2023-2024

FOSSIL CHARTER SCHOOL 21J

WHEELER JUNIOR/SENIOR HIGH SCHOOL



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**Fossil School District 21J**

**Philosophy of Education**

The Fossil School District 21J Board believes that schools have been maintained by the State of Oregon for the improvement of individuals and society. It believes that individuals should be accepted into the educational program as they are; they should be provided with stimulating environment and opportunities for learning experiences designed to assist them in realizing their maximum mental, physical, emotional, and social development.

In addition to assisting them in attaining these goals, the board believes that it is the obligation of the school to make every possible effort to develop in each individual a zeal for continuous learning and self-improvement. The policies and procedures contained in this student handbook are for operational convenience to help maintain a smooth running school.

**Mission Statement**

**Our mission is to ensure that each student gains the knowledge, skills and self-worth necessary to become healthy, responsible, lifelong contributing citizens of our democratic republic through quality education and community service.**

**Board Statement**

Our decisions are based upon what’s best for our kids!

**Bryce Logan, Chair Ben Logan Herb Winters, Vice Chair Kirstie Miranda Erin McGreer, Chair Joe McNeill**

**Personnel**

Fossil School District 21J: 541-763-4384

FAX 541-763-2099

Jon McMurray, Superintendent 541-763-4303

Corrina Jaeger District Business Manager

Wheeler High School: 541-763-4146

FAX 541-763-4010

Michele McMurray, Secretary 541-763-4146

Wheeler High School Staff:

Brian Anglin Science/7 & 8 Core Teacher

Larry Conaway PE/Wood Shop

Cindy Hoover Math/Home Economics

James Andrews Social Studies/Music

Mollie Carter Language Arts/Sr Projects/Yearbook/Test Coordinator

Tanya Pedrick Special Education

Amber Jaeger Library Aide

Angi Humphreys District Title One Educator

Caitlin Rutherford Special Education Paraprofessional

Alisha Reed Counselor

Seth Brewster Music/Cruise Electives/Spanish

Maintenance: Rob Whitbeck

Custodian: Florina Herrera

Bus Drivers: Todd Brooks, Max McMurray, Megan Cromwell, Althea Brooks

**Acknowledgment of Student Code of Conduct**

**and**

**Permission to Release of Information**

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

*Parents must also give their signed and dated written permission for the district to release personally identifiable information. Parents objecting to the release of directory information on their student should notify the district office within (15) days of receipt of the student handbook. This may include releasing student’s picture during a school function.*

**Permission Statement:**

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

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

I also understand that the district is required by law to release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information. I do □ do not □ authorize my secondary student’s name, address and telephone number be released to military recruiters. I do □ do not □ authorize my secondary student’s name, address and telephone number be released to institutions of higher education.

I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, the Military, the School District website, other forms of news media and for such other purposes as deemed appropriate by the principal.

The school will not release any student information via any on-line social networking sites.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to**: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.**

I have marked through the types of directory information that I wish the district to withhold.

Parent/Eligible Student (18 or older) Signature Date

THINGS TO KNOW....

**EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES**

Fossil School District21J does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities, programs, or employment in accordance with Title VI or the Civil Rights Act of 1964 as amended: Title IX of the Educational amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Superintendent Jim Smith has been designated to coordinate compliance with these legal requirements and may be contacted at P.O. Box 206, Fossil OR 97830. Continuous effort will be devoted to the improvement of human relationships and to eliminate conditions from which discrimination results.

**SCHOOL DISTRICT POLICIES**

Copies of the School Board's policies and administrative rules regarding the role and function of the School Board, administration of the District, personnel, employee benefits, students, fiscal management, support services, curriculum and instruction, and relationships with the community are available at all schools upon request, as well as through the superintendent's office.

**EMERGENCIES AND STUDENT SAFETY**

All employees of the District receive training and in-service regarding safety and emergency situations in the work place. Specific plans have been developed to respond to fires and explosions, inclement weather, windstorms, bomb threats, civil disturbances, hostage situations, earthquakes, nuclear disasters and flooding. Students will receive specific instruction on safety and emergencies as appropriate to their needs. All staff and students are required to follow District policies, rules, and regulations regarding safety and emergencies. Students are to follow staff instructions and move quickly and quietly to the designated area and stay with their teacher. For the safety of both students and parents, the high school requests that students remain at a safe site until released by an administrator.

**ON CAMPUS BEFORE AND AFTER SCHOOL**

District schools do not provide supervision of students prior to the arrival of District school buses at school in the morning and after buses leave in the afternoon. Students who walk to school or are transported by private vehicle should arrive at school no earlier than 7:35 or at a reasonable time prior to the beginning of classes. Students should leave shortly after the completion of the regular school day or no later than 4:00 unless participating in an organized, supervised school activity. **The school assumes no legal responsibilities for injuries to students on or near school property except during normal operating hours or at times when the students are participating in sanctioned school activities.**

**PARENTAL INVOLVEMENT**

Parent/Guardian involvement is critical to the success of individual students. The combination of the student, the parents, and the school working together in harmony brings about opportunities for optimum growth and development. We encourage parents/guardians to contact the school for questions or to voice concerns. The direct and positive communications that may be established contributes to a successful high school experience.

**HOMELESS STUDENTS**

Fossil School District Homeless Liaison is Jon McMurray, 541-763-4303.

**EMAIL INFORMATION**

All Fossil School District staff can be emailed by using the following address:

Initial of first name then last name@fossil.k12.or.us (Example: [aperson@fossil.k12.or.us](mailto:aperson@fossil.k12.or.us))

ACADEMIC RESPONSIBILITIES

**ASSESSMENT, RECORDING AND REPORTING OF STUDENT PROGRESS**

Student progress is assessed to determine how well the student is doing in reaching the instructional goals in each course taken. Teachers will keep written records of periodic assessments used to determine grades. The progress in each course is reported as a term grade and indicated on the report card. Grades will be sent out 4 times a year at the end of each quarter/semester. Progress reports will also be mailed out once each quarter.

Parents may make an appointment with the teacher, the building principal, or the advisor if they desire to find out what the progress has been on any of the course work used to determine the grade. Instruction is related to the adopted District curriculum, course guides, planned course statements, and course goals. Please call if you have any questions.

**STATE ASSESSMENT TEST – OAKS and Smarter balanced (SBA)**

The State of Oregon requires all 11th grade students to take the Smarter Balanced Assessments (SBA) Tests in English Language Arts (ELA) and Mathematics. As well as the OAKS in Science. These tests cover the benchmarks defined by the state content standards. Students also need to meet the State adopted Performance Standards by demonstrating their knowledge and skill on work samples in the areas of mathematics, reading, writing, science and speaking. Students who do not Meet or Exceed the state standards by the end of the testing period their senior year, will be in jeopardy of not graduating.

**HIGH SCHOOL DIPLOMA**

In order to appropriately recognize differing levels of performance, the District offers three diplomas upon completion of a high school program. The available diplomas are:

1. **The Standard Diploma** will be awarded to students successfully completing required State and District credit requirements, essential learning skill requirements, and attendance requirements.
2. **The Modified Diploma** will be awarded to students meeting the District

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Requirements for the Modified Diploma who have fulfilled District attendance

Requirements and who have completed their individual educational plan.

1. **Extended Diploma** Beginning in the 2009-2010 school year, an extended diploma

will be awarded only to students who have demonstrated the inability to meet the

full set of academic content standards for a diploma while receiving modifications

and accommodations.

