substance abuse, drug- and alcohol-related offenses include voluntary completion of a substance abuse, drug and alcohol assessment and rehabilitation program, language may be added such as:</p> <p><i>“To mitigate disciplinary action for drug- and alcohol-related offenses, a student may voluntarily complete a drug and alcohol assessment or evaluation at parent expense, by a qualified professional approved by the superintendent or designee and the student’s parent. If the parent/student agree(s) to the voluntary assessment or evaluation, the student may be readmitted to school after arrangements for the assessment or evaluation are verified by the superintendent or designee and completion of the terms of the mitigated district-imposed discipline. Failure to complete the evaluation or to comply with the recommendations of the evaluator will result in imposition of the unmitigated terms of the original disciplinary action.”</i></p> <p>Remember, if the district <b>requires</b> the assessment or evaluation, it may be obligating itself to pay for it. Consult with legal counsel.</p> <p>Any special conditions required for use of this option, such as only for first offenses, should be included.</p> <p>Coordinate with Board policy JHFDA - Suspension of Driving Privileges</p>
OFFENSE	CONSEQUENCE: Tardies start over after 1 <sup>st</sup> semester										
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Text	Editorial Notes
Truancy (skipping)  Willful Disobedience/ Major or Minor Insubordination	Loss of driving privileges or loss of right to apply for driving privileges may be added to paragraph 3, if policy is in place.
Theft or Vandalism (School or personal property)	
Assault (Physical or Verbal)	
Possession and/or use of tobacco	
Possession and/or use of drugs, alcohol	
Weapons	
Sale or distribution of Drugs/weapons	
*Use of a weapon will result in immediate expulsion. Parents and police will be notified.	

Text	Editorial Notes										
<p>Other major disciplinary infractions may include extortion, bomb threat, false pulling of the fire alarm, creating a dangerous situation or the blatant disregard for the rights of others. These offenses will be dealt with harshly. Severity of punishment will depend on the severity of the offense. Classroom discipline will be handled primarily by the classroom teacher using classroom penalties and giving detentions. However, when the classroom teacher has exhausted all other possibilities to change the student’s behavior, the student will be referred to the office.</p> <p><b>DETENTION STEPS:</b></p> <table border="0"> <thead> <tr> <th data-bbox="113 467 210 500">Step</th> <th data-bbox="310 467 472 500">Consequences</th> </tr> </thead> <tbody> <tr> <td data-bbox="113 500 142 532">1</td> <td data-bbox="210 500 556 532">Detention with teacher at lunch</td> </tr> <tr> <td data-bbox="113 532 142 565">2</td> <td data-bbox="210 532 1113 565">Detention with teacher after school-written parent contact. No after school activity.</td> </tr> <tr> <td data-bbox="113 565 142 597">3</td> <td data-bbox="210 565 955 597">2 day in-school suspension. No after school activity. Parent contact.</td> </tr> <tr> <td data-bbox="113 597 142 630">4</td> <td data-bbox="210 597 1423 654">1 day out of school suspension. Individual contract developed by team, parent, counselor, principal and behavior specialist, if available.</td> </tr> </tbody> </table> <p>After school activities include all activities during and after school and on weekends, which are not required for a grade in a class.</p> <p><b>IN-SCHOOL SUSPENSION</b></p> <ol style="list-style-type: none"> <li data-bbox="113 808 1323 841">1. A student must be referred to the in-school suspension room by an administrator or their representative.</li> <li data-bbox="113 841 1260 873">2. An administrator will attempt to contact the parents if a student is placed in in-school suspension.</li> <li data-bbox="113 873 1323 930">3. While in the suspension room, the student must work on an assignment from the classroom teacher. All assignments will be collected and returned to the teacher for classroom credit.</li> <li data-bbox="113 930 1438 1019">4. If the student does not abide by regulations for the program, the parent will be notified and the student will receive out of school suspension until the student is prepared to return to the in-school suspension room for the in-school suspension.</li> </ol> <p><b>CHEATING/PLAGIARISM POLICY</b></p> <p>Cheating is copying someone else’s work, allowing your work to be copied, or using cheat sheets on tests.</p> <p>Offense #1: Contact parents, zero on assignment, and loss of any extra credit, no make-up, and grounds for National Honor Society dismissal.</p> <p>Offense #2: Contact parents, three day suspension, same as Offense #1</p> <p>Offense #3: Same as Offense #1, automatic F for quarter grade.</p> <p>Plagiarism is copying published material and using it as if it were your own.</p> <p>Fraudulent Activity is considered changing grades in a grade book, the computer, or commandeering another student’s work without their knowledge.</p>	Step	Consequences	1	Detention with teacher at lunch	2	Detention with teacher after school-written parent contact. No after school activity.	3	2 day in-school suspension. No after school activity. Parent contact.	4	1 day out of school suspension. Individual contract developed by team, parent, counselor, principal and behavior specialist, if available.	
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<b>Text</b>	<b>Editorial Notes</b>
<p>Offense #1: Contact parents, three day suspension, grounds for National Honor Society dismissal, zero on assignment. Offense #2: Contact parents, automatic F for quarter grade, grounds for expulsion.</p> <p>Intentional Plagiarism is when you copy word for word published materials or simply changing a few words to make it seem like your own. The punishment for Intentional Plagiarism will be the same as it is for cheating.</p> <p>Unintentional Plagiarism is when you do not cite your sources correctly. The punishment for unintentional plagiarism is an automatic No-Grade until it is fixed. After you have made corrections there will be a 25% deduction of points. Once a cheating or fraudulent activity occurs, the student will be removed to the office for parental contact and appropriate steps will be taken. If caught cheating twice in one class, every cheating offense after that, in any class, warrants an automatic F for the Quarter. Example: Cheat two times in History and get caught each time, then when you cheat in English and caught you receive an F for English even though it was the first time to get caught in that class.</p> <p>DUE TO CIRCUMSTANCES NOT LISTED IN ANY OF THE ABOVE AREAS, THE DECISION WHETHER OR NOT TO PASS ANY OF THE ABOVE STEPS SHALL BE LEFT UP TO ADMINISTRATION IN ORDER TO PROPERLY HANDLE ANY DISCIPLINARY ACTION.</p> <p>ANY OF THESE INFRACTIONS, WHICH MAY ALSO BE A VIOLATION OF APPLICABLE LAWS, MAY BE REFERRED TO LAW ENFORCEMENT.</p>	
<b><u>Detention</u></b>	
<p>A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student’s parents have been notified of the reason for the detention and can make arrangements for the student’s transportation on the day(s) of the detention.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JGB - Detention of Students</p> <p>You may wish to add rules about detention and to specify exactly when/where detention is held.</p>
<b><u>Discipline of Students with Disabilities</u></b>	
<p>When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student’s parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student’s IEP team meeting addressing the infraction and its relationship to the disability.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JGDA/JGEA - Discipline of Students with Disabilities and administrative regulation</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>The IEP team will determine whether the misconduct is a manifestation of the student’s disability. Should the IEP team conclude the misconduct has no relationship to the student’s disability, the student may be disciplined in the same manner as would other students.</p> <p>If the IEP team concludes the misconduct is a consequence of the student’s disability, the team may review and revise the student’s IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.</p> <p>A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer’s order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, “injurious behavior” is defined as behavior that is substantially likely to result in injury to the student or to others.</p>	
<b><u>Expulsion</u></b>	
<p>A student may be expelled for severe or repeated violations of the Student Code of Conduct.</p> <p>No student may be expelled without a hearing unless the student’s parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.</p> <p>An expulsion shall not extend beyond one calendar year.</p> <p>The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JGE - Expulsion</p>
<b><u>Suspension</u></b>	
<p>A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during nonschool hours as an alternative to suspension.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JGD - Suspension</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.</p> <p>Every reasonable and prompt effort will be made to notify the parents of a suspended student.</p> <p>While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.</p> <p>School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.</p>	
<b>ONLINE LEARNING</b>	
<p>The district may grant credit for approved online courses offered by district-approved institutions, online courses offered through a public charter school or for online courses offered by the Oregon Virtual School District. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.</p> <p><b>PROTOCOLS FOR ODYSSEY/EDGENUITY STUDENTS</b></p> <p><b>STUDENTS:</b> Remember Odyssey/Edgenuity courses are credit courses taken online by computer. You will be receiving a grade just like you were in a classroom course. Work consistently on your Odyssey/Edgenuity class(es). You can work from any computer with Internet access. Don't put off Odyssey/Edgenuity simply because you don't have a classroom teacher directing you; in Odyssey, you must be self-directed. Progress reports are part of Odyssey/Edgenuity courses as well. Ask for help when you need it. Report problems with network connectivity or the Odyssey/Edgenuity program to Ms. Hanson in the Library.</p> <p>During school hours, some class periods may experience competition for computers or access to the Odyssey website. Please be patient, and think about working on Odyssey/Edgenuity while at home, if possible. While at school, RHS staff will decide where you need to go for your computer station based on space availability and staff supervision concerns.</p> <p><b>DAILY ATTENDANCE</b></p> <p>Report to Ms. Hanson in the Library at the beginning of class, even if your computer station is elsewhere. If working in a Computer Lab, ask permission of the nearest teacher or staff person to go to the rest room, office, etc. We need to know where you are. Absences, tardiness, and disappearances will be recorded just like any other class. Remember to follow computer and classroom etiquette—be respectful, responsible, and your best.</p>	

