

# JOSEPH CHARTER SCHOOL STUDENT HANDBOOK

PO Box # 787  
Joseph, OR 97846  
(541) 432-7311  
[www.josephcharter.org](http://www.josephcharter.org)

## *CONSISTENCY IN THE PURSUIT OF EXCELLENCE*

Welcome to Joseph Charter School. Our motto is “**Consistency in the Pursuit of Excellence.**” This means that we expect your best effort on everything, every day. You can attain excellence by setting goals and working to accomplish those goals each day.

Put yourself on the line this year. **Care** about your grades and extracurricular activities. Take a **risk** and work hard. Believe in yourself and **dream** big. **Expect** more of yourself than others do and prove to yourself that you are worth it!

**Mr. Lance Homan, Superintendent & K-4 Principal**  
**Mr. Jason Gorham, 5-12 & Imnaha Principal**

### **Philosophy**

Joseph Charter School identifies an educated person to mean: a person who has achieved an optimum level of understanding of their own special talents and strengths. This person has a level of literacy and understanding that allows them to interact in the world in a productive, positive manner. This person knows how to think and solve problems, understands and appreciates the diversity in our world, and has a vision for life that includes the ability to be a lifelong learner. This person is one who has mastered basic lifelong skills to the best of their ability, including literacy, mathematical problem solving, history, the political process, a scientific understanding of the world and an appreciation for the arts. This person has developed the values and character necessary to enhance the world in which they live and understands the responsibilities they have as a member of society.

### **Mission**

The mission of Joseph Charter School is to increase student achievement by expanding learning opportunities, building stronger partnership among educators, parents, and community partners. While encouraging the use of diverse and innovative learning methods and techniques. Academic excellence will be realized through individual student programs that will be supported by the principles of multiple intelligences, service learning, arts appreciation and vocational readiness.

## **CTE Vision**

By developing innovative CTE programs of study and establishing clear pathways to those programs, JCS will empower every student to become a positive, contributing member of society and to guide every student to successfully transition to post-secondary and career opportunities. CTE prepares students for career pathways in the global marketplace by offering experiential learning, post-secondary credits and industry certifications. Students will gain technical and high-level academic skills, equipping them to be lifelong learners. Ultimately, the program is based around short term training for long term careers. The program will consist of specific outcomes, which will work together to create a fully innovative and sustainable CTE program.

**JOSEPH CHARTER SCHOOL is YOUR school. We want the time you spend here to be happy, productive, and memorable.**

**This planner belongs to:**

**Name** \_\_\_\_\_

### **ADMINISTRATION & OFFICE STAFF**

Superintendent	Mr. Lance Homan
Principal	Mr. Jason Gorham
Athletic Director	Mr. Jason Crenshaw
Maintenance & Transportation	Mr. Tim Kiesecker
Maintenance & Facilities	Mr. Casey Flory
Food Services Director	Ms. Christine Eaves
District Administrative Asst.	Mrs. Miranda Micka
District Secretary	Mrs. Shelby Halladay

### **TEACHING / ED. ASSISTANT STAFF**

Mrs. Shilo Blankenship – 1<sup>st</sup> Grade  
Mr. Tim Bombaci – Ed. Asst. /Bus Driver Imnaha  
Mrs. Lanie Brewer– Ed. Asst.  
Mr. Jason Crenshaw – Social Studies  
Mr. John DeWitt – Math

Mr. Olan Fulfer – K-12 Physical Education  
Mrs. Kayla Grover –4th Grade  
Ms. Jennifer Hawkins - Art  
Mrs. Kendall Hayes – Science/Counseling  
Mr. James Hite – Shop  
Mrs. Jill Hite – 6<sup>th</sup> Grade  
Ms. Melissa Hoffman – Ed. Asst.  
Mrs. Michelle Homan – Music  
Mr. Damian Huff – Math  
Mrs. Michelle Keffer – Title I  
Mrs. Susan Koehn – K-6 STEM  
Mrs. Courtney Lyman – 2<sup>nd</sup> Grade  
Mrs. Chelcee Mansfield – Agriculture/FFA  
Mrs. Jacquelyn McCauley– Ed. Asst.  
Mr. Jacob Micka – 5<sup>th</sup> Grade  
Mrs. Grace Neuber – Prevention Specialist  
Mrs. Alexis Rindfleisch – Aviation/Spanish  
Ms. Tashina Schillereff– Ed. Asst.  
Mrs. Hannah Schmidtke – 3<sup>rd</sup> Grade  
Mr. Cameron Scott –Language Arts  
Mrs. Alyse Shetler – Kindergarten  
Mrs. Debra Steyaert – Special Education  
Mrs. Liza Strickland – Technology & Business  
Mrs. Sally Tanzey Ed. Asst. Imnaha  
Mrs. Shari Warnock – Imnaha

Email Addresses: [firstname.lastname@josephcharter.org](mailto:firstname.lastname@josephcharter.org)

### **Board Members**

Jeanie Story  
Olivia Losby  
Aspen Smith  
Doug Hellinger  
Kathy Zacharias

## **CUSTODIAL STAFF / BUS DRIVERS**

Dennis Welch	Custodian
Mr. Cole Kiesecker	Transportation
Mr. John McQuown	Bus Driver

## **FOOD SERVICE STAFF**

Ms. Christine Eaves	Food Service Director
Mrs. Brandi Schultz	Cafeteria

## **ATHLETICS – HEAD COACHES**

HS Basketball – Boys	Mr. Olan Fulfer
HS Basketball - Girls	Mr. Damian Huff
HS Football	Mr. Damian Huff
HS/JrHi Track	Mr. John Roberts
HS Volleyball	Mrs. Jill Hite
HS Wrestling	Mr. Tim Kiesecker
Co-Op HS Baseball	Mr. Zac Grover
Co-Op HS Golf	Mr. Marvin Gibbs
Co-Op HS/JrHi XC	Mr. Dan Moody
Co-Op HS Softball	Mr. Gary Gasset
JrHi Boys Basketball	Mr. Jacob Micka
JrHi Girls Basketball	Mr. Miranda Micka
JrHi Football	
JrHi Track	Mrs. Michelle Homan
JrHi Volleyball	

## **STUDENT BODY OFFICERS**

ASB President	Cooper Nave
ASB Vice President	Lauren McBurney
ASB Secretary	Casen Cunningham
Treasurer	Mathew Hoppel

## CLUBS AND ADVISORS

ASB Advisor	Mrs. Alexis Rindfleisch
Art Club Advisor	Mrs. Jenni Hawkins
Chess Club	Mr. Olan Fulfer
FBLA	Mrs. Liza Strickland
FCCLA	Mrs. Lisa Collier
FFA	Mrs. Chelcee Mansfield
Honor Society	Mrs. Kendall Hayes
Interact Club	Mr. Cam Scott
Sources of Strength	Mrs. Grace Neuber
Freshman Class Advisor	Ms. Liza Strickland
Sophomore Class Advisor	Mr. Jason Crenshaw
Junior Class Advisor	Mr. Chelcee Mansfield
Senior Class Advisor	Mrs. Kendall Hayes

It is the desire of the Joseph School Board and faculty to provide the best education program and learning experiences possible to the students of the district. Extra-curricular activities play an important role in the development of the students by providing educational, social, and practical benefits through participation. Students are encouraged to become involved in school sponsored activities.

### JO-HI FIGHT SONG

Come on and fight all you Eagles  
Fight for victory  
Men of courage never falter  
They will do or die,  
Rah, Rah, Rah.  
Fight all you Eagles  
Fight for victory  
We'll win this game and keep on winning  
Keep on winning for Jo-Hi  
Fight!

## **ALMA MATER**

Hail to thee our Alma Mater  
Make its echoes ring  
In the friendship consecrated  
Of her joys we sing,  
Never ceasing, e'er increasing  
Loyalty most high.  
Hail to thee, our Alma Mater  
Glorious Joseph High.

## **Ways to Support JCS**

### **FFA Alumni Association**

The National FFA Organization is the largest youth organization in the world, boasting over 425,000 members. Traditionally known for farm training, FFA has evolved into a more leadership and natural resource role whose purpose is to develop student potential for premier leadership, personal growth, and career success through agricultural education. Many FFA activities still include traditional livestock shows, crops and machinery. The Alumni Association helps support FFA with an annual dinner and auction every spring.

### **Joseph Athletic Improvement Project**

An enthusiastic group made up of Administration, Athletic Director, coaches and community members created JAIP. The mission of JAIP is to encourage athletic excellence, a positive community image, and competitive teams by providing financial assistance and support to our athletic programs. We also have "Eagle Gear" for sale which help show our Eagle Pride and proceeds go to JAIP. The biggest fund raiser is the annual JAIP golf tournament held every fall.

### **Joseph Education Foundation**

JEF is a non-profit foundation set up to enhance the education of the students at JCS. It sponsors fund raising activities throughout the year such as the Annual Dinner/Auction and the JEF Winter Basketball Tournament. All proceeds from these events are used to fulfill educational requests for the school.

## General Information

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### Accidents

Every accident in the school building or on school grounds (including practice sessions or any event sponsored by the school) must be reported immediately to the person in charge. The appropriate accident report form must be completed and on record to the school office.

### Virtual Learning Academy

We partner with Intermountain Education Service District to offer a wide variety of online classes that we use mostly for credit recovery in grades 7-12. ODE aligned curriculum for core area subjects (Math, ELA, Science, and Social Studies) meet Oregon state standards for credit.

### Adding/Dropping Classes

HS students may add or drop classes during the first week of each semester **ONLY**. **After one week the student is responsible for the current grade and cannot make schedule changes. Please see Mrs. Hayes for Add/Drop form.**

### Address/Phone Changes

It is **IMPORTANT** that students and parents notify the school of address or phone number changes throughout the year. Office staff and teachers regularly mail information and/or call a student's home. Simply notify the school secretary of changes.