**STANDARD DIPLOMA – 25 CREDITS**

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 25 credits depending upon when the student first enrolled as a freshman according to the following table:

|  |  |
| --- | --- |
| **Subject** | **Credits Needed** |
| English | **4** Credits (*Senior year will Consist of Writing 121 and 122 in the Expanded Options program through Columbia Gorge Community College)* | |
| Math | **3 credits** Algebra 1, Geometry, Algebra 2 | |
| Science | **3 credits** (2 Lab Credits) Physical Science, Biology, 1 other | |
| Social Studies  Health | **4 credits** US History, Government, Global Studies, Economics/Personal Finance  **1 credit** | |
| PE | **1 credit** | |
| Career & Technical Ed,  The Arts or Second Language (in any one or combination thereof) | **3 credits total** | |
| Natural Resource class associated with Charter | **1 credit** | |
| Electives | **4.5 credits** | |
| Careers (Embedded in all curricular classes and field trips) When all credits completed .5 credit given | **.5 Credits** | |
| **Total credits required to graduate:** | **25** | |
| Essential Skills required: | Read and comprehend a variety of texts.  Write clearly and accurately  Apply mathematics in a variety of settings.  Speak in an organized/coherent manner  Scientific Inquiry that is thought provoking, and demonstrates problem solving skills. | |
| Education Plan & Profile | Develop an education plan and build an education profile to guide learning toward student’s person, career and post-high school goals | |
| Extended Application | Apply and extend knowledge and skills in new and complex situations related to the student’s personal and career interests and post-high school goals | |
| Career-Related Learning Experiences (CRLS) | Participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to student’s educational plan. | |

The district shall offer students credit options provided the method for obtaining such credit is described in the student’s personal education plan and the credit is earned by meeting requirements described in OAR 581-022-1131.

The district may award a diploma to a student who does not satisfy the above math and English requirements if the student has met or exceeded the academic content standards for or displays proficiency in mathematics or English, as demonstrated on Oregon state assessments.

**MODIFIED DIPLOMA – 24 Credits**

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable modifications and accommodations. On or after July 1, 2009, a modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

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

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

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

|  |  |
| --- | --- |
| **Subject** | **Modified Diploma requirements (credits)** |
| English | 3 |
| Math | 2 |
| Science | 2 |
| Social Studies | 2 |
| Health | 1 |
| PE | 1 |
| Career Technical Ed, The Arts or Second Language | 1 |
| Electives | 12 |
| **Total credits required for modified diploma:** | 24 |

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

For a student on an IEP, any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student’s assessment may adjust the administration of the assessment and/or the assessment’s achievement standard.

For a student not on an IEP, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed, and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student’s progress toward the modified diploma.

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

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

A student’s IEP team may decide to revise a modified diploma decision.

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

**Extended Diploma**

Beginning in the 2009-2010 school year, an extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:

Two credits of mathematics;

Two credits of English;

Two credits of science;

Three credits of history, geography, economics or civics;

One credit of health;

One credit of physical education;

One credit of CTE, the arts or a second language.

Have a documented history of an inability to maintain grade level achievement due to significant learning and

instructional barriers; or

Have a documented history of a medical condition that creates a barrier to achievements; and

Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment

cycles; or

Have a serious illness or injury that occurs after grade eight, that changes the student’s ability to participate in

grade level activities and that results in the student participating in alternate assessments.

**GRADING SYSTEM** A = Excellent…with credit = 4 points in GPA formula

B = Above-average…with credit = 3 points in GPA formula

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C = Average…with credit = 2 points in GPA formula

D = Below average…with credit = 1 point in GPA formula

F = Failure to meet minimum requirement…no credit = zero in GPA formula

P = Pass…with credit = not counted in GPA formula

NP = No-pass…no credit = not counted in GPA formula

I = Incomplete or In Progress

**HONOR ROLL**

The following information applies to the determination of honor roll students:

* All subjects in which a student receives a grade of A,B,C,D, or F will be figured in honor roll.
* Students must be taking at least four classes that are graded according to the above scale in order to be eligible.
* Those students earning grades of D or an F will not be eligible for honor roll.
* A grade point average of at least a 3.6 (on a 4.0 scale) is needed in order to qualify for honor roll.
* Honor and merit roll is determined at the end of each grading period, based upon the following criteria:

Honor Roll Satisfactory citizenship and a 3.60-4.00 GPA

Merit Roll Satisfactory citizenship and a 3.00-3.59 GPA

**REPORT CARDS**

Students will be given a computer print-out of their grades at the end of the first and second semester. This report is for the parents/guardians and students information and does not need to be returned. The final report card, at the end of the year, will be mailed. It is imperative that the school has the most current and accurate mailing address. The semester grade is the mark that determines whether credit has been granted toward the completion of graduation requirements.

**ADVISOR/HOME ROOM**

Every student will have an academic advisor and will meet when necessary. During these meetings students might:

* Track their progress toward meeting graduation requirements
* Receive daily announcements and discuss current events
* Gather school work following/preceding an absences
* Targeted academic activities
* Class meetings
* School wide natural resource activities
* Community service projects
* Student assemblies

**GRADUATION EXERCISES**

Because the Board believes that completion of the requirements for a diploma from public schools is an achievement that improves the community as well as the individual, the Board wishes to recognize that achievement in a publicly celebrated graduation exercise. If a student violates the Code of Conduct during their senior year, the student may forfeit their opportunity to represent Wheeler High School and Fossil Charter School as a speaker at graduation.

Graduation programs are planned by Wheeler High School on dates determined annually by the Fossil School Board. To be eligible to participate in graduation exercises, a student must complete all District and State requirements for a senior high diploma by the last day of school designated for seniors. (May 23, 2024)

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To assist students in planning for graduation, Wheeler High School will communicate a written plan to parents on an annual basis delineating graduation requirements, the process of notification regarding student progress and personalized information identifying if a senior is on target for a diploma.

Students completing their educational programs through other organizations and institutions may not participate in Wheeler High School's commencement exercises. Examples of these programs include the military services, Community College school completion program, and the State Department of Education G.E.D. program. These programs usually have recognition ceremonies for students completing their requirements.

**Homework**

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Wheeler High School recognizes that homework is an important factor in the overall learning process. It helps develop students as independent learners and reinforces the study skills written into each curricular area. The amount of homework and the frequency of homework will vary according to the curricular area and the difficulty of the subject.

**Dropping or Adding Subjects**

Schedule changes will not be made after the first week of the grading period without a recommendation from both teachers and/or an administrator. After the second week of class, any changes will result in an “Incomplete” for the class dropped and “no credit” for the new assignment, unless the student has been incorrectly placed or has met pre-arranged conditions.

**ALTERNATIVE EDUCATION PROGRAMS**

At least two alternative education programs have been established and approved by the district to meet the individual needs of students. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. The Fossil Distance Learning Program may be used as an alternative school for 7th and 8th grade students only. Home schooling shall not be used as an alternative education program placement.

In-District Alternative Education Programs

1. Tutorial instruction;

2. Small group instruction;

3. Professional technical programs;

4. Work experience;

5. Community service;

6. Independent study;

7. Others as approved by the district.

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

Non-District Alternative Education Programs

1. Other school(s)/program(s);

2. Community college;

3. Others as approved by the district.

The district will pay for certain alternative education programs depending on a variety of criteria. Contact the Superintendent for more information. The student's placement must have the prior approval of the district.

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

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

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

**ALTERNATIVE EDUCATION NOTIFICATION**

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);

2. When attendance is so erratic the student is not benefitting from the educational program (Erratic attendance will be defined on a case-by basis.);

3. When an expulsion is being considered;

4. When a student is expelled;

5. When a student's parent or emancipated student applies for exemption from attendance on a semiannual basis.

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

1. The student's action;

2. A list of alternative education programs for the student;

3. The program recommendation based upon the student's learning styles and needs;

4. Procedures for enrolling the student in the recommended program.

[\*The district will not provide an alternative education program for a student expelled for violations of applicable state or federal weapons laws.]

