

# YONCALLA HIGH SCHOOL

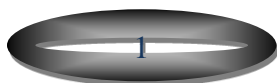


*HOME OF THE*  
**EAGLES**

*2021-2022*  
**PARENT/STUDENT HANDBOOK**

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# WELCOME TO YONCALLA HIGH SCHOOL

## **SCHOOL BOARD**

David Anderson  
Jen Bailey  
Cathey Grimes  
Eric Gustafson  
Della Orcutt

## **SUPERINTENDENT**

Brian Berry

## **PRINCIPAL**

Don Hakala

## **DEAN OF STUDENTS**

Chelsea Ross

## **CERTIFIED STAFF**

|                   |  |
|-------------------|--|
| Sasha Cameron     | Math   |
| Brooklyn Edera    | Foreign Language and Culinary                      |
| Jerry Fauci       | Special Education                                  |
| Peter James       | Social Studies and Athletic Director               |
| Alex Kilmer       | PE, Health, and Leadership                         |
| Jessie McHaffie   | Metals, Woods, E-Car, AutoCAD, and Art             |
| Grant Pearson     | Language Arts, High School AVID, and Theater/Drama |
| Kristy Westbrooks | Middle School English and AVID, Careers            |
| Paul Staudhammer  | Science  |
| Jannelle Wilde    | Natural Resources, GED, and FNRL                   |

## **CLASSIFIED & SUPERVISORY STAFF**

|                   |                              |
|-------------------|------------------------------|
| Monet Sheffield   | Secretary                    |
| Cody Reed         | Technology Coordinator       |
| Amelia Black      | Math Instructional Assistant |
| Sue Herbst        | Instructional Assistant      |
| Benton Cameron    | Instructional Assistant      |
| Matthew Struthers | Instructional Assistant      |
| Deanna McHaffie   | Librarian                    |
| Allison Olsen     | Indian Education Coordinator |
| Traci Sprinkle    | Custodian                    |
| Melissa Peterson  | Cafeteria                    |

## **MISSION STATEMENT**

Yoncalla School District is dedicated to academic and personal growth for social responsibility and lifetime success.

We believe:

- In challenging each student by maintaining a solid academic core.
- Integrity and responsibility are major components of personal growth.
- In the importance of contributing to family and service to the community.
- That a safe, stable, caring environment is vital.

## **DISTRICT EDUCATIONAL PHILOSOPHY**

Education in the public schools of Yoncalla is primarily concerned with the development of each individual to his/her greatest capacity. In addition to providing for student's maximum mental growth, consistent effort must be made to meet his/her social, emotional and physical needs. Basic to all of these is the formation of values and attitudes, which foster self-respect, self-discipline, respect for others and respect for education.

Students of Yoncalla should become aware that knowledge is more important than grades, sportsmanship more important than winning, and an honest effort is a better mark of success than dishonest achievement.

In applying educational policies to the group, the school must remember that there are inherent differences among all children. Therefore, it must implement a program flexible enough to meet these individual needs and abilities.

In order to meet the goals of providing the best enlightened and progressive education for the youth of our community, internal policies should be made by the teaching and administration staff and helped by all that are constructively concerned with education. Our community as a segment of society cannot afford to see any aspect to this goal sacrificed to pressure arising from interests beyond the function of education.

The social environment of the school should stimulate each individual to develop the moral integrity and courage necessary to face his/her own problems and to meet his/her responsibilities to a local and world society. He/she should be challenged to self-improvement.

## **4 DAY WEEK CALENDAR**

The Yoncalla School District is currently on the 4-day school calendar. This means that students will attend school Monday through Thursday most weeks. If there is a holiday during the week, students will be required to attend school on Friday of that week.



# Yoncalla School District # 32

2021-2022 STUDENT CALENDAR

150 Days

## July 2021

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

## August 2021

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

## September 2021

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

2

18

## October 2021

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

16

## November 2021

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | PT | 6  |
| 7  | 8  | 9  | 10 | H  | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | H  | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

17

## December 2021

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

10

## January 2022

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

17

## February 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | H  | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 |    |    |    |    |    |

16

## March 2022

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

15

## April 2022

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

16

## May 2022

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

17

## June 2022

| S  | M  | T  | W  | T       | F  | S  |
|----|----|----|----|---------|----|----|
|    |    |    | 1  | 2       |    | 4  |
| 5  | 6  | 7  | 8  | 9<br>ER | 10 | 11 |
| 12 | 13 | 14 | 15 | 16      | 17 | 18 |
| 19 | 20 | 21 | 22 | 23      | 24 | 25 |
| 26 | 27 | 28 | 29 | 30      |    |    |

6

|  |   |   |
|--|---|---|
| First Day of School <b>8/30/21</b>                     | Last Day of School for Seniors <b>6/01/22</b> | Last Day of School K-11 <b>6/09/22</b>  |
| Parent/Teacher Conferences<br><b>11/05/21, 4/15/22</b> | Early Release<br><b>6/09/22</b>               | Makeup days<br>(used in the event of an emergency school closure)<br><b>1/14/22, 2/11/22, 3/11/22, 4/22/22, 5/16/22</b> |



**Graduation, June 3, 2022**

## ATHLETIC TRAINING/EXTRACURRICULAR RULES

### CODE OF CONDUCT

All students participating in school sponsored extracurricular activities will be asked to sign (as well as the parent/guardian) a “Code of Conduct.” Standards of behavior related to alcohol, drugs, tobacco, attendance and citizenship are outlined in the “Code of Conduct.” For each new activity/sports season, students and parents will be asked to review and sign the “Code of Conduct.” **All rules within the code of conduct will be enforced regardless of age.**

An athlete must complete the ENTIRE sports season to be eligible to receive a varsity athletic letter. Varsity athletic letters are awarded to athletes based on criteria from the Head Coach and Athletic Director.

### ELIGIBILITY REQUIREMENTS

An Eligibility Policy is essential if we are to provide students with a well-balanced academic/extracurricular program. This policy is designed to assist students in being successful in their total school effort. The Yoncalla High School District Policy is:

1. Students become ineligible upon receiving a failing grade in any class during a given week. They will be given a written warning stating that they have one week to improve their failing grades.
2. An eligibility list is compiled on Thursday and is based on cumulative grades through the nine-week session. Students with a failing grade will be notified of their ineligibility on Thursday. The ineligibility period runs from Monday through Sunday of the following week.
3. If the student desires to continue to play and participate, they must participate in classes and After School Homework Club (if needed). If the student does not, they become ineligible.
4. A student with a D or F in any class, will be required to attend and participate in After School Homework Club until their grade is a 70% or higher as confirmed by the Athletic Director with the teacher of record.
5. A student who is ineligible for play, will not be allowed to ride the player bus.
6. The Principal/Teacher may also declare a student ineligible for citizenship or disciplinary reasons.

### HEAD COACHING ASSIGNMENTS

|                  |                           |
|------------------|---------------------------|
| Football         | Matt Bragg                |
| Volleyball       | Cara Crosby               |
| Wrestling        | North Douglas Cooperative |
| Girls Basketball | Kim Beer                  |
| Boys Basketball  | Don Hakala                |





|                     |                           |
|---------------------|---------------------------|
| Softball            | Chad Ashbaugh             |
| Baseball            | North Douglas Cooperative |
| Cross Country/Track | Eric Sprinkle             |
| Cheerleading        | Traci Sprinkle            |

### **INSURANCE**

Participants in athletic programs must have insurance coverage. Students not covered by school insurance must provide written proof of an alternative health and accident plan. All athletes must have the appropriate district insurance forms on file in the high school office before participating in any sport or activity. The District will not assume financial responsibility for bills in excess of what the policy pays.

### **INTER-SCHOOL CONDUCT**

Yoncalla High School is a member of the Oregon School Activities Association. A member school cannot engage in a festival, meet, contest, or tournament with a nonmember school, or with a school that has been suspended from the Constitution and bylaws of the OSAA.

*The school must be considered liable for all acts of the participating team or school groups while on trips. The Principal, or his authorized representative, accompanying the team or school group to a festival, meet, contest, or tournament will exercise the utmost care in the supervision of said team or school group. Any school whose students, supporters, rooters, or partisans take part in riots, fights, pilfering, painting or any unsportsmanlike conduct shall be subject to fine and/or suspension.*

### **STUDENTS PLEASE NOTE**

In the event of any trouble, the OSAA holds the ENTIRE school responsible and the school as a whole is fined or suspended. This makes all of us at Yoncalla responsible for each other's conduct. The action of any group of our students, regardless of the size of the group, affects us all.

**ANY ATHLETE GUILTY OF ACTION THAT BRINGS DISCREDIT UPON THE INDIVIDUAL, THE TEAM, OR THE SCHOOL, MAY BE SUSPENDED PENDING AN INVESTIGATION, WHICH COULD POSSIBLY MEAN DISMISSAL FROM THE SQUAD.**

### **OSAA ELIGIBILITY**

#### ***Minimum Satisfactory Progress Requirements (Effective August 1, 2015)***

| <b>Credits to Graduate</b> | <b>24</b>  | <b>25</b>   | <b>26</b>   | <b>27</b> | <b>28</b>   | <b>29</b>   | <b>30</b>   |
|----------------------------|------------|-------------|-------------|-----------|-------------|-------------|-------------|
| <b>Prior to Grade 10</b>   | <b>4.5</b> | <b>4</b>    | <b>4.5</b>  | <b>5</b>  | <b>5</b>    | <b>5</b>    | <b>5.5</b>  |
| <b>Prior to Grade 11</b>   | <b>10</b>  | <b>10.5</b> | <b>11.5</b> | <b>11</b> | <b>11.5</b> | <b>12</b>   | <b>12.5</b> |
| <b>Prior to Grade 12</b>   | <b>17</b>  | <b>17.5</b> | <b>18.5</b> | <b>19</b> | <b>19.5</b> | <b>20.5</b> | <b>21</b>   |

The Oregon Schools Activities Association has certain rules of eligibility. The Yoncalla School District also applies local requirements. To be eligible for the current semester a student must do the following:

1. Pass five classes in the previous semester.
2. Be enrolled in and passing five classes in the current semester.
3. All incomplete grades must be converted to letter grades **within ten days** after the semester ends.
4. A student must be making satisfactory progress towards the school's graduation requirements **by earning a minimum of the quantity of credits indicated on the chart below for the specified year.**

### **PARTICIPATION FEE**

Yoncalla High School will be charging a participation fee this year for sports. No towel fees will be charged, however, student athletes/PE students must provide their own towel for sports/class activities. The fee is \$50.00 per sport with a \$100.00 family limit. Students must pay their fees or make arrangements for the fees to be paid by the end of the second week of practice. If payment or arrangements have not been made by the end of the second week of practice, the student will not be able to participate until either the fee is paid or arrangements are made.

### **PHYSICALS**

All athletes must have a physical examination on the OSAA pre-participation form. This must be submitted to the Coach or front office and confirmed before students are allowed to participate or practice.

### **TRANSPORTATION**

All members of athletic teams must travel in school transportation and must return by school transportation. Exceptions to this rule may be granted when a student has permission to ride home from a sporting event with his/her parent. The parent must confirm the arrangements with the coach in person and provide written authorization. Under no circumstances will a student athlete be allowed to travel home from an event with another student.

All athletic trips are to be taken in District provided vehicles, preferably buses. The Athletic Director or the Principal must clear any exceptions to this rule.

The coach will exercise the responsibility to see that the conduct and appearance of players in his/her charge are exemplary in every way.

### ***Community Transportation:***

Community members and non-participants are allowed to ride the athletic bus/spectator bus to events if the following criteria are met:

1. There must be room on the bus.
2. Pre-approval must be obtained from the coach for the person to ride.
3. If the community member is a student/child not enrolled at Yoncalla High School, the students/child's parent **MUST** accompany them to the event and on the return trip.