### Age of Students

If a student is 18 years of age and has not completed 12<sup>th</sup> grade all rules, policies and expectations apply. Simply being 18 does not exclude said student from ALL rules, policies, or expectations. Additionally, an 18-year-old student may not excuse or grant permission for him/herself.

### A.L.I.C.E

ALICE- Active Shooter Response Training (Alert, Lockdown, Inform, Counter, and Evacuate) empowers people to make good survival decisions should an attack occur. It is a widely adopted, effective method of active shooter response training.

## Attendance

Joseph School emphasizes the development of the dignity and worth of each student and expects individuals to responsibly pursue the opportunities and challenges offered them. **We believe success in school is greatly affected by attendance and punctuality.** Students are expected to attend every scheduled class period every school day including assemblies and other activities scheduled during class time. Students lose a great deal educationally each day they are absent. Parents play a major role in influencing their son or daughter to attend school. It is the school's responsibility to communicate with the students and parents when problems arise. Therefore, we are committed to work with parents as a team to reduce student absences to a minimum.

The state of Oregon insists on regular attendance as well. ORS 339.020 states: "Any person having control of any child between the ages of 7 and 18 years who has not completed the 12<sup>th</sup> grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term." Oregon Law requires students to attend school until they are 18 years of age, until they graduate from high school, or they complete an approved alternative education program. Alternative education programs require parental/guardian and administrative approval. (ORS 339.010, 339.020, 339.080,090). Students are expected to maintain regular daily attendance in all of their classes. **ORS 339.065 defines irregular attendance as "Eight unexcused one-half day absences in any four-week period during which the school is in session."** Additionally, **ORS 339.925 now provides that the school district may issue a citation up to \$100 for infraction of school attendance law.**

When students are absent from school, the administration will determine if the absence is excused or unexcused. The decision of excused or unexcused follows the guidelines from Oregon Law.

- **Excused Absence:** An absence for personal illness, family illness, family emergency, school activity, religious holiday, medical or dental appointment, or pre-arranged college visitations, court appointments, and family commitments.



(ORS 339.065). **Any other reason for EXAB is at the discretion of administration. A parent can call and excuse their student however, that does not necessarily mean that the school will accept that as an EXAB.** For example: hair appointments.

- **Excessive Excused Absences:** Students who accumulate an excessive number of excused absences in class may be referred to the appropriate counselor or administrator for a review of their attendance pattern. ORS 339.250 states, “When it has been determined that a student’s attendance pattern is so erratic that the student is not benefiting from the educational program”
- Students who receive unexcused absences are subject to disciplinary action by the teacher and/or administration. These actions include staying after class, before school or after school detention, In-School Suspension, Work Detail, Out of School Suspension, dropping the class with a failing grade, and being placed on an Attendance Contract.
- **Unexcused Absence:** An absence for reasons other than those listed above is considered unexcused. Students arriving over 10 minutes late to any class will be considered absent and referred to the attendance office. Absences not verified by the parent within 48 hours (two days) of the date of the student’s return to school will be recorded as “unexcused” (ORS 339.020).
- **Note:** If a student is 18 years of age and has not completed 12<sup>th</sup> grade all rules apply. Simply being 18 years of age does not exclude rules, policies, or expectations. Additionally, state law gives the school the right to make the final decision and interpretation as to whether an absence is excused or unexcused.
- **Late Arrival/Early Dismissal** – Students leaving school for an excused reason after the school day has begun should notify the attendance secretary and check out before leaving campus. Students should again check in with the attendance secretary upon their return to campus. Students who arrive to school after the bell, shall check in with the attendance secretary and acquire a tardy slip. Teachers are not to allow late students into classes without a tardy slip.

- **Loss of Credit Due to Absences:** In most cases ten (10) or more days absent in classes that meet daily and five (5) absences for block classes **EX or UNEX** within a quarter is excessive and the student will be denied credit. If a student is in jeopardy of being denied credit, a meeting will be held with student, parent, teachers, and principal and a plan will be put into place. Parents may make a written appeal to administration within 7 days of the time credit is denied.

**We account for each child every school day.** If a student is absent, parents are requested to call the school (541-432-7311) before 8:15 AM. If no call is received, you will be contacted. If your child is late for school, a note or phone call is necessary, and they must check into the office and get a tardy slip before going into their classroom.

### **Backpacks**

Bags and/or backpacks will not be allowed in classrooms. They should be kept in a student's "locked" locker during the school day.

### **Breakfast and Lunch**

Breakfast-In-The-Classroom or Cafeteria is provided every day for grades K-6. Regular school breakfast is served between 7:30- 7:55 daily for grades 7-12. Lunch is served daily. All students must eat their food in the cafeteria. Eating in the hallway is not allowed.

### **Bullying**

Bullying is a repeated, unfairly matched, harm seeking, intimidation or coercion of another person. Bullying needs to be reported immediately to a staff member, so it can be addressed during school hours.

### **Cell Phones – Electronic Devices**

Electronic devices, including cell phones, can be used on campus during these specific times: before school, in hallways during passing time, during lunch, and after school. If a student requests to use the restroom during class, the cell phone may not leave the classroom with them. At all other times during the school day, electronic devices including phones, will be turned off and put away. Staff will seize electronic devices that are out during instructional time. Electronic devices confiscated by staff will be taken to the Principal and returned at the end of the school day by office staff. Students who

refuse to hand over electronic devices to staff upon request will be disciplined for insubordination.

If a family needs to communicate with their student, contact the front office at 541-432-7311.

Students are prohibited from using electronic devices in the restroom/locker rooms and from taking pictures or videos of other students or staff without their expressed permission.

1st time - Phone returned at the end of the day

2nd time - Parent called / school discipline / phone returned to student end of the day

3rd time - Parent must pick up phone afterschool / school discipline

Administrators may revoke phone privileges on campus for an extended period of time for repeated misuse

### **Cheating/Plagiarism**

The Joseph School faculty and administration believe honesty and trustworthiness are basic characteristics of a citizen in a free society. We also believe whatever learning a person achieves as the result of his/her own efforts is an accomplishment in which he/she can take pride and which will be useful and beneficial.

In this belief, and as an expression of the value we place on the integrity of a student's work, we will not accept plagiarizing, copying the work of others, doing another student's work for him/her, giving another student answers to tests or assignments, nor doing any other activity which falls into the classification of cheating, including the use of artificial intelligence (AI) such as ChatGPT.

The consequence for such action in a given year will be:

1st offense- make up the assignment for 50% credit within one week, referral to administration for school discipline and notification of parents by letter or telephone

2nd offense- zero on the assignment with no chance to make up work, referral to the administration for ISS, and removed from consideration for valedictorian/salutatorian

3rd offense- zero on the assignment with no chance to make up work, 3 days out of school suspension

### **Chromebooks**

Excellence in education requires that technology be integrated throughout the educational program and as a result, increasing access to technology is essential. The educational program at Joseph Charter School includes a Chromebook and we are very excited to be able to make these powerful tools available to our students. We also understand that both students and parent(s)/guardian(s) are concerned about keeping these tools secure and in good working order. The purpose of the 1:1 Chromebook program at JCS is to provide tools and resources to the 21st Century learner. Individual use of a Chromebook is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Learning results from the continuous interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the classroom teacher, instead effective teaching strategies with a Chromebook integrates technology into the curriculum.

### **Student Agreement:**

- I will follow teachers/building/district instructions when using technology.
- I will be polite, considerate, and use appropriate language.
- I will report and/or help prevent any bullying, abuse, or harm to others.
- I will tell an adult if I read, see or access something inappropriate, or if I witness inappropriate use of technology.
- I will follow all filters and security measures.
- I will use technology carefully and conserve district resources.
- I will not share my passwords, except with my parent/guardian.

- I will use only my own files and folders. I will not access another individual's files and folders without his/her permission.
- I will not reveal or post personal information belonging to myself or another person (i.e. passwords, addresses, phone numbers).
- I will follow copyright laws.
- I agree to return the Chromebook, case and power cords in good working condition.
- I will never loan out my Chromebook to other individuals.

### **Closed Campus**

In order to honor our **four-day academic-focus school week**, Joseph School District maintains a closed campus policy (Policy JEFA). Students are not allowed to leave campus during the school day or during lunch break. If a student **must** leave during the school day they need to check out in the office with the attendance secretary, have written or verbal parental permission in advance and check back into the office upon return. The only reasons that a student should leave campus includes: medical, dental, school related activities, or circumstances the Principal or Athletic Director (if applicable) deems appropriate. **We ask that parents honor our closed campus policy and not excuse students for reasons other then stated.**

### **Communication**

One of the most important elements of a child's educational journey is clear and regular communication between parents and teachers. It is vital that communication goes both directions.

**Parent to teacher communication.** Research shows that children do better in school when parents talk often with teachers, become involved in their school life and create an environment where the parents and teachers are a team. Teachers greatly appreciate when parents reach out to discuss their students.

**Teacher to Parent Communication.** It is expected that teachers reach out to parents if there are any concerns regarding a student's well-being, attendance, grades, etc. It is always best practice to communicate early and often with concerns. Parents appreciate it greatly when teachers reach out.

## Computer Use Policy

School district computers are designated for educational purposes. Students are required to follow board policy and classroom rules with regard to internet usage. Each student will be asked to sign our Acceptable Use Policy, which follows. All accounts can and will be monitored for misuse. Students who violate the stipulations of the Acceptable Use Policy may have their network account taken away, as well as be banned from all computer use at Joseph School.