**CREDIT BY EXAMINATION**

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities. Maximum number of credit eligible to count as graduation credit, is 3.

**GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of units earned toward graduation.

Units of Credit Earned Grade Placement

7.0 10 (sophomore)

13 11 (junior)

19 12 (senior)

25 To graduate

**GRADE REDUCTION/CREDIT DENIAL**

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

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

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

**VALEDICTORIAN & SALUTATORIAN**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and a salutatorian will be selected for each graduating class. The principal or principal’s designee will select the valedictorian and salutatorian according to the following criteria:

1. The selected student must be in good standing regarding character and citizenship.

2. The valedictorian has the highest cumulative grade point total as computed on semester grades only, for each semester of high school work, at the end of the seventh semester of high school based upon a 4.0 grade scale. FORMULA: Total grade points per class, per semester times (x) the semester GPA (grade point average) equals (=) total Semester Grade Points per student.

3. The salutatorian has the second highest cumulative grade point total as computed on semester grades only, for each semester of high school work, at the end of the seventh semester of high school based upon a 4.0 grade scale. FORMULA: Total grade points per class, per semester times (x) the semester GPA (grade point average) equals (=) total Semester Grade Points per student.

4. Foreign exchange students will not be considered in computing class rank.

5. To be eligible for valedictorian or salutatorian honors, the student must be enrolled at Wheeler High School the first day of the first semester of their Junior year through the first semester of their Senior year.

6. Pass/No Pass non-graded electives will receive a 1.0 grade point value in calculating cumulative grade point total on semester grades; but, will not receive value for calculating GPA (grade point average).

**EXAMPLE: At the end of the first year a student could earn a total of 28 grade points and have a 4.0 grade point average, or, if they took 1 class pass/fail, they would have 25 grade points (6 classes of A’s [24 grade points] and 1 point for the pass/fail class. They would still have a 4.0 GPA)**

7. In case of a tie for valedictorian and salutatorian a panel of three unbiased adults will review the students transcripts (student names will be blacked out) to determine the level of academic study.

A. The student with the highest cumulative grade point total will be valedictorian.

B. The student with the second highest cumulative grade point total will be salutatorian.

8. To be eligible to be Valedictorian the minimum GPA is 3.50 and the minimum GPA to be salutatorian is 3.00

**PROGRAM EXEMPTIONS**

1. 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.

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

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

**PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

**TALENTED AND GIFTED PROGRAM**

Identification of Talented and Gifted Students

In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district may identify students based on:

1. Behavioral, learning and/or performance information;

2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;

3. A nationally standardized academic achievement test for to assist in identifying academically talented students.

4. Teacher recommendation based on skill level indicators observed and recorded from select course work.

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

Appeals

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

Informal Process

1. The parent(s) will contact the district talented and gifted coordinator to request reconsideration;

2. The coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;

3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the district talented and gifted coordinator;

2. The district talented and gifted coordinator shall acknowledge in writing the receipt of the request within five working days;

3. The district talented and gifted coordinator and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;

4. Parent(s) may be provided an opportunity to present additional evidence;

5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;

6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;

7. The decision may be appealed to the Board;

8. If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services

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

Programs and Services Complaints

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

1. A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint.

2. The superintendent will report the recommendation to the Board whose decision will be final.

3. The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

**EXPANDED OPTIONS PROGRAM**

Wheeler High School participates in the Expanded Options program as outlined in SB 300 passed in 2005. Wheeler High School will pay up to 6 college credits per eligible student.

**Who is an “Eligible Student”?** An “eligible student” is one who:

* Is currently enrolled in Wheeler High School **and**
* Will be in grade 11 or 12 during the 2017-18 school year **or**
* Will be16 years old or older at the time of enrollment in a course under the Expanded Options Program, **and**
* Has developed an educational learning plan, **and**
* Has not successfully completed four years of high school **and**
* **Is otherwise on track to graduate**

**What is the purpose of an Expanded Options Program?**

An Expanded Options Program:

* Creates a seamless education system for public school students enrolled in grades 11 and 12 to have additional options to continue or complete their education, to earn concurrent high school and college credits, and to gain early entry into post-secondary education;
* Promotes and supports existing accelerated college credit programs, and supports the development of new programs that are unique to Fossil’s partnerships with EOU;
* Provides college credit opportunities for high school aged at-risk students and dropouts;
* Expanded Options **IS NOT** a credit recovery program.

This program provides public funding to EOU for education services to eligible students to offset the cost of tuition, fees, textbooks, equipment and materials for students who participate in the Expanded Options Program.

**What are the consequences of not maintaining satisfactory academic progress as defined by EOU, such as failing or not completing an eligible course?**

Students must make satisfactory academic progress in their EOU coursework in order to continue in the program.

All grades earned through the Expanded Options program are factored into the high school GPA and class standing and become part of a student's permanent college record. Poor academic grades may negatively impact a student's chances of being accepted by colleges and universities of their choice after graduation from high school.

**ANY STUDENT WHO FAILS TO PASS A COLLEGE CLASS THROUGH EXPANDED OPTIONS MUST REIMBURSE THE DISTRICT THE FULL TUITION PRICE AND WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROGRAM FOR THE REMAINDER OF THE YEAR. THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROGRAM THE NEXT YEAR UNLESS REIMBURSEMENT MONEY IS PAID.**

**What courses can be taken at EOU?**

Students **may** take EOU courses through the Expanded Options Program that are not offered at Wheeler High School and that support their educational learning plan. Students will be provided assistance in course selection. EOU may designate individual programs in which eligible students may enroll. In addition, the district reserves the right to approve all courses that are part of the student's Expanded Options schedule. An appeals process will be established to review course selection decisions and will be made available to students and parents.

**Additional Important Information:**

* Eligible students may not enroll in EOU courses for more than the equivalent of two academic years, and eligible students who first enroll in grade 12 may not enroll in eligible EOU courses for more than the equivalent of one academic year.
* A student who has graduated from high school may not participate in the Expanded Options Program.
* An eligible student who has completed course requirements for graduation but has not received a diploma may participate.
* The district is responsible for providing any required special education and related services to identified students. Parents/guardians must participate in an IEP meeting to review how the Expanded Options program meets their student's academic needs.
* A student must be enrolled as a full time student in Wheeler High School and cannot exceed the total number of credits available to all students each year (7) In other words, EOP is not part of a credit recovery program and students must perform coursework as part of the regular school day.
* **All textbooks, fees, equipment and materials provided to an eligible student and paid for by the school district are the property of Fossil School District.**
* EOU will provide academic advising and scheduling assistance to the student and the district.
* Foreign exchange students enrolled in school under a cultural exchange program are not eligible for the Extended Option Program.

ATTENDANCE

**ATTENDANCE Philosophy**

*We believe that regular daily class attendance is essential for all students’ success.*

*We believe the benefits of regular on-time class attendance includes the acquisition of knowledge and skills, the development of positive attitudes and behaviors, progress toward graduation, and post high school opportunities.*

*We believe that each student is responsible to attend all scheduled classes. This responsibility is supported by parents at home and by teachers, staff, and administrators at school.*

**ATTENDANCE RESPONSIBILITIES**

1. Students and parents are responsible for school attendance. Excessive absences may result in loss of credit, failing grades, removal from class(es), and/or removal from school. **Excused absences are based on the integrity of the parent**.