Text	Editorial Notes
<p><b>COURSE GRADING</b> RHS wants you to do well in your Odyssey/Edgenuity classes, but grades will be earned. Daily assignments are important, as are essays and related projects. Quizzes and tests are also crucial, and essentially reflect the best way for RHS to determine your progress.</p> <p><b>COURSE COMPLETION</b> Courses must be completed in a timely fashion, generally a semester’s work must be finished by the end of the following academic quarter. Unfinished courses at the semester’s end in June may result in an individual completion time line. Any unfinished Odyssey/Edgenuity semester work will result in an “NF” (not finished) grade; this grade will be changed to “F” if the work is not completed by the following quarter or approved time frame. A maximum of three full credits of Odyssey/Edgenuity courses will apply toward completion of high school course requirements. Exceptions require approval of the administration.</p>	
<b>DISTRIBUTION OF MATERIAL</b>	
<p>All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.</p> <p>Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a nonstudent without the approval of the administration.</p> <p>Materials not under the editorial control of the district may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district. The district may designate the time, place and manner for distribution.</p> <p>If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policies IB - Freedom of Expression, IGDB - Student Publications K-8, IIBGB - Web Pages, KJA - Materials Distribution, KI - Public Solicitation in District Facilities, KI/KJ - Commercial Advertising/Merchandise Sales, KJ - Advertising in District Facilities and administrative regulations</p> <p>List official district publications, yearbook, school newspaper, etc.</p> <p>Coordinate with Board policies JFH - Student Complaints, for student complaint procedure and KL - Public Complaints, for complaint procedures that someone other than a student should follow to appeal disapprovals</p>

Text	Editorial Notes
<b>DRESS AND GROOMING</b>	
<p>The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.</p> <p>Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.</p> <p>Student dress, cleanliness and hair style are primarily a student and parental responsibility. However, these must meet the approval of administration as this concerns the orderly running of the school without undue disruption and distractions. All obscene, distasteful, unhealthy, or disruptive attire, dress or grooming habits which affect the health, safety and educational process of the school in a negative manner, or which bring discredit to the school, will be prohibited. Within the following guidelines, the student and/or parents will be allowed discretion in grooming.</p> <ol style="list-style-type: none"> <li>1. When a student is participating in special activities, such as P.E., athletic practice, dances, etc.. In these situations, students must follow the requirements set by their teacher or advisor. In all cases, the dress and appearance should be appropriate to the needs of the activity and must not disrupt the activity or constitute a health or safety hazard.</li> <li>2. Shorts may be worn under the following regulations: shorts may not be made of nylon, terry-cloth, or thin see-through material. Shorts with holes in them are not allowed. Shorts and skirts must be as long as your fingers when putting your arms straight down your side.</li> <li>3. Shoes must be worn at all times.</li> <li>4. Appropriate undergarments must be worn.</li> <li>5. Spaghetti or small strapped tops and tops that expose the body trunk are prohibited (two-finger rule).</li> <li>6. See-through or mesh clothing is not allowed unless there is clothing underneath that fully covers the body or legs. Boy's baggy tank tops that expose the chest or torso are also prohibited.</li> <li>7. Sweatshirt and sweat pant type clothing will be allowed as long as they are neither too tight nor too baggy and meet other guidelines. Saggy pants are prohibited (pants worn at waist). Students are not to wear the same clothing regular classes as they use for P.E.</li> <li>8. Leggings/stretch/yoga pants are prohibited unless the student wears appropriate shorts or dresses over them.</li> <li>9. Hats/hoodies may be worn during school hours but they are not allowed to be worn in any classroom. The wearing of a hat is a privilege that may be revoked at any time by the principal. Students who wear a hat into the classroom must forfeit their hat to the teacher. The hat may be picked up at the principal's office at the end of the day.</li> <li>10. The use of profane or obscene language or gestures displayed in written, pictorial or any other form of clothing, jewelry, or personal belongings is prohibited. Double meanings or other implied use of such language is also prohibited. The wearing of any article of clothing, button, jewelry, etc., that promotes or depicts illegal drugs, alcohol, tobacco products, or that could be interpreted as gang related is prohibited at school or at school sponsored activities. Backpacks, purses, etc. are prohibited in the classroom.</li> <li>11. Matches and lighters are strictly prohibited.</li> <li>12. Chains that attach to belts or belt loops or laser pens are prohibited at all school functions.</li> </ol>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JFCA - Student Dress and Grooming</p> <p>Include general guidelines and the district's specific prohibitions developed annually by principals and teachers.</p>



Text	Editorial Notes
<b>DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS</b>	
<p>Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.</p> <p>At least one fire drill will be conducted each month for students in grades K-12.</p> <p>At least two drills on earthquakes for students will be conducted each year for students in grades K-12.</p> <p>A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.</p>	<p>Coordinate with Board policy EBCB - Emergency Drills</p> <p>Add other details, as appropriate. Insert for schools in coastal zone, tsunami drills, instructions and procedures as appropriate and replace paragraphs 1, 3 and 4 with the following:</p> <p><i>Instruction on fire, earthquake and tsunami dangers and drills shall be conducted for at least 30 minutes each school month in accordance with the requirements of law.</i></p> <p><i>At least three drills on earthquakes and tsunamis will be conducted each year for grades [K-8]. Drills and instruction on tsunami emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning.</i></p> <p><i>A map of the fire and/or tsunami escape route to be followed is posted near classroom doorways and reviewed with the students. When the fire alarm or tsunami warning is sounded, students must follow the directions of staff quickly, quietly and in an orderly fashion.</i></p>
<b>DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**</b>	
<p>The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.</p>	<p>Coordinate with Board policy IGAEB - Drug, Alcohol and Tobacco Prevention, Health Education</p>

Text	Editorial Notes
<p>Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.</p> <p>An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.</p> <p>The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.</p> <p>The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the office for information on district and community resources available to assist students in need.</p> <p><b>SUBSTANCE ABUSE POLICY</b></p> <p>Riddle Jr/Sr High School is a drug free campus. The use of alcohol and drugs on campus is strictly prohibited. Riddle School District recognizes that non-medical use of drugs and alcohol is hazardous to the health of students. It interferes with the education of the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this drug and alcohol policy has been established to ensure that the students attending the Riddle public schools will be educated in a drug and alcohol free environment.</p> <p>The purpose of this policy is to provide a clear message to students, parents, and the citizens of the community that use, possess, distribute, sell or under the influence of alcoholic beverages, illegal drugs, or look alike drugs as defined on ORS and OAR 518-22-413 will not be tolerated on school property, in school buildings, on school buses or at school sponsored events. This policy extends to all school sponsored or related activities whether held on school property or not. In addition, unlawful delivery of a controlled substance to a student or minor within 1000 feet of school property is a Class A felony punishable by a maximum of 20 years in prison, \$100,000 fine, or both. The school board recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs and alcohol. Furthermore, the school system will make available, without sanctions or disciplinary action, assistance to any student seeking drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students within the school setting. However, if it is suspected that a student has used, possessed, distributed or sold drugs or alcohol or is under the influence of drugs or alcohol, the student will be escorted by the district staff to the school office or other designated area. The building principal or staff member will:</p> <ol style="list-style-type: none"> <li>1. Promptly notify the Sherriff's Office and/or Services for Children and Family Division of the offense with a full report as appropriate. District staff will cooperate in the ensuing investigation and hand over any physical evidence obtained.</li> </ol>	