## Conduct

Each student enrolled in JOSEPH MIDDLE/HIGH SCHOOL automatically becomes a citizen of our school. When a student accepts the privilege of citizenship, he or she must also assume the following obligations and responsibilities:

- |                              |   |
|------------------------------|---|
| <b>Respect for Self</b>      | Self-respect is very valuable because it provides guidelines to success. Students who have little or no respect for themselves can rarely succeed.  |
| <b>Respect for Others</b>    | Common courtesy should be displayed at all times. A tolerance and concern for others should also be shown.  |
| <b>Respect for Property</b>  | Pride and respect should prohibit students from marring walls, desks, restrooms or any other school property. Pick up trash from the floors and put it in a garbage can. This is another way you can show school pride. |
| <b>Respect for Authority</b> | All employed personnel have been given authority to correct students involved in misconduct.  |

In general, conduct befitting good citizens is expected of every student at JOSEPH MIDDLE/HIGH SCHOOL. Respectable conduct is expected at all times and places. You will be privileged to attend sporting contests, assemblies, pep rallies, concerts and many other activities. Please remember that your privileges require certain obligations and responsibilities on your part.

## **Conduct at Games/Activities**

Attendance at athletic games and other activities is a privilege. The fact that you are a member of the student body makes you a representative of the school. Patrons and students of Joseph School District and other communities will judge our school by your actions. This is particularly true on the athletic field and in the cheering section. Therefore, it is essential that you conduct yourself in a sportsmanlike and courteous manner.

Students who participate in athletics and extracurricular activities are expected to conduct themselves in a manner which reflects the high standards and ideals of their team, school and community. High personal standards of conduct are expected at all times so that teams and individuals can attain maximum achievement and be positive role models for students and members of the community. All students must be good citizens demonstrating decent conduct at school and in the community before being allowed to represent JCS at any home or away activities. Violations of conduct which are unbecoming may lead to disciplinary action.

In general, conduct befitting good citizenship is expected of every student at JCS. You will be privileged to attend sporting contests, assemblies, pep rallies, concerts and many other activities as long as you meet your obligations.

## **Counseling Program**

There is an on campus school counselor available every day of the week to provide counseling services to referred students. Students may be referred by self, staff, administration or parent(s).

## **Courses for College Credit**

<b>Course</b>	<b>College</b>	<b># of Credits</b>
Agriculture	TVCC	1-18
Aviation	TVCC	1-4
Business 101	TVCC	4
BA 218 (Personal Finance)	TVCC	3
Biology 101 (Adv. Bio 1)	EOU	3
Biology 102 (Adv. Bio 2)	EOU	3

Biology 103 (Human Physiology)	EOU		3
Biology 104 (Science Lab)	EOU	1	
Chemistry 101	EOU		4
EDUC 141 (Child Development)	TVCC		3
EDUC 199 (Special Topics)	TVCC		3-5
Fire Science	TVCC		1-3
History 201/202	BMCC		4-8
MA 111/112 (Pre-Calc./Calculus)	BMCC		3-5
SCI 116 (Future Health Prof.)	EOU		2
Success 101	EOU		3
Writing 121	BMCC		3
Writing 131 (Creative Writing)	BMCC		3

### **Dance Regulations**

1. Dances must be chaperoned by a minimum of 2-3 people of which one is a school district staff member.
2. High School dances will end before 12:00 AM and Middle School dances will end by 10:00 p.m.
3. Once a person leaves the dance he or she will not be allowed to re-enter.
4. Junior high students or people over the age of 20 are not allowed to attend high school dances.
5. Students who show symptoms of using drugs or alcohol will not be admitted and parents and/or law enforcement will be notified.
6. Anyone other than a Joseph High School student will not be admitted unless he/she has a guest pass.
7. Chaperones will be held accountable for the enforcement of these regulations.

### **Dress and Appearance**

Student dress and grooming should be in keeping with prevailing community standards. At no time should dress be distracting or interfere with health, safety or the educational process. Teachers are responsible for alerting students to dress code violations. If a student does not comply with the teacher's request to cover up or change dress the teacher will write a referral. The final decision on action will be made by the school administration. The following are not acceptable dress:

- Clothing that advertises alcohol, tobacco, sexual innuendoes, or violence.
- Accessories that might cause injury to self or others.
- Low cut shirts, shorts and/or pants that expose undergarments



or excessive skin, or do not extend to the mid-thigh.

- Garments that show cleavage or bare stomachs.
- Halter tops, low-cut, revealing tops, spaghetti, or strapless tops
- Tops and bottoms must meet, not exposing skin around the midriff in front or back
- Pajama bottoms.
- Anything else that interferes with the educational atmosphere, or disrupts the learning process.

**Footwear** must be worn at all times. (Grades K-6 must have closed-toes shoes on the playground).

### **Early Dismissal**

Please do not check your students out of school early at the end of quarters and/or semesters or at the end of the year as we have scheduled final exams during those times.

### **Eighth Grade Promotion**

In order to be promoted to high school, a student must earn 14 units of credit during the 7<sup>th</sup> and 8<sup>th</sup> grades. A unit of credit will be earned by receiving passing grades in a subject for the four 9-week quarters. These credits shall include two units in each of the following areas: language arts, mathematics, social science, science, health, PE and elective classes. Options for a student to earn credit for a quarter in which he or she does not pass includes: taking a final exam, completing make-up work assigned by the teacher, or IMESD VLA. At the end of each quarter a plan will be made to make up the work. Please note that the failing grade will not change on the report card, but it will allow the student to participate in promotion. In order to participate in Promotion, students must have passed or completed the make-up work by the pre-determined date.

## **Erin’s Law**

Senate Bill 856 mandates that students receive age appropriate instruction to help them recognize and respond to unsafe situations, and to increase awareness of child sexual abuse. Erin’s Law requires public schools to provide child sexual abuse prevention education a minimum of four times a year for children in pre-kindergarten through high school. Over the course of the school year, your student’s teachers, with the school Prevention Specialist and school counselor’s support, will present lessons to classes to meet the requirements of Erin’s Law. For more information on Second Step Protection Unit, visit <https://www.secondstep.org/child-protection>. In accordance with OAR 581-022-1910, parents can submit a written request to the school if they would like to “opt out” of specific learning activities.

## **Joseph School App**

Please utilize our Joseph School App (download in the app store or google play by searching “Joseph Charter School OR”, website and Facebook page as a direct and primary source of information. We work hard to keep it updated and current, it will answer most of your questions.

## **FEEES**

Athletic Pay to Participate Fee	\$50
ASB Fee	\$20
Art Class Fee	\$15
JrHi ASB Fee	\$10
JrHi Athletic Pay to Participate Fee	\$25
Lost Lock Fee	\$5
Lost Planner Fee	\$5
HS Shop Class Fee	\$15

## **FERPA**

The Family Education Rights and Privacy Act is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when they reach the age of 18. Schools may disclose, without consent, “directory “

information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about FERPA and allow them a reasonable amount of time to request that the school not disclose directory information about them if they desire. Visit <http://familypolicy.ed.gov/ferpa> for more information.

### **Friday School/After School Detention**

Friday School and After School Detention has been developed as an intermediate disciplinary step to be used for excessive tardiness, truancies, and general classroom behavior problems. **Students must be on time and serve the entire assigned hours during the assigned date.** Detention comes before athletic practices or other obligations. If students do not bring homework or something school related to work on, an alternative task will be assigned. Basic rules include:

- No headphones/music
- No drinks or snacks
- No talking
- No cell phones
- No sleeping or laying head down

### **Fund Raising**

Student organizations, clubs or classes, athletic teams, outside organizations, and parent groups may be permitted to conduct fund-raising drives with prior permission by administration. Requests should be made two (2) weeks before an event.

### **Grade Classification**

After the ninth grade, students are classified by grade level at the beginning of the school year according to the number of units of credit earned toward graduation.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
0-6	(9) Freshmen
7-13	(10) Sophomore
14-20	(11) Junior
21+	(12) Senior

## **Grading System**

A high school grade point average (GPA) is based on quarter grades beginning first quarter of 9<sup>th</sup> grade and ending the last quarter of 12<sup>th</sup> grade. Only A,B,C,D,and F grades are included in determining the GPA (i.e., PASS or INCOMPLETE grades are not used in determining GPA). Plusses and minuses will also be factored into GPA. Class rank is determined by the GPA and is one of the criteria used in college admission, scholarships, honor society, and graduation honors selection. Final class rank for Highest Honors and Honors is based on the seven (7) semesters GPA from grade nine through the first semester of grade twelve. College courses will also be noted on transcripts.

## **Graduation Exercises**

Graduation is set each year on the district calendar, typically the first Friday in June. The Joseph School District #6 Board of Directors believes that completion of the requirements for a diploma from the public schools is an achievement that improves the community as well as the individual. The Board wishes to recognize that achievement in a publicly celebrated graduation. Commencement exercises at JHS shall be held once each year. To participate, students must satisfy the following requirements:

- The student must be in attendance at JHS in an approved program during his/her senior or final year.
- The student must meet all district graduation requirements for a Joseph School District diploma, or must have successfully completed an individual prescribed education plan.
- The student must complete coursework by a predetermined date in May.

A student earning a graduation equivalency diploma (GED) or graduating from the Alternative Education Program will not participate in Graduation.

## **Graduation Requirements**

Twenty-eight (28) units of credit are required for a student to graduate from Joseph High School. Completion of the following courses is required for graduation.

Language Arts	4 units
Mathematics	3 units
Science	3 units

Social Sciences	3 units
Career & Tech. Ed./The Arts/ Second Language	3 units
Health	1 unit
Personal Finance/Economics	1 unit
Physical Education	1 unit
Keyboarding/Technology	1 unit
Parenting	.5 unit
Senior Project/Career Ed.	1 unit
Electives	6.5 units

Electives-recommended for college bound students:

- 2 units of the same foreign language
- 4 units of mathematics including algebra I, geometry and algebra II and beyond.