2. Students are responsible for clearing absences. This may be done by:

* Parents calling the school attendance office at (541) 763-4146 when students are absent.
* If a call has not been made, the student will need to bring in a note when the student returns to school. Students are responsible for giving the note to the attendance office upon their return to school.

1. **The administration is responsible for excusing all absences.**

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

**COMPULSORY ATTENDANCE/IRREGULAR ATTENDANCE:**

In estimating regular attendance for purposes of the compulsory attendance ORS 339.005, to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the school shall consider all unexcused absences. Eight one-half day absences in any four-week period during which school is in session shall be considered irregular attendance.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student’s failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to $150.

Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than $600. Students who fail to maintain regular enrollment in school may have either driving privileges suspended or the right to apply for driving privileges suspended.

***Suspension of Driving Privileges***

In accordance with School District Policy, Wheeler High School has established that the superintendent may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. Upon receipt of district notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school when the student has

1) more than 10 consecutive school days of unexcused absences;

2) fifteen school days total of unexcused absences during a single semester.

**Pre-Arranged ABSENCES**

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Students are requested to make medical, dental, driver’s examinations and other very important appointments outside of the school day or on Fridays as much as possible. In the event that this cannot be done, arrangements should be made with the school to get the work that will be missed prior to being absent. Pre-arranged absence slips may be obtained in the office. The student is responsible for taking the form around to their teacher prior to the day the student will be absent, and notify the teacher. The teacher will sign the form and give any assignments that student may need. The student must then submit this form to the Principal for his signature. All forms must also be accompanied by a note from the parent/guardian authorizing the absence.

**Absences and Excuses**

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

1. Illness of the student;

2. Illness of an immediate family member when the student’s presence at home is necessary;

3. Emergency situations that require the student’s absence;

4. Field trips and school-approved activities;

5. Medical or dental appointments. Confirmation of appointments may be required;

6. Other reasons deemed appropriate by the school administrator.

**Students will be considered absent if they report to class TWENTY (20) minutes after the tardy bell rings.**

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations. A student who leaves school during the day must bring a note from their parent. A student who becomes ill during the school day must report to the secretary prior to leaving school. **Students have two (2) days to have absences excused upon return to school. If there is a failure to get absences excused in a two-day period, it becomes an unexcused absence**.

In the event a student is 18 years old they may be, on a case by case basis with administrative approval, permitted to write their own absence notes. This is a privilege and may be revoked if excessive absences occur.

Any student absent from a class, excused or unexcused, for 15 or more days in a semester may be denied credit

**Assignments and Absences Due To Pre-Arranged Excuses**

Students absent from classes due to athletics, school activities or pre-arranged excuses, are responsible for all assignments given during their absence. Upon their return to class, they must be prepared to hand in all assigned work, complete any test given or hand in any project due.

**MAKE-UP WORK**

* Make-up work will be required for all excused absences except expulsions.
* It is the student's responsibility to get missed assignments and turn in make-up work on time.
* Students will be allowed the number of days they have been absent plus one more day to complete all work including long term projects. This includes pre-planned absences.
* Students shall be allowed to make up all work (daily assignments, lab experiments, class discussions, tests, and presentations) for full credit on excused absences. For unexcused absences, the teacher will decide if the student is allowed to make up daily assignments, laboratory experiments, class discussions, and presentations. Students with unexcused absences will be allowed to make up all tests (unit, midterm, and final examinations).
* Students who are suspended may not be allowed to make up daily assignments, lab experiments, discussions, or presentations, but will be allowed to make up unit examinations, mid-terms, and finals: especially when that work reflects achievement over a greater period of time than the length of suspension (OAR 581-21-065 (6)).
* If students are absent for more than three consecutive days, parents should contact the school and make a request for homework. Teachers will have one day to get requested work.

**Students Receiving Special Education Services**

Students who develop attendance problems will be dealt with on an individual basis. Typically this will include a plan on the IEP. If the student is not meeting their IEP attendance goal, an evaluation will be conducted to determine if the attendance problem is the result of a handicapping condition and a change of placement may be made.

**Exemption from Compulsory Attendance**

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

1. Employed full time;

2. Employed part-time and enrolled in school part-time;

3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student’s employment by the employer, or enrollment status by the school. The school requires notification should the student’s employment or enrollment status be terminated. Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information. Approved exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

**STUDENT WITHDRAWAL PROCEDURES**

Students planning to withdraw from regular attendance at Wheeler High School must check out prior to leaving. Students who are moving, those who are choosing to attend an alternative program, and those students who are transferring for any reason must check out through the main office. It is necessary to return school district materials, have lockers checked, and accumulate final grades prior to leaving. Proper check out procedures will assist in the issuance of proper credit and will serve to clear a student's account.

**TARDIES**

Students are expected to attend all assigned classes, to be on time and to be prepared to learn. Arriving late is a disruption to the learning environment and distracts from the student developing responsible habits that are very important for the individual’s success. **Consequences for tardies will be issued on the number of tardies received school-wide, not per individual class.**

**TRUANCY**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, loss of credit, being held back a grade and/or ineligibility to participate in athletics or other activities. Oregon law requires students to be in regular attendance or they will not meet the minimum requirements. Wheeler High School identifies that as 15 days per semester.

* Students that miss school without an excused absence are considered truant.
* Students who come to school and then leave without proper check-out or without permission are considered truant
* Students who falsify notes or otherwise provide false information regarding a school absence will be considered truant

Parents will be notified when a student is truant from school. Parents will be invited to assist in the development of a plan to correct repeated truancy. Student may lose credit or be held back a grade for chronic truancy/absence.

STUDENT INFORMATION

**ALCOHOL/DRUGS**

Using, possessing, selling or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia (including facsimile) are a violation of District policy and students will face disciplinary action.

**ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office.The district maintenance contractor serves as the district's asbestos program manager and may be reached for additional information.

**ASSAULT**

Any student who physically assaults an employee or another student will be subject to disciplinary sanctions.

**ASSEMBLIES**

Assemblies are considered a vital part of the total school program. Attendance at assemblies is mandatory unless otherwise announced.

**AUTOMOBILES/PARKING**

Parking on school grounds is a privilege not a right. Students are allowed to park on school grounds as long as they obey the following rules:

* Students must have a valid driver’s license issued by the State of Oregon.
* Students must provide the District with a copy of their drivers’ license and proof of insurance. This must be updated yearly.
* Students are to obey all traffic laws, and to drive in a safe manner on and around the high school campus.
* Students are to park in the designated parking spaces allocated for students.
* **Once students arrive at school they are expected to stay out of their vehicles. The one exception is the lunch period. Students wanting to access their vehicles during the school day need to get permission from the office before going to their vehicle.**

District officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. The District assumes no responsibility or liability for loss or damage to vehicles or bicycles parked on school grounds.

**CELL PHONES/TELEPHONES**

**PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Students may be allowed to use and possess personal electronic devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, state and federal law.1

A “personal electronic device” (PED) is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

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

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

The superintendent is directed to develop administrative regulations and/or approve school rules as necessary to ensure that student use of such devices is consistent with this policy. Administrative regulations may include grade- or age-level possession and/or use restrictions by students on district property and at district-sponsored activities; 1 consequences for violations; a process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied; and such other provisions as the superintendent may deem necessary. The superintendent is responsible for ensuring that pertinent provisions of Board policies, administrative regulations and school rules governing personal electronic devices are included in staff handbooks and student/parent handbooks, reviewed annually and updated as necessary (See Board policy JFCEB – Personal Electronic Devices and Social Media)

**CLOSED CAMPUS**

**The campus is closed during the school day (8:00 am – 3:34 pm) with the exception of the lunch period**. All students are expected to stay on campus during school. Students are allowed to leave campus to purchase and eat their lunch. **Students may use their vehicles during the lunch period.** Students are expected to return to the campus prior to the start of their 5th period class. The opportunity to leave campus during the lunch period is a privilege and not a right. Therefore, students need to take care to protect this privilege by acting responsibly. Students cannot check themselves out of school during the day. Parent permission is required **prior** to any student leaving campus during class time. Improper check-out is considered skipping. **Students needing to leave the campus at times other than the lunch period will do so only with proper check out through the office.** See School Sign-In/Out Procedures

**COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the school secretary so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, COVID, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Parents with questions should contact the school office.

