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# 2019-2020 Butte Falls Charter School

## Secondary Student Handbook



**BUTTE FALLS CHARTER SCHOOL**

# GRADES 8-12

## 2019-2020

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Dianne Gorman.....Principal  
Jeany Moore .....Office Manager

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Shayna Brown..... Math/Computers  
Cy Carrigan.....Social Studies  
Harry Hedrick ..... PE/Health  
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Catherine Cogdill ..... Technology

### CAFETERIA STAFF

Courtney Anderson..... Head Cook  
Trisha Britt.....Assistant Cook

### MAINTENANCE

Jeff Gorman

### CUSTODIAL STAFF

Donna Ownby  
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THIS EDITION OF THE HANDBOOK SUPERSEDES  
ANY AND ALL PREVIOUS VERSIONS

2019-2020 Student Handbook

**Preface**

The material covered in this handbook is intended to provide you with information required by the state as well as information we want you to be aware of because it affects your student's education. In the interest of keeping the handbook organized, we will continue with the alphabetical listing of content, there is no priority to this listing, so please avail yourself of the information contained in the handbook and use it as a reference throughout the year. As the state updates and changes requirements and regulations, we will provide you that information.

This information is not intended to alter in any manner Board policy, administrative regulation, or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or negotiated agreement and is subject to revision or elimination from time to time without notice.

Should you have questions, please do not hesitate to call the school.

**Notice to Parents**

Regarding student records set forth in Federal Rule on Education Records Part 99.37, Subsection (c), parents and students are notified that directory information regarding students will be released to the public unless the student or parents of the student notifies the administration of Butte Falls School District in writing that such directory information about that student is not to be released.

Directory information to be released includes such information as lists of students participating in athletic competition, honor roll lists, lists of graduates, information on student achievements, lists of club members, etc.

Any student or parent not wishing to have personal directory type information released must notify authorities in writing by October 1 of each school year.

**Alternative Education Programs**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department

of Education. Home schooling shall not be used as an alternative education placement. The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

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

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.

#### **Alternative Education Programs - Establishment**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

#### **Asbestos**

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

#### **Assemblies**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

We want to see a good attendance at school plays, concerts, games, assemblies, and dances. We also must have courteous and reasonable conduct at those functions when they are scheduled. A part of our training is that of being a good audience. Whistling, booing, hooting, etc. are unacceptable and will result in exclusion from the function. The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported in district-provided transportation.

#### **Attendance**

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.

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. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine up to \$180 per day, as provided by ORS 339.020.

The district will notify the parent in writing that, in accordance with law, the principal will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district in the amount of a \$180.00 fine;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of \$720.00

### **Absence Pre-approval**

The law has become much more specific as have the sanctions against the school district when students are absent. Absences will be excused only for medical and/or family emergencies. Keeping your student home to watch siblings is not an emergency. Should you wish to do so, your student must get permission from all teachers in advance (see request form in the appendix), the work has to be completed, and it will remain an unexcused absence. Unexcused absences count against the school in the state's determination of Adequate Yearly Progress in accordance with the No Child Left Behind Act. Please understand that we are subject to a number of requirements and that we have no choice but to require that your student attend at all times.



## **Absences and Excuses**

When returning to school after an absence, a student must bring a note signed by the parent, or they must telephone the school and describe the reason for the absence. Blanket notes will not be accepted. Absence from school or class will be excused under the following circumstances:

1. Illness of student;
2. Illness of 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 when satisfactory arrangements have been made in advance of the absence.

After 3 days without a note or phone call, the absence becomes unexcused. Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

Students who are 18 or older, unless they are legally emancipated, may NOT sign themselves out of school. They are still under the authority of their parents.

Students may not be checked out of school for the purpose of watching a home game or elementary school event. Exceptions may be made for siblings or when a high school student has been working with an elementary class. Students must pre-arrange the absence and turn in all work before the event.