Other electives are available in the areas of vocational agriculture, business, home economics, art and music.

### **Guidance Counselor/Advisory Groups**

The guidance program includes information and assistance with educational planning, career/occupational planning, assessment administration/interpretation, and post high school planning issues. Scholarship information is available to all students. All students are encouraged to use the guidance and counseling services throughout their high school careers. Your counselor is willing to assist you with any areas of your interest, concerns and/or needs. Most post high school plans will be completed in Senior Project however, high school students start a four-year, work-in-progress plan their freshman year and continue to touch base with that plan with the guidance counselor and via Advisory Groups.

### **Hall Passes**

In general, students should not be out of class. The opportunity to leave class with a hall pass is a privilege extended to students. Any student who is out of a teacher's classroom should have a PASS or their planner "Hall Pass" section filled out and signed by the teacher.

## **Honor Roll (7-12)**

Honor Roll is a special recognition of student academic achievement in grades 7-12. It is based on the total GPA for the quarter, and names will be posted at school. In order to achieve placement on the honor roll, a student must be enrolled in a minimum of five graded classes excluding teacher aide and/or work experience. The minimum GPA required for Honor Roll recognition is 3.25. Coursework will receive a letter grade, computed on the following scale: A = 4.00 points, B = 3.00 points, C = 2.00 points, D = 1.00, F = .00.

## **Hats/Hoods**

Classroom teachers have the right to allow or not allow hats/hoods in their classrooms. It is the student's responsibility to abide by individual teacher's classroom rules without argument.

## **Highly Qualified**

The federal legislation "No Child Left Behind Act" requires that you are informed about the qualifications of your child's teachers. Oregon has always been a leader in setting high standards for the licensing of teachers and I Joseph School District is pleased to tell you that all of the teachers for students in grades K-6 meet the definition of "highly qualified." The instructional assistants working with your children are also "highly qualified." Each of them has met a high standard on a written academic assessment. They have demonstrated knowledge in reading, writing, and mathematics as well as the ability to assist in instructing in the classroom. We are proud of our staff and am confident the teachers and instructional assistants are committed to the work of educating every child in our school.

## **Immunizations**

Before starting school, students 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 and must be presented to the office upon enrollment.

## **In-School Suspension**

In-School Suspension is a controlled, isolated environment that allows administrators to remove students from the classroom for a defined period of time while supplying them with their normal classroom work. Students who refuse to comply with ISS rules will be placed on Out-of-School Suspension.

## **Lockers**

Lockers are assigned at registration and are the property of Joseph School District. As such **lockers are subject to search** if reasonable suspicion exists. Locker checks are conducted and may be done so without student notification or presence. Arbitrary searches may be conducted with the assistance of police and/or police dog for contraband drugs and weapons. Students are responsible for damage done to the locker assigned. **The school accepts no responsibility for the contents of student lockers. Students should leave lockers locked at all times and not bring valuables to school.**

## **Make-up Work**

In keeping with our belief that the classroom situation itself and the interaction with the teachers are important aspects of the educational setting of Joseph High School, the school reserves the right to require students to make up work and school time lost due to absence. The decision as to what is required for make-up and the time and place of make-up will be the responsibility of the teacher, working in conjunction with the student and administration. It is the student's responsibility **ON THE DAY** he/she returns to school to contact the teacher for his/her make-up work. The make-up period will be the number of days absent from school plus one day (i.e., one day absence = two school days for make-up; two days absence = three school days for make-up). For extended absences that are neither illness nor family emergencies, make-up arrangements must be made prior to the absence. There may not be make-up work opportunities for unexcused absences. Not all excuses meet Joseph attendance standards. For those classroom activities which are graded, but cannot be duplicated, an alternate make-up experience will be provided for the student. In the case of extenuating circumstances, an administrator will consider the details involved and make a decision accordingly. Teachers have the right to **NOT** accept late work in their individual

classes. However, **any teacher who is willing to accept late work will only do so up to two weeks after assigned due date.** After that time the assignment will be a zero.

### **Medication**

Medication Administration in Oregon schools is authorized by OAR 581-021-0037.

### **Notice to Occupants**

Per Oregon Law we are required to inform you that on December 6, 2012 all Joseph School District buildings were re-inspected for Asbestos containing building material (ACBM). Asbestos is a mined mineral that was used for insulation of hot water pipes. It was also put in ceiling and floor tile and was sprayed or troweled on open beams for insulation and fireproofing. Some of the health effects of asbestos exposure are: asbestos warts, asbestosis and lung cancer. Asbestos was found to be in ceiling tile in the Jr. High and HS classrooms 204-206 and 103-105, transportation and principal's offices. Also we assume that all floor tile and linoleum in all school buildings is ACBM. The colored cement board above most of the HS and Jr. High window areas, as well as wall and ceiling covering in drying rooms in boy's locker room is cement asbestos board. We also assume that all pipe and tank insulation in the boiler room at HS and grade school buildings is asbestos. The hard fittings on all wrapped pipes throughout the attics, is assumed to be asbestos. The operation and maintenance plan calls for the ceiling tile to be removed when funds are available. We will maintain the thermal system insulation in good repair so there will be no fiber release. We will also do periodical surveillance every six months and re-inspect in three years. If you have any concerns, questions or would like to review the management plan, contact Tim Kiesecker, 432-7311, Director of Maintenance and Transportation.

### **Parent Expectations**

Please be involved in your student's school life. Know what is going on at school and in any extra-curricular activities your child may be involved in. By doing this you will show them how much you care and how important education is.



Please be aware of homework and support them to finish assignments. Homework provides students the opportunity to practice the skills learned and to add depth and understanding of faces and concepts.

Please communicate directly with your student's teacher(s). If there is a question, a problem, or a concern; **ALWAYS** talk to the teacher first.

### **Parent Vue**

Parent Vue is a web portal/mobile app that provides parents with near real time access to information regarding a child's academic experience; including grades, attendance, discipline, graduation requirements and more. Please see Shelby in the office for login information and access.

### **PARKING**

Students, parents, and staff are to park in the lower parking lot **ONLY**. Parent Pick-Up is in the lower round about and busses will occupy the upper round about.

### **Positive Behavior Intervention System (PBIS)**

PBIS is an advance in school-wide management in that the emphasis is on school-wide systems of support that include proactive strategies for designing, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a variety of randomly developed individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom, and non-classroom settings, such as hallways, restrooms and the school bus. PBIS is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining school-wide systems of support that improve school results of inclusion, safety, social interactions, family support, and educational

work habits for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

### **Posters**

ALL signs, banners, and posters **must** be approved by the Principal before being displayed. Any student wishing to display printed material must get approval from the building principal.

### **Pre-Arranged Absences**

When a student knows in advance that he/she is going to be absent it is the student's responsibility to pre-arrange with **every** teacher and be accountable for missed work. Students can obtain a pre-arranged absence form in the office. (Refer to make-up work policy.)

### **Prom Dress Code**

It is the administration's intent that Prom attire complements an environment that reflects common sense, good judgment and mutual respect amongst students and staff. The purpose of this policy is to define and clearly communicate appropriate Prom Attire so there are not conflicts or miscommunications the night of Prom.

The schools recognize that students have personal tastes and that self-expression in dress is encouraged but must be limited where it may intrude upon the rights of others to a comfortable Prom setting. The code is also designed to present a consistent image of high school students. A good rule of thumb: **If you question the appropriateness of the attire, it probably isn't appropriate.**

#### **Appropriate Prom Attire:**

Dresses	No shorter than mid-thigh. Open back means dresses cannot be lower than a hand's length above the top of the buttocks. No underwear including, but not limited to, boxers, briefs, bras, bra straps, panties and thongs may be showing while standing, dancing or sitting.
Shoes	Shoes of some sort must be worn at all times.
Dress slacks	

Button-up shirts  
Tuxedos

**Prohibited Items of Clothing (including but not limited to):**

T-shirts  
Cutoffs/shorts  
Jeans  
Anything bearing sexual suggestion, connotations of violence, drugs, alcohol, or profanity

**Penalties for Violations:**

Enforcement of this code and judgment of appropriateness of Prom Attire is the responsibility of each building's administrator, chaperones, and/or staff for their school's students only. Students who violate the dress code will be denied access to the Prom with no refund.

**Public Complaints**

Complaints are handled and resolved as close to their origin as possible. The Board advises the public that the proper channeling of complaints is as follows: (1) Teacher, (2) Principal, (3) Superintendent, (4) School Board.

**Report Cards**

Every Students will be mailed a hard copy of report cards at the end of each quarter. Any 7-12 grade students with Ds/Fs will be mailed a progress report at mid-term. Grades are based on daily work, prompt completion of assignments, test, class attendance, class behavior and other teacher assessments.

**Safe Oregon Reporting**

All students should feel safe at school and their communities. SafeOregon gives students, parents, schools and communities a way to report safety threats or potential acts of violence.

Online: [www.safeoregon.com](http://www.safeoregon.com)  
Call/Text: 844-472-3367  
Email: [tip@safeoregon.com](mailto:tip@safeoregon.com)

## **Scheduling Activities**

All non-athletic activities, field trips, etc. requests must be submitted by the teacher or advisor to the Principal on the activities request form at least one week prior to activity. Parents must be notified of said activities and permission slips are required in order for students to participate in activity.

## **School Counselor**

Wallowa Valley Center for Wellness, Inc. partners with our school to provide a school counselor. It is the policy of WVCW that parent(s)/guardian(s) will be informed and permission obtained, before WVCW school counselor meets with students regularly, unless an exception is made. Full policy and list of exceptions is available on our web site. Referrals can be made by friends, parents, teachers, etc. Referrals made by teachers will be discussed with parents prior to referral being given to counselor.