## **GENERAL INFORMATION AND POLICIES**

### **AFTER SCHOOL ISSUES**

Any student enrolled at Yoncalla High School who displays flagrant action toward a teacher or District employee will be suspended and may be brought before the Board for a hearing.

### **ALTERNATIVE EDUCATION PROGRAMS**

Students, parents and guardians will be invited to confer with the building principal about alternative education programs upon the second occurrence of a severe disciplinary problem within the same school year, if the student's attendance is so erratic that he/she is not benefiting from the current educational program, if the student is being considered for expulsion as a disciplinary alternative, or when a student is expelled pursuant to subsection (3) or ORS 330.250.

For parents/students interested in alternative programs, a list of program options is available through the counseling office.

### **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities to learn formal behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet, booing and clapping at inappropriate times are discourteous and disruptive to the performers and will not be permitted.

The following regulations will apply to student assemblies:

1. When the leaders of the assembly ask for your attention, give it to them immediately.
2. All students are to stand during the Pledge of Allegiance/National Anthem.
3. Students will be courteous to the performers and to their neighbors.
4. Applause should be generous, courteous and in keeping with the occasion.

### **ATTENDANCE REGULATIONS**

Attendance plays an important part in the teaching efficiency of the faculty and the learning efficiency of the students. Students are encouraged to attend school every day in order to get the greatest benefit from the school.

Oregon State Compulsory Attendance Law requires regular daily attendance in assigned classes for students' ages 7-18 that have not completed grade 12. Oregon law also requires that parents or legal guardians work together with the school to accomplish regular daily attendance by their children in all assigned classes.

The fundamental purpose for requiring punctuality and regular school attendance is to help students develop habits of responsibility. These habits will help them to succeed in their education and/or in their chosen vocation. Failure and frustration with the high school experience is often associated directly with irregular attendance. Therefore, we may notify parents or legal guardians, either by phone or in writing, as soon as we become aware a student has not attended school. *Emergencies:* When an emergency arises forcing you to miss school, a parent must call to confirm the emergency. Each case will be decided by the administration. Whenever possible, work will be sent home for a student during long periods of illness.

Goals and objectives of the attendance requirements in the Yoncalla District are to:

1. Contribute to the academic success of students.
2. Inform parents about the class attendance and/or nonattendance of their student.
3. Place the responsibility for attendance in the hands of students and their parents.
4. Aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions.
5. Stress that punctual and regular attendance is a learned function necessary in coping with life.
6. Meet Oregon graduation requirements.

The Yoncalla School Board directs the Superintendent to develop rules and regulations, which meet these objectives, and to publish those rules and regulations annually for students and their parents.

***Absences:***

Student absences may either be excused or unexcused.

*Excused Absences:* In compliance with state law, ORS 339.065, excused absences will be granted by the school for absences caused by the pupil's illness, or by illness of some member of the family which necessitates the student's absence, or by an emergency, or for court appointment.

- **Work missed due to an excused absence WILL be accepted for full credit IF it is turned in within the guidelines of the teacher's policy.**
- Students attending a school-sponsored trip or event are not considered absent.
- Students will be required to bring a note signed and dated from the parent/guardian indicating the specific reason for the absence. Such correspondence is DUE WITHIN TWO DAYS OF THE RETURN FROM THE ABSENCE.

*Pre-Arranged Absences:* Absences other than illness or emergency conditions must be pre-arranged. At least two days before the absence is to occur, you must have a note from home requesting that you be allowed to miss school. The prearranged absence form can be picked up in the office and must be signed by the teachers of the affected period and returned to the office for approval. You will need to pick up advanced assignments so that no school time is lost.

- Examples of pre-arranged absence use would be job appointment interviews, college visitations, driver's license examinations and other appointments of which you are aware ahead of time.

*Unexcused Absences:* All absences, which are not caused by the pupil's illness, or by illness of some member of the family that necessitates the student's absence, or by an emergency, or for court appointment will be unexcused. Absences where the student has not pre-arranged or checked out will also be unexcused. All absences without excuses will be unexcused. State law allows the district to request suspension of the driver's license of a student with excessive unexcused absences.

*Truancy:* A student is truant if he/she is absent from school without the parent's or guardian's consent. Parents will be contacted and the student may be suspended from school until a parent-principal conference is arranged.

The following regulations regarding attendance will be implemented.

1. Any student who enters the classroom after the final bell will be considered tardy unless that student has a note from school personnel requesting that the tardy be excused.
2. Any student who enters the classroom 15 minutes after the final bell will be considered absent for that class period.
3. Each individual teacher will have their own tardy policy that will be enforced for the first three tardies to an individual class. The fourth tardy a student receives per semester will constitute a Friday School.
4. Students who are truant will be assigned Friday School. Students will be required to make-up each hour missed. Students who do not serve their Saturday School will serve an out of school suspension and the student will lose the privilege to participate in their extracurricular activities. During out of school suspension the

student loses all privileges related to extracurricular activities. Students serving any out of school suspension should have their parents pick up class assignments at the end of the school day in the office. To receive credit for the missed days of school, the student must return their assignments to the office in the morning of the day they return to school. Late assignments may result in no credit.

5. **Students who are unable to be at school during the school day (All Day) are not allowed to attend school events later that day (or the next day if it is a non-school day) unless they have obtained special permission through the office.**
6. Whenever a student leaves school during the day they must check out through the office; if they don't, the absence may be considered unexcused.
7. **Excessive absences will be dealt with according to law and may affect a student's grade. Missing more than 8 days (10%) in a semester may be cause for loss of credit. The credit may be regained and consideration of credit retrieval will begin through a petition process.**

### **BUILDING HOURS**

In order to maintain building security, Yoncalla High School is open to students from 7:30 A.M. to 3:45 P.M. All students are expected to leave the building by 3:45 P.M. after each regular school day. Only those students or student groups that are properly organized and supervised may be in the building.

### **CHEATING/PLAGIARISM**

Cheating/plagiarism will not be tolerated. Discipline for a first offense will be at the discretion of each teacher/supervisor. Any offense after this will be referred to the office for disciplinary action.

### **CLASS ADVISORS**

Class advisors will serve as academic advisors to the students of their assigned class.

| <b><i>7<sup>th</sup> GRADE</i></b> | <b><i>8<sup>th</sup> GRADE</i></b> | <b><i>FRESHMEN</i></b> | <b><i>SOPHOMORES</i></b> | <b><i>JUNIORS</i></b> | <b><i>SENIORS</i></b> |
|------------------------------------|------------------------------------|------------------------|--------------------------|-----------------------|-----------------------|
| Mrs. Westbrook                     | Mrs. Edera                         | Mr. James              | Mr. Fauci                | Mrs. Cameron          | Ms. Wilde             |
|                                    |                                    | Mr. McHaffie           | Mr. Staudhammer          | Mr. Pearson           | Mr. Kilmer            |

### **CLASS RANKINGS**

Listing for the Honor Roll requires a 3.5 G.P.A. or higher. Students who earn 3.0 to 3.49 will achieve honorable mention. A student who receives one or more marks of "incomplete" is not eligible for the Honor Roll until the incomplete is removed. A student must be in four graded classes before being eligible for the Honor Roll. All teachers' aides will receive a "P" (Pass) or "NP" (No Pass), therefore, this class will not be considered and/or computed toward the G.P.A.

## **CLOSED CAMPUS**

Campus is closed from the time of arrival until classes are dismissed at the end of the school day. No student is to leave at any time, except for the following exceptions: 1) a specific need verified by parent and approved by the administrator; 2) students who have parent and school approved work release privilege. Yoncalla High School functions as an open campus for students during the lunch periods. However, open campus is a privilege, not a right, and as such may be revoked at any time if, in the judgment of the administration, students are abusing this privilege. Parents who wish their students to be restricted to campus during lunch must contact the office to make these arrangements. **(Middle School students have closed campus.)**

## **CLUBS & ORGANIZATIONS**

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

## **COMMUNICATION BETWEEN STAFF AND DISTRICT FAMILIES**

It is the intent of the Yoncalla School District to maintain effective communication with parents/guardians. The District may schedule open houses, conferences, student/parent meetings, written and verbal communications, etc. Communication is encouraged to be informative both positive and/or challenging in nature. The intent is to keep parents informed so the school and home can work collaboratively to help a student succeed.

ParentVUE, used at the Yoncalla High, is a web and app-based communication system for grading and attendance. Parents/Guardians can also communicate with teachers via email through ParentVUE and see upcoming events through announcements. Parents/Guardians should check ParentVUE at least once a week.

Teachers and Staff in the Yoncalla School District also use Remind as a communication app with families to share daily information and updates. All communication through Remind can be done through text, app, or email notifications. Remind is often used to give families reminders about finish work or upcoming events.

## **COMMUNICATION/ELECTRONIC DEVICES**

*Guidelines:*

- Students may use cell phones during lunch time, break time, and passing time between classes.
- Students may use their cell phones in class **ONLY AT TEACHER DISCRETION.**
- However, if the teacher does not approve of cell phones in class entirely, then the

“NO” cell phones in class rule will apply.

- Other electronic devices includes but is not limited to: iPods, Laptops, Tablets, or other electronic devices that take time away from academics.
- Any communication/electronic devices must also be used appropriately when on the school bus and in accordance with any current bus policy.

*Consequences if rules are not upheld:*

- 1<sup>ST</sup> OFFENSE: The student will be given a referral and detention given by the teacher and their cell phone will be taken away. The student will be allowed to pick up the cell phone at the end of the school day
- 2<sup>ND</sup> OFFENSE: The student will be given a referral and Friday School. The student’s cell phone will be taken away and they must call their parents to come and pick up the cell phone.
- 3<sup>RD</sup> OFFENSE: The student will be given a referral and must have a parent/principal conference and a Friday School or possible suspension.

## **COMPLAINTS**

A student or parent who has a complaint concerning a classroom/teacher issue should follow this procedure:

1. Bring the matter up to the appropriate teacher.
2. If the outcome is unsatisfactory, a conference with the Principal can be requested within five calendar days following the conference with the teacher.
3. If the outcome of this meeting is unsatisfactory, the student or parent may meet with the Superintendent.
4. If the outcome of this meeting is unsatisfactory, the parent of the student may file a written, signed complaint to the Board in care of the Superintendent within ten calendar days following their conference with the Superintendent (or designee) and appear before the Board, in accordance with Board Policy.

## **COMPUTER**

Abusing the privilege to use school computers and related equipment will result in the loss of that privilege. Abuse includes but is not limited to:

1. Physical damage to the equipment and/or using the equipment to access, view, or produce obscene, vulgar, sexual, and other objectionable material.
2. Violation of District Internet agreements, accessing or overriding Internet sites that have been purposely blocked, (i.e. hotmail and game sites).
3. Using a VPN or related application to circumvent our network security or internet security applications. Unauthorized VPN access will result in loss of computer and/or internet privileges.

## **COUNSELING SERVICES**

Yoncalla School District contracts out counseling and therapy services to an outside organization who hosts sessions with students in each building and is based on individual



needs. Counseling services may include but are not limited to family counseling, adolescent counseling, and mental health referrals.

### **COURSE CHALLENGE**

The state standards for elementary and secondary education provide local school districts with the option to allow students to challenge courses for credit. Under these proposals Yoncalla High School students will be allowed to challenge for credit most required courses offered at the high school, providing that they meet the following requirements:

1. A hierarchy will be constructed for each department's offerings and students will not be allowed to challenge course prerequisite to one that they have already successfully completed. YHS students may not challenge a course whose content is prerequisite to material in the class, which they have been referred.
2. The student must complete a comprehensive evaluation designed by the instructor of the challenged course and approved by the administration. The evaluation instrument must include demonstration or research components as well as paper and pencil test portions and/or oral exam before a board.