A student who must leave school during the day must bring a note or the parent must telephone the school. A student who becomes ill during the day should, with the teacher's permission, report to the office manager. The office manager will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

A student who has been absent for any reason will make up specific assignments missed and/or complete additional in-depth study assigned by the teacher to meet subject or course requirements. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Students whose absences are unexcused will have 25% taken off of the score they earn on work they turn in.

Absenteeism will not be used as a sole criterion for the reduction of grades.

### **Tardy Policy**

It is the expectation of parents, staff, and administration that students will be on time to class. It is the student's responsibility to be prepared for the start of class each period every day. Students reporting to class or TA assignments after the bell rings will be marked tardy. Teachers may establish a tardy policy appropriate to their classroom. Excessive tardies will result in administrative consequences. At the third offense in

the 9 weeks it will be reported as a referral as per the discipline chart.

### **Friday Detention**

Friday detention may remain a consequence for disciplinary and other referrals.

### **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 goals, and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

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.

### **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, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

### **Awards and Honors**

Recognition of achievement in the classroom, on the playing field, and in co-curricular activities is an important part of school life at Butte Falls Charter School. An athletic awards assembly is held after each sports season. Separate academic and co-curricular assemblies are held in the spring during graduation week.

Some of the awards given are: Superintendent's Award, Principal's Award, academic and sports letters, as well as awards for citizenship, subject area excellence, community and school service,

and scholar athletes. Many awards are also presented by student organizations such as Citizen of the Month and Personality of the Month.

### **Citizenship Evaluation:**

A grade of "4" - Excellent - The student consistently follows the "Employers want these work habits" guidelines. The student is always helpful and shows concern for others' success. The student consistently helps to build the positive atmosphere in the classroom. The student shows an enthusiasm for learning.

A grade of "3" - Satisfactory - The student usually follows the "Employers want these work habits" guidelines. The student contributes to the positive atmosphere of the classroom. The student usually participates in classroom activities without being directed to do so. The student completes work in a timely manner.

A grade of "2" - Needs Improvement - The student generally follows the "Employers want these work habits" guidelines. The student on occasion lacks consideration for the rights and privileges of others. Sometimes grumpy about taking part in learning situations, however for the most part, cooperates and takes part in learning activities.

A grade of "1" - Not Satisfactory- The student occasionally follows the "Employers want these work habits" guidelines. The student is occasionally disruptive, mostly mischievous in nature. He/she needs direction often because of inattentiveness.

A grade of "0" - The student infrequently follows the "Employers want these work habits" guidelines. Unacceptable behavior

### **Class Standing**

#### **Sophomore Class Standing**

All students must have reached a minimum of 6 credits by the end of their freshman year, 4 of which are required, so that they will be eligible for sophomore class standing for the next school year.

#### **Junior Class Standing**

All students must have reached a minimum of 12 credits by the end of their sophomore year, 8 of which are required, so that they will be eligible for junior class standing for the next school year.

#### **Senior Class Standing**

All students must have reached a minimum of 18 credits by the end of their junior year, 12 of which are required, so that they will be eligible for senior class standing for the next school year.

Students who have fallen behind their social class will have their status reevaluated at the semester to determine if they have earned enough credits to be promoted. The determination will be based on the number of credits that a student should have mid-year for a particular class standing.

### **Closed Campus**

Butte Falls Charter School will have a closed campus for students in grade 8. Students are required to be on campus from the time they arrive in the morning until the end of the school day. The only exceptions will be if the student has responsibilities at K-7 building, a class at the school district office, or if their parent/guardian signs them out in person at the secondary school office.

### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the high school office manager 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, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ring worm (body or scalp), and the flu when the illness interferes with the student's performance. Head lice restrictions may be removed when NO nits or lice are present as certified by a designated school employee, usually the office manager. Parents with questions should contact the school office.