## **Student Education Records**

Joseph School District will maintain information in a file on each student. The information contained below shall serve as the district's annual notice to parents of minors and eligible students (18 and older) of their rights, the location, and district official responsible for education records. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with state and federal laws. Access to student records shall be limited to the parent or guardian of the student, the student if over 18 years of age, and all instructional staff members and administrators of the district.

## **Tardiness**

A tardy will be excused when a student arrives to class within the first 10 minutes of class with a valid, signed, dated, timed note from another staff member or from the attendance office. Parents can only excuse a tardy that occurs upon the student's arrival to school.

**However, whether tardies are excused or not the following guidelines are in place:**

**Tardy 1** Warning

**Tardy 2** Teacher Discretion

**Tardy 3** Detention & Parent Notification

Teachers must write referrals and give to administration for violations of tardy policy in their classrooms.

### **Truancy**

Disciplinary Action will be accumulated per semester with truanancies. Each time a student misses at least one class period during a school day, parent/guardian notification will be attempted by the secretary. By working together, we can minimize unexcused absences from class.

- |                       |   |
|-----------------------|---|
| <b>Truancy Step 1</b> | ·Parent notification  |
| <b>Truancy Step 2</b> | ·Detention and parent notification  |
| <b>Truancy Step 3</b> | ·ISS and parent notification  |
| <b>Truancy Step 4</b> | ·2 days OSS<br>-Parent conference to review Oregon compulsory attendance law and student's attendance |
| <b>Truancy Step 5</b> | ·5 day OSS<br>-Establish attendance contract<br>-Parent notification                                  |
| <b>Truancy Step 6</b> | ·Possible expulsion and/or citation issued at discretion of Superintendent per Board Policy JEA-AR    |

Teachers must write referrals and give to administration for truancy violations in their classrooms. When a student fails to comply with discipline he/she may receive the next step of progressive discipline.

### **Vending Machine**

We have a vending machine that is “manned” by the 6<sup>th</sup> grade class and is a vital fund raiser for the annual field trip to the coast. For grades 5-12 students may use the machine during breaks, lunch, before and after school. Grades 3-4 may use the machine before or after school only. Grades K-2 are not allowed to use the machines. Students need to bring the proper money to use in the machine (dollar bills/quarters). Please do not come to the office and ask for change.

\* \* \* \* \*

## DISCIPLINE

**Discipline Philosophy** – The prevailing philosophy at Joseph School is that students who conduct themselves according to the rules of courtesy and common sense need few stated rules to guide their conduct. As long as students accept the responsibility required of them by such a philosophy, a minimum of supervision and a maximum of freedom will be the rule. In the event a student or groups of students ignore this responsibility, either in the classroom or out, disciplinary action will be taken.

It is the responsibility of Joseph School to help students develop acceptable behavior patterns by creating a social climate within the school which is conducive to proper individual and group behavior. The school views the teaching of discipline as an essential part of the educational goal of the school. The responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior on the part of the student shall belong to all those concerned with the educational program – the student, the school personnel, the parents, and the community.

Disciplinary actions will be conducted on an individual basis with consideration to severity and the number of prior referrals. These decisions will be made at the discretion of the administration.

All district employees shall be free from insult, abuse, interference, and/or intimidation by threat, force, or violence.

### Classroom Referrals

There are two reasons why students should be removed from the classroom as a disciplinary measure: **either the student is preventing other students from learning, or the student is preventing the teacher from teaching.**

1. EXAMPLES (but not limited to) for immediate referral to the office:
  - a. Speaking disrespectfully to a teacher
  - b. Uses obscenity to other students
  - c. Striking another student with intent to harm
  - d. Striking a teacher

- e. Possession of tobacco, drugs, or alcohol
- f. Violates dress code
- g. Refuses to take part in emergency drills
- h. Theft in classroom

## **PREAMBLE**

Joseph School District No. 6 adheres to the philosophy that the fundamental purpose of the school is to provide educational opportunities for students. If this purpose is to be achieved effectively, a satisfactory learning environment must be established and maintained.

The District also believes that students, as citizens of this country, have the right to free inquiry and expression, due process, peaceful assembly, equal educational opportunity, and freedom from discrimination. In exercising these and other rights, each must respect the rights, privilege, and welfare of others. This statement of rights and responsibilities is intended to help accomplish the educational purposes of the District.

### **I. STUDENT RIGHTS**

- A. Students shall have the right to equal educational opportunity without discrimination on the basis of national origin, race, religion, economic status, gender, pregnancy, marital status, previous arrests, previous incarceration, or handicap.
- B. Students shall enjoy freedom of speech, press, and assembly.
- C. Students shall be free from unlawful interference by other students in the pursuit of education.
- D. Students shall be free from verbal, written or physical acts of harassment, hostility, or defamation in any form based on national origin, race, religion, economic status, gender, pregnancy, marital status, previous arrest, previous incarceration, or handicap.
- E. Students shall be secure against unreasonable search and seizure. The search of a student, a student's possessions, or school property assigned to a student (locker, desk, etc) and the seizure of items in his/her possession, shall be subject to the following conditions and limitations:
  - 1. There shall be reasonable cause for a search by school authorities.
  - 2. General search of school property may be conducted at any time.

3. Search of school property assigned to a student and search of a student's possessions, shall be for specific item or items and be in the student's presence if possible.
  4. Illegal items such as explosives, weapons, controlled substances, or other possessions reasonably determined will be confiscated from the student's possession.
  5. Items used to disrupt or interfere with the educational process may be removed from a student's possession and returned at the district's discretion.
- F. Students may petition the school or district for redress of grievances.
  - G. Students will not be deprived of educational rights without due process of law.
  - H. Students may apply for re-admission at any time before the expiration of suspension or expulsion.
  - I. Students of majority age, if emancipated from parent(s) or guardian(s) shall have adult rights regarding their education programs.
  - J. The Joseph School District will make available to students an optimal insurance plan, but students are free to secure their own plan. The Joseph School District does not purchase health insurance for coverage against student injury and/or accident. Private insurance coverage is strongly recommended for students.

## **II. STUDENT RESPONSIBILITIES AND CODE OF CONDUCT**

Violation of the following rules of conduct may result in corrective action as set forth in Section III.

### **A. GENERAL RULES OF CONDUCT**

1. Students shall obey all rules and regulations of the school district as determined by the administration and Board of Directors.
2. Students shall submit to lawful supervisory and disciplinary authority of the district and school.
3. Students shall obey classroom, campus and transportation rules as developed by the principal and staff members. Campus rules shall apply to adjacent properties and designated areas neighboring the school grounds.
4. Students shall submit to reasonable corrective action imposed by the district or its authorized employees.
5. The rules concerning student conduct shall apply at all school related activities on or off campus.
6. **Adult** students shall observe rules of conduct applicable to all students.



## B. SPECIFIC RULES OF CONDUCT

1. Handicapped students are subject to the same treatment under the rules governing student conduct as non-handicapped students with the modification indicated in the provisions in Section V. Special Education Discipline.
2. Students participating in interscholastic athletics are further subject to the Joseph School District Athletic code available from the Athletic Director or building Administrator.
3. Students shall:
  - a. Be regular in attendance, remain on school grounds from the time of arrival and, attend regularly scheduled classes, unless officially excused.
  - b. Comply with school bus rules of conduct.
  - c. Obey driving and parking regulation.
  - d. Identify themselves upon request to school district or public officials.
  - e. Assume the responsibility for restitution of lost or damaged material, equipment or other school property.
  - f. Abstain from acts of harassment, hostility, defamation, lewdness, obscenity and profanity, in any form including but not limited to verbal, physical or written attacks of a racial, ethnic or sexual nature.
  - g. Wear appropriate attire: appropriate attire shall exclude any hats, type of dress, apparel, backpacks, manner of grooming displayed, reflected or participated in, which officials reasonably believe:
    1. Would disrupt or interfere with the school environment, activities and/or education process.
    2. Would create, in fact, an atmosphere in which a student, staff member or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
4. Students shall not:
  - a. Interfere with or disrupt the educational process.
  - b. Imply gang membership or affiliation through behavior, apparel, activities, acts or other attributes that lead or reasonable could lead to disrupting the educational process.

- c. Use, sell, distribute, possess or be under the influence of alcoholic beverages or controlled substances or items that purport to be any of these items.
- d. Use, sell, possess or distribute tobacco or tobacco-related products on school property.
- e. Distribute, possess, sell and/or use any imitation controlled substances (commonly know as “look-alike drugs”).
- f. Interfere with or intimidate school district authorities in the discharge of their duties.
- g. Possess, sell or distribute items not related to the school operation or program.
- h. Falsify parents, guardian, or other person’s authorization on any school document or in any communication with the school.
- i. Cheat, plagiarize, or turn in another person’s papers projects, computer-generated products, programs, etc., as one’s own.
- j. Gamble (playing cards, dice or games of chance for money or other things of value).
- k. Threaten acts of violence or intimidate other students and/or personnel.
- l. Bring skateboards, roller blades, go carts, mini-bikes, horses, or any unregistered motor vehicle upon school grounds.
- m. Trespass: enter or remain unlawfully in school district buildings or on any part of district property or adjacent areas.
- n. Commit any other acts otherwise prohibited by the district or that may constitute a crime under any federal, state, county or local law.

The Joseph School District reserves the right to refer any acts of its students which may constitute a crime under any federal, state, county, or local law to law enforcement authorities.

### **III. CORRECTIVE ACTIONS AND PROCEDURAL DUE PROCESS**

Designated school district employees may impose the following corrective actions for violations of the rules of student conduct. A student shall be given an opportunity to contest the facts leading to the corrective action, to contest the appropriateness of the corrective action imposed by disciplinary

authority, or to allege prejudice or unfairness on the part of the school district of fiscal responsibility for the corrective action. However, the hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources and cooperation with the student and his/her parent(s) or guardian(s). Once a hearing is required, the hearing authority may request the student and the parent(s) or guardian(s) to attempt reconciliation first, but if the student and parent(s) and guardian(s) decline this request, the hearing authority shall schedule a hearing in accordance with these rules.