#### *Additional Policies:*

1. For any challenge to be successful the student must receive an evaluation equivalent to a "B" or 80% accuracy on the challenge exam or instrument and a pre-determined project.
2. Remedial courses, i.e., courses that cover material taught prior to high school entrances are not available to be challenged. This policy primarily covers "Instructional Reading" and "General Math," etc.
3. Tests must be comprehensive for the period covered and must meet the objectives stated in the Planned Course Statements.
4. Challenge tests are most commonly used by advance students, out-of-state transfers meeting Oregon's requirements and by students who have failed a particular course.

### **COURSE CREDITS**

All students at Yoncalla High School must complete and pass 24 course units of study and meet all Essential Skills requirements to graduate with a Yoncalla High School diploma.

| <u>Courses and Offerings (subject to availability)</u> | <u>Subject Credits Required</u> |
|--|---------------------------------|
| Language Arts  | 4                               |
| • English I  |                                 |
| • English II   |                                 |
| • English III  |                                 |
| • English IV   |                                 |
| Math   | 3                               |

|   |          |
|---|----------|
| • Algebra 1                                     |          |
| • Geometry                                      |          |
| • Statistics                                    |          |
| • Algebra 2                                     |          |
| • College Math                                  |          |
| • Applied/Trades Math                           |          |
| Science   | 3        |
| • Physical Science                              |          |
| • Biology                                       |          |
| • Engineering                                   |          |
| • Chemistry                                     |          |
| • Physics                                       |          |
| • Natural Resources 1/2/Practicum               |          |
| Social Studies                                  | 3        |
| • World Studies                                 |          |
| • U.S. Studies I                                |          |
| • U.S. Studies II                               |          |
| • Civics  |          |
| Health  | 1        |
| Physical Education                              | 1        |
| Business Education (Senior Success and Careers) | 1        |
| Electives                                       | <u>8</u> |
| Total   | 24       |

Elective classes can include but are not limited to: Culinary, Spanish, Woods, Metals, AutoCAD, Publications, Theater/Drama, Leadership

With administrative approval, Umpqua Community College credit may be substituted for YHS credit. This option is generally offered during the junior/senior year. However, it may be granted earlier for talented & gifted students who meet district requirements for their freshmen and sophomore years. Six UCC credit hours equal one unit of high school credit.

Credits may also be obtained by approved off campus experience. Off campus experience will be allowed for 135 clock hours of work. Goals and guidelines for off campus credit will be cleared with the Principal and the Counselor and the individual actually instructing the off campus experience.

### **DAILY BULLETIN**

A daily bulletin will be typed every morning and read during second period. Copies of the bulletin will be available in the office and will be posted on the bulletin board by the office

each morning. All announcements must be in the main office by 7:45 a.m. to be included in the bulletin. It will be the students' responsibility to read the bulletin if they are unable to get the information during second period class.

### **DANCES & SOCIAL EVENTS**

Dances are for Yoncalla High School students. The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the event. A student who wishes to bring a guest must sign them up at the office by the designated time frame. The person inviting the guest will share responsibility for the conduct of the guest. **Parents are encouraged and invited to attend all school dances.** Regulations governing dances are as follows:

1. Dances must be chaperoned by the high school staff and parents.
2. Once a student has left a dance he/she may not be readmitted.
3. A guest must be at least in high school to attend a dance.
4. No one over the age of 20 will be admitted to a school-sponsored dance without permission from the principal.
5. Appropriate clothing and behavior is expected.
6. No dance (except the Black Light Dance, Prom or Homecoming) shall extend beyond 11:00 PM.
7. The administration has the right to refuse access to any person who is not a student at YHS.
8. Middle School dances will be during the school day and are for YMS students only. (No guests are allowed – No Exceptions)

### **DIRECTORY INFORMATION**

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, telephone number, photograph, date and place of birth, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, film clips and illness or accident information as may be appropriate for dealing with health and safety emergencies.

Exclusions from any or all directory categories named as directory information must be submitted in writing to the school principal by a parent, student 18 years of age, or emancipated students. **Unless a parent objects to the release of any or all of this information within fifteen (15) school days of the date this student handbook is posted on the high school or middle school web site, directory information may be released by the District for use in local school publications/newspapers, the school web site, or other media outlets for purposes deemed appropriate by the Principal.** Parents and eligible students also have the right to review and propose amendments to such records under the conditions of SB97.

## **DISCRIMINATION STATEMENT**

Yoncalla School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, and Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Yoncalla District office for additional information and/or compliance issues: Jan Zarate, Superintendent

## **DRESS CODE**

The purpose of the Yoncalla High School/Middle School dress code is to provide guidance to students and parents as to appropriate attire for school and at any school function. In addition, the dress code is a primary means of helping students learn a skill, which is required for success in getting and keeping employment linked to attire. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

### **Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with opaque fabric. However, cleavage will not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

1. **Students Must Wear,**\* while following the basic principle of Section 1 above:
  - A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
  - **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
  - **Shoes.**

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

2. **Students May Wear,** as long as these items do not violate Section 1 above:

- Hats if allowed by the classroom teacher. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is not allowed, the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; (no halter tops)
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

### 3. **Students Cannot Wear:**

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required for a class).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

## **DRESS CODE ENFORCEMENT**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

### **DROP/ADD**

Students will be allowed to initiate Drop/Add without penalty through the first week of the semester. After that time, unless the Drop/Add is initiated by a staff member and approved by administration, any student who drops a class after the 2<sup>nd</sup> week of the semester will automatically earn an "F" for that course.

### **EAGLE EXPLORATION**

One of the most exciting opportunities at Yoncalla High School is Eagle Exploration. Eagle Exploration is an opportunity for students in grades 7-12 to immerse themselves in courses in a variety of academic disciplines focused on post-secondary education. This opportunity will take place during the school year with highly qualified teachers from the middle school and high school and members of the community who have been certified as "registered teachers" who will offer their insights on the importance of post-secondary education and the workforce. The offerings change every year and reflect both student interest and faculty and community expertise.

## **EMERGENCY SCHOOL CLOSURE**

It may be necessary because of the threat or arrival of severe weather to send children home from school early. Please select a second home (possibly a neighbor) where your children may stay in the event you are away from home.

- If any emergency (wind, snow, flood, earthquake, etc.) should occur suddenly, the Superintendent of schools will decide the matter of departure of your child from school. This decision may be to send your child home immediately; or it may be to keep them in the schools indefinitely under continued supervision until emergency conditions have passed. Whatever the decision, it will be predicated on providing the safest possible place for the students.
- In case of any emergency, please tune your radio to any local station for information concerning the release of children from school. Morning school closures will also be broadcast over these stations.
- If the decision is made to keep the students in their respective schools, they may be picked up at the school by checking at the school's office.
- **Weather information regarding school delays or closures - You will be contacted by the Alert Now system if we have up to date contact information in the office.**

## **EQUAL OPPORTUNITY**

Yoncalla High School assures equal opportunity for all students regardless of age, gender, religion, national origin, disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, or marital or parental status. Students are excused from state and/or district-required programs or learning activities, where necessary, to accommodate their disability or religious beliefs.

## **(FINALS) END OF COURSE TESTS**

Yoncalla High School/Middle School does not mandate end of course tests in all academic classes. A final examination may be given in individual classes as administered by the teacher. Final examinations are to be taken seriously and every effort should be made to set aside an appropriate period of time to study for these tests. Under proposed rules these tests will count up to 10% of the student's final grade.

Students will not be permitted to take final examinations before the scheduled examination period. Students may make up final examinations when arrangements are made in advance with the classroom teacher.

## **FIRE AND EARTHQUAKE DRILLS**

A fire drill will be held at least once during each month. During this drill, a systematic and orderly evacuation is essential. Students must maintain orderly lines and talking, playing, and running are not permitted during the drill.

*Fire Drill Procedure:* In accordance with the State Fire Marshall's directive, schools must keep an accurate account of their students during the fire drill and check in restrooms and locker rooms.

1. Teachers will know the number of students in each class period. When roll is taken, keep in mind the number of students in that class. When the fire alarm is sounded, teachers will take the students outside, at least 100 feet from the building, and retake attendance. If a student is missing, the Principal shall be informed.
2. Room 9 teacher will be responsible for checking the lower restrooms.
3. Principal will be responsible for the middle men's restroom and the men's locker room.
4. Office attendant will check in the upper restroom and women's locker room.

*Earthquake Drill Procedure:* During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables or counters.

**If indoors:**

1. Stay inside, move away from windows, shelves and heavy objects and furniture that may fall. Take cover under a table or desk or in a strong doorway.
2. In halls or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.
3. In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.
4. Listen to the teacher for instructions to evacuate the building about 60 seconds after the shaking has stopped.

**If outdoors:**

1. Move to an open space away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.
2. On a school bus, students should remain in their seats and hold on. Listen to the bus driver for instructions to evacuate the bus after the shaking has stopped.

**FREEDOM OF EXPRESSION**

1. Students are entitled to express personal opinions under reasonable circumstances.
2. Any publication supervised and/or sponsored in any way by the school shall be known as a school publication. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matter is prohibited from all school publications. The school's duty is to maintain the student's right to free speech, and its duty to



educate pupils and protect the rights of all students need careful consideration when either duty tends to conflict with the other.

3. School Board Policy governing school publications will be followed.
4. Students may refuse to participate in patriotic exercises as long as the manner of such nonparticipation does not disrupt the educational process.
5. The use of profane or obscene language and threats of harm to persons or property are prohibited.

### **GRADE CLASSIFICATION**

The minimum numbers of credits for individual grade classification (as of September each year) are as follows:

- Grade 9                    0 credits
- Grade 10                  6 credits
- Grade 11                  12 credits
- Grade 12                  18 credits

Students who do not meet these credit requirements will be placed in the class appropriate for their credits or will be expected to attend/participate in Summer School.

### **GRADE REPORTING**

The school year is divided into four-quarter periods of approximately nine weeks each. During the week following each period, report cards will be issued indicating what grade has been given for the previous nine weeks' work. Also, at mid-quarter there will be a grade period when teachers will average the work for the four and a half weeks and report to the student their standing at that time.

There will be no report card issued for the mid-quarter grade period. Parents will be notified by a "special report" that will be sent to them if the student's work at this time is below average (D) or unsatisfactory (F). Parents are urged to arrange for an appointment with the teacher so that they may discuss these challenges.

The following grading system is used at Yoncalla High School:

- A                    Excellent
- B                    Above Average
- C                    Average
- D                    Below Average
- F                    Failing

Certain classes may be evaluated by Pass (P) or No Pass (NP).

### **GRADUATION SUCCESS POLICY**

Odysseyware classes will be given under the following criteria:

1. Students who received a failing grade or have an unresolvable issue (approved by the principal), may be placed in credit recovery.
2. The class will be designated “ODY \_\_\_\_\_” on the student’s transcript.
3. Standard A – F grades will be issued for credit recovery classes.

### **HARASSMENT/CYBER BULLYING**

Harassment of any kind, bullying, cyber bullying, hazing, intimidation, threats and/or menacing by staff, students or third parties is strictly prohibited and will not be tolerated at any district events/activities on or away from district property.

Harassment/bullying includes but is not limited to any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, oral, written, or physical nature on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

**Sexual harassment** includes but is not limited to any act which subjects an individual or group to unwanted sexual advances, requests for sexual favors, and/or any other nonverbal, oral, written, or physical behavior of a sexual nature.

**Intimidation/threats** includes but is not limited to any threat or act intended to tamper, damage, or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious injury on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

**Menacing** includes but is not limited to any act which does or is intended to place a school employee, student, or third party in fear of imminent serious physical injury.