### **Computer Use**

As users of the Butte Falls Charter School electronic communications system, all students will be required to complete an Acceptable Use Agreement, which must be signed by both the student and parent or guardian. This agreement covers computer use in general as well as internet access and use. A completed form must be on file at the school before students will be allowed to use school computers and internet access. The terms and conditions and the agreement form can be found in the handbook Appendix.

### **Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

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

5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior. The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials for the following, including but not limited to:

1. Theft; committing extortion, coercion or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
2. Misuse of hall/library privilege;
3. Violation of Computer Use Agreement contract;
4. Disruption of the school, class or district environment;
5. Damage or destruction of district property;
6. Damage or destruction of private property;
7. Assault or threats to harm to self or others;
8. Violations of district transportation rules;
9. Fighting;
10. Leaving school grounds or school sponsored events without permission;
- \*11. Substance abuse or any possession or use of tobacco, alcohol, unlawful drugs, drug paraphernalia (including cigarette lighters) or inhalants;
12. Directing profanity, vulgar language or obscene gestures toward other students;
13. Being disrespectful or directing profanity towards teachers or other school employees;
14. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations;
15. Name-calling, ethnic or racial slurs or derogatory statements, and hazing;
16. Inappropriate physical or sexual contact disruptive to other students or school environment, offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors, or other intimidating sexual conduct, directed toward another student; Physical contact will be limited to hand holding only (not allowed in the classroom).
17. Persistent failure to comply with rules under the lawful directions of staff or district officials;
18. Gambling;
19. Dress code violations;
20. Driving infractions;
- \*\*21. Any unauthorized possession, and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used, or threatened to be used, and is readily capable of causing death or physical injury;
22. Cheating or plagiarism.

\*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 up to \$100.00 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 exceeding \$600.00 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. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by OR 475.999.

\*\*Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject of criminal prosecution, a maximum five years imprisonment, \$1000,000 fine and for either of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined as any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive. This includes the frame or receiver of any such weapon or firearm muffler, or silencer.

"Destructive device" is defined as any device with an explosive, incendiary or poison gas component or any combination of parts whether designed or intended for use in converting and device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

#### Conduct in School Buildings

Students are to conduct themselves in an orderly manner throughout the buildings. No running, scuffling, or excessive noise is permitted. Hands and feet are to be kept to themselves.

Consumption of food in the building will be in accordance with rules and procedures established by the student government and the principal.

Couples are requested to be careful that their conduct is always appropriate in the building and on the school grounds. Physical demonstrations of affection will be limited to hand holding.

See the Discipline Chart on the website. [www.buttefalls.k12.or.us](http://www.buttefalls.k12.or.us) Go to "For Students", "Secondary Discipline Chart"

### **Counseling**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. Contact a staff member for a referral.

### **Cyberbullying**

The district prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

### **Damage to District Property**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports and diploma may be withheld. See Fees.

### **Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### **Discipline Procedure**

Minor offenses will result in one or more of the following pre-referral actions, at teacher discretion.

1. Teacher talks to student
2. Teacher contacts parent

### 3. Administrative Warning

Major or repeated offenses will result in one or more of the following, at administrative discretion:  
Referral, resulting in one or more of the following:

- a. In-school suspension
- b. Friday detention
- c. Other as appropriate
- d. Out of School Suspension
- e. Expulsion

#### **Detention**

A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of detention.

#### **Suspension**

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

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan of readmission and an opportunity to appeal the decision. A suspension may not exceed seven consecutive calendar days. Suspension starts at 7:00AM and runs for 24 hours.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

School work missed by a student while on suspension must be made up upon the student's return to school. There will be a 25% reduction on the earned grade.