Text	Editorial Notes
<p>2. Notify the student’s parent or guardian, unless:</p> <ol style="list-style-type: none"> <li>1. The student is 18 and independent or an emancipated minor.</li> <li>2. Notification would endanger the student’s welfare law enforcement officials direct the staff not to notify the parents.</li> </ol> <p>3. Discuss the incident with the student, parents/guardians (if available for and immediate due process conference).</p> <p>4. Notify the Student Services Team.</p> <p>5. Tell parents/guardians about resources which offer treatment or their assistance for young people suffering from drug/alcohol problems.</p> <p>If a student is determined to have violated school policy or rules, the principal will impose the following penalty:</p> <ol style="list-style-type: none"> <li>1. Suspension from school for up to 10 calendar days, with the expulsion recommendation pending. During any period of suspension, the student will be provided with the procedures, methods, and conditions, if any, under which the school work can be made up.</li> <li>2. Forfeiture of the privilege of participating in any and all extracurricular school activities following the procedures outlined in the activities/athletics handbook.</li> <li>3. Students will normally be expelled for violations of this substance abuse policy. During the suspension, the student’s parents or guardian will be asked to meet with the school administrator(s) and members of the staff for the purpose of determining a specific plan for changing and monitoring the student’s behavior. If a satisfactory plan is developed, the suspension may be reduced and expulsion revoked. The plan must include both of the following: <ol style="list-style-type: none"> <li>a) The student must enter and satisfy the provisions of a drug/alcohol treatment program.</li> <li>b) The student must participate in approved support groups within the school or community.</li> </ol> </li> </ol> <p>The student or parents/guardians will responsible for all costs related to a treatment program.</p> <p>Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs brought onto school property and submit such drugs to the proper authorities for analysis and investigation.</p> <p>Note: According to Board policy, students are also prohibited from possessing prescription drugs and over-the-counter drugs on school property. The office staff will administer the drug as per written physician and parent or guardian instructions, if necessary, and the student will pick it upon leaving school.</p>	
<b>EMERGENCY MEDICAL TREATMENT</b>	
<p>A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on</p>	<p>Coordinate with Board policy EBBA - First Aid and administrative regulation</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.</p> <p>If the student is too ill to remain in school, the student will be released to the student’s parents or to another person as directed by parents on the student’s emergency form.</p> <p>School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student’s parents whenever the student has been transported for treatment.</p>	
<b>EMERGENCY SCHOOL CLOSING INFORMATION</b>	
<p>In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.</p> <p>When emergency conditions make it necessary to close schools for the day, announcements will be made on area radio stations. Announcements will be made before 7:00 a.m. if at all possible. If you have questions on the emergency procedure, please refer to the SCHOOL DISTRICT EMERGENCY PLAN on file in the school office. Check local radio and television stations for school closure information. Please do not call the school.</p>	<p>Coordinate with Board policies EBCD - Emergency Closures and EBC/EBCA - Emergency Procedures and Disaster Plans</p> <p>Include local information on weather-related or other emergency procedures (including, but not limited to, pandemic flu, declared public health emergency or other catastrophes).</p>
<b>EXTRACURRICULAR ACTIVITIES</b>	
<p>All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.</p> <p>Interested students should contact the office for additional information.</p> <p><b>ATHLETICS</b></p> <p>All students are encouraged to participate in athletics. Qualities such as fair play, good sportsmanship, ethical conduct and self-discipline can result from this participation. Students planning to participate in any interscholastic sport must meet the following criteria before being allowed to practice; each participant must:</p> <ol style="list-style-type: none"> <li>1. Have a physical on file.</li> <li>2. Have a medical release on file.</li> <li>3. Have a code of conduct signed by the student and his/her parent or guardian.</li> <li>4. Have a copy of their insurance card on file at the office.</li> <li>5. Meet both the school and O.S.A.A academic requirements.</li> </ol>	<p>Coordinate with Board policy IGD - Cocurricular/Extracurricular Activities</p> <p>Indicate if students/parents must sign an acknowledgment of stricter standards of conduct as a condition for participation in extracurricular activities.</p> <p>Include list of Board-approved extracurricular activities and local school procedures.</p>

Text	Editorial Notes
<p>G.P.A. REQUIREMENTS See athletic manual.</p>	
<p><b>FEES, FINES AND CHARGES**</b></p>	
<p>Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:</p> <p>Student body fees help support student body activities such as assemblies, clubs, athletics and all activities. A student body card will be given to the student after school pictures are taken which will provide identification for free entrance into the home games.</p> <ol style="list-style-type: none"> <li>1. Club dues;</li> <li>2. Security deposits;</li> <li>3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;</li> <li>4. Personal physical education and athletic equipment and apparel;</li> <li>5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;</li> <li>6. Student accident insurance and insurance on school-owned instruments;</li> <li>7. Instrumental rental and uniform maintenance;</li> <li>8. Student identification cards;</li> <li>9. Fees for damaged library books and school-owned equipment;</li> <li>10. Lock or locker deposits;</li> <li>11. Field trips considered optional to the district's regular school program;</li> <li>12. Admission fees for certain extracurricular activities;</li> </ol> <p>Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.</p> <p>The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:</p> <ol style="list-style-type: none"> <li>1. The district determines that the parent of the student is unable to pay the debt;</li> <li>2. The payment of the debt could impact the health or safety of the student;</li> <li>3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;</li> </ol>	<p><b>Notice required</b></p> <p>Coordinate with polices JN - Student Fees, Fines and Charges and JO/IGBAB - Education Records/Records of Students with Disabilities</p> <p>The district may now also seek reasonable attorney fees for any necessary court action to collect student debt. Include any fee/deposit amounts as known; include "pay to play" fees and procedures.</p> <p>Pursuant to repeal of ORS 339.260</p>

Text	Editorial Notes
<p>4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.</p> <p>A written notice will be provided to the student and his/her parent(s) of the district’s intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.</p> <p>Debts not paid within 10 calendar days of the district’s notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student’s debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district’s notice.</p>	
<b>FIELD TRIPS</b>	
<p>Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means students are subject to the school’s student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.</p> <p>All trips or special functions must be approved by Administration or the School Board. All out-of-state trips must be approved by the Board.</p>	<p>Coordinate with Board policy IICA - Field Trips and Special Events</p>
<b>FLAG SALUTE</b>	
<p>Students will be provided an opportunity to salute the United States flag at least weekly by reciting <i>The Pledge of Allegiance</i>.</p>	<p>Coordinate with Board policy INDB - Flag Displays and Salutes</p>
<b>FOREIGN EXCHANGE STUDENTS</b>	
<p>The school may enroll a maximum of 5 students from other nations from those exchange programs officially recognized by the Board.</p> <p>Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by the third week in August, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by the first week in January.</p> <p>Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.</p>	<p>Coordinate with Board policy JECBA - Admission of Exchange Students and administrative regulation</p> <p>The Illegal Immigrant and Immigrant Responsibility Act of 1997 requires school districts to charge foreign exchange students on F-1 Visa status full tuition costs. J-1 Visa students, those exchange students entering the country through one of the many sponsoring</p>

Text	Editorial Notes
<p>Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.</p>	<p>organizations, continue to be admitted to school tuition free.</p>
<p><b>FUND RAISING**</b></p>	
<p>Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to and approved by Student Council and the principal at least 10 days before the event.</p> <p>All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal and activities director is responsible for administering student activity funds. The student body business manager and treasurer serves as the student government representative in administration of student activity funds.</p> <p><b>JUNIOR CLASS CONCESSIONS</b></p> <p>Juniors will be evaluated on their performance and contribution to the class' concession stand operation. Evaluation scores will be tallied, forwarded to Mr. Wrinkle, and will compromise a portion of your overall grade in the Entrepreneurship class.</p> <p>Parent/Guardian participation is vital to the success of YOUR concession stand. Successful parent/guardian completion of duties can result in better evaluations for you as an individual student, and in the waiving of athletic team participation fees. Monies earned from the concession stand go toward the Junior/Senior Prom and for your Senior Trip. If you do not do well as a class in concessions, you will have much more fundraising work to do later.</p> <p>In general, all Juniors are expected to work TWO game events in the fall, and FIVE in the winter. A game event is normally an entire volleyball match, about 2 ½ at a football game, or about 2 hours during the course of a basketball night at RHS (usually four games when all JV teams play full games). If all Juniors participate, the task is greatly lessened for all involved. Dedicated involvement ensures the best evaluation going toward your Junior Careers class grade.</p> <p>To this end, remember to treat working in the concession stand like a regular job and just as if your paycheck depended on it. In an indirect way, it does.</p> <p>Expectations:</p> <ol style="list-style-type: none"> <li>1. Show up on time and stay for your entire shift. Ask permission for any deviation.</li> <li>2. Minimize drama and family issues.</li> <li>3. Stay off cell phones and electronic devices (only for emergencies).</li> </ol>	<p>Coordinate with Board policies IGDG - Student Activity Funds and IGDF - Student Fund-Raising Activities</p> <p>Include any local requirements, prohibitions.</p>

Text	Editorial Notes
<ol style="list-style-type: none"> <li>4. Friends, non-parents/non-guardians, team players, etc. should be kept to a minimum and away from the concessions counter. Concessions is a business.</li> <li>5. Use appropriate language and wear appropriate clothing. Long hair should be tied back or secured in hair net. Do not sit down behind the counter.</li> <li>6. Be positive and show respect to the customers; be your best and help with whatever work needs to be done. Teamwork is essential for success.</li> <li>7. Be eager to learn and apply what you learn; share your knowledge with other Juniors just starting in the concessions stand. Being responsible earns high marks with any future employer. Set a good example.</li> <li>8. Costs for food, candy, and soda pop are increasing faster than we can effectively raise prices for our clientele. Profit margins are slimmer than they have been in past years. The bottom line is NO FREE FOOD or DRINKS! Do not presume your Junior Class can afford to give away items—because it cannot.</li> <li>9. Your advisors are volunteers helping YOUR class to have successful concessions; we are not paid to operate concessions. It is up to all the Juniors to see that things are done right.</li> </ol>	
<b>GANGS</b>	
<p>The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student’s ability to meet curriculum and attendance requirements.</p> <p>A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.</p> <p>In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.</p> <p>No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.</p> <p>Students in violation of the district’s gang policy will be subject to discipline in accordance with the district’s Student Code of Conduct.</p>	<p>Coordinate with Board policies JFCEA - Gang Activity and JFCM - Threats of Violence</p>