All complaints regarding harassment of any kind, hazing, intimidation, threats and/or menacing by staff, students or third parties shall be reported to the principal who will promptly investigate the complaint and issue a reply within a reasonable amount of time of receiving the complaint. Disciplinary action against a student may range from a letter of apology to expulsion, depending on the gravity of the student’s actions. If the reply is not acceptable to the complainant, he/she may file a formal complaint.

#### *Formal Written Complaints*

Step 1 When a formal complaint is filed, a conference will be held with the complainant within five days of receiving the complaint. Parents will be notified of the nature of any complaint involving their student. The parties will have an opportunity to submit evidence and a list of witnesses. The official conducting the investigation shall notify the parties as appropriate in writing when the investigation is concluded and a decision is determined.

Step 2 If the complainant is not satisfied with the decision of Step 1, he/she may submit a written appeal to the superintendent who shall meet with all parties involved and issue a written response within ten days of receiving the appeal.

Step 3 If the complainant is not satisfied with the decision of Step 2, he/she may submit a written appeal to the Yoncalla School Board within ten days of the superintendent's response. The Board will conduct a hearing within 20 days of receiving the appeal. The complainant will be allowed to be present at the hearing. The Board will issue a written response within ten days of the hearing.

Step 4 If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. (Reference: Board policies JBA/GBN and JFCF/GBNA)

## **HEALTH SERVICES**

*Student injury:* All injuries must be reported to a teacher or to the office immediately. Parents will be notified first in all cases except very minor injuries. At that time a decision will be made whether to seek medical attention. In the case of an emergency, procedure will be to call a doctor or ambulance and notify the parent. **Every attempt is made to contact parents or the emergency contact person whom you list on the emergency card and registration form. Our ability to reach you depends on your providing us with current phone numbers.**

*Communicable diseases:* Parents of a student with a communicable or contagious disease are asked to telephone the Principal's office so that other students who have been exposed to the disease can be alerted. A student with certain communicable or contagious diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of a local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. A parent must provide a signed statement that a recognized treatment has been initiated. These diseases include, but are not limited to, chicken poxes, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staphylococci infections, streptococci infections, and tuberculosis. Parents with questions should contact the school office.

*Infection/Disease instruction:* An age-appropriate plan of instruction about infections/disease including AIDS, HIV and HBV has been included as an integral part of the District's health curriculum. Any parent/guardian may request that his/her student be

excused from that portion of the instructional program required by Oregon law by contacting the Principal for additional information and procedures.

### **HOMework/MISSED WORK POLICY**

Homework is a learning activity that should increase in complexity with the maturity of the student. It is the responsibility of the student to finish all work in the timeframe allotted by the classroom teacher. Students who miss less than two days of school can contact teachers directly to obtain any missing work/classwork. **Homework requests will only be fulfilled for students who are absent for two or more days.**

### **INDEPENDENT STUDY**

Independent study will only be given under the following circumstances:

1. There needs to be an un-resolvable scheduling issue.
2. All independent study credit will go through the classroom teacher.
3. Students who attend UCC (Umpqua Community College) will be required to attend class at YHS on the days they are not attending UCC classes.
4. All independent study work will be handed out and graded by the regular classroom teacher.
5. Standard A, B, C, D, F grades will be issued.

### **INSURANCE**

At the beginning and throughout the school year, the District will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired). Claim forms may be picked up at the school office. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school sponsored trip outside the District or school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) show proof of insurance or (3) signed a form rejecting the insurance offer.

### **LIBRARY**

Students may check out materials anytime that the librarian is on duty. The media center contains materials relating to the curriculum. Many of the resources are used for reports and projects. Therefore, a student keeping books past the due date may be preventing other students from completing their assignments. Students with excessive overdue books and fines over \$3.00 will be notified and a letter informing parents may be sent home.

Library books and materials should be treated with care and will be checked by the librarian upon return for damages. The following regulations will be observed while in the library:

1. Students having overdue books and fines will be notified periodically.
2. Reference books are not to be taken out of the library except with the permission of the librarian.
3. Students who are in the library will be expected to have a definite project or purpose.
4. If the student is released from a class to go to the library, he must have a pass/slip and the project must be listed on the slip.
5. Failure to return books may result in the loss of library privileges.
6. Students are allowed in the computer lab only with teacher supervision.
7. Middle school students are permitted to check out books in the High School Library. A separate section has been set up with age/reading level appropriate books. However, your student will have access to all the books in our system for checkout. If there are any concerns, please contact your student's teacher.

### **LOCKERS**

Lockers are available to students and are assigned at the beginning of the school year. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SAFEGUARD OF ARTICLES LEFT IN THE LOCKERS. *The lockers are not designed for maximum security.* STUDENTS ARE URGED NOT TO PLACE VALUABLE ITEMS IN LOCKERS FOR SAFEKEEPING. Students are held responsible for the contents of their assigned lockers.

Decorating lockers will be limited to taped on pictures (school appropriate), wooden locker organizers and tape or magnet mirrors. NO PICTURES/ITEMS ARE ALLOWED ON THE OUTSIDE OF THE LOCKER. Stickers, contact paper, inappropriate pictures, and permanent marking pens are prohibited in lockers. Students are required to thoroughly clean their lockers every year prior to leaving in June.

**STUDENTS ACCEPTING LOCKERS DO SO WITH THE UNDERSTANDING THAT THEY ARE SUBJECT TO INSPECTION BY SCHOOL AUTHORITIES.**

Students may purchase a lock for their hall locker/PE locker for \$7.00. This fee is reimbursed at the end of the year when the student returns the lock. Locks may be purchased through the office.

### **LOST AND FOUND**

Found clothing, personal items, and other articles such as pens, wallets, money, purses, and other small items should be turned into the main office. Students who have lost such items may retrieve them from the office. Items left in the lost and found will be donated at the end of the school year if they have not been claimed.

## **LUNCH**

Students may notify the school secretary in the high school office if they wish to eat a school lunch. Payment for a school lunch can be made in the high school office. Lunch is served at the high school. Many families qualify for free or reduced lunches. Applications can be picked up in the office. NO student may charge a lunch, *however at this time, no student is denied lunch due to the Free and Reduced Lunch program provided by Yoncalla School District.* **Lunch will not be served to anyone after 20 minutes into the lunch period.** All food and drink items from the cafeteria need to stay in the cafeteria.

## **MEDICATION POLICIES**

The Yoncalla School District recognizes that administering of medication to students and/or self-medication, may be necessary when the failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication at school, on a temporary or regular basis.

### *District Administered Medication:*

- The parent shall make requests in writing for the District to administer medication.
- Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of student, name of medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirement of written instructions from the physician if the information above is included.
- Written instructions of the parent, which include the information above, are required for all requests to administer nonprescription medication.
- All medication to be administered by the District is to be brought to school by the parent in its original container. The District will dispose of medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever comes first.

### *Student Self-Medication:*

- Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.
- All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication.
- Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited.

- Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

### **NON-STUDENT LOITERING**

To help protect student and school property and to prevent disruption, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds. Visitors in the school building during a normal school day are expected to report to the main office first and arrange for the conduct of their business.

No individual may loiter in or near a school building or grounds. Loitering means not having any reason or relationship involving custody of or legitimate reason for being there.

### **NUTRITION BREAK**

Nutrition break is an opportunity for the students and staff to have a snack and relax. Students are not allowed to leave the campus during this time or be in their cars. **After 7 minutes, students will no longer be served food from the school nutrition program.** Students are not to take food/drinks out of the cafeteria.

### **PASS/NO PASS GRADING**

Pass/No Pass grades will be given to all student aides. A student meeting the course standards for a passing mark shall be given a grade of "P" and student failing to meet minimum standards will receive a grade of "NP." There may be other instances when this grading option is used, upon approval of the administration. A student must speak to the teacher within the first week of each semester if they are going to take a class as Pass/No Pass. If this is not done within the aforementioned timeframe a letter grade will be given.

### **PERSONNEL POLICIES**

The Yoncalla School District maintains personnel policies. They are available to the public in the District Office.

### **POLICE QUESTIONING**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Students have the right to refuse to speak with the police until his/her parents are present.

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

### **PROGRAM EXEMPTIONS**

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

### **REQUIRED NOTIFICATION**

Yoncalla High School has asbestos containing building materials and is managed according to federal regulations.

### **SCHEDULE (BELL)**

|                  | <i>Monday/Wednesday (A)</i> | <i>Tuesday/Thursday (B)</i> |
|------------------|-----------------------------|-----------------------------|
| 7:50am - 9:30am  | 1st period                  | 5th period                  |
| 9:40am - 11:20am | 2nd Period                  | 6th Period                  |
| 11:20am - 12:00p | Lunch                       | Lunch                       |
| 12:00pm - 1:40pm | 3rd Period                  | 7th Period                  |
| 1:50pm - 3:30pm  | 4th Period                  | Study Hall with Advisor     |
| 3:30pm           | Dismissal                   | Dismissal                   |

### **SEARCH AND SEIZURE**

The District seeks to create a climate in the school which assures the safety and welfare of everyone. Equipment such as lockers belongs to the District, and students are allowed to use this equipment as a convenience. The school may insist that lockers be properly cared for and not used for the storage of illegal items. The following practices shall be applied when search and seizure are a concern:

1. A search of a student's person and/or property should be limited to situations where there is reasonable suspicion that the student is concealing evidence of an illegal act or violation of school policy.
2. Illegal items (firearms, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of the possessor or others may be seized by school officials.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
4. When a school official has reasonable doubt relating to safety or security, a general search of school properties including, but not limited to, lockers or desks may occur. Items belonging to the school may be seized.
5. All items seized shall be returned to the proper authorities or true owner.
6. When possible and practical, the student shall be present when a search of personal possessions is conducted.

### **SIGN OUT POLICY**

No student may leave campus without checking out through the office. The Office Staff will give approval to leave campus after the following steps have been completed:

1. Direct communication in person or over the telephone, between the office and the parent; or



2. Permission to leave campus for a teacher approved activity (this must go through the office).

Upon receiving permission from the office, the student checking out will sign the checkout sheet. Students failing to follow the proper checkout procedures will be considered unexcused.

In severe cases, a school official may take the student home or to a medical facility to consult a doctor. Students may not take other students from the school grounds in their automobiles without prior approval from the Principal.

### **SKATEBOARDS, ETC.**

Due to school district liability, skateboards and other wheeled devices are prohibited from use on school property.

### **SOCIAL SECURITY NUMBER**

The District is required by law to inform you about the use of student Social Security Numbers. The following is provided for your information:

- Providing your Social Security Number (SSN) is voluntary.
- If provided, the District will use your SSN for record keeping, research, and reporting purposes only.
- Your SSN will NOT be used to make any decisions directly affecting you or any other person.
- Your SSN will NOT be given to the general public.
- You will NOT be denied any rights as a student if you choose not to provide your SSN.
- Providing your SSN means that you consent to the use of your SSN in the manner described.

OAR 581-21-225 authorizes school districts to ask you to provide your SSN. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and requirements. It also helps school districts and the state research education programs and student success in the workplace.

The District and Oregon Department of Education may also match your SSN with records from other agencies as follows:

- The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

- State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.
- Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for the statistical purposes as listed above. State and federal law protects the privacy of your records.

### **STEALING**

Stealing will not be tolerated in the Yoncalla School District. Stealing is defined as being in possession of “something” that does not belong to you. If you find something that does not belong to you, and you keep it, this will be considered as stealing. Anything found that belongs to someone other than you should be turned into the office.

### **STUDENT ACTIVITIES**

*Student Body Officers:*

- President
- Vice President
- Secretary
- Sophomore Rep.
- Freshmen Rep.