**COURTS AND COURT SELECTION**

The student body allows for the following courts:

* Homecoming
* Prom

All girls and boys selected for courts must be full-time students, have maintained a 2.0 GPA in the previous grading period, and be verified by the Principal prior to the announcement.

CHEATING/PLAGIARISM

Cheating includes but is not limited to the following:

* The sharing of work that is intended to be individual.
* The utilization of work that was created by another individual or group, i.e. plagiarism.
* Obtaining or using copies of test or answer sheets not permitted by the instructor.
* The use of notes, outside sources, inappropriate forms of communication (signals, text messaging, talking, etc.) which are not permitted by the instructor during quizzes, tests, or exams.
* Cheating may also include the use of a translator and other on-line sources.

The consequences for cheating: See Discipline Matrix

**DANCES**

All individuals attending school sponsored dances are expected to conduct themselves in a manner consistent with Wheeler High School rules and regulations. Inappropriate behavior, rule infractions and illegal activity will be reported to the dance chaperones and/or administration, and may be reported to the Sherriff’s Department.

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**ALL DANCES**

* To be able to attend any dance students must have a 2.00 GPA and be in good academic standing at the time of the dance.
* If transportation is provided by Wheeler High School, **no student will be allowed to drive themselves.**
* No student may leave the dance and return, unless approved by the gate chaperone.
* Most dances will conclude at 11:30 p.m.
* Proper dress and grooming for most dances consists of what is normally acceptable for school attendance. Some dances, including formals, call for special attire which will be announced prior to the dance.
* If necessary, students may be asked to submit to an alcohol breathalyzer test at high school dances. Tests will be conducted randomly and when any alcohol symptoms are present.
* No junior high students are permitted to attend high school dances.
* All dance guests must be high school-aged (with the exception of formal dances) and receive prior approval in order to attend.
* All guests will be required to show photo I.D. proving age.
* Wheeler High School staff reserves the right to refuse admittance to students and guests or ask them to leave if their behavior is inappropriate.

**FORMAL DANCES**

* Dances considered formal include the Prom.
* Students must arrive during the first hour of the dance.
* Cost for formal dances will be determined and announced several weeks prior to the dance.
* Non-students whose high school’s class has graduated may be permitted to attend up through the age of twenty with an approved guest dance pass.

**DANCE GUEST APPROVAL**

* A Wheeler High School student must complete a GUEST PASS application.
* Applications must be acquired from the high school office at least 4 days prior to the dance and must be submitted to the Principal (HS office) no less than 2 school days prior to the dance.. Guest passes will not be issued at the dance and applications that are filled out late may be denied.
* Prior to purchasing formal wear, students desiring guest passes for formal dances need to consider that their guest pass application may be denied.
* High school aged guests must be enrolled in a high school program and in good standing for a minimum of ten school days prior to the dance.
* Permission to attend is at the discretion of the high school Principal.
* Individuals who are not currently enrolled at WHS are not considered active students and may not attend dances as a “host”. They may attend as a “guest” if all requirements are met.

**DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

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

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

**DRESS CODE**

Student dress and grooming is the responsibility of the individual and their parents. If a student’s dress or grooming is deemed inappropriate, the student may be asked to change or be sent home. School staff will use the following guidelines to define inappropriateness:

* Dress and grooming shall not be such as to disrupt the teaching-learning process.
* Dress and grooming shall be clean and in keeping with good taste, decency, health, sanitation, and safety practices.
* Clothing and other accessories worn for the purpose of identifying youth gang membership or youth gang support are prohibited on school district property and at school sponsored events.
* When a student is participating in special activities, their dress and grooming shall not, in the judgment of those responsible for that activity, disrupt the performance or constitute a threat to health or safety of the individual or others. Provisions for dress and grooming in special activities shall arise directly out of the needs of the activity.
* Individuals shall wear shoes at all times in the school buildings unless engaged in an activity that, in the opinion of the teacher in charge, requires bare feet.

Displays including pictures, symbols, or wording on clothing or accessories are prohibited if they are:

* Vulgar or insulting
* Alcohol or drug related
* Sexually suggestive
* Ridicule a particular person or group
* Designed to incite violence

**The following rules will apply in all school district buildings:**

* Any shorts, skirts, or dresses MUST cover all body parts typically covered by undergarments.
* Shirts must be worn at all times, including during PE classes.
* Crop tops exposing undergarments or body parts typically covered by undergarments are not allowed.
* Cut-off shorts or shorts that lack a hem shall cover all body parts typically covered by undergarments.
* Shoes that are considered to be unsafe or bare feet will not be allowed.
* Sunglasses for non-medical reasons shall not be worn in the school buildings.
* Halter tops and strapless tops or dresses will not be allowed. Tank tops are acceptable.
* Any clothing that exposes excessive cleavage or a bare back will not be allowed.
* Sagging pants or the wearing of chains.
* Clothing that is ripped or torn that exposes undergarments or inappropriate parts of the body.
* Undergarments are not to be exposed at any time.

**DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

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

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

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

**EMERGENCY MEDICAL TREATMENT**

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

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's registration form. School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

**EMERGENCY SCHOOL CLOSURE**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Alterations include closure of all schools, closure of selected schools or grade levels, two-hour delayed opening of schools, cancellation or delay of school activities and field trips, and/or early dismissal of students. **School start time for a two-hour delay is 10 a.m**. If school is cancelled for the school day, all activities and field trips are also cancelled.

**EXTRACURRICULAR ACTIVIES**

Students must have a 2.00 GPA and in good academic standings to have the privilege to participate in all extracurricular activities. This includes all dances, all after school activities including sports, clubs, student council, etc. These activities are a privilege to be earned.

**FAN BEHAVIOR**

Students and parents are reminded that they represent the school as a fan at an athletic event. We urge them to set an example for all around them by showing pride in our teams and being enthusiastic. According to OSAA rules specific to fan behavior, spectators are not permitted to have signs, banners, confetti, noisemakers (for example, Thunder Stix, cow bells, clappers, air horns), balloons or glass containers. Spectators are required to wear shirts, and are not permitted to use vulgar or offensive language. Spectators who fail to comply with association or site management spectator conduct expectations may be expelled from the contest.

**FIGHTING**

Student combat including horseplay will not be tolerated at school. Students who fight, scuffle or wrestle inappropriately at school may be subject to disciplinary sanctions including suspension and referral to law enforcement authorities. Students who are upset or angry should seek assistance from a staff member or peer counselor in our school in order to remedy the situation without having to resort to violence. In most cases anyone involved will be subject to disciplinary sanctions regardless of the cause.

**FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting ***The Pledge of Allegiance.*** This will be done during the Home Room period***.***

**GYM USE**

**1.** The gym will only be used by students when an adult supervisor is present, (exception may be made with the approval of the athletic director).

2. Equipment is to be used in accordance with its original design and then returned to its proper place of storage after each use.

3. Costs associated with any horseplay that results in broken or damaged equipment/facilities will be billed to the responsible individual.