Text	Editorial Notes								
<b>GRADE CLASSIFICATION</b>									
<p>After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.</p> <table border="0"> <tr> <td><b><u>Units of Credit Earned</u></b></td> <td><b><u>Grade Placement</u></b></td> </tr> <tr> <td>6</td> <td>10 (sophomore)</td> </tr> <tr> <td>12</td> <td>11 (junior)</td> </tr> <tr> <td>18</td> <td>12 (senior)</td> </tr> </table>	<b><u>Units of Credit Earned</u></b>	<b><u>Grade Placement</u></b>	6	10 (sophomore)	12	11 (junior)	18	12 (senior)	<p>Coordinate with Board policy IKF - Graduation Requirements</p> <p>Modify units of credit earned/grade placement to reflect local requirements. (The example is based on state minimum of 24 credits)</p>
<b><u>Units of Credit Earned</u></b>	<b><u>Grade Placement</u></b>								
6	10 (sophomore)								
12	11 (junior)								
18	12 (senior)								
<b>GRADE REDUCTION/CREDIT DENIAL</b>									
<p>Punctual and regular attendance is essential to the academic success of students. District staff may consider a student’s attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student’s disability or an unexcused absence, as determined by district policy.</p> <p>At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.</p> <p>Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.</p> <p>A No-Grade cannot replace an “F”. If a student is already failing a class they will not be given a “No-Grade.”</p>	<p><b>Notice required</b>, if Board policy is adopted.</p> <p>Coordinate with Board policy IKAD - Grade Reduction/Credit Denial</p> <p>Grade reduction or credit denial is permissible only when Board policy has been adopted and students and parents notified <b>in advance</b> of how attendance and class participation are related to the instructional goals of the subject or course.</p>								
<b>GRADUATION EXERCISES</b>									
<p>Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district’s diploma or certificate requirements will not be permitted to take part in the district’s graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.</p> <p>The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.</p>	<p>Coordinate with Board policies IKFB - Graduation Exercises and IKF - Graduation Requirements</p>								

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<p>Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.</p> <p>In order for Riddle students to walk at graduation, they must have all credit retrieval classes finished and passing all regularly scheduled classes at Riddle by the 2<sup>nd</sup> Friday in May. If a students' grade drops below passing after the 2<sup>nd</sup> Friday in May, they will not be eligible to participate in graduation practice until they have satisfied all of their course requirements.</p> <p>Students must follow all guidelines for graduation practice or risk not walking.</p>															
<b>GRADUATION DIPLOMA REQUIREMENTS</b>															
<p>The Board establishes graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate, which meet or exceed state requirements.</p> <p>A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or older or emancipated.</p> <p>Students will have onsite access to the appropriate resources to achieve a diploma, modified diploma, extended diploma or alternative certificate at each high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.</p> <p><b>CREDIT REQUIREMENTS</b></p> <p>In order to graduate from Riddle High School, a student must meet credit and attendance requirements. Each student is expected to carry a normal load of seven subjects per term. Any change from this practice must meet with the approval of the principal. By state and local mandate, certain courses are required for graduation. Please see the new state mandate of required credits on next page. The Riddle School Board requires that all high school students shall complete a minimum of 240 hours of work. Each semester course is worth a one-half credit and each year course is worth 1 credit. The following credit hours must be completed during a four year program:</p> <table style="margin-left: 100px;"> <tr> <td></td> <td style="text-align: center;">Grad 2014 and above</td> </tr> <tr> <td>English</td> <td style="text-align: center;">4 English IV*</td> </tr> <tr> <td>Math</td> <td style="text-align: center;">3 Algebra I and above*</td> </tr> <tr> <td>Science</td> <td style="text-align: center;">3 Two years Inquiry &amp; Lab*</td> </tr> <tr> <td>Social Studies</td> <td style="text-align: center;">3.5 World Geography*, US History*, Government*, Finances*, Economics*</td> </tr> <tr> <td>PE</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Health</td> <td style="text-align: center;">1</td> </tr> </table>		Grad 2014 and above	English	4 English IV*	Math	3 Algebra I and above*	Science	3 Two years Inquiry & Lab*	Social Studies	3.5 World Geography*, US History*, Government*, Finances*, Economics*	PE	1	Health	1	<p>Coordinate with Board policy IKF - Graduation Requirements and administrative regulation</p> <p>The district may choose to substitute IKF-AR under the Graduation Requirements in this section if the district does not have another document to notify students and parents of the specific requirements.</p> <p>OAR 581-022-0617, Test Administration Manual, Appendix L- Requirements for Assessment of Essential Skills.</p> <p>Coordinate with Board policy IKF and administrative regulation</p>
	Grad 2014 and above														
English	4 English IV*														
Math	3 Algebra I and above*														
Science	3 Two years Inquiry & Lab*														
Social Studies	3.5 World Geography*, US History*, Government*, Finances*, Economics*														
PE	1														
Health	1														

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<p>Senior Rotations .5            2nd Lang., Arts, Career &amp; Tech Ed. 3 Entrepreneurship*            Electives 5            *Mandatory Classes            TOTAL 24</p>	<p>Include modified diploma requirements as per OAR 581-022-1134.</p> <p>Include alternative certificate requirements as per OAR 581-022-1135.</p>
<p><b>Essential Skills</b></p> <p>The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student’s language of origin for those students who by the end of their 11 grade year:</p> <ol style="list-style-type: none"> <li>1. Are on track to meet all other graduation requirements;</li> <li>2. Are unable to demonstrate proficiency in the Essential Skills in English;</li> <li>3. Have been enrolled in a U.S. school for five years or less; and</li> <li>4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).</li> </ol> <p>The district will develop procedures to provide assessment options as described in the Test Administration Manual, in the ELL student’s language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student’s language of origin are scored by a qualified rater.</p> <p>The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.</p> <p>The district may award a modified diploma or extended diploma to a student only upon the written consent of the student’s parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. This requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.</p> <p>A student shall have the opportunity to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in either four years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.</p> <p>A student may satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma or</p>	<p>Include extended diploma requirements as per OAR 581-022-1133.</p> <p>Included per revised OAR 581-022, -1133, -1134 and 1135.</p>

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<p>alternative certificate in less than four years, the student’s parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.</p> <p>Beginning in grade five, the district will annually provide information of the availability of a modified diploma, an extended diploma and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternate assessment.</p> <p>A student who receives a modified diploma, extended diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student’s class.</p> <p>A student who received a modified diploma, extended diploma or alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the IEP team.</p> <p>The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program (“IEP”) completes high school, the district will give the student an individualized summary of performance.</p> <p>Eligible students with disabilities are entitled to a Free Appropriate Public Education (“FAPE”) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent on the IEP team determining the student’s continued eligibility and special education services are needed.</p> <p>Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.</p>	
<b>HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE</b>	
<p>Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.</p> <p>Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving</p>	<p>Coordinate with Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Cyber bullying/Menacing/Teen Dating Violence - Student and administrative regulation</p>

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<p>privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.</p> <p>Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.</p> <p>“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.</p> <p>“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:</p> <ol style="list-style-type: none"> <li>1. Physically harming a student or damaging a student’s property;</li> <li>2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;</li> <li>3. Creating a hostile educational environment including interfering with the psychological well-being of the student.</li> </ol> <p>“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.</p> <p>“Teen dating violence” means:</p> <ol style="list-style-type: none"> <li>1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or</li> <li>2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.</li> </ol>	<p>ORS 147.450, 147.453, 339.356, 409.290, 409.292, were amended by House Bill 4077 and Senate Bill 1555 (2012)</p>

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<p>“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property to violate this policy.</p> <p>“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury. “Retaliation” means hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.</p> <p>The Principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.</p> <p>Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair.</p> <p>The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.</p> <p>All complaints will be promptly investigated in accordance with the following procedures:</p> <p>Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the principal. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.</p> <p>Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.</p>	<p><sup>1</sup>Required by state law. All other bracketed language exceeds the requirements of state law and is under board authority ORS 332.107.</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.</p> <p>Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.</p> <p>Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.</p> <p>Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.</p> <p>Documentation related to the incident may be maintained as a part of the student's education records.</p>	
<b>HOMELESS STUDENTS</b>	
<p>The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.</p> <p>Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Mr. William Starkweather at Riddle Junior/Senior High School, the district's liaison for homeless students.</p>	<p><b>Notice required</b></p> <p>The NCLBA requires the district to designate a liaison for students in homeless situations. Following the student's admission, the district must immediately contact the school last attended for necessary records. A student in need of immunizations must be referred to the district's liaison for students in homeless situations for assistance.</p> <p>Coordinate with Board policy JECBD - Homeless Students and administrative regulations</p>