*Yoncalla High School Clubs and Organizations*

- |                                 |              |
|---------------------------------|--------------|
| Student Government              | Mr. Kilmer   |
| National Honor Society          | Ms. Wilde    |
| Future Natural Resource Leaders | Ms. Wilde    |
| Yearbook/Publications           | Ms. Wilde    |
| Dungeons and Dragons            | Mrs. Cameron |

### **STUDENT BODY CARDS**

Student body cards cost \$20.00. Students become members of the Associated Student Body of Yoncalla High School/Middle School upon purchase of a Student Body Card and are entitled to vote in Student Body elections, to participate in student sponsored activities and are admitted to games, dances, assemblies and contests sponsored by the Associated Student Body.

### **STUDENT RECORDS**

Student records include all records relating to students such as behavioral records and student progress records.

All student records shall be confidential and except as hereinafter provided, shall be open for inspection only in accordance with the law and such rules and regulations as dually adopted by the District School Board.

All student records maintained by the District shall be available for inspection by any parent or legal guardian requesting to see such individual records; however, student behavioral records shall be released only in the presence of an individual qualified to interpret the records.

Only the Superintendent or his designated representative may release student behavioral records for use in any proceedings, civil or criminal, in any court of this state. Student behavioral records may also be released with the consent of the student or juvenile so confiding or to whom such records relate, if the student is 18 years of age or over, or if the person is a minor, with the consent of the student's parent or legal guardian. Release shall be made only in the presence of an individual qualified to interpret the records.

Student progress records will be available to all teaching staff, to parents or legal guardians, and upon request, to other agencies having a demonstrated interest in the student.

Progress records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if the parent or legal guardian has signed a written release.

### **STUDENT REDRESS**

Students have the ability to address situations where they feel that rules appear to be unjust or improperly applied. The following steps are applicable when considering student redress:

1. The student should not seek to have an issue resolved during class time. To do so may disrupt the educational process.
2. The student should make an appointment with the teacher or school counselor to discuss the issue outside of class time.
3. If the issue is not resolved, the student should go to the next level of authority (Principal).
4. If the issue is still not resolved, the student has the right to discuss the issue with the Superintendent.
5. If the issue is still not resolved, the student may go to the School Board. Action beyond this group would be at the county and state level.

Most procedures of this type require that action be initiated promptly, the issue being processed within 30 days of its occurrence.

## **SURVEILLANCE CAMERAS**

For the safety of our students, staff, and community Yoncalla High School is equipped with surveillance cameras. These cameras are on 24 hours a day every day of the year. They are located both inside and outside the campus.

## **TALENTED AND GIFTED EDUCATION**

Enriched sets of curricular experiences are planned for those students who meet the district criteria for special programs. Students identified as Academically Talented or Intellectually Gifted, as defined by ORS 343.395 will be provided services needed to address their assessed levels of learning and accelerated rates of learning. Every effort is made to identify and serve students from special populations such as, but not limited to: cultural and ethnic minorities, disadvantaged, underachieving gifted, and handicapped learners.

The school will inform parents/guardians of the identification of their child as talented and gifted. Parents may refer their child for consideration of identification by requesting an evaluation. The school will also inform parents/guardians of programs and service options available, and provide them an opportunity to participate in selecting those programs or options most appropriate for their child. The identified students are offered a variety of activities both in and out of the regular classrooms.

## **TEACHER'S AIDE REQUIREMENTS**

Students may earn a maximum of 2 teacher's aide credits with the following provisions:

1. Prior teacher approval
2. Most student must be in the 11-12 grade levels

## **TUTORIAL**

Students are expected to attend Tutorial class with their grade level or other advisor as stipulated by the current schedule. Tutorial is a noncredit academic course to assist students in their grades and ensuring an on-track graduation.

Seniors are eligible to leave school early and miss Tutorial, IF (a) they are passing all their classes, (b) it is been confirmed by the senior advisor, AND (c) they must sign out in the front office. Their grade level advisor will advise the front office that they are able to leave.

## **VEHICLES AT SCHOOL**

Rules and regulations governing the use of student vehicles shall be distributed to each student. The privilege of driving to school is extended to any licensed driver complying with the rules and regulations; however, permission to drive a vehicle onto school grounds

may be revoked for a demonstrated cause. The district assumes no responsibility or liability for loss or damage to vehicles.

*Responsibilities:*

- No student vehicles will be permitted to leave the school grounds during school hours without checking out in the office.
- Drivers may be cited and fined, and driving privileges may be revoked for drivers who regularly abuse their driving privileges; driving too fast, driving recklessly, arriving late, habitually transporting students who do not have permission to ride are just a few examples of abuse of campus driving privileges.
- **When driving to school results in a student attendance problem, school authorities may deny the privilege of driving on school property.**
- ***Students are not to transport other students during lunch/school hours for any reason.***
- Students are not to be in or near parked vehicles any time during the time school is in session including lunch.
- Students must park their cars in the marked areas of the parking lot. Those students not parking correctly, in the back of the school, in the bus lane, in the teachers' parking area, or blocking another car may be cited and fined.
- Any student trying to circumvent these regulations by parking in any other place other than where the school directs, or fails to abide by the rules and regulations governing vehicle use may forfeit all rights to drive to school under any circumstances and be subject to student discipline.

## **VISITORS**

All visitors must sign in at the office first and wear a "Visitor" badge. To keep disruptions of the educational process to a minimum, student guests will not be allowed unless the Principal gives special permission. The administration reserves the right to deny visitor privileges at any time. The following guidelines must be met for a visitor to attend Yoncalla High School:

1. The visitor must be enrolled in another high school.
2. The visitor's school is not in session during the visit.
3. The Yoncalla student must obtain teacher permission at least two days prior to the visit.
4. The visitor must check in at the main office before visiting.
5. NO visitors are permitted during finals week.
6. Visits are limited to one day.

**It will be the practice of Yoncalla High School/Middle School to deny student guests during school hours unless there are extenuating circumstances.**

## **WORK EXPERIENCE PROGRAM**

The Work Experience Program is designed to provide learning experiences in which students can explore career interest in occupational fields through a program not offered in the regular high school curriculum. The student applies to the Work Experience Coordinator. Goals and objectives are established between the student and the coordinator. The student must meet attendance and performance standards in order to earn credit. A maximum of 2 credits will be allowed.

## GRADUATION REQUIREMENTS

### DIPLOMAS

Yoncalla School District offers the following diplomas:

1. Regular Diploma: Awarded to students who have satisfactorily completed all state and Yoncalla School District requirements for units of credit and attendance.
  
2. Honors Diploma: Awarded to students who fulfill the seven requirements for an honors diploma. For more information, students need to see the building principal and apply by the beginning of the first week in April of his/her senior year.  
Students need to have a 3.5 GPA and have passed the Essential Skills to be eligible.
  
3. Modified Diploma: Awarded to students who have satisfactorily completed an educational program, units of credit and attendance, but have not completed all requirements for a regular diploma. A regular diploma may be issued if regular requirements are met.
  
4. Extended Diploma: Awarded to special education students who satisfactorily completed the required content area credits needed for this diploma.
  
5. Certificate of Attainment: Awarded to students who have some but not all requirements for a diploma or modified diploma as recorded on the student's transcript.

### Yoncalla High School Diploma Options

|                          | <b>Standard Diploma</b> | <b>Honors Diploma</b> | <b>Modified Diploma</b>                         | <b>Extended Diploma</b>    | <b>Certificate of Attendance</b>                |
|--------------------------|-------------------------|-----------------------|---|----------------------------|---|
| <b>Eligible Students</b> | All                     | All                   | Requires approval of Modified Diploma Committee | Special Education Students | Students unable to satisfy diploma requirements |

|                                       |   |   |  |  |   |
|---------------------------------------|---|---|--|--|---|
| <b>Required Content Area Credits</b>  | 24 Total Credits <ul style="list-style-type: none"> <li>• 4 English</li> <li>• 3 Math (Algebra 1 or above)</li> <li>• 3 Science</li> <li>• 3 History</li> <li>• 1 PE</li> <li>• 1 Health</li> <li>• .5 Personal Finance</li> <li>• .5 Careers</li> <li>• .5 Senior Projects</li> <li>• .5 Keyboarding</li> <li>• 9 electives</li> </ul> | 24 Total Credits <ul style="list-style-type: none"> <li>• 4 English</li> <li>• 3 Math (Algebra 1 or above)</li> <li>• 3 Science</li> <li>• 3 History</li> <li>• 1 PE</li> <li>• 1 Health</li> <li>• .5 Personal Finance</li> <li>• .5 Careers</li> <li>• .5 Senior Projects</li> <li>• .5 Keyboarding</li> <li>• 9 electives</li> </ul> | 24 Total Credits <ul style="list-style-type: none"> <li>• 4 English</li> <li>• 3 Math (Algebra 1 or above)</li> <li>• 3 Science</li> <li>• 3 History</li> <li>• 1 PE</li> <li>• 1 Health</li> <li>• .5 Personal Finance</li> <li>• .5 Careers</li> <li>• .5 Senior Projects</li> <li>• .5 Keyboarding</li> <li>• 9 electives</li> </ul>  | 12 Total Credits <ul style="list-style-type: none"> <li>• 2 English</li> <li>• 2 Math</li> <li>• 2 Science</li> <li>• 3 Social Science</li> <li>• 1 Health</li> <li>• 1 PE</li> <li>• 1 Career/electives</li> </ul> Students must participate in the Extended Assessment | To be determined by the school district |
| <b>Essential Skills Proficiencies</b> | Reading<br>Writing<br>Math  | Reading<br>Writing<br>Math<br>Science   | Reading<br>Writing<br>Math<br>District may make modifications to the assessments for students who seek a modified diploma when the following conditions are met:<br>A.<br><b><u>For students on IEPs</u></b> , any modifications to work samples must be consistent with requirements established in the IEP and must be consistent with OAR 581-022-0610 section 4(d).<br>B.<br><b><u>For students not on IEPs</u></b> , any modifications to work samples must be approved by the school team that is responsible for monitoring the students' progress toward the modified diploma. | To be determined by IEP team   | To be determined by the school district |



|   |   |   |   |   |   |
|---|---|---|---|---|---|
| <b>Special Education Services</b>           | No special education services are provided by the school district beyond high school.   | No special education services are provided by the school district beyond high school.   | May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher. | May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher. | May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher. |
| <b>Community College/Vocational Schools</b> | Accepted  | Accepted  | Accepted by some but students may find it difficult to meet entrance criteria-may need to complete additional requirements.   | Students will find it difficult to meet entrance criteria-may need to complete additional requirements.                       | Not Accepted  |
| <b>4-year Colleges and Universities</b>     | Accepted with 2 years of Foreign Language. Not accepted without 2 years of a Foreign Language, but appeals may be considered. | Accepted with 2 years of Foreign Language. Not accepted without 2 years of a Foreign Language, but appeals may be considered. | Possibly accepted with a waiver or after the successful completion of an associate degree                                     | Not accepted-Students who receive an extended diploma will find it difficult to meet entrance criteria required by colleges.  | Not Accepted  |
| <b>Federal Student Aid</b>                  | Meets Eligibility   | Meets Eligibility   | Does not meet eligibility Criteria  | Does not meet eligibility Criteria  | Does not meet eligibility Criteria  |
| <b>Military</b>                             | May qualify to enlist in any branch of military with qualifying ASVAB score.  | May qualify to enlist in any branch of military with qualifying ASVAB score.  | Students must check with military branches to determine eligibility.  | Students must check with military branches to determine eligibility.  | Students must check with military branches to determine eligibility.  |

**COMMENCEMENT GUIDELINES**

The commencement policy is designed to provide clear guidelines for the graduation ceremony and ensure the integrity of the graduation ceremony.