### **EXCEPTIONAL MISCONDUCT**

As a general rule, no student shall be suspended for short or long term unless another form of corrective action reasonably calculated to modify his/her conduct has previously been imposed upon the student as a consequence for misconduct of the same nature, however, if certain exceptional misconduct is of such frequent occurrence or so serious in nature or so serious in terms of its disruptive effect upon the operation of the school, then an immediate suspension or expulsion is warranted.

1. The following misconduct may result in immediate suspension or expulsion on the first offense:
  - a. Under the influence, use, possession, sale and/or distribution of alcohol.
  - b. Under the influence, use, possession, sale and/or distribution of controlled substances.
  - c. Assault or threats of harm to self or other(s).
  - d. Fighting
  - e. Theft
  - f. Written, verbal, or physical harassment or defamation.
  - g. Burglary
  - h. Robbery
  - i. Larceny
  - j. Possession of stolen property.
  - k. Extortion
  - l. The use, possession and/or sale of explosive devices.
  - m. Possession of weapons.
  - n. Vandalism
  - o. Malicious mischief and/or endangering the health and safety and/or bullying of others.
  - p. Threat of harm written or verbal.
  - q. Arson
  - r. False alarms

- s. Lewd conduct, indecent exposure, use of obscenity, profanity – oral, written or gestures.
  - t. Unlawful interference with or intimidation of school authorities.
  - u. Failure to submit to lawful supervisory and disciplinary authority of the district and school.
  - v. Failure to submit to reasonable corrective action imposed by the District or it's authorized employees.
  - w. Hazing/Harassment/Intimidation/Menacing as defined in Board Policy.
2. The building administrator and district-level hearing officers are authorized to grant exception in cases involving extenuating and/or exceptional circumstances.

**B. PREDETERMINED DISCIPLINE FOR SPECIFIED VIOLATIONS**

Board approved predetermined discipline for the following actions supersede all rules and corrective action set forth regarding discipline, suspension, emergency removal, or expulsion. Disciplinarian and hearing officer have the right to take special circumstances into consideration.

1. Alcohol, drugs or substance purported to be drugs or alcohol (including possession of paraphernalia):
  - 1<sup>st</sup> Offense** Report to police and suspension for 10 days.
  - 2<sup>nd</sup> Offense** Report to police and expulsion for 30 days.
  
2. Sale of drugs or substances purported to be drugs or alcohol:
  - 1<sup>st</sup> Offense** Report to police and expulsion for remainder of semester. Re-admittance will be considered after assessment is completed and recommendations have been made and followed.
  
3. Smoking, vaping, chewing, possession of tobacco or purported substances on school grounds and at school events:
  - 1<sup>st</sup> Offense** 1 day suspension and successful completion of an assignment on tobacco usage.
  - 2<sup>nd</sup> Offense** Suspension for 3 days.
  - 3<sup>rd</sup> Offense** Suspension for 5 days.
  
4. Stealing/vandalism/destruction of school property or possession of stolen property:
  - 1<sup>st</sup> Offense** Report to police and expulsion for remainder of semester.

Students may not reenter until costs of vandalism are paid.

5. Obscene, abusive or disrespectful actions directed at school personnel:  
**1<sup>st</sup> Offense** Suspension for 5 days.  
**2<sup>nd</sup> Offense** Expulsion for remainder of semester.
6. Striking another student, fighting, or inciting a fight:  
**1<sup>st</sup> Offense** Report to police and suspension for 3 days.  
**2<sup>nd</sup> Offense** Report to police and expulsion for the semester.
7. Possession or having been in possession of a weapon or explosive devise purported to be a weapon:  
**1<sup>st</sup> Offense** Expulsion for 1 year.
8. Threatening or implying bodily harm to school personnel or their relatives:  
**1<sup>st</sup> Offense** Expulsion
9. False Alarms:  
**1<sup>st</sup> Offense** Referral to police, 3 day suspension, restitution.  
**2<sup>nd</sup> Offense** Referral to police, 5 day suspension, restitution.  
**3<sup>rd</sup> Offense** Expulsion

### C. RESTITUTION

Restitution must be made for the actual costs of replacing or repairing materials or property lost or damaged by a student. A student's grades, transcripts, or diploma will be withheld until restitution is made by payments by the student or his/her parent(s) or guardian(s), or payment is made through volunteer work as determined by the building administrator. A student or his/her parent(s) or guardian(s) may appeal the imposition of the charge under the procedural due process provisions for the imposition of discipline.

### D. DISCIPLINE

"Discipline" shall mean all forms of corrective action other than suspension or expulsion and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period, provided the student is in the custody

of a school district employee for the balance of such period.  
Discipline is subject to the following limitations and conditions:

1. No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.
2. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:
  - a. The student's attendance and/or participation is related to the instruction objectives or goals of the particular subject or course, and
  - b. The student's attendance and/or participation have been identified by the teacher as a basis for grading, in whole or in part, in the particular subject or course.
3. Students may be detained after the regular hour for dismissal with consideration given for student transportation needs. Parent(s) or legal guardian(s) shall be informed of the detention prior to the time for serving the detention.
4. Procedural Due Process:
  - a. Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal and his/her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference, the student, parent, or guardian shall be subject to questioning by the building principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.
  - b. Subsequent to the building level grievance meeting, the student, parent or guardian, upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee.
  - c. If the grievance is not resolved, the student, parent(s), guardian(s), upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent(s) or guardian(s) of its response to

- the grievance within ten (10) school business days after the date of the meeting
- d. The above procedures apply:
    - 1) To a student appealing the imposition of a charge for lost or damaged school property.
    - 2) The Joseph School District Athletic Code appeals beyond the building level.
  - e. The disciplinary action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his/her designee elects to postpone such action.

#### **E. SEXUAL HARASSMENT**

The Joseph School District is committed to a positive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment can occur between adult to student, student to adult, student to student, adult to adult, male to female, male to male, female to male, and female to female.

In accordance with Joseph School District board policy, the district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally.

#### **F. CORPORAL PUNISHMENT**

Corporal punishment, the spanking or striking of a student as a form of discipline, shall not be administered.

#### **G. SUSPENSION**

“Suspension” shall mean a denial of attendance (other than for the balance of the immediate class, subject or activity period for “discipline” purposes) at any single subject or class, or at any full schedule of subjects or classes, or any other type of activity conducted by or in behalf of the district, and any combination of

the school district, and any combination of the foregoing, for the stated period of time. A suspension may also include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

The Board authorizes the superintendent or principal to suspend a student for one or more of the following reasons:

1. Willful violation of school regulations;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student or other students;
4. Willful conduct which endangers school property.

Each suspension will include a statement of the reasons for suspension, the length of the suspension and a readmission plan. No suspension shall extend beyond 10 school days. The district may require a student to attend school during non-school hours as an alternative to suspension. Every reasonable and prompt effort must be made to notify the parents of suspended students.

**Students who are suspended may not attend after-school activities and athletic events; be present on district property without a parent or participate in activities directed or sponsored by the district.** Students who violate these provisions may be referred to law enforcement officials.

#### **H. EXPULSION**

“Expulsion” shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes, a denial of attendance at any other type of activity conducted by or in behalf of the district, and any combination of the foregoing, for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.



No student may be expelled without a hearing unless the student's parents, or the student is 18 years of age, waive the right to a hearing, either in writing or by their failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agree to abide by the lawful findings of a hearing officer or review officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least 5 days prior to the scheduled hearing. Notice will include:
  - The specific charge or charges;
  - The conduct constituting the alleged violation, including the nature of the evidence of the violation;
  - A recommendation for expulsion;
  - The student's right to a hearing;
  - When and where the hearing will take place;
  - The right to representation.
2. The superintendent or designee will act as hearing officer and will conduct the hearing. The hearing officer will not be associated with the initial action of the building administrators;
3. In case either parent or the student have difficulty understanding the English Language or have other serious communication disabilities, the hearing officer will provide a translator;
4. The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The district's attorney may be present;
5. The student will be afforded the right to present his/her version as to the charges and to introduce evidence by testimony, writings or other exhibits;
6. The student will be permitted to be present and to hear the evidence presented by the district;
7. The hearing officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and records of the student. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the board, along with the officer's decision on disciplinary action if any, including the duration of any expulsion.

- This decision will be made available in identical form and at the same time to the board and to the student and the student's parents;
8. The hearings officer or the student may make a record of the hearing;
  9. If the decision of the hearings officer is appealed, the Board at its next regular meeting will review the decision of the hearings officer and will affirm, modify or reverse the decision. Parents of students who wish to appeal the decision of the hearings officer will have the opportunity to be heard at the time the Board reviews the decision;
  10. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:
    - The name of the minor student;
    - The issues involved;
    - The discussion;
    - The vote of Board members, which may be taken in executive session.

Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student expelled (other than a weapons policy violation). The district must document to the parent of the student that proposals of alternative programs have been made.

## **I. EMERGENCY REMOVAL**

1. A student may be removed immediately from a class, subject, or activity by a certificated teacher, an administrator or instructional aide or from a school bus by the driver or transportation supervisor, if sent or delivered to the building principal or another designated school authority, provided that they have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other student, or school personnel or an immediate and continuing threat or substantial disruption of the class, subject, activity, bus, or educational process of the student's school.

#### **IV. RIGHTS, RESPONSIBILITIES, AND AUTHORITY OF SCHOOL DISTRICT EMPLOYEES**

All employees of the district shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been established. In each instance in which an employee acts to help a student conduct him or herself properly, emphasis shall be placed on the growth of the student in self discipline.