**4. *Please use good judgment regarding the protection of the gym floors. Gym shoes are to be used. Outside shoes are not to be used unless floor coverings are in place****.*

**HALL PASSES**

Students should not be out of class without permission. Students may be required to have a written hall pass from a teacher if they are continuously in the hall without permission. Being out of class without permission is also considered skipping class and is a violation of school rules.

**HARASSMENT/INTIMIDATION/BULLYING/MENACING**

***Harassment, intimidation, menacing or bullying by students is strictly prohibited and shall not be tolerated***. Students whose behavior is found to be in violation of harassment, intimidation, menacing or bullying will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Individuals may also be referred to law enforcement officials.

**Students with Harassment Complaints**

Harassment is strictly prohibited in all district programs and activities while on district property or on property under the jurisdiction of the district or while attending or engaged in district activities while away from district property.

Harassment includes, but is not limited to, harassment/intimidation/bullying/menacing on the basis of race, color, religion, sex, national origin, disability, marital status or age. A complaint regarding harassment by a member of the staff to a student, by a student to another student, or by a third party (volunteer, visiting guest speaker, etc.) to a student should be filed with the superintendent at Fossil Elementary, 763-4155 or Wheeler High School, 763-4146.

The District is committed to taking appropriate steps to prevent recurrence of any harassment and to correct its discriminatory effects on complainants and others as provided by law.

**Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

a. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;

b. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;

c. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform their job; or creates an intimidating, offensive or hostile educational or working environment.

Relevant factors to be considered will include, but not be limited to:

1. did the individual view the environment as hostile;

2. the nature of the conduct;

3. how often the conduct occurred and how long it continued;

4. age and sex of the complainant;

5. whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment;

6. number of individuals involved;

7. age of the alleged harasser;

8. where the harassment occurred; and,

9. other incidents of sexual harassment at the school involving the same or other students or staff.

The superintendent or principal has the responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

**STEP 1.** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

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

**STEP 3**. If a complainant is not satisfied with the decision at Step 2, they may submit a written appeal to the Board. Such appeal must be filed within ten (10) working days after receipt of the Step 2 decision. The Board shall, within twenty (20) working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within ten (10) working days following completion of the hearing.

**STEP 4.** If the complaint is not satisfactorily settle at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil rights, Region X, 915 2nd Avenue, Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or student environment of the student shall not be adversely affected as a result of the sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

**IMMUNIZATION**

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

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

**INFECTION CONTROL/HIV\*, HBV\* AND AIDS\***

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

**Infection/Disease Instruction**

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV has been included as an integral part of the district's health curriculum. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Students of parents with questions about the district=s AIDS, HIV and HBV health education program should contact the principal.

**HIV,HBV, AIDS - Students**

As a general rule, a student infected with HIVor HBV who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

“Special risk@ student means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks included, but are not limited to, a student=s ongoing history of biting others.

* If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

* Parents of students with a medical diagnosis of HIV deemed special risk by the student=s health care provider as well as all parents of any student with AIDS, are required to notify the superintendent of the student=s infection in order for the student to be granted permission to continue to attend school. Failure to do will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. Students and parents will be notified of alternative education programs.
* Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

\* HIV - Human Immunodeficiency Virus, AIDS - Acquired Immune Deficiency Syndrome, HBV - Hepatitis B Virus.

**INAPPROPRIATE AFFECTION/PUBLIC DISPLAYS OF AFFECTION (PDA)**

Touching, hugging, kissing, opposite sex sitting on laps, or other displays of affection are not appropriate in the school setting. Our school rules allow for hand holding only.

**INTERNET-STUDENT ACCOUNT**

The district has created policies on acceptable use of the Internet. **ALL secondary students will be given an individual internet access account unless** a parent/guardian signs and returns the Agreement for Electronic Communications Account form denying permission for an individual account.

**LIBRARY/STUDENT MEDIA CENTER**

The Media Center is open to students, faculty and staff from 7:30 a.m. to 4:00 p.m., on all school days. Students may check out books or return books through Mx. Carter. Use of the computers for research and class projects may be done ONLY **WITH ADULT SUPERVISION**. The media specialist is available in the morning but all afternoon use of the center must have adult supervision or administrator approval.

**STUDENTS MUST HAVE A MEDIA CENTER PASS** while working on the computer during class when the teacher is not present. (Media specialist must be present)



Students are expected to respect the media center as a place to work by refraining from talking out loud. **Food and drinks are not allowed**. Students should share the responsibility of keeping the media center neat and clean. A student who does not respect the right of others to work in an atmosphere conducive to study and research will be asked to leave.

**LOCKERS**

All students have an opportunity to be assigned a school locker as part of the registration process. Locker assignments are generally made on the basis of one student per locker. The use of a school locker is a privilege, not a right. Abuse or misuse of a locker may result in a forfeiture of a student's locker privilege. **DO NOT KEEP VALUABLES IN LOCKERS** The following regulations exist regarding school lockers.

* All lockers are the property of the school and are assigned to students for approved purposes only.
* Students are expected to use their assigned locker and will be held responsible for any damage or illegal items found in the locker.
* Security of the locker is the responsibility of the student who is assigned to that locker, School supplied combination locks are available.
* It is the responsibility of the assigned student to keep their locker clean and orderly.
* Lockers are the property of the school and are susceptible to periodical searches if there is reasonable suspicion that there may be inappropriate material inside. Student may or may not be present when the locker is searched. All searches will be done by school administration and one other school employee.
* Lockers must be clean and free of all marks, writing, stickers, tape, etc. at the end of the school year. Students will be fined for permanent damage/marks done to the lockers assigned to them.

**MEDICINE AT SCHOOL**

A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine in the original container and a written request to administer medication signed by their parent to the office.

The request must include, for prescription medication, the physician's written instructions, name of medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the students and physician's name and instructions.

**Over-the-counter medication must be accompanied by the parent's and physician’s written instructions and kept in its original container.**

If a parent wants a student to self-medicate, a request must be approved by the principal. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess and advice of the attending physician as necessary. Self-administration of any controlled substance as definedby law and as may be prescribed by a physician may be permitted only upon written request from the parent.

The student should only carry enough for one day. Students with asthma will be allowed to carry their inhaler on their person for immediate access.

District officials will either give the medicine at the proper times or give the student permission to take the medication as directed. Policies and information regarding medicine at school are available in the district and school offices.

**MUSIC DEVICES**

Music in the classroom is at the discretion of the teacher but students violating classroom procedures may lose the privilege of listening in all classes and be disciplined for insubordination.

**PROFANITY**

Students shall behave in a positive, socially acceptable manner, which includes using suitable language, free from profanity. Profanity is obscene, vulgar or disrespectful language. It also includes materials, gestures, actions or unacceptable decorations on clothing or personal belongings. Students that use profanity at school or at school sponsored activities may be disciplined

**SCHOLARSHIPS**

Contact Mrs. Reed at Wheeler High School for information regarding all scholarships available to students.

**SCHOOL BREAKFAST/LUNCH PROGRAM**

As a discretionary program, the district offers a breakfast and lunch service prepared under the National School Lunch and School Breakfast Commodity Programs and offers free meals to all students district wide. This well-balanced meal is recommended and supervised by Oregon Department of Education. Parents may eat with children if they so choose, Adult prices are:

**Breakfast: Lunch:**

**Adults** 2.50  **Adults** 3.50

***Please make all checks payable to Fossil School District 21J***

Additional information and forms are available in both school offices at any time. The monthly menu is provided on the back of the monthly calendar and is readily available to all students. Students are not required to eat everything on their plate, but are encouraged to try most things.

Unforeseen circumstances may necessitate changes in the menu without notice.