*Commencement Guidelines:*

1. It is generally expected that students who participate in graduation exercises will have met all the requirements for a Yoncalla High School diploma.
2. Graduates must be enrolled at Yoncalla High School at the time of graduation.
3. Graduates must maintain regular attendance for the entire school year. (No more than 8 unexcused ½ day absences in the school year [ORS 339.065] and/or no more than 10 consecutive full day absences.)
4. Seniors are expected to maintain appropriate behavior while attending school and at all school related events. Those who do not may forfeit commencement privileges.

5. Any senior enrolled in and attending an alternative program, which grants a diploma or certificate, will go through the ceremony with that program and not at Yoncalla High School.
6. Only those students meeting the requirements for a Yoncalla High School diploma, modified diploma, honors diploma, or certificate of attainment will be permitted to participate in the commencement exercises.
7. The high school Principal and Superintendent reserve the right to make exceptions to these guidelines as appropriate to meet the needs of students with special needs or handicapping conditions. Applications for exceptions must be made through the high school Principal and the Superintendent.

### **DRESS**

Graduating students must wear the school's cap and gown and be fully dressed underneath. Students are highly encouraged to wear semi formal attire under caps and gowns. Semi formal attire can include but is not limited to: dresses, skirts, dress slacks, blouses, button up shirts, ties, and dress shoes. Students can't wear clothing, accessories or jewelry that draws attention away from the dignity of the event. Mantles, cords, insignias or medals can be worn only if the school has awarded them.

### **EARLY GRADUATION**

In order to meet the needs of all our students, we do make available an Early Graduation Request Form. A student may choose to graduate early if they complete the attendance and credit requirements for a high school diploma. When a student graduates at semester, they are no longer an active member of the Yoncalla Student Body and therefore, forfeit all rights to participate in student body activities (e.g. use of Student Body Card, Junior/Senior Prom, dances, etc.). The Principal will handle special cases that do not specifically comply with this policy on an individual basis.

### **ESSENTIAL SKILLS**

Students who meet grade 11 state benchmark standards will be awarded an Essential Skills award. Awards will be presented in May at the Academic Awards Night.

### **HONORS**

In an effort to encourage students to maximize their course offerings, Yoncalla High School will recognize the Valedictorian and Salutatorian of the graduating Senior Class according to the following procedure:

#### **Philosophy of Yoncalla High School's "Best in Class:"**

- A candidate for Valedictorian/Salutatorian exemplifies qualities of a student who has reached the highest level of coursework obtainable while he/she is enrolled in the Yoncalla School District. This individual is a high-achieving and self-motivating

leader who accepts academic challenges and exemplifies the core values of citizenship, respect, perseverance and integrity.

### **The Process:**

- At the end of the first semester of their senior year, students will be ranked by GPA. This ranking will be based on two categories. First, those who physical attend Yoncalla High School. Second, those who may be attending a college and who are enrolled at YHS. A student who is attending a college will be defined as a full time college student (at least 3 classes) who has attended college both their junior and senior years while enrolled at the Yoncalla School District. From this list of students, the highest GPA, one each from each category, will determine co-valedictorians. The same process will be used to select the salutatorian. Students must maintain a minimum 3.5 GPA to qualify for this award. If the minimum GPA requirement is not met, the principal may pick the highest GPA from either category to be selected as the valedictorian/salutatorian.

### **Graduation Speakers:**

- At the end of the first semester of their senior year, the senior class advisors will meet with the senior class and ask for a list of five potential speakers who the class feels would represent the YHS core values. From this list, the staff will make the final selection of the three speakers who will speak at graduation. The speaking assignments will consist of two main speakers whose topics the students choose with the guidance of the principal, and one speaker who will introduce a variety of people.

### **Other Awards:**

1. The Principal will convene a selection committee at the conclusion of the third quarter, to include two faculty members and the Principal.
2. The committee will identify the Valedictorian/Salutatorian (perhaps additional deserving students) of the graduating Senior Class based upon the following criteria:
  - academic excellence
  - *citizenship*
  - service to the school and/or community
3. The committee may identify other special awards for deserving senior students. These awards may include the Challenger Award, Service Award or some other appropriate recognition for special accomplishments.
4. The Outstanding Senior Award will be voted on by the staff at YHS. Students must have a 3.2 GPA or above to qualify.

### **SENIOR TRIP**

Class funds may be used by the graduating class for a senior trip under the following conditions:

1. A formal proposal must be written and submitted to the advisor and the principal.

2. The deadline for writing up a proposal for a senior trip is November 1<sup>st</sup>.
3. There is a maximum of one trip per class.
4. The trip must be voted on in a class meeting that is attended by an advisor.
5.  $\frac{3}{4}$  of the class must be present to vote.
6. There must be a simple majority for the agreement.
7. The trip must take place before the last day in February.
8. The trip can take place during a school day and cannot be overnight.
9. The trip must be attended by the class advisor and must be an educational opportunity.

## **STUDENT CODE OF CONDUCT**

Proper student conduct is not only necessary to an orderly operation of the school, but commensurate discipline reinforces positive behavioral patterns that will serve the student later in life. It is the intent of Yoncalla High School to discipline students without malice or favoritism and with full observance of both the spirit and letter of the law regarding student rights, due process, the laws of the State of Oregon, and the administrative rules governing the operation of schools.

### ***Minor Misconduct:***

May include, but not limited to the following examples:

- 1) Practical jokes
- 2) Misuse of school property
- 3) Roughhousing
- 4) Coming unprepared to class
- 5) Running and other reckless movement
- 6) Throwing objects
- 7) Classroom disruption (disrespect to teacher/peers, insubordination)

Students exhibiting minor misconduct will be disciplined by their teachers. Continued disruptive behavior or violation of class rules will lead to the parents being contacted by the teacher. Students who continue to be disruptive or not follow class rules can expect other interventions or removal from class or school. An accumulation of 4 minor referrals will count as 1 major referral. (See flow chart on page 45.)

**Yoncalla High School/Middle School Procedure for Dealing with Problem Behavior**

**Inappropriate student behavior  
Is it Major or Minor?**

**Major**

**Minor**

Major – Automatic for zero tolerance behaviors  
OR  
Student receives 4<sup>th</sup> minor referral

Remind student of appropriate behavior

Student sent to office. Staff responsible for completion of 'major' referral form

Staff warning: "This is your warning." Then state expected behavior

Administration responsible for consequences, filing forms, and contact with parents.

Student repeats same behavior

Student sent to alternate classroom to deescalate. Student completes 'Action Plan', and returns it to staff member. Teacher writes a minor referral.

**Tardy Policy** (Starts over every 9 weeks)  
1<sup>st</sup> & 2<sup>nd</sup> – Warning dialogue  
3<sup>rd</sup> – Teacher assigned detention  
Missed detention = 2 detentions  
2 missed detentions = minor referral, meeting with the principal.  
4<sup>th</sup> – Teacher writes referral, conferences with administration  
5<sup>th</sup> – Referral to administration, ISS and possible referral to SST

Student continues inappropriate behavior in alternate classroom; student fails to complete action plan appropriately; student fails to return action plan to teacher during passing time

OR

Student is moved to an alternate classroom for the 4<sup>th</sup> time. Teacher writes a major referral.

**Tardy means:** Student is not in class with materials by the time the bell rings.

### ***Major Misconduct: (Zero tolerance behaviors)***

Major misconduct is defined as any act that is considered criminal under Oregon law or violates the civil rights of the people and the following:

1. Fighting and other violent behavior endangering health and safety.
2. Willful destruction of school personal property ((ORS 399.260).
3. Possession of weapons and articles that are a threat to health and safety.
4. Use, possession, consumption, sale or supply of alcohol or drugs. See section titled "Alcohol and Drugs" for more information. Students requiring medication at school should check with the principal.
5. Conduct that is vulgar or obscene (ORS 399.250).
6. Failure to submit to the authority of staff members (ORS 399.250).
7. Theft.
8. Use of tobacco.
9. Reckless use of automobiles, bicycles, or skateboards. YHS cooperates with the Douglas County Sheriff's Department in the enforcement of traffic laws and regulations on school grounds.
10. Hazing or intimidation.
11. Truancy
12. Disruption of class.
13. Sexual harassment.
14. **If you walk out of a classroom without the teacher's permission, you will be suspended.**
15. An accumulation of 4 minor referrals in a 9-week period of time will constitute 1 major referral.

Students exhibiting major misconduct can expect suspension as a consequence. Continued major misconduct may cause removal from classes or expulsion from school. **Student's who make a threat of harm towards a staff member, student, or to themselves will be suspended until a risk assessment is preformed by an independent third party at the parents' expense.**

### ***Detention:***

Detention is intended as a "consequence" for students who abuse behavioral and/or attendance policies. It is set up as a "study/quiet area" and is a good opportunity to catch up on missed schoolwork. Students are to report to the detention room after school on the day assigned and remain for 30 minutes. Detentions may be assigned for students from 7:30-7:45, during Friday School or on the scheduled time below.

*Schedule: Wednesday 3:30-4:00*

### ***Rules***

- Be on time. Detention is always after school for 30 minutes, unless scheduled at a time in accordance with the detention teacher.
- No food or drink is allowed in the detention room.
- No talking is allowed; maintain a quiet, study atmosphere.
- No electronic devices are allowed.
- Attend on the day agreed upon.

- No student will be allowed to participate in any school activities or practices unless the student attends detention obligations as assigned.
- If you cannot attend on the day assigned, contact the teacher in advance. It is only at the detention teachers discretion that a time can be changed.
- If you miss your scheduled detention you will be given one chance to show up at another detention. If you miss the second scheduled detention, you will automatically be suspended for one day.

***In-School Suspension:***

When behavior is unacceptable and inappropriate to the purpose of school, students may be temporarily assigned to In-School Suspension. Students who fail to comply with the rules and expectation of ISS will be sent home and placed on regular out of school suspension.

***Friday School:***

When behavior is unacceptable and inappropriate to the purpose of school, students may be assigned to Friday School. Friday School will be held on those Fridays when students have been excused from school because of teacher curriculum days/in-service days. Friday School runs from 8:00-10:00. Additional time may be added if the behavior warrants it. Students who fail to comply with the rules and expectations of Friday School will be sent home and place on regular suspension. Rules for Friday School include the following:

- No electronic devices.
- Bring work with you.
- No talking.
- Be on time.

***Suspension:***

A student may be suspended from school for violations of the student code of conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for re-admission and an opportunity to appeal the decision. A suspension may not exceed ten (10) consecutive school days.

Every reasonable and prompt effort will be made to notify the parents of a suspended student. It should be noted that the use of out of school suspensions is not meant to be a convenience for the parent or the student. It is meant to give the student an opportunity to change his/her behavior and give the students within the school their *RIGHT* to an education.

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



Schoolwork missed by the student while on suspension may be made up. It is the student's responsibility to ask his/her classroom teacher for the makeup work and to hand it in within the framework of that teacher.

***Expulsion:***

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion may extend to one calendar year.

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

**CLASSROOM BEHAVIOR**

Students are expected to be in the class to learn. Teachers will establish guidelines and give directions in the classes. Students are to conform to them. Flagrant misconduct or repeated instances of disruptive conduct will result in disciplinary action as will any instance of students leaving class without teacher approval.

**CORPORAL PUNISHMENT**

Physical discipline shall not involve striking or physical restraint of students. Physical restraint may be employed when actions of the student may be harmful to himself/herself or others.