#### **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent, or the student 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

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



### **Discipline of Disabled Students**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **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 material, 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 superintendent/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, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If material is not approved within three days of the time that it was submitted, it must be considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

### **Dress Code**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruptions, and avoid safety hazards. The school can be likened to an office workplace, therefore, clothing and accessories which would not be acceptable at an office will not be acceptable at school.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

Clothing appropriate for school wear will be clean, modest in style, and neat in appearance. A suggested guide for measurement of shorts and skirts is that they must reach at least halfway down the thigh. Grubbies or shirts of inappropriate length or with inappropriate lettering or pictures will not be accepted during the school day or at school activities.

### **Gang Apparel**

Clothing and accessories commonly associated with gangs will not be permitted. The staff will be the sole arbiters of gang apparel.

Examples of clothing and accessories not permitted

Belts that hang more than 4", gang logos, hair nets, chains, clothing or jewelry that promote drugs, tobacco, alcohol, firearms or weapons of any kind.

Pajamas, sagging pants, visible underwear, sexually suggestive logos, shorts and skirts which are shorter than halfway down the thigh.

Spaghetti straps, tube tops, bare midriffs, undershirts, and so forth (Regular tank tops are acceptable unless the arm holes are so large that the chest and back are clearly visible.)

### **Accessories within the building**

Sunglasses are not to be worn during class except when taking P.E. outside. Students will be asked to remove any questionable dress, and to turn it inside out or change into appropriate attire provided. Staff members will determine what is "acceptable" according to these guidelines. Hats may be allowed according to each teacher. No hoodies please.

The principal or superintendent shall suspend any student who does not comply with the dress code.

### **Drills**

#### **Code Red - Assault on the Student Body**

1. Stay in your classroom. If you are not in a classroom, get in the closest classroom available.

2. Follow the directions of your teacher. Move away from windows and sit on the floor as close to a solid wall as possible.
3. Do not leave the room unless instructed to do so.
4. Help keep your classmates as calm as possible.
5. Notify your teacher if any students are missing.
6. Listen for instructions over the intercom or from an administrator or police officer.

### **Earthquake**

Many of the procedures for an earthquake are the same as a Code Red. It is always important to remain quiet and as calm as possible. Since we can't predict exactly what might happen, if we remain calm we will have better judgment.

Action Plan:

1. Remain where you are.
2. If indoors-take cover under desks or tables. If outdoors-move away from buildings.
3. After the quake-evacuate the building

Earthquakes are a serious threat in Oregon. Geologists state that Oregon is a great deal more earthquake-prone than is generally realized and that it is only a matter of time before a severe earthquake may occur. If indoors, take cover under desks, tables or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls. Stay away from windows, light fixtures, and suspended objects. After the quake is over, follow instructions and evacuate the building.

### **Fire**

1. Exit the building according to the evacuation plan posted in each classroom. (Be sure to look at the plan or ask your teacher what the evacuation route is for each of your classrooms before the first drill.)
2. Report to the football field with your class so that your teacher can take roll. Be sure to stay away from the building so that you'll be safe in the event of any explosions.

### **Eligibility (In-active status)**

Starting at the end of the 3rd week of each semester period, staff members will report to the office any student who is receiving a D or F in a class. A list of such students shall be compiled weekly. Students whose names are submitted for the first time will be put on a two-week probationary period. (The list runs from Tuesday through Sunday.)

A student who is receiving a D or F for three or more consecutive weeks in the same class shall be declared inactive in extra-curricular activities until the probation list is issued the following week and the student is receiving at least a C in that particular class. (In-active students may not run for offices.)

The only exception to the probation rule will be for one time events such as dances. Students who are declared inactive shall be allowed to practice or try out for an activity. Inactive students may not travel on the bus with the organization to away activities unless participation is required for a grade in the class. They may not sit with the organization if they travel to the event on their own.

They will be expected to sit with the organization in street clothes if there is an activity at home, but only after school is dismissed (unless participation is required for a grade in the class).

### **Emergency Medical Treatment**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency 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 emergency 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 Closing Information**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular conditions. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Closure information will be sent out to parents in as many ways as possible, including TV, radio, email, text and phone calls.