***If your child is allergic to a particular food, please notify the elementary school office so we can keep it on file.***

**SEARCHES AND QUESTIONING**

District officials may search the student and their personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or district policy. Illegal items (weapons, alcohol, vape pen or paraphernalia, and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by district officials.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the district which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

Drug-detection dogs may be used when the superintendent determines that there is a need for use of such dogs based upon reasonable information of a history of:

* Drugs and/or drug paraphernalia use/possession at school, on district property, at a school function or in the vicinity of the school; or
* Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on district property, at a school function or in the vicinity of the school.

**Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

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

**SENIOR TRIP**

A senior class trip may be taken during the week preceding graduation, will be educational in nature and in accordance with school district rules as outlined in the Student Handbook. The trip will encompass no more than 30 hours of instructional time (four days of a four day week), and will take place within the Western States.

The class will present their senior trip proposal to the Board during the March board meeting. At this time, the Board will either accept, reject or adjust the proposed trip. During this meeting, the Board will also decide if they will support the trip with transportation costs. All seniors will be encouraged to go on the trip under the supervision of their class advisor.

Violations of school district rules during the senior trip will result in the parent being required to pick up the student immediately. If this is not possible, the student may be taken to the nearest law enforcement agency. **Any student violating school rules during the senior trip also may be denied the privilege of participating in commencement exercises**

Exceptions will be appealed to the Board.

**SENIOR TRIP ADMINISTRATIVE RULES**

* All excursions taken on the Senior Trip will be through licensed and bonded entities.
* There will be two chaperones, one of each gender, who are teachers or employees of the district. The chaperones will not be a couple, either married or not.
* Senior Trip location preference by the Board is the Western States.
* Seniors will be permitted to go on the Senior Trip based upon their individual four-year academic performance, attendance (unexcused absences/tardies) and behavior (the Senior will earn the right to go).
* The Senior must be eligible to graduate at the regular graduation ceremony.
* The Senior must pass all classes the last quarter (8th quarter).
* Exceptions must be appealed to the Board by the April Board Meeting.

**RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal’s permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent or as otherwise provided by law. See Sign In and Sign Out Procedures. (See Board policy JEDB – Student Dismissal Precautions)

**SIGN IN AND SIGN OUT PROCEDURES**

Students arriving to school late or leaving early are expected to sign in/out through the main office. The sign in/out clipboard is on a table inside the main office. Students leaving campus during lunchtime and not coming back that afternoon must sign out as well.

Students who become ill at school or who need to leave for appointments with a dentist or doctor must check out with a secretary or administrator in the main office before leaving and have a note from a parent or the parent has called and notified the school of the pending appointment.

*\*If a student has forgotten something at home, and they are with-in walking distance home, they may sign-out with permission from the principal. Upon their return they must sign back in and personally check-in with the principal or office staff. If a student needs to use a vehicle to leave campus, except at lunch, a note or phone call from a parent is needed to allow the child to sign-out and leave campus.*

**\*\*Seniors may sign out without a phone call home if the office has a note on file allowing the student to sign-out. The note will be signed and approved by the parents.** **The principal will still have the final say in allowing the student to leave. Students will not be allowed to just come and go as they wish, a legitimate reason must be given in order to grant permission to leave campus.**

We believe allowing students to leave campus and get something they may have forgotten at home is a privilege. We believe in teaching them to respect this privilege and earn the trust of the adults in their care. We believe students need to take personal responsibility for their time and if given the trust to leave and return will not and should not abuse that opportunity. If individual students violate this trust then their privilege will be revoked.

**STUDENT BODY CARDS**

**Every student at Wheeler High School is required to purchase a STUDENT BODY CARD**

This card admits students to home athletic events, to student-sponsored dances, to play nights, and most student body activities unless otherwise advertised. The student is also eligible to vote in student body elections. (Some activities require a nominal fee in addition to the student body card— i.e. most formal dances require an admission fee.)

**STUDENT BODY FEES**

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Student Activity Fee . $20.00  Yearbook (Optional purchase) $30.00  Photography $  PE/Athletics Towel Fee…………………………………$ | Foods Science Classes $  Art Class Fee $  Shop Fee (per semester) $  Shop material Fee actual cost | |

**STUDENT FUNDS**

All student funds are handled through the main office and the school secretary. She keeps an accurate, current accounting of receipts and expenditures of all groups. ALL cash collected by either students, faculty, or staff members for school activities must be turned in to the bookkeeper on the day it has been collected, or as soon as possible afterward. All cash received is then credited to the proper account. The bookkeeper publishes a financial statement each month, listing all accounts. However, the treasurer of each student group should maintain an accurate record of all expenditures so that outstanding bills will be considered prior to making additional purchases.

**STUDENT VISITORS**

All student visitors to Wheeler High School must obtain permission to visit from the Principal. At least one-day notice should be given when checking in a visitor to be sure it is clear before they arrive. Individuals seeking permission to visit Wheeler High School may be refused permission for the following reasons:

* The individual is not enrolled in an educational program.
* The individual's school is in session.
* The individual is not of high school age.
* The individual does not have a host attending Wheeler High School.

When a visitor is allowed by the Principal, they are the responsibility of the Wheeler High student (host) who checked them into school. **The visit is good for one school day only**.

Visitor passes will not be available during the first two weeks of the grading period, during final exam schedules, prior to vacations, or at other specified times of the school year. Elementary age students will not be allowed to visit the high school during the regular school day.

**TOBACCO**

Fossil School District and Wheeler High School is a **Tobacco Free Zone**. The use of tobacco in any form on the campus is prohibited by Board Policy and State Law...

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

**TRANSPORTATION (ACTIVITIES/ATHLETICS)** A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

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**Transportation Rules**

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

1. Students being transported are under authority of the bus driver;

2. Fighting, wrestling or boisterous activity is prohibited on the bus;

3. Students will use the emergency door only in case of an emergency;

4. Students will be on time for the bus, both morning and evening;

5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;

6. Students will not bring animals, except approved assistance guide animals on the bus;

7. Students will remain seated while the bus is in motion;

8. Students may be assigned seats by the bus driver;

9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;

10. Students will not extend their hands, arms or heads through bus windows;

11. Students will have written permission to leave the bus other than for home or school;

12. Students will converse in normal tones; loud or vulgar language is prohibited;

13. Students will not open or close windows without permission of the driver,

14. Students will keep the bus clean and must refrain from damaging it;

15. Students will be courteous to the driver, fellow students and passers-by;

16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

**VEHICLES ON CAMPUS**

**Vehicles** parked on district property are under the jurisdiction of the district. The district may require that before parking privileges are granted the student must show that they hold a valid driver's license. The vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. To maintain parking privileges **students are hereby notified that parking on district property is a privilege and not a right**. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

**Bicycles** ridden to school by students must be parked in the front of the school out of the way of the main doors. Students under the age of 16 must wear a helmet as required by law. The student is not to ride the bike during the day. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

**Student vehicles** will be parked in the front of the school on the east end of the parking lot. Students are not to park on the east side of the gym or in back of the school. The fire lane behind the school should never be blocked. **Vehicles are not to be entered or used during regular school hours** without specific permission from the office. Violation of these rules may result in disciplinary measures that may include withdrawal of parking privileges.

**WEAPONS**

Weapons and replicas of weapons are forbidden on school property. Under Oregon law, “dangerous weapon” means any weapon, devise, instrument, material or substance, animated 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 serious physical injury. The act of intentionally bringing a weapon within 1,000 feet of a school is a felony - (punishable by up to five (5) years imprisonment and/or a fine of up to $100,000.)