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<b>HOMEWORK</b>	
<p>Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.</p>	<p>Coordinate with Board policy IKB - Homework</p>
<b>IMMUNIZATION**</b>	
<p>A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.</p> <p>Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.</p>	<p>Coordinate with policies JHCA/JHCB - Immunizations and Health Examinations and JHCB - Immunization of Students</p>
<b>INFECTION CONTROL/HIV, HBV AND AIDS**</b>	
<p>Although HIV, AIDS and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.</p> <p>Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.</p>	<p>Coordinate with policies JHCCC/EBBAA/GBEBC - Infection Control - HIV, AIDS, HBV and JHCCBA/EBBAB/GBEBAA - HBV/Bloodborne Pathogens</p>
<b><u>HIV, HBV, AIDS – Students</u></b>	
<p>A student infected with HIV<sup>1</sup> or HBV is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.</p> <p>If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.</p> <p>If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.</p> <p>Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.</p>	<p>Coordinate with policies JHCC - Communicable Diseases and JHCCA - Students - HIV and HBV</p> <p>Repeal of OAR 333-018-0030</p> <p>Revision of: Oregon Health Services Manual, Oregon Department of Education 2012, Communicable Disease Appendix IV – Guidelines for Schools with Children Who Have Bloodborne Pathogens, such as HIV, Hepatitis B and C</p>



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	<sup>1</sup> HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus
<b><u>Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction</u></b>	
<p>An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, Sexually Transmitted Diseases has been included as an integral part of the district’s health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy IGAI - Human Sexuality, AIDS/HIV and Sexually Transmitted Diseases, Health Education</p>
<b>INSURANCE**</b>	
<p>Riddle School District provides no insurance. All students participating in sports MUST have on file in the office a copy of their insurance card before they begin playing in each sport for each season. If parents do not have insurance coverage, it may be purchased through a third party of the school. Riddle School District is not responsible for any insurance claims.</p>	<p>Coordinate with policies JHA - Student Insurance Program and IICA - Field Trips and Special Events</p> <p>Modify as necessary. District may include a statement that a form accepting or rejecting the student accident insurance shall be signed and returned by a parent/guardian at the beginning of the year.</p>
<b>LIBRARY/MEDIA CENTER</b>	
<p>The Library-Media Center is the heart of the educational program. Discover what it has to offer.</p> <p>Riddle High School will charge a nominal fine of five cents (\$.05) per late day for overdue books. The maximum late fine will be the purchase price of the book(s) outstanding. Students will not be permitted to borrow subsequent books until all book fines are satisfied. This policy of charging fines is not intended to be simply punitive. Rather, it is meant to instill a sense of awareness, responsibility, and courtesy in students using the RHS Library. For most students, overdue books have not been a significant issue. However, for some students the concept that checking out books is a privilege must be reinforced. The fine policy is designed to help insure students checking out books honor their obligation to return books in a timely manner. Often fellow students are waiting patiently to read books that a very few students hold out for extended periods.</p>	

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<b>LOCKERS</b>	
<p>Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. <i>A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker.</i> Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials. Lockers are assigned to students by the office at the beginning of the school year. Students are required to use only the lockers assigned to them; students are not to share lockers with another student. Students are also required to keep their locker doors securely closed to minimize the opportunity for theft. There is to be no writing on lockers. Pinups and magazine cutouts, if offensive, are not allowed. If your locker fails to function properly, report it to the office so that proper care may be taken in getting it repaired. School is not responsible for any items that may come up missing; personal belongings should be left at home. Lockers are not to be jammed.</p> <p>P.E. LOCKS-Every student is issued a lock for their basket in P.E., at the beginning of the term. If a student should lose their lock, they will be charged \$5.00 when they are issued another lock.</p>	<p>Coordinate with Board policy JFG - Student Searches and administration regulation</p>
<b>LOST AND FOUND</b>	
<p>Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester and school year.</p> <p>Loss or suspected theft of personal or district property should be reported to the school office.</p>	<p>Coordinate with Board policy ECA - Buildings and Grounds Security</p> <p>Districts may expand - consider policies ECAB - Vandalism/Malicious Mischief/Theft, JFCB - Care of School Property by Students and JN - Student Fees, Fines and Charges.</p> <p>The district may include a statement of its intention to hold students and their parents responsible for loss of, or damage to, district property.</p>
<b>LUNCH/BREAKFAST PROGRAM</b>	
<p>The district participates in the National School Lunch, Breakfast and Commodity Programs and offers free and reduced-price meals based on a student's financial need.</p> <p>The lunch room is a place where students can meet, eat, visit with friends and just relax. Students are expected to be polite, cooperative and willing to assume responsibility for their own lunch and beverage. Extra food, papers, milk cartons and</p>	<p>Coordinate with Board policy EFAA - District Nutrition and Food Services and administrative regulation</p>

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<p>leftover food are to be disposed of in the designated containers. Students observed throwing food, failing to clean up wastepaper, etc., will be assigned cafeteria clean-up responsibilities and/or detention after school.</p> <p>Students may leave the school to eat in the surrounding business area or go home to eat. It is their responsibility to get back to school on time.</p> <p>Each student is to remember that his/her behavior while in local restaurants and other business establishments is a direct reflection on the school and themselves. Each student is requested to conduct themselves in such a manner as to reflect pride upon themselves and the school.</p> <p>Additional information can be obtained in the office.</p>	<p>Include the name of the district employee responsible for free and reduced meal information.</p> <p>The district may need to coordinate with policy JEFA - Closed Campus/Open Campus.</p> <p>The district may also include information on cafeteria arrangements, schedules, prices, etc. If the district allows students to charge meals, include pertinent information. Districts not using meal tickets should revise language to reflect local practice.</p> <p>Individual <b>notice required</b>, as appropriate.</p>
<b>MEDIA ACCESS TO STUDENTS</b>	
<p>Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.</p> <p>Parents who do not want their student interviewed or photographed should direct their student accordingly.</p> <p>District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.</p> <p>The district reserves the right to close media access to students.</p>	<p>Coordinate with Board policy JOD - Media Access to Students</p>
<b>MEDICINE AT SCHOOL**</b>	
<p>Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.</p>	<p>Coordinate with Board policy JHCD - Administering Noninjectable Medicines to Students and administrative regulation</p>
<b><u>District-Administered Medication</u></b>	
<p>Requests for the district to administer medication shall be made by the parent in writing.</p> <p>Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of</p>	<p>Oregon law and Oregon Administrative Rules require districts to adopt policies and procedures that provide for the administration of prescription and nonprescription medicine to students by</p>

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<p>administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.</p> <p>Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication.</p> <p>All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.</p>	<p>trained school personnel and for student self-medication.</p> <p>Additionally, the district may provide trained staff to administer epinephrine or glucagon injections to students upon parent request.</p> <p>Coordinate with Board policy JHCDA - Administering Injectable Medicines to Students</p>
<b><u>Self-Medication</u></b>	
<p>Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.</p> <p>All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.</p> <p>Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing medication is strictly prohibited.</p> <p>Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.</p> <p>Contact the school office for additional information and forms.</p>	<p>For students who have been prescribed bronchodilators or epinephrine, school staff will need to request from a parent that the parent provide back-up medication for emergency use by that student. Back up medication will be kept at the student's school in a location to which the student has immediate access.</p>
<b>PARENTAL INVOLVEMENT**</b>	
<p>Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the districts asks parents to:</p> <ol style="list-style-type: none"> <li>1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;</li> </ol>	<p>Coordinate with Board policy JECAC/GBH - Staff/Student/Parent Relations</p>

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<ol style="list-style-type: none"> <li>2. Keep informed on district activities and issues. “Back to School” nights in the fall and spring and parent/booster club meetings provide opportunities for learning more about the district;</li> <li>3. Become a district volunteer. For further information contact the principal;</li> <li>4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building’s site council, with its emphasis on instructional improvement.</li> </ol>	
<b>PARENTAL RIGHTS</b>	
<p>Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:</p> <ol style="list-style-type: none"> <li>1. Political affiliations or beliefs of the student or the student’s parent;</li> <li>2. Mental or psychological problems of the student or the student’s parent;</li> <li>3. Sex behavior or attitudes;</li> <li>4. Illegal, anti-social, self-incriminating or demeaning behavior;</li> <li>5. Critical appraisals of other individuals with whom respondents have close family relationships;</li> <li>6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;</li> <li>7. Religious practices, affiliations or beliefs of the student or the student’s parents;</li> <li>8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.</li> </ol> <p>A student’s personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student’s parent(s) or the student, if age 18 or older.</p> <p>Instructional materials used as part of the school’s curriculum may also be reviewed by the student’s parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.</p>	<p><b>Notice required</b></p> <p>The No Child Left Behind Act (NCLBA) requires that the district directly notify the parent, at least annually at the beginning of the school year, when the covered activities are scheduled or expected to be scheduled. Districts should also plan to notify parents during the course of the school year in the event of unforeseen activities that arise requiring prior parental notification, opportunity to inspect materials and opt-out their student of activities.</p> <p>Personal information does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as college or other postsecondary education recruitment, or military recruitment; book clubs, magazines and programs providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the</p>