All employees responsible for the supervision of students may use reasonable physical restraint in controlling any student in emergency situations for the following purposes: self-defense, to protect other students, to restrain a student from injuring him/herself, escort a student from one location to another on the school campus. Such use of physical restraint shall not be considered to be corporal punishment.

##### **A. TEACHERS**

1. Teachers shall have the right to:
  - a. District support in their efforts to maintain student discipline,
  - b. Freedom from insult, abuse, interference by force or violence, and intimidation by threat, force, or violence,
  - c. Orientation by the principal on the maintenance of student discipline,
  - d. Participate in the development and/or review of the campus rules relating to student conduct and control. Campus rules and the disciplinary plan shall be consistent with district rules relating to student conduct and control,
  - e. Receive a copy of district student discipline policies and/or procedures.
2. Teachers shall have the responsibilities to:
  - a. Enforce state and district regulations,
  - b. Maintain good order and discipline,
  - c. Hold students accountable for any disorderly or anti-social conduct,

- d. Report suspected or alleged incidents of child abuse according to district policy and school procedure,
  - e. Observe the substantive and procedural due process rights of students,
  - f. Provide written explanation to the principal when removing a student from class,
  - g. Maintain accurate attendance records and report all cases of truancy,
  - h. Make reasonable attempt to involve the parent or guardian and the student in resolution of student discipline problems.
3. Teachers shall have the authority to:
- a. Require students to submit to disciplinary authority,
  - b. Exclude a student from class for all or any portion of the period or for the balance of the school day or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of the period without the consent of the teacher. Exclusion of a student shall be conformance with campus and district rules relating to student conduct and control.
  - c. Use prudent, reasonable disciplinary measures,
  - d. Impose discipline and emergency removal,
  - e. Detain students after school with prior provision made for student transportation needs,
  - f. Recommend other specific, corrective action, including suspension, expulsion, or emergency expulsion,
  - g. Assume responsibility for the behavior of the students in his/her charge when accompanying students on a bus.
  - h. However, the bus driver shall have final authority and responsibility.

## **B. PRINCIPALS**

1. Principals shall have the right to:
  - a. Freedom from interference by force or violence and intimidation by threat of force or violence,

- b. Written explanation from any teacher removing students from class,
  - c. A copy of district student discipline policies and/or procedures.
2. Principals shall have the responsibility to:
- a. Enforce state and district regulations,
  - b. Observe and substantive and procedural due process rights of students,
  - c. Send immediate notice to parents or guardians when students are suspended or expelled.
  - d. Maintain accurate attendance records.
  - e. Participate in the development and/or review of campus rules and a disciplinary plan relating to student conduct and control. Campus rules and the disciplinary plan shall be submitted to the board of directors for review and adoption.
  - f. Annually publish and make available to all students, employees, and parents affiliated with the school campus rules governing student conduct.
3. Principals shall have the authority to:
- a. Require students to submit to disciplinary authority,
  - b. Impose discipline, emergency removal, suspension, expulsion, and emergency expulsion,
  - c. Detain students after school with prior provision made for student transportation needs,
  - d. Assume responsibility for the behavior of students in his/her charge when accompanying students on a bus. However, the bus driver shall have final authority and responsibility.

### **C. OTHER EMPLOYEES**

- 1. The superintendent and/or his/her designee may impose discipline, suspension, expulsion, emergency removal, and emergency expulsion.
- 2. School bus drivers may impose discipline and emergency removal. Although certificated staff members assigned to accompany students during bus trips are primarily responsible for behavior, the bus driver shall have final authority and responsibility.

3. All district employees may recommend specific corrective action to the appropriate administrator concerning a student's behavior.
4. All district employees shall be free from insult, abuse, interference, and/or intimidation by threat, force or violence.

## **V. DISTRICT TRANSPORTATION**

### **A. CONDUCT ON BUSES**

District policy addresses bus conduct and safety. The bus driver is in charge and will monitor the conduct of all student riders. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

Prohibited on buses are: loud talking, throwing objects, sitting with feet in aisle, standing or moving while the bus is in motion, fighting, verbal abuse, profane language, hanging out the windows, firearms, weapons, breakable containers, flammables, live animals, or other objects that could adversely affect the safety of students and driver.

Written communication is required for students riding a non-scheduled bus or being dropped off at a non-scheduled location.

### **B. TRAVEL FOR ACTIVITIES/ATHLETIC EVENTS**

1. Student participants are expected to utilize district provided transportation to school activities.
2. No musical systems will be allowed with the exception of those with headphone speakers.
3. With approval from the coach or advisor, parents may provide transportation to an activity for their student or pick up the student following an activity.
4. Parents may give written permission for the student to ride home with another adult, provided the arrangements are made prior to the contest or activity.

## **Joseph School District Handbook for Student Athletes**

### **Joseph School District General Statement for Athletes**

#### **Prelude**

Although athletics should be considered an important part of education, the Joseph School District is first and foremost an educational institution and therefore extracurricular activities will not take precedence or priority over the education of our students.

#### **Philosophy**

In the Joseph School District our coaches' responsibilities are to promote good sportsmanship, positive citizenship, teamwork, life skills, pride and a

desire to win. They must also stress the importance of being a good student, teach and reinforce the basic fundamentals appropriate to said sport, and be a strong role model for the athletes to emulate.

### **Team Selection**

The Joseph School District coaches have the responsibility for making team selections. Team selection criteria are based on the following: coachability, positive attitude, academics, attendance, work ethic, teamwork, and skill level.

### **Playing Time**

Playing time is earned and not given. The coach decides who will play and when. The goal of the Joseph School District including middle school through the high school varsity level in all athletic programs is to build a successful program and allow as many students to participate as possible. All of the students should be allowed to play based on what they've earned from the coach's perspective.

The head coach decides playing time at the varsity level. The head coach's goal is to advance his/her team to a state placing. The head coach will play as many team members as best he/she can, but there may be times when some of the athletes will not play in a contest.

### **Sportsmanship**

Everyone supporting the Joseph School District's athletes must uphold the highest standards of sportsmanship at all times. Set a strong example for the rest of the league to emulate.

### **General Skills Taught**

The skills and fundamentals for each team level will be outlined by the district head coach and followed by all of the assistants.

### **Parent/Coach Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

### **Communications You Should Expect From the Coach**

- a. Philosophy of the coach.



- b. Expectations the coach has for your child as well as all the players on the team.
- c. Location and times of all practices and contests.
- d. Team requirements, i.e. fees, special equipment, off-season conditioning.
- e. Procedures should your child be injured during practice or contest.
- f. Discipline which results in the denial of your child's participation.

### **Communication Coaches Expect from Parents**

- a. Concerns expressed directly to the coach. (If your child has a concern, please encourage them to try communicating with their coach before you intervene.)
- b. Notification of any schedule or transportation changes well in advance.
- c. Specific concerns in regards to a coach's philosophy and /or expectations.

As your children become involved in the programs at Joseph School District they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### **Complaint Procedure**

#### **Complaint: Step One**

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved. It is the intent of the district to solve problems and address all complaints as close as possible to their origination.

#### **The Building Administrator: Step Two**

If unable to resolve a problem or concern at step one then the complainant should work directly with the athletic director and then the building principal to resolve the complaint or concern.

#### **The Superintendent: Step Three**

If such a discussion at the building level does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he or she wishes to pursue the action, shall file a signed, written complaint

with the Superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The Superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion. (Approximately one week in most cases will be required.)

#### The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board. The Board shall hold a hearing to review the findings and conclusion of the Superintendent, to hear the complainant and to take such other evidence as deemed appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in Executive Session if the subject matter qualifies under Oregon Revised Statutes.

### **Student Athletic Participation**

**The following six requirements must be met prior to participating in any sport:**

1. Physical Examination Form which must be completed by your physician at your own expense and on file at the school prior to participating in the first practice of the season. A physical examination is valid for two calendar years from the date of the physical. NOTE – WRESTLERS ONLY – A BIA Assessment Form must be completed. These forms must be on file with the Athletic Director prior to wrestling the first match of the season.
2. A Parent/Student Acknowledgement Form must be signed for an athlete to participate. Your signature will indicate that you have read and understand our rules, regulations, and training requirements. Participation will be denied to anyone not signing this form.
3. An Activity Participation & Emergency Information Form must be completed prior to competing in the first sport of the year.
4. Evidence of paid enrollment in the school sponsored athletic insurance program or private insurance coverage for the sport or school year must be on file in the office before athletes are allowed

to participate. (School Insurance forms may be obtained in the High School Office.)

5. Payment of Pay to Participate and Student Body fees will be received by the office prior to participation in a sports season. High school athletes pay \$25.00 for pay to participate for each sport and \$20.00 for the student body fee. Middle school athletes pay \$10.00 for pay to participate for each sport and \$10.00 for the student body fee.
6. Follow O.S.A.A. requirements.

## **ACADEMIC STANDARDS**

Each student shall be passing in all classes and have at least a 2.0 GPA on a 4.0 scale at each grade check to avoid probation and be eligible to participate.

### A. Probation Guidelines

1. Failing Any Classes – corrected by the next Thursday or ineligible the following week. This must be corrected before returning to competition during the nine-week period.
2. If a student fails a class at the end of the quarter they are ineligible until the next two-week grade check.

B. The athlete must continue to practice in an acceptable manner at the coach's discretion, but will not compete.

### C. O.S.A.A. Ruling

## **SCHOOL ATTENDANCE PRIOR TO A CONTEST OR PRACTICE**

In order to participate in practice or games, the participant must be in school attendance the full day of said practice or game. Any exception must be cleared through the Principal or Athletic Director. Excusable exceptions will be such as medical, dental (bring note from doctor), pre-excused at school, or any other circumstance the Principal or Athletic Director deems appropriate. Any student who is assigned in-school suspension will not participate that day or until suspension is completed. Any unexcused absence during the week may result in not being eligible to participate in the next scheduled contest.