**DISCIPLINE LAW**

The following is a list of student conduct and discipline laws. Parents and students are advised of these laws relating to the following Student Conduct and Discipline Laws:

1. Allows a school district to deny admission to a student who is expelled from another school district.

*Requires a school district to deny admission to a student who is expelled from another school district for an offense that constitutes a violation of the Federal Gun Free Schools Act of 1994. (ORS 339.115)*

2. School boards may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the past pattern of behavior of a student shall be considered prior to a suspension or expulsion of a student.

*Menace is defined as "by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury." (ORS 339.250)*

3. The expulsion of a student shall not extend beyond one calendar year. Previously, a student could not be expelled beyond the current semester unless the semester

ended within such a short period of time that the expulsion would be too short to be effective. (ORS 339.250)

4. Requires school districts to have a policy requiring the expulsion of any student for a period of not less than one year if that student is determined to have brought a weapon to a school under the jurisdiction of the school district. The Superintendent may modify the expulsion on a case-by-case basis.

*Weapons may include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to sell, harm, threaten, or harass students, staff members, parents, and patrons.*

5. A school district may require a student to attend school during non school hours as an alternative to suspension (ORS 339.250)
6. Allows a school district to adopt a policy to have the Superintendent or the Board to file a written request with the Department of Transportation to suspend the driving privileges of a student or the right to apply for driving privileges.

Requires the Department of Transportation to suspend the student's driving privileges or the right to apply for driving privileges upon written notification from the school district.

*Policies must include the following provisions:*

- *A written request may be filed only if the student is at least age 15 and:
  1. the student has been expelled for bringing a weapon to school, or
  2. the student has been suspended or expelled at least twice for assaulting or menacing a school employee or another student, for willful damage to school property, use of threats, intimidation, harassment or coercion against a school employee or another student.
  3. The school Superintendent must meet with the parent/guardian of the student before submitting the written request to the Department of Transportation.
  4. The driving privileges of the student or the right to apply for driving privileges may be suspended for no more than one year.
  5. If the school district files a second written request with the Department of Transportation to suspend the driving privileges of a student or the right to apply for driving privileges, those privileges shall be suspended until the student is 21.
  6. A student may appeal the decision of a school Superintendent regarding driving privileges of a student under the due process procedures of the school district for suspensions and expulsions.*
- *If the driving privileges of a student are suspended the student may apply to the Department of Transportation for a hardship permit.*

## **DISCIPLINE OF DISABLED STUDENTS**

A student being served by an Individual Education Program (IEP) who violates the code of conduct will be treated in accordance with district policies, and state and federal laws.

## **EXPRESSIONS OF AFFECTION**

Students must realize that school and the school grounds are not the place for visible expressions of affection. Acceptable conduct therefore, dictates that we restrict expressions of affection to the holding of hands by students in school, on school grounds, during school activities, and on school buses.

## **GANG INVOLVEMENT**

In an effort to reduce gang involvement, the District encourages students to become involved with District sponsored clubs, organizations and athletics. Students are encouraged to seek the assistance of counselors for additional guidance and District and community resources that offer support to students and alternatives to gang involvement.

No student on or about District property or at any District activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of District policies.

Students in violation of the District's Gang Policy will be subject to discipline in accordance with the District's Student Code of Conduct.

## **HALL CONDUCT**

Students are encouraged to be respectful of others and to conduct themselves in the hallways in such a way that the educational process is not hindered. Although the following list is not inclusive, the following infractions will be discouraged and appropriate discipline measures will be applied to offenders:

- Running in the halls.
- Scuffling in the halls.
- Abusing school property.
- Throwing paper or other articles on the floor.
- Unnecessarily obstructing or loitering in halls between classes.
- Demonstration of affections.
- Electronic devices shall not be played in the classrooms unless approved by the classroom teacher.

## **RELUCTANT LEARNER**

The following procedures are an attempt to implement the laws concerning pupil attendance at Yoncalla High School.

Pursuing the prescribed course of study shall be interpreted as being diligent in study. To be diligent in study, a student shall make a reasonable effort to do the following:

1. Complete assigned work on time.
2. Be courteous and attentive to the teacher and fellow students.
3. Perform work consistent with their ability.
4. Be regular and punctual in attendance.

Parent and student attention is directed particularly to the foregoing. Failure to comply with diligence in study will mean that a student may be expelled from the regular school and lose the privilege of attending school or getting credit for class.

1. Students may be considered for the Reluctant Learner Policy if they receive three or more failing grades at the end of any grading period, or upon written request for investigation submitted by a teacher to the Principal or his designated representative.
2. The Principal or designated representative will confer with all of the student's teachers, with the counselor, and the student's parents or guardian.
3. If the findings of the Principal's investigation indicate the school has made every possible effort to assist the student to accept the responsibility for earning an education, the Principal will then inform the student and parents/guardian of the student's status. The student will be placed on probation pending a marked improvement in all aspects of his/her schoolwork.
4. If during the probation period, the student has not improved his/her grades and associated performance in classes, the parents/guardian may be notified in writing and the student will be suspended from school pending an expulsion hearing.
5. At the expulsion hearing the student may petition for reinstatement. The District Superintendent shall determine reinstatement conditions.
6. If the Superintendent, upon reviewing the facts, determines that the student should be permanently excluded from school, all facts will be presented to the Board of Education for their action.

### **SCHOOL BUSES**

The following rules and regulations handed down by the Oregon State Board of Education will apply to all students riding District transportation:

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, tobacco, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. The bus driver may assign pupils seats.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.

9. Pupils shall not extend their hands, arms, or heads through the bus windows.
10. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
11. Pupils shall keep the bus clean, and must refrain from damaging it.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall be courteous to the driver, to fellow pupils, and passers-by.
14. Pupils who refuse to obey promptly the directions of the bus driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

*Citations:* The School Board's Bus Policy allows one citation as a warning. A second citation may result in suspension of riding privileges for one week. A conference between the student, the driver, the parent, and a member of the administrative staff will be necessary before riding privileges may be reinstated. A third citation may mean the suspension of riding privileges for the remainder of the school year.

### **STUDENT GUIDELINES**

The single governing principle behind most rules and behind all relations with others is simply to treat others as you would like to be treated. Students are expected to:

1. Respect others
2. Respect the rights of others
3. Respect the property of others
4. Comply with attendance rules of the District
5. Comply with rules and lawful directions of the faculty

### **STUDENT RIGHTS/RESPONSIBILITIES**

The Board has responsibility to afford students the rights that are theirs by virtue or guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students. Among these student rights and responsibilities are the following:

1. Civil rights, including the right to equal educational opportunity and freedom from discrimination: the responsibility not to discriminate against others.
2. The right to attend free public school: the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of the law with respect to suspension, expulsion, and decisions, which the student believes injure his/her rights.
4. The right to free inquiry and expression: the responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

Students have the right to know the standards of behavior that are expected of them as well as to know the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through information distributed annually.

### **SUBSTANCE ABUSE REGULATIONS**

The possession, selling or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes drug possession, drug paraphernalia, selling or use at school during the regular school day and at any District related activity, regardless of time or location and while being transported with District provided transportation. Students in violation of the District's Drug, Alcohol and Tobacco Policy will be subject to disciplinary action and referred to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. \*

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

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the District. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. This program also includes staff training in District procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and legally as a result of illegal drug, alcohol and tobacco use.

The District's Drug, Alcohol, and Tobacco Prevention Program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on District and community resources.

- *\*An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine or both.*

### **SWEARING AND VULGAR LANGUAGE**

Swearing or vulgar language that is directed towards a staff member **WILL** result in the student's suspension from school. Continued incidences may result in the student's expulsion. Swearing or vulgar language in conversation will be cause for reprimand by the staff and could lead to suspension.

### **TOBACCO**

The use and/or possession of tobacco products (including e-cigarettes/vaporizers) is prohibited on all school district property. This applies to students, staff, patrons and visitors. The Yoncalla School District regards tobacco as a medical problem that can severely affect learning and behavior and young people stand the greatest danger of becoming addicted. Furthermore, Oregon law now prohibits the possession of tobacco products by people under 18. In compliance with this statute and a concern for the well being of all students, the school district will enforce the following for students who possess and/or use tobacco. \*\*

- 1<sup>st</sup> Offense                      One day out-of-school suspension
- 2<sup>nd</sup> Offense                      Three day out-of-school suspension
- 3<sup>rd</sup> Offense                      Five day out-of-school suspension

- 4<sup>th</sup> Offense Recommendation for expulsion
- *\*\*In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500.*

## **WEAPONS**

Weapons and replicas of weapons are forbidden at Yoncalla High School. No person, with the exception of law enforcement officers or those authorized by the district superintendent, shall have possession of a loaded or unloaded firearm, dangerous weapon, or replica of a dangerous weapon, nor transfer possession of such a weapon to another person on school district property or at school sponsored events that occur off school property. \*\*\*

A dangerous weapon is defined as any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.

Weapons shall include, but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious and irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, and patrons.

Any student who has possession of a loaded or unloaded firearm or transfers possession to another is in violation of these policies and will be subject to discipline and will automatically receive an expulsion hearing.

Any student who has possession of any other dangerous weapon or a replica of a dangerous weapon will be subject to discipline, including but not limited to suspension and expulsion.

Any non-student who is found to have possession of a firearm or other dangerous weapon or transfers possession to another on school property or at school sponsored events that occur off the school campus will be considered to be unlawfully present on the premises and will be subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

The appropriate law enforcement agency will be promptly informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

- *\*\*\*In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of*

*intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.*

- *\*\*\* In accordance with Federal law, students bringing a weapon to school shall be expelled up to one year. However, on a case-by-case basis, the superintendent may determine an expulsion for less than one year is appropriate. Under Federal law “weapon” is defined as any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or destructive device. “Destructive device” means an explosive, incendiary or poison gas, bomb, grenade, rocket or missile.*



## YONCALLA SCHOOL WIDE DISCIPLINE PLAN

Under certain circumstances or based on an individual's discipline record, the maximum consequence could be imposed on the first violation of a school wide rule. Students are held accountable for acts related to a school activity or attendance that occur any time including: on school grounds, going to or from school, lunch period, or any school sponsored activity.

### Definitions:

1. "Controlled substance" means any drug or alcohol substance in the Health and Safety code. Includes all alcoholic beverages, cough medicines, etc., and tobacco products.
2. "Day" means calendar days except for suspensions. Days for suspensions are weekdays that students would normally be expected to attend if they had not received a suspension.
3. "Expulsion" means removal from the school of attendance and placement in an alternative setting. The severity of the violation determines the duration of expulsion.
4. "Harassment" means to torment, annoy, or intimidate another person that causes physical or mental anxiety or creates a hostile educational environment.
5. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.
6. "Knife" means dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a folding blade that locks into place, a razor with an unguarded blade or a weapon with a blade of any kind. **Knives of any kind are not allowed on campus.**
7. "Serious physical injury" means serious impairment of physical condition including loss of consciousness, bone fracture, loss or impairment of any body part, a wound requiring stitches or serious disfigurement.
8. "Suspension" means temporary removal from school for a maximum of 10 days per incident / 20 school days per year except in cases of expulsion or special education students.