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	<p>purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related or education-related activities; or student recognition programs.</p> <p>Coordinate with Board policy KAB - Parental Rights and administrative regulation</p>
<b>PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA</b>	
<p>Students may possess personal communication devices, such as cell phones on school property, in district facilities during the school day only as authorized by the administration. A “personal communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. This includes other digital audio devices such as, but not limited to, iPods.</p> <p>Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.</p> <p>Social media websites are websites such as, but not limited to, Facebook, Instagram and Twitter.</p> <p>Students permitted to possess a personal communication device are prohibited from having the device on active mode during class. Personal communication devices brought to school may be used for appropriate/approved classroom (Teacher approval) or instructional related activities. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the principal.</p> <p>The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.</p> <p>Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the principal will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.</p>	<p>Coordinate with Board policy JFCEB - Personal Communication Devices and Social Media</p> <p>Districts should add any local building level rules. Districts that allow cell phone usage are advised that district policy and school rules should, due to photo technology, set restrictions on cell phone usage, banning use in locker rooms, restrooms, lunchrooms, etc. There is no intent to prohibit the appropriate use of personal communication devices for instructional or classroom activities.</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.</p> <p>Student possession or use of personal communication devices including but not limited to cell phones, pagers, and music devices are allowed at Riddle Jr/Sr High School under the following guidelines:</p> <ol style="list-style-type: none"> <li>1. All personal communication devices shall be turned off and out of sight during instructional time, or other times where such use of the device would cause a disruption of school.</li> <li>2. Cellular phones which have the capacity to take photographs and or moving pictures shall not be used for such purposes while on district property or while a student is engaged in school sponsored activities, unless expressly authorized in advance by the building principal or designee.</li> </ol> <p>Offense #1: Device will be taken to the office and student may reclaim it at the end of the day.  Offense #2: Device will be taken to the office and a parent must come to the office to reclaim it. The student also receives a detention as punishment.  Offense #3: Device will be taken to the office and a parent must come to the office to reclaim it. The student also receives ½ day of in-school suspension.  Offense #4: Device will be taken to the office and a parent must come to the office to reclaim it. The student also receives 1 day of in-school suspension.  Offense #5: The device will no longer be allowed on campus. A parent must pick up the device and the student will receive a one day out of school suspension.</p> <p>Note: If the first offense involves, for example, a cell phone, and the student is caught with an iPod that is considered the students second offense.</p>	
<p><b>PHYSICAL EXAMINATIONS**</b></p>	
<p>Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.</p> <p>Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.</p>	<p>Coordinate with policies JHCA - Physical Examinations of Students and JHCA/JHCB - Immunizations and Health Examinations, for any local physical examination requirements adopted by the Board</p> <p>Districts are advised that invasive physical examinations and screenings not otherwise</p>

<b>Text</b>	<b>Editorial Notes</b>
Students shall not participate without a completed school sports pre-participation examination form on file with the district.	required or permitted by state law may take place under the NCLBA only with prior parental notification and the option for parents to excuse their student from the activity.
<b>POSTERS</b>	
Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.	Coordinate with policies KJ - Advertising in District Facilities, KJA - Materials Distribution and KJB - Signs and Banners
<b>PROGRAM EXEMPTIONS**</b>	
<p>Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.</p> <p>An alternative program or learning activity for credit may be provided.</p> <p>All such requests should be directed to the principal by the parent in writing and include the reason for the request.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy IGBHD - Program Exemptions</p>
<b>PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**</b>	
<p>A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.</p> <p>Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.</p> <p>A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.</p> <p>Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.</p> <p>Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.</p> <p>If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.</p> <p>PARENTAL ACCESS SUPPORT SYSTEM (Tyler-Sis)</p>	<p>Coordinate with policies IKE - Promotion and Retention of Students, JECDA - Transcript Evaluation and accompanying administrative regulations</p> <p>If you publish a handbook for elementary students you may wish to include basic retention information for students in kindergarten, prekindergarten programs and multi-age classrooms. Will six-year-old students, determined by the school not to be developmentally ready for first grade, be assigned to a grade as deemed appropriate by the school with parental consent? Will students be retained more than one time in grades prekindergarten through grade 4, or more than one time in grades 5-8, unless a committee of the student's teacher(s) and two administrators</p>



<b>Text</b>	<b>Editorial Notes</b>
<p>Riddle School Districts' valuable on-line resource for parents and students to monitor grades, attendance, vaccinations, school calendar, schedule and messages. Student I.D. and passwords may be obtained from the school office.</p> <p><b>JUNIOR HIGH RETENTION POLICY</b>  In order to encourage students to accept responsibility for their own educational achievements and to assure that those students who enter high school have the minimum skills necessary to achieve in high school classes; all students to be promoted to the succeeding grade level will have received a grade of D or better in three of the following four classes for both semesters: English, Social Studies, Mathematics and Science.</p>	<p>approve, and the parent(s) agree because of some special circumstances? Will students in multi-age classrooms be considered for retention?</p>
<b>RELEASE OF STUDENTS FROM SCHOOL**</b>	
<p>A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.</p>	<p>Coordinate with policies JEDB - Student Dismissal Precautions and JEF - Released Time for Students</p>
<b>REPORTS TO STUDENT AND PARENTS**</b>	
<p>Written reports of student grades, progress reports and absences shall be issued to parents at least four times a year. Parents will be notified of student benchmarks, as appropriate. Letter grades will be used. Grades, Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.</p> <p><b>PROGRESS REPORTS</b>  Educational progress will be reported to parents by mail the middle of each nine week period. Parents will be advised as to subject or subjects in which the student is not doing passing work. In addition, positive notices will be sent home to students who are doing well in their subject. Progress reports reflect progress to that point and should not be taken as an indicator of progress past that date.</p>	<p>Coordinate with policies IK - Academic Achievement, IKA - Grading System and IKAB - Student Progress Reports to Parents</p>
<b>SEARCHES**</b>	
<u><b>Searches</b></u>	
<p>District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation, school rule, or the Student Code of Conduct is present in a particular place.</p>	<p><b>Notice required</b>   Coordinate with policies JFG - Student Searches, KN - Relations with Law Enforcement Agencies and administrative regulations</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.</p> <p>District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.</p> <p>Items found which are evidence of a violation of law, policy, regulation, school rule, or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.</p>	<p>Districts may want to include language conditioning permission for students to park vehicles on district property subject to searches with reasonable suspicion and/or notice of other district search techniques such as the use of drug-detection dogs and metal detectors.</p> <p>Consult with your district’s legal counsel for all such procedures added.</p>
<b>Questioning</b>	
<p>Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.</p> <p>Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.</p>	<p>Coordinate with administrative regulation JHFE-AR - Reporting of Suspected Abuse of a Child, revision as a result of Greene v. Camreta (9th Cir. Dec. 10, 2009) and/or KN-AR – Relations with Law Enforcement Agencies. The U.S. Supreme Court’s review of Greene v Camreta did not decide the merits of the 9<sup>th</sup> Circuit Court’s ruling. OSBA suggests keeping JHFE-AR(1) and JHFE/KN-AR(2) as best practice.</p>
<b>SENIOR TRIPS</b>	
<p>The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum.</p> <p>Private groups and organizations may be permitted to use district facilities and equipment during non-school, non-instructional time to promote senior trips on the same basis as facilities and equipment are provided to others.</p>	<p>Coordinate with policies IICAA - Senior Trips, KG - Community Use of District Facilities, KI - Public Solicitation in District Facilities, KI/KJ - Commercial Advertising/Merchandise Sales, KJ - Advertising in District Facilities, KJA - Materials Distribution and administrative regulations</p>
<b>SPECIAL PROGRAMS</b>	
<b><u>Bilingual Students</u> [English Language Learners]</b>	
<p>The school provides special programs for bilingual English language learning students. A student or parent with questions about these programs should contact the building administrator.</p>	<p><b>Notice required</b> for schools using Title IA or Title III funds to provide a language instruction program for limited English proficient and</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>In conjunction with the school’s language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:</p> <ol style="list-style-type: none"> <li>1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;</li> <li>2. The student’s level of English proficiency, how such level was assessed and the status of the student’s academic achievement;</li> <li>3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;</li> <li>4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;</li> <li>5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;</li> <li>6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;</li> <li>7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;</li> <li>8. Parental rights that include written guidance: <ol style="list-style-type: none"> <li>a. Detailing the right to have their student immediately removed from such program upon their request;</li> <li>b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;</li> <li>c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.</li> </ol> </li> </ol>	<p>immigrant students. Notice must be made not later than 30 days after the beginning of the school year. To the extent practicable, the notice must be provided in a language the parents can understand. The school must also separately inform a parent(s) of a student identified for participation in such a program, or participating in such program, in the event of failure to make progress on the annual measurable achievement objectives required by Title III.</p> <p>For those students who have not been identified as limited English proficient prior to the beginning of the school year, the school must provide parents with the required information within the first two weeks of the student being placed in a language instruction program.</p> <p>Remember to hold and send notice of meetings to parents of participating students.</p> <p>Coordinate with Board policy IGBI - Bilingual Education</p>
<p><b><u>Students with Disabilities</u></b></p>	
<p>Are you concerned about your child’s development? Do you feel that your child is disabled or has significant learning, speech/language, physical or behavioral problems that interfere with his or her classroom performance?</p> <p>Riddle School District No. 70 wants to find and evaluate the skills of children up to 21 years old living within our school district boundaries who have serious physical, vision, hearing, speech/language, learning or emotional problems so that appropriate educational services may be provided for them. If you have concerns about your child’s development, please contact Tony Milton (District Special Education Director) at Riddle Elementary School, 541-874-2226.</p>	<p>Coordinate with Board policy IGBA - Students with Disabilities - Child Identification Procedures</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>If you are the parent, guardian, friend or neighbor of a child you believe is disabled, and who is not attending school or receiving specialized services-please contact Riddle School District at 541-874-2226 and ask for Dave Gianotti, Special Education Representative. You may also call the Douglas ESD Special Education Department at 541-440-4761.</p>	
<b><u>Title I Services</u></b>	
<p>The school district provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.</p> <p>The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:</p> <ol style="list-style-type: none"> <li>1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;</li> <li>2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;</li> <li>3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;</li> <li>4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.</li> </ol> <p>Additionally, the school will provide parents with:</p> <ol style="list-style-type: none"> <li>1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and</li> <li>2. Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.</li> </ol>	<p><b>Notice required</b> for schools receiving Title IA funds.</p> <p>Coordinate with Board policy IGBC - Title I/ Parental Involvement</p>
<b>STUDENT/PARENT COMPLAINTS**</b>	
<b><u>District Personnel Complaints</u></b>	
<p>A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with</p>	<b>Notice required</b>