## **CONDUCT EXPECTATIONS FOR PARTICIPANTS**

Students who participate in athletics and extracurricular activities are expected to conduct themselves in a manner which reflects the high standards and ideals of their team, school and community. High personal standards of conduct are expected at all times so that teams and individuals can attain maximum achievement and set positive role models for students and members of the community. All athletes must be good citizens demonstrating good conduct at school and in the community before being allowed to represent Joseph High School at any home or away activity.

- A. The skipping of classes, dismissal or removal from classes for disciplinary reasons may disqualify a student athlete from participation in extra-curricular activities. Athletic Director and Coach shall decide what disciplinary actions are appropriate. The determinations shall be appealable as provided hereinafter.
- B. An athlete shall refrain from flagrant or abusive conduct directed toward a faculty member, coach, official, student (in or out of school), any opponent, or any member of the community as this would be detrimental and injurious to the welfare and progress of the entire athletic system of our school. Disrespectful conduct of any team member will not be tolerated. The Athletic Director and Coach shall decide what disciplinary actions are appropriate. The decision shall be appealable as provided hereinafter.
- C. Violations are cumulative for athletes beginning in the 6<sup>th</sup> – 8<sup>th</sup> grades and beginning again 9<sup>th</sup> – 12<sup>th</sup> grades. Consequences of violations from grade 6-8 must be completed to start fresh at the high school level.
- D. There will be no “between” seasons. All athletes will abide by the training regulations during the entire school year and summer months. Suspensions not completed in one season continue into next sport season athlete takes part in. Athletes must finish season of suspension to get credit for serving (i.e. you may not quit as soon as suspension is completed).
- E. Athletes who are adjudicated, or convicted of a misdemeanor, or more serious offense may be suspended taking into consideration the level of offense, self-reporting and number of violations. If suspended, athlete must continue to practice in an acceptable manner and may be required to do school community service.
- F. Each coach will establish his/her own team rules including, but not limited to curfew, dress code and lettering which student athletes are expected to adhere to during the sports season.

- G. All athletes shall attend all practices, meetings, contests, etc. unless excused by the coach or unless the athlete is absent during the school day from a class or multiple classes.
- H. A student athlete who is dropped from the squad for disciplinary reasons will not be allowed to become a member of any other sport squad during that season.
- I. Any athlete, who is injured or becomes seriously ill enough to require a doctor's attention, shall have a doctor's permission to resume activity.
- J. Any player who is ejected from an athletic contest will pay the fine(s) assessed by the O.S.A.A. before returning to further contests. In addition to the O.S.A.A. policy, players who exhibit excessive poor sportsmanship will meet with parents, coach(es) and the athletic director and/or principal.
- K. Definition for self admittance is: student or parent must contact the AD, Principal, Superintendent or School Secretary within 48 hours of actual violation.
- L. Definition of Suspension weeks are those that have scheduled competitions in which the team participates. (Pre-season practice does not count; district, regional or state competitions count only if the team qualifies.) Suspension weeks will carry forward to the next sports season for the athlete until completed.

### **Training Regulations**

1. **Violations of conduct which are unbecoming of an athlete and are not specifically listed in these regulations may lead to disciplinary action up to and including suspension or removal from the team by the head coach and the athletic director.**
2. **No use or possession of tobacco (smoking, e-cigarettes or chewing).**

- a. First Violation if self-admittance or parental disclosure
  1. Suspension for one week of competition.
  2. Completion of four hours spent with a mentor assigned by the administration of which two hours will be school community service. The mentor will provide the athlete with information about the harmful aspects of the use of tobacco and provide an opportunity for the athlete to serve the school community. The mentor will verify in writing that the student has completed two hours of school community service and two hours of prevention education. This must be completed before the athlete may compete in any contest.
  3. The athlete must continue to practice in an acceptable manner at the coach's discretion.
- b. First Violation (Without self admittance or parental disclosure):
  1. Suspension for three weeks of competition.
  2. Completion of six hours spent with a mentor assigned by the administration of which three will be of school service. The mentor will provide the athlete with information about the harmful aspects of the use of tobacco and provide an opportunity for the athlete to serve the school community. The mentor will verify in writing that the student has completed three hours of school community service and three hours of prevention education. This must be completed before the athlete may compete in any contest.
  3. The athlete must continue to practice in an acceptable manner at the coach's discretion.
- c. Second Violation:
  1. Suspension for four weeks.
  2. Athlete must complete eight hours of school community service.
  3. Completion of an approved Alcohol and Drug Usage Assessment and agreement

to follow the recommendations given by the evaluation. The athlete and his/her parents will pay for the assessment if any costs are involved.

4. The athlete must continue to practice in an acceptable manner at the coach's discretion.
  - d. Further Violations: Suspension from participation in sports for one calendar year. (Example: Suspension begins December 1, 2013, the athlete would be eligible starting December 2, 2014.)
    1. The athlete must complete eight hours of school community service.
3. **No carrying of, distribution of, possession of, or being under the influence of narcotics, dangerous drugs, controlled substances, or alcoholic beverages. No athlete shall attend or remain at parties or other functions where alcohol, drugs, or tobacco are being used contrary to the provisions of Oregon Law.**
- a. First Violation if self admittance or parental disclosure
    1. Suspension for one week of competition.
    2. Completion of four hours spent with a mentor assigned by the administration of which two hours will be school community service. The mentor will provide the athlete with information about the harmful aspects of the use of drugs or alcohol and provide an opportunity for the athlete to serve the school community. The mentor will verify in writing that the student has completed two hours of school community service and two hours of prevention education. This must be completed before the athlete may compete in any contest.
    3. The athlete must continue to practice in an acceptable manner at the coach's discretion.
  - b. First Violation (without self admittance or parental disclosure):

1. Suspension for three weeks of competition.
  2. Completion of six hours spent with a mentor assigned by the administrators of which three will be of school service. The mentor will provide the athlete with information about the harmful aspects of the use of drugs and alcohol and provide an opportunity for the student to serve the school community. The mentor will verify in writing that the student has completed three hours of school community service and prevention education and three hours of preventive education. This must be completed before the athlete may compete in any contest.
  3. The athlete must continue to practice in an acceptable manner at the coach's discretion.
- c. Second Violation:
1. Suspension for four weeks.
  2. Athlete must complete eight hours of school community service.
  3. Completion of an approved Alcohol and Drug Usage Assessment and agreement to follow the recommendations given by the evaluator. The athlete and his/her parents will pay for the assessment.
  4. The athlete must continue to practice in an acceptable manner at the coach's discretion.
- d. Further Violations:
1. Suspension for one calendar year. (Example: Suspension begins on December 1, 2015, the athlete would be eligible starting December 2, 2016.)
  2. The athlete must complete eight hours of school community service.

## **APPEAL PROCEDURE**



All students and athletes have the right to appeal. If an athlete has been disciplined or suspended from a sport squad for any reason, he/she shall have the opportunity to appeal the decision to a committee comprised of the principal, athletic director and head coach.

The athlete should first approach the head coach of the in-season sport and tell him/her of his/her intentions to appeal. (This must be done within three (3) school days of the suspension.) The coach will notify the Athletic Director and he/she will set up a date for the committee to meet with the athlete and his/her parents at the earliest possible time.

If it is not resolved at this level, the appeal can be carried to the Superintendent and if not resolved taken to the School Board.

## **EQUIPMENT**

- A. Issued Equipment – School equipment checked out by the student is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of issued equipment or damage to issued equipment will be the student's financial obligation. A participant who drops from a sport squad without turning in his/her issued practice or game equipment will forfeit his/her right to participate in any other sport season.
- B. Wearing Issued Equipment – Issued equipment is to be worn only while participating with the team.
- C. No athlete will be allowed to participate in a sport until all previously issued equipment has been returned or proper restitution made.

## **SCHOOL EQUIPMENT AND FACILITIES**

- B. The school district provides students with excellent physical facilities for athletics at great expense in the form of taxes to parents and community members. Therefore, it is important that all students and athletes exercise care and personal regard for these facilities.
- C. Misuse of dressing room facilities, lockers, towels, benches, gymnasium or field facilities will not be permitted. Failure to comply with this regulation may result in denial of their use.

## **STUDENT PARKING**

- A. Students and athletes are to park in the lower parking lot only. Driving to school is a privilege so students are expected to drive and park in a safe and responsible manner. Parking is restricted in the bus circle, in fire lanes, by the football field, and in handicapped or other marked areas. Anyone parking in such areas may be referred to the police. Driving between classes is also restricted except when a student has been appropriately excused to attend an off campus activity.

## **TRAVEL**

Joseph School District will arrange transportation to and from all athletic contests.

- A. Each team member will remain with the team and under the supervision of the coaching staff when attending away games.
- B. For the safety and general welfare of all students, any student riding in a school bus to any event must return on the bus. One exception to this rule will be in the event that the parent or guardian verifies **in writing** that their child be allowed to go with them or designated person. Pre-Arranged changes are preferable, but Sign-Out sheets will be available with coaches both prior to and at events.
- C. Each team member, while traveling to and from athletic contests, will obey all school bus regulations.

### **Parent/Student Acknowledgment 2023-2024**

We have read, understand and consent to the expectations outlined in the Joseph School District Athletic Handbook.

We also realize and agree that the student shall be held accountable for his/her choices and behavior and consequences outlined in the Handbook for Student Athletes will be followed.

We understand that, should the student violate any of the rules established by the school district, 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.

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Student Signature

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Date

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Parent Signature

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Date

\*Return this page to Mr. Crenshaw in the high school office.