| Violation | First Consequence | Second Consequence | Third Consequence |
|-----------|-------------------|--------------------|-------------------|
|-----------|-------------------|--------------------|-------------------|

|   |  |  |  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>• Possessed, sold or furnished a firearm.</li> <li>• Brandished a knife at another person.</li> <li>• Unlawfully sold or furnished a controlled substance.</li> <li>• Committed or attempted to commit sexual assault or battery.</li> </ul>   | <p>Parent contact.<br/>Police contact.<br/>10-day suspension.<br/>Mandatory expulsion not to exceed 1 calendar year.</p>   |  |  |
| <ul style="list-style-type: none"> <li>• Caused serious physical injury to another person, except in self-defense.</li> <li>• Possessed any knife, explosive, or other dangerous object of no reasonable use to the pupil.</li> <li>• Possessed any controlled substance.</li> <li>• Committed robbery or extortion.</li> <li>• Committed assault or battery on a school employee.</li> <li>• Harassed, threatened, intimidated, or retaliated against a student witness in a discipline case.</li> </ul> | <p>Parent contact.<br/>Police contact.<br/>1 –10-day suspension.<br/>Recommendation for expulsion possible.<br/>Recommendation for private agency counseling possible.</p> | <p>Parent contact.<br/>Police contact.<br/>5 – 10-day suspension.<br/>Mandatory expulsion recommended.</p> |  |

| Violation | First Consequence | Second Consequence | Third Consequence |
|-----------|-------------------|--------------------|-------------------|
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|   |  |   |   |
|---|--|---|---|
| <ul style="list-style-type: none"> <li>• Caused, attempted to cause, or threatened to cause physical injury to another person (i.e, fighting resulting in injury).</li> <li>• Possessed, sold or furnished any fireworks or other dangerous objects such as mace or pepper spray.</li> <li>• Possessed an imitation firearm.</li> </ul> | <p>Parent contact.<br/>Police contact.<br/>1 – 10-day suspension.<br/>Possible expulsion recommended<br/>Private agency counseling possibly recommended<br/>Suspension from activities as per the Code of Conduct.</p> | <p>Parent contact<br/>Police contact<br/>5 –10-day suspension<br/>Possible expulsion recommended<br/>Private agency counseling recommended<br/>Suspension from activities as per the Code of Conduct.</p> | <p>Parent contact<br/>Police contact<br/>5 – 10-day suspension<br/>Expulsion recommended<br/>Counseling recommended<br/>Suspension from activities as per the Code of Conduct.<br/>Possible alternative placement</p>     |
| <ul style="list-style-type: none"> <li>• Roughhousing or other impulsive or out-of-control behavior resulting in fighting and/or other physically or verbally aggressive behavior resulting from rough play not involving an actual injury.</li> </ul>  | <p>Parent contact.<br/>1-3 day in-school suspension possible.<br/>Private agency counseling possibly recommended<br/>Suspension from activities as per the Code of Conduct.</p>  | <p>Parent contact<br/>1-3 day out of school suspension possible.<br/>Private agency counseling recommended<br/>Suspension from activities as per the Code of Conduct.</p>                                 | <p>Parent contact<br/>1 - 5 day out of school suspension.<br/>Counseling recommended.<br/>Suspension from activities as per the Code of Conduct.<br/>Possible recommendation for expulsion and alternative placement.</p> |
| <ul style="list-style-type: none"> <li>• Public displays of affection.</li> </ul>   | <p>Student conference<br/>Possible parent contact</p>  | <p>Student conference<br/>Parent contact<br/>Detention</p>  | <p>Student conference<br/>Parent contact<br/>In-School suspension</p>   |
| <ul style="list-style-type: none"> <li>• Leaving campus during the school day without permission.</li> </ul>  | <p>Parent contact<br/>In school suspension<br/>Suspension from activities as per the Code of Conduct.</p>  | <p>Parent contact<br/>1 – 3-day suspension<br/>Suspension from activities as per the Code of Conduct.</p>   | <p>Parent contact<br/>3 – 5-day suspension<br/>Suspension from activities as per the Code of Conduct.</p>   |

| Violation | First Consequence | Second Consequence | Third Consequence |
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|---|---|---|---|
| <ul style="list-style-type: none"> <li>Leaving a classroom without teacher's permission</li> </ul>  | Parent contact<br>In school suspension  | Parent contact<br>1 – 3-day suspension<br>Suspension from activities as per the Code of Conduct.                              | Parent contact<br>3 – 5-day suspension<br>Suspension from activities as per the Code of Conduct.                                |
| <ul style="list-style-type: none"> <li>Tardiness, cutting class</li> </ul>  | Detention as per teacher discretion   | Parent contact<br>Detention<br>Possible in school suspension  | Parent contact<br>In school suspension  |
| <ul style="list-style-type: none"> <li>Failure to serve assigned detentions</li> </ul>  | Parent contact<br>In school suspension  | Parent contact<br>1 – 3-day suspension<br>Suspension from activities as per the Code of Conduct.                              | Parent contact<br>3 -5-day suspension<br>Suspension from activities as per the Code of Conduct.                                 |
| <ul style="list-style-type: none"> <li>Possessed or used tobacco</li> </ul>   | Parent contact<br>Police contact<br>1-day suspension<br>Suspension from activities as per the Code of Conduct.        | Parent contact<br>Police contact<br>3-day suspension<br>Suspension from activities as per the Code of Conduct.                | Parent contact<br>Police contact<br>5-day suspension<br>Suspension from activities as per the Code of Conduct.                  |
| <ul style="list-style-type: none"> <li>Disruption of school activities or defiance of school personnel.<br/><i>Insubordination</i></li> </ul> | Parent contact<br>1 to 3 day in or out of school suspension<br>Suspension from activities as per the Code of Conduct. | Parent contact;<br>possible police contact<br>1 to 5-day suspension<br>Suspension from activities as per the Code of Conduct. | Parent contact;<br>possible police contact<br>3 to 10-day suspension.<br>Suspension from activities as per the Code of Conduct. |

| Violation | First Consequence | Second Consequence | Third Consequence |
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| <ul style="list-style-type: none"> <li>Committed obscene act or engaged in habitual use of profanity or vulgarity directed toward students, staff or opponents/referees during school or extra curricular activities.</li> <li>Used profanity/vulgarity to intimidate others.</li> </ul> | <p>Possible parent contact; possible police contact.<br/>Possible detention, in school suspension or 1 to 3 day out-of-school suspension</p> | <p>Parent contact; possible police contact.<br/>Detention.<br/>1 to 5 day in or out of school suspension.<br/>Suspension from activities as per the Code of Conduct.</p> | <p>Parent contact; possible police contact.<br/>1 to 5-day suspension.<br/>Possible alternative placement.<br/>Suspension from activities as per the Code of Conduct.</p>              |
| <ul style="list-style-type: none"> <li>Gambling</li> </ul>   | <p>Warning<br/>Parent contact<br/>Possible detention<br/>Confiscation of materials for the remainder of the day</p>                          | <p>Confiscate materials, parents must reclaim<br/>Detention</p>  | <p>Confiscate materials; parent must reclaim<br/>1 to 3-day suspension.<br/>Suspension from activities as per the Code of Conduct.</p>   |
| <ul style="list-style-type: none"> <li>Cheating: (E.g., giving or receiving answers, non-authorized possession of teacher materials, answer keys, etc. Copyright violations. Plagiarism.</li> </ul>  | <p>Parent/teacher contact.<br/>Zero credit for assignment or test.<br/>Detention, possible 1 to 3 day in or out of school suspension</p>     | <p>Parent/teacher/administrator conference.<br/>Zero credit<br/>1 to 3 day out of school suspension<br/>Suspension from activities as per the Code of Conduct.</p>       | <p>Parent/teacher/administrator conference<br/>Zero credit<br/>1 to 3-day suspension<br/>Suspension from activities as per the Code of Conduct.<br/>Possible alternative placement</p> |

| Violation | First Consequence | Second Consequence | Third Consequence |
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| <ul style="list-style-type: none"> <li>Dress Code Violation</li> </ul>   | <p>Possible parent contact<br/>Possible detention<br/>Change of clothing or covering up required</p>   | <p>Parent contact<br/>Possible detention or in school suspension<br/>Change of clothing or covering up required<br/>Suspension from activities as per the Code of Conduct.</p> | <p>Parent contact<br/>Detention or 1 to 3 day in or out of school suspension<br/>Change of clothes required<br/>Suspension from activities as per the Code of Conduct.</p> |
| <ul style="list-style-type: none"> <li>Use of pager, cell phone, radio, tape or CD player or MP3 players or combination electronic gadget or other electronic games or toys from home.</li> </ul>  | <p>Possible parent contact<br/>Item confiscated and returned at the end of the school day.</p>   | <p>Item confiscated.<br/>Parent must reclaim.<br/>Detention</p>  | <p>Parent contacted<br/>Item confiscated until June.<br/>1-day suspension.<br/>Suspension from activities as per the Code of Conduct.</p>                                  |
| <ul style="list-style-type: none"> <li>Possession or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.</li> <li>Possessed, sold, negotiated to sell look-alike controlled substances</li> </ul> | <p>Parent contact<br/>Police contact<br/>5-day suspension<br/>Drug Diversion program recommendation<br/>Possible expulsion recommended<br/>Suspension from activities as per the Code of Conduct.<br/>Loss of next school activity</p> | <p>Parent contact<br/>Police contact<br/>Expulsion recommended<br/>Up to 10-day suspension<br/>Suspension from activities as per the Code of Conduct.</p>                      |  |

| Violation | First Consequence | Second Consequence | Third Consequence |
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| <ul style="list-style-type: none"> <li>Committed or attempted to commit robbery or extortion.</li> <li>Stole or attempted to steal school or private property.</li> <li>Knowingly received stolen school or private property.</li> </ul> | <p>Parent contact; possible police contact.<br/>3-day suspension.<br/>Possible expulsion<br/>Restitution (repairs, staff time, replacement)<br/>Suspension from activities as per the Code of Conduct..</p>     | <p>Parent contact; police contact.<br/>5-day suspension.<br/>Possible expulsion recommended.<br/>Restitution.<br/>Suspension from activities as per the Code of Conduct.</p>      | <p>Parent contact / Police contact.<br/>5 to 10-day suspension.<br/>Expulsion recommended.<br/>Restitution.<br/>Suspension from activities as per the Code of Conduct.<br/>Possible alternative placement.</p> |
| <ul style="list-style-type: none"> <li>Caused or attempted to cause damage or vandalism to school or private property.</li> </ul>  | <p>Parent contact; possible police contact.<br/>1 to 3-day suspension.<br/>Possible expulsion<br/>Restitution (repairs, staff time, replacement)<br/>Suspension from activities as per the Code of Conduct.</p> | <p>Parent contact; police contact.<br/>3 to 5-day suspension.<br/>Possible expulsion recommended.<br/>Restitution.<br/>Suspension from activities as per the Code of Conduct.</p> | <p>Parent contact / Police contact.<br/>5 to 10-day suspension.<br/>Expulsion recommended.<br/>Restitution.<br/>Suspension from activities as per the Code of Conduct.<br/>Possible alternative placement.</p> |
| <ul style="list-style-type: none"> <li>Harassment, intimidation, hazing, malicious gossip or rumor spreading</li> </ul>  | <p>Mediation, Conference, Documentation, Detention and/or suspension</p>  | <p>Parent contact; possible police contact.<br/>1 to 5-day suspension.<br/>Suspension from activities as per the Code of Conduct.</p>   | <p>Parent contact; police contact.<br/>5 to 10-day suspension.<br/>Suspension from activities as per the Code of Conduct.<br/>Possible alternative placement and/or expulsion</p>                              |

| Violation | First Consequence | Second Consequence | Third Consequence |
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| <ul style="list-style-type: none"> <li>• Sexual Harassment</li> <li>• Pornographic Materials</li> </ul> | <p>Parent contact<br/>Investigation and review of District Policy with student and parents.<br/>Documentation of incident.<br/>Possible mediation and/or counseling<br/>Possible detention or suspension</p> | <p>Parent contact.<br/>Full investigation as per District Policy<br/>1 to 5-day suspension.<br/>Suspension from activities as per the Code of Conduct.<br/>Possible expulsion</p> | <p>Parent contact<br/>Full investigation as per District Policy.<br/>5 – 10-day suspension.<br/>Suspension from activities as per the Code of Conduct.<br/>Possible expulsion.<br/>Possible alternative placement.</p> |
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