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<p>the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent’s decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.</p>	<p>Coordinate with policies JFH - Student Complaints, KLD - Public Complaints about District Personnel and administrative regulations</p>
<p><b><u>Discrimination on the Basis of Sex Complaints</u></b></p>	
<p>A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the building administrator.</p>	<p><b>Notice required</b></p> <p>Coordinate with policies JB - Equal Educational Opportunity, AC - Nondiscrimination and administrative regulations, for names of the Title IX compliance officer and the Section 504 coordinator</p>
<p><b><u>Education Standards Complaints</u></b></p>	
<p>Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.</p> <p>If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.</p> <p>After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.</p>	<p>Coordinate with Board policy LGA - Compliance with Standards and administrative regulation</p>
<p><b><u>Instructional Materials Complaints</u></b></p>	
<p>Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a “Reconsideration Request Form for Re-evaluation of Instructional Materials” may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.</p> <p>A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee’s recommendation and justification will be forwarded to the complainant together with the superintendent’s written decision.</p> <p>The complainant may appeal the superintendent’s decision to the Board, whose decision will be final.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy IIA - Instructional Resources/Instructional Material and administrative regulation</p>

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<b><u>Placement/Enrollment of Homeless Students Complaints</u></b>	
<p>In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school’s written decision in accordance with established district procedures. Additional information may be obtained by contacting the district’s liaison for students in homeless situations.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JECBD - Homeless Students and administrative regulation</p>
<b><u>Staff Sexual Conduct with Students</u></b>	
<p>Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.</p> <p><i>“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.</i></p> <p>The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.</p> <p>The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.</p>	<p>Coordinate with Board Policy JHFF – Reporting Requirements Regarding Sexual Conduct with Students</p> <p>Districts should also ensure that those reporting incidents of sexual harassment have more than one designated official to report to, in the event the designated official is the subject of the complaint.</p> <p>HB 4016 (2012)</p>
<b><u>Students with Disabilities Complaints</u></b>	
<p>A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district’s services, activities or programs to a student, should be directed to the special education director.</p>	<p>Coordinate with policies ACA - Americans with Disabilities Act, IGBAG - Special Education - Procedural Safeguards and administrative regulations</p>
<b><u>Students with Sexual Harassment Complaints</u></b>	
<p>Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy JBA - Sexual Harassment of Students and administrative regulation</p>

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<p>Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;</li> <li>2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;</li> <li>3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.</li> </ol> <p>Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.</p> <p>Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.</p> <p>Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.</p> <p>A copy of the notification letter, date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.</p> <p>Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.</p>	<p>Districts are advised that Oregon law requires board-adopted sexual harassment policies. Posting of the district's policy on a sign of at least 8 1/2" x 11" is also required in all "grade 6 through 12 schools in the district."</p> <p>It is advisable for the district to give one official overall responsibility for coordination and oversight of all sexual harassment complaints and other reported incidents to ensure consistent practices and standards. Coordination of record keeping (for instance in a confidential log maintained by the Title IX coordinator) will also ensure that the district can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them or who are involved in other reported incidents. Districts should also ensure that those reporting incidents of sexual harassment have more than one designated official to report to, in the event the designated official is the subject of the complaint.</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>Step 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.</p> <p>Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.</p> <p>Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.</p> <p>Students or parents with complaints not covered by this student handbook should contact the principal.</p>	
<b>STUDENT EDUCATION RECORDS**</b>	
<p>The information contained below shall serve as the district’s annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Education records are those records related to a student maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.</p> <p>Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.</p> <p>Education records are maintained in a minimum one-hour fire-safe place in the office by the principal. Permanent records shall include:</p> <ol style="list-style-type: none"> <li>1. Full legal name of student;</li> <li>2. Name and address of educational agency or institution;</li> <li>3. Student birth date and place of birth;</li> <li>4. Name of parent/guardian;</li> <li>5. Date of entry into school;</li> <li>6. Name of school previously attended;</li> <li>7. Course of study and marks received;</li> </ol>	<p><b>Notice required</b></p> <p>Coordinate with policies JO/IGBAB - Education Records/Records of Students with Disabilities, JOA - Directory Information, JOB - Personally Identifiable Information, JN - Student Fees, Fines and Charges and administrative regulations</p> <p>Districts that electronically bill for reimbursement of services under Oregon Medicaid programs, or contract for such services, are subject to the Health Insurance Portability and Accountability Act (HIPAA). Coordinate with Board policy EHA - Health Insurance Portability and Accountability Act (HIPAA)</p>



Text	Editorial Notes
<p>8. Data documenting a student’s progress toward the achievement of state standards and must include a student’s Oregon State Assessment results;</p> <p>9. Credits earned;</p> <p>10. Attendance;</p> <p>11. Date of withdrawal from school;</p> <p>12. Social security number;</p> <p>13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP’s, etc.</p> <p>Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student’s education records, provided they are in the sole possession of the maker.</p>	<p>Items listed in number 13 are bracketed to illustrate other information districts may include in a student’s education record as part of the student’s permanent record.</p>
<p><b><u>Access/Release of Education Records</u></b></p>	
<p>By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.</p> <p>Parents of a minor, or an eligible student (if 18 years of age or older), inspect and review education records during regular district hours.</p>	
<p><b><u>Provision for Hearing to Challenge Content of Education Records</u></b></p>	
<p>Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student’s education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student’s privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:</p> <ol style="list-style-type: none"> <li>1. Parents shall make request for hearing in which the objections are specified in writing to the principal;</li> <li>2. The principal shall establish a date and location for the hearing agreeable to both parties;</li> <li>3. The hearings panel shall consist of the following: <ol style="list-style-type: none"> <li>a. The principal or designated representative;</li> <li>b. A member chosen by the eligible student or student’s parent(s); and</li> <li>c. A disinterested, qualified third party appointed by the superintendent.</li> </ol> </li> <li>4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.</li> </ol>	

Text	Editorial Notes
<p>An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.</p> <p>If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.</p> <p>A copy of the district’s education records policy and administrative regulation may be obtained by contacting the office.</p>	
<p><b><u>Requests for Education Records</u></b></p>	
<p>The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student’s education record.</p>	
<p><b><u>Social Security Number</u></b></p>	
<p>The provision of the student’s social security number is voluntary and will be included as part of the student’s permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student’s social security number or student identification number be considered directory information.</p>	<p>Coordinate with Board policy JOA – Directory Information</p>
<p><b><u>Student Restraint and Seclusion</u></b></p>	
<p>The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to self or others.</p> <p>Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.</p> <p>In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others.</p>	<p>Coordinate with Board policy JGAB- Use of Restraint and Seclusion and administrative regulation</p> <p>Revised ORS 161.205 and 339.250</p>

<b>Text</b>	<b>Editorial Notes</b>
<p>Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.</p> <p>Parents will be notified if their student has been restrained or secluded as described above.</p>	
<b><u>Transfer of Education Records</u></b>	
<p>The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.</p> <p>The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.</p> <p>Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.</p>	
<b>STUDENT OFFICES AND ELECTIONS</b>	
<p>Held in the fall of each year. All students are encouraged to participate. Please apply with student council.</p>	<p>Include information on topics such as becoming a candidate, campaigning, filling vacancies, special requirements or standards of conduct for leadership positions.</p>
<b>STUDENT RELATIONS</b>	
<p><b>STUDENT DATING RELATIONS</b></p> <p>Student behavior in all aspects is the direct concern of school authorities while the student is on school premises or is participating in and attending any activity that the school sponsors. Students in relationships are expected to meet acceptable standards of good taste. This means no public display of affection. Fraternalization between students of the junior and senior high schools is strongly discouraged.</p>	
<b>SUMMER SCHOOL</b>	
<p>Summer school runs for three weeks in July. Summer school is offered for grades 7-12 in order for students not to be retained and to retrieve high school credit. Students must be referred by staff, principal, and/or guardian(s). All summer work must be finished by the third week of September. All fees are non-refundable.</p>	<p>Include local detail, if summer school is offered.</p>