A student bringing a weapon to school (including in an automobile) is in violation of this statute. **A student found in violation will be suspended from school**. The incident will be reported to the student’s parents and may be reported to the local law enforcement agency. The administration will consider and may pursue the expulsion process.

**Pocket Knives are considered weapons. Students are not allowed to carry pocket knives.**

**INAPROPRIATE BEHAVIOR**

**All behaviors that result in the consideration of a suspension will require parent notice.**

**ALCOHOL/DRUGS -** Using, possessing, selling or being under the influence of alcohol, drugs, or other intoxicants or possessing drug paraphernalia (including facsimile).

**ARSON -** Using fire to destroy or attempting to destroy property.

**ASSAULT/PHYSICAL ASSAULT** – A physical attack by one person or a group of persons on another who does not wish to engage in the conflict.

**AUTOMOBILE MISUSE -** Misusing an automobile on school property or in close proximity to the school (speeding, unsafe driving, violating parking or vehicle use regulations).

**BUS CONDUCT -** Not following bus rules and regulations.

**CHEATING/PLAGIARISM -** Deliberately attempting to deceive by example, copying another student's assignments or test, or using instructional materials without permission. Allowing someone to copy or utilize your materials.

**DEFIANCE OF AUTHORITY (Insubordination) -** Refusing to follow the reasonable request of school personnel in the classroom, on campus, or at an activity. Failing to identify oneself or provide requested information or showing disrespect.

**EXPLOSIVE DEVICES -** Using, threatening to use, possessing or selling explosive devices.

**EXTORTION -** Demanding money, or something of value (eg. lunches) from another in return for protection from violence or threat of violence.

**FIGHTING -** Having or threatening physical contact with another person with the intent to inflict harm.

**FORGERY OR LYING -** Writing or giving false or misleading information to school officials.

**GAMBLING -** Participating in games of chance for the purpose of exchanging money or property.

**LITTERING:** Discarding trash carelessly or not discarding appropriately.

**PHYSICAL ASSAULT -** Physically attacking a person who does not wish to engage in the conflict (including assault on any school officials).

**PROFANITY -** Profanity is obscene, vulgar or disrespectful language. It also includes materials, gestures, actions, or unacceptable decorations on clothing or personal belongings.

**SKIPPING CLASS –** Being out of class without permission.

**SMOKING/CHEWING TOBACCO -** Using or possessing tobacco at school or any school activity.

**TARDINESS -** Arriving late to class or school.

**THEFT -** Taking, giving, or receiving property not belonging to you.

**THREAT OR HARASSMENT -** Making statements or acting in ways that intimidate another person(s); includes "initiation" and "hazing".

**TRUANCY –** Absence from school without permission

**UNEXCUSED ABSENCE/TRUANCY -** Being absent from class without an official (and valid) excuse.

**VANDALISM -** Intentionally destroying objects or materials belonging to the school, students, staff or other persons.

**WEAPONS -** Possessing a dangerous weapon or using any object to inflict bodily injury to another person.

**\*\*\* NOTE - *Since some of these problems also violate state laws, school officials may need to notify the appropriate law enforcement authorities. If the police authorities are notified, legal guardians will be contacted. Any action taken by the police authorities will be in addition to action by the school***

DISCIPLINE MATRIX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Behavior*** | ***1st offense*** | ***2nd offense*** | ***3rd offense*** | ***Notification\*/***  ***Follow up*** |
| Activity Related to Alcohol, Drugs or Drug Paraphernalia | 1-10 day Suspension  Refer D&A counselor  Parent notification | Suspension Pending  Expulsion Hearing |  | Referral to Police  Refer D&A Counselor |
| Arson/Possession of Weapons /Drug Sales | Suspension Pending Expulsion Hearing  Parent Notification |  |  | Referral to Police |
| Assault | 1-10 day suspension. | 5-10 day OSS  Possible expulsion | Recommendation for expulsion | Parent notified  Referral to Police |
| Behavior Determined to be Harmful to Self or Others | 1-5 day Suspension  Threat Assessment | 3-7 day Suspension  Threat Assessment  Poss. Referral to YST | 5-10 day Suspension  Possible Expulsion  Referral to YST | Poss. Referral to Police Poss. Referral to Mental Health |
| Defiance of; Disobedience or Disrespect to School Staff | 1-3 days in-school Detention.  Parents notified | 1-3 days Out-of school Suspension  Parent notification | 3-5 days Suspension  Possible Expulsion Hearing  Parent Conf. required | Recommendation for Expulsion  Parent Notification |
| Disruptive Behavior  (to include dress, voice, actions, appearance, or language) | Verbal Warning  Possible lunch or after school Detention | Referral: In-school detention | Out of school suspension. Conf. with parent/guardian before returning | Referral to Police for disorderly conduct. Poss. expulsion |
| False Fire Alarm (Federal offense) | 5-10 day Suspension  Poss. Expulsion | Expulsion |  | Referral to Police |
| Fighting/Aggressive Behavior | 1-2 day Out-of-school Suspension | 3-5 day out-of-school Suspension | 5-10 day Suspension  Poss. Expulsion Hearing | Poss. Referral to Police |
| Inappropriate Cell Phone Usage  NO CELL PHONES DURING SCHOOL (except at lunch) | Warning Phone Confiscated & Given to Administration | Referral / Phone Given to Admin. Returned to Parent | Poss. Suspension  Mandatory Parent Meeting |  |
| Intimidation/Harassment/Bullying  of fellow students  (Verbal, Sexual, or Racial) | 1-2 day ISD  Possible 1-2 day OSS | 3-6 day Out-of-school Suspension | 6-10 day Suspension  Poss. Expulsion Hearing | Poss. Referral to Police |
| Plagiarism/Cheating | No Points for Project  Admin. Notification | 0 Points on Project  10% Final Grd Reduced  Parent Notification | Receive “F” & No Credit  Parent Notification | Poss. Removal from Class |
| Skipping Class | 30 min. to 1 hour after school Detention | 1 hour of in-school detention | 2 hours of in-school detention | Possible removal from class if chronic |
| Truancy | Loss of credit for all work missed. 1 day ISD | Loss of credit for all work missed, 2 days ISD, parent conf. | Required parent conf.  Possible loss of credit and repeat class. | Parents and school will develop a plan to prevent truancy. |
| Tardies | Parent Conference with Student | Lunch detention | After School Detention | Poss. Removal from Class (Chronic) |
| Theft/Burglary or Vandalism | 1-10 day Suspension  Restitution. Poss. Expulsion Hearing | 5-10 day Suspension  Restitution. Poss. Expulsion Hearing | Restitution Recommendation for  Expulsion | Referral to Police |
| Possession of Weapons at School (Knife, Gun, etc.) | Suspension Pending  Investigation  Possible Expulsion | Suspension Pending  Expulsion Hearing | Counseling, Mental Health Evaluation | Referral to Police |
| Tobacco (Paraphernalia) Possession or Use | 1-2 day Suspension  Parent Notification | 2-4 day Suspension  Parent Notification | 5 day Suspension  Poss. expulsion hearing | Referral to Police |
| Profane/Obscene Language | 30 minutes detention  (Lunch or afterschool) | 60 minutes Detention  (2 Lunch periods) | 1 day In-School Detention | Parents Notified |
| Leaving school w/o following proper check-out procedures | 1 hour detention  Parent notified | 1 day in-school detention. | 2-3 days ISS. Possible  Out-of-school suspension. | Parents notified |

**ALL CONSEQUENCES ARE GENERAL GUIDELINES, EACH INCIDENT WILL BE CONSIDERED BASED UPON THE SPECIFIC MERITS OF THE SITUATION.**