Text	Editorial Notes
<b>SUPERVISION OF STUDENTS</b>	
Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.	Coordinate with Board policies JH - Student Welfare and JHFA - Supervision of Students
<b>TALENTED AND GIFTED PROGRAM**</b>	
<b><u>Identification of Talented and Gifted Students</u></b>	
<p>The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:</p> <ol style="list-style-type: none"> <li>1. Behavioral, learning and/or performance information;</li> <li>2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;</li> <li>3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Oregon Assessment of Knowledge and Skills (OAKS).</li> </ol> <p>Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policies IG BBA - Identification - Talented and Gifted, IG BBB - Identification - Talented and Gifted Students among Non-typical Populations and administrative regulations</p> <p>OAR 581-022-1310 and OAR 581-022-1330</p>
<b><u>Appeals</u></b>	
Parents may appeal the identification process services and/or placement of their student in the district's TAG program as follows:	
<b><u>Informal Process:</u></b>	
<ol style="list-style-type: none"> <li>1. The parent(s) will contact the district TAG coordinator to request reconsideration;</li> <li>2. The coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared;</li> <li>3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.</li> </ol>	
<b><u>Formal Process:</u></b>	
<ol style="list-style-type: none"> <li>1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;</li> <li>2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator;</li> <li>3. The program supervisor and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;</li> <li>4. Parent(s) may be provided an opportunity to review school/district data and present additional evidence;</li> </ol>	

<b>Text</b>	<b>Editorial Notes</b>
<p>5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;</p> <p>6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;</p> <p>7. The decision may be appealed to the Board;</p> <p>8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.</p>	
<b><u>Programs and Services</u></b>	
<p>The district's TAG program and service options will be developed and based on the individual needs of the student.</p>	<p>Coordinate with Board policy IGBBC - Programs and Services - Talented and Gifted</p>
<b><u>Programs and Services Complaints</u></b>	
<p>Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.</p> <p>A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.</p> <p>The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.</p>	<p><b>Notice required</b></p> <p>Coordinate with Board policy IGBBC - Programs and Services - Talented and Gifted and administrative regulation</p> <p>Revisions by the State Board of Education OAR 581-022-1310 and OAR 581-022-1330.</p> <p>OAR 581-022-1940</p>
<b>THREATS</b>	
<p>Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.</p> <p>Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.</p> <p>If threatening bodily harm to school personnel, a student may be suspended or expelled.</p>	<p>Coordinate with Board policies JFCM - Threats of Violence, JFCF - [Hazing/]Harassment/Intimidation/Bullying[/Menacing]/Cyberbullying/Teen Dating Violence - Student</p>

Text	Editorial Notes
<b>TOBACCO-FREE ENVIRONMENT</b>	
<p>Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.</p> <p>For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.</p>	<p>Coordinate with Board policy JFCG/KGC/GBK – Tobacco-Free Environment.</p>
<b>TRANSCRIPT EVALUATION</b>	
<p>Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.</p>	<p>Districts are advised to ensure procedures are in place for evaluating transcripts and awarding/denying credits from state and out-of-state standard and nonstandard schools, accredited, nonaccredited schools, approved alternative or private alternative education programs, home school based courses, online or other distant learning methods as well as Department of Defense Education Activity (DODEA), etc. State Board revision of OAR 581-021-0210.</p> <p>Coordinate with Board policy JECDA - Transcript Evaluation and administrative regulation</p>
<b>TRANSFER OF STUDENTS**</b>	
<p>Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.</p>	<p><b>Notice required</b></p> <p>The district’s requirement to allow transfers to “another public school in the district” under the NCLBA, extends to “public charter schools located in the district.”</p> <p>ESEA Flexibility Waiver</p>

Text	Editorial Notes
	Coordinate with Board policies JECC - Assignment of Students to Schools, JECF - Interdistrict Transfer of Resident Students, JECBB - Intradistrict Transfer of Students and accompanying administrative regulations
<b>TRANSPORTATION OF STUDENTS**</b>	
A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.	<b>Notice required</b>  Coordinate with Board policies EEACC - Student Conduct on School Buses, JFCC - Student Conduct on Buses and administrative regulations
<b><u>Transportation Rules</u></b>	
<p>All students in our school system who ride a bus to school or a school activity are subject to regulations until they get off at the school or the bus stop near their home. Any misbehavior which distracts the driver is a VERY SERIOUS HAZARD to the safety of all passengers.</p> <p>Every school bus driver has been supplied with a School Bus Incident Report which reflects the rules of student conduct required by this school district to conform to the state regulations as listed below.</p> <p>The following rules shall apply to student conduct on district transportation:</p> <ol style="list-style-type: none"> <li>1. Students being transported are under the authority of the bus driver;</li> <li>2. Fighting, wrestling or boisterous activity is prohibited on the bus;</li> <li>3. Students will use the emergency door only in case of emergency;</li> <li>4. Students will be on time for the bus, both morning and evening;</li> <li>5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;</li> <li>6. Students will not bring animals, except approved assistance guide animals, on the bus;</li> <li>7. Students will remain seated while bus is in motion;</li> <li>8. Students may be assigned seats by the bus driver;</li> <li>9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;</li> <li>10. Students will not extend their hands, arms or heads through bus windows;</li> <li>11. Students will have written permission to leave the bus other than for home or school;</li> <li>12. Students will converse in normal tones; loud or vulgar language is prohibited;</li> </ol>	Include any additional local conduct rules regarding transportation.

Text	Editorial Notes
<p>13. Students will not open or close windows without permission of the driver;  14. Students will keep the bus clean and must refrain from damaging it;  15. Students will be courteous to the driver, fellow students and passersby;  16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.</p>	
<p><b><u>Disciplinary Procedures for Violations of Transportation Rules</u></b></p>	
<p>The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:</p> <ol style="list-style-type: none"> <li>1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.</li> <li>2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.</li> <li>3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.</li> <li>4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.</li> <li>5. In all instances, the appeal process may be used if the student and/or parent desires.</li> </ol> <p>Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student’s individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of students with disabilities.</p>	<p>Coordinate with policies EEACC - Student Conduct on School Buses, JGDA/JGEA - Discipline of Students with Disabilities and administrative regulations</p>



Text	Editorial Notes
<b>TRAVEL SERVICES</b>	
<p>The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services may be permitted with approval of the Board and superintendent.</p> <p>Any district-approved seller of travel must meet the district's criteria for such vendors.</p>	<p>Coordinate with Board policies KI - Public Solicitation in District Facilities, KI/KJ - Commercial Advertising/Merchandise Sales or KJ - Advertising in District Facilities, as appropriate</p>
<b>VEHICLES ON CAMPUS</b>	
<p>Vehicles parked on district property are under the jurisdiction of the district. The district [requires] that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.</p> <p>In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.</p> <p>Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.</p> <p>Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.</p> <p>The district assumes no liability for loss or damage to vehicles or bicycles.</p> <p>Student cars are to be parked in the parking area facing First Street or East of the Library, observing the fire lane. In addition, there will be some student parking in the back of those areas. All students must register any vehicle they drive to school with the office. Firearms or weapons of any kind are not to be in any vehicle at the school.</p> <p>Driving automobiles is prohibited unless permission is received from the office. High school students will find a restrictive attitude taken at all times toward their driving near the elementary school during school hours. This is due to limited walking areas for so many small children on the streets in the area. Failure to cooperate may result in the loss of driving privileges. Parking spaces in front of the Library and those immediately adjacent to the main building (facing the F.A.C.S. and counseling rooms) are reserved for office and guests only.</p>	<p><b>Notice required</b></p> <p>Coordinate with policies JHFC - Student Bicycle Use, JHFD - Student Vehicle Use, JHFDA - Suspension of Driving Privileges, JFG - Student Searches and administrative regulations</p>

Text	Editorial Notes
<b>VISITORS**</b>	
<p>Parents and other adult visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. All visitors must sign-in and sign-out and loaned an ID Tag.</p> <p><b>STUDENT VISITORS</b> Students may not bring a student guest to attend classes with them, nor are students permitted to bring pets to school.</p>	<p>Coordinate with Board policy KK - Visitors to District Facilities</p> <p>Compare and check consistency with Board policies ECAA - Access to Buildings, ECAAA - Employee Identification Badge System and ECAC - Video Surveillance</p> <p>In response to district safety concerns that visitors are who they say they are.</p>

# Parent/Student Handbook Sign-off

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

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

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

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(Parent or Guardian) (Student) (Date)

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district and following District policy JOA.