### **Fees**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel, and  
athletic physical examinations;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Uniform maintenance;
7. Fees for damaged books and school owned property;
8. Field trips considered optional to the district's regular school program;
9. Admission fees for certain extracurricular activities;

10. Student accident insurance;
11. Participation fees or "pay to play" for involvement in activities.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

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A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

### **Flag Salute**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting The Pledge of Allegiance.

### **Fund Raising**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the Student Government at a regularly scheduled House of Representatives meeting prior to the fund-raising event.

All funds raised or collected by or for school approved student groups will be receipted, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's co-curricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

### **Gangs**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and students' abilities to meet curriculum and attendance requirements.

A gang is defined as any group of two or more persons that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district

officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

### **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, although 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 unexcused 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.

### **Graduation Exercises**

Students who have not met the requirements for a regular or modified high school diploma will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules.

Graduation may be planned by the senior class on the date selected by the administration. Student speeches shall be reviewed and approved in advance by the building principal or designee.

### **Graduation Requirements**

In order to graduate from high school in the district, a student must successfully complete 24 units of credit. The state of Oregon requires all students to complete a certain series of courses and be proficient in specific essential skills.

A student in the regular high school program is required to complete the following courses: language arts (including the equivalent of one unit in written composition) (4 units); mathematics (3 units); science (3 units); social science (including history, civics, geography economics and personal finance) (3 units); physical education (1 unit); health education (1 unit); arts, CTE. or second language (3 units in any one or a combination) and electives (6 units) for a total of 24 units. Beginning in September, 2010, one (1) of the elective units for juniors or seniors must be "Senior Seminar".

Additionally, students in the graduating class of 2007 and thereafter must:

1. Develop an education plan and build an education profile as defined in OAR 581-022-1120(3)(a) and (b);
2. Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102;
3. Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5);
4. Participate in career-related learning experiences as outlined in the student's education plan as defined in OAR 581-022-1120 (3)(e).

### **Homeless Students**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district superintendent or the district's liaison for homeless students.

### **Immunizations**

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 he/she 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 Hepatitis B (HBV) are serious illnesses, the risk on 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 universally recognized 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 HIV, AIDS, HBV, and Hepatitis C (HCV) has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the school for additional information and procedures.

Students or parents with questions about the district's AIDS, HIV, HBV, and HCV health education program should contact Mike Harrington, secondary school health teacher.

### **HIV Positive and AIDS-Students**

As a general rule, a student infected with HIV or 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 include, 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 a student with a medical diagnosis of HIV deemed special risk by the student's health care provider as well as parents of any students 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 so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school. In either case, 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.

### **Lockers**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present. Personal locks are not to be put on the lockers. If a student wishes a lock, it may be checked out at the office.

### **Lunch/Breakfast Program**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-priced meals based on a student's financial need. Additional information can be obtained in the office.

### **Medicine at School**

Per Board Policy JHCD-AR, Administering Non-injectable Medicines to Students, requests for designated staff (office manager only) to administer medication to students may be approved by the district as follows:



A. A written request for the district to administer prescription medication must be submitted to the school office to include:

The written signed permission of the parent.

The written instructions from the physician for the administration of the prescription medication to the student including:

- a. name of the student
- b. name of the medication
- c. route (how medicine is to be taken)
- d. dosage
- e. frequency of administration
- f. other special instructions, if any

(The prescription label will be considered to meet this requirement if it contains the information listed in a. - f. above.)

B. A written request for the district to administer non prescription medication must be submitted to the school office to include:

1. The written signed permission of the parent.
  - a. name of the student
  - b. name of the medication
  - c. route (how medicine is to be taken)
  - d. dosage
  - e. frequency of administration
2. other special instructions, if any

C. Medication is to be submitted in its original container.

D. Medication is to be brought to and returned from the school by the parent.

E. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medication.

F. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.

G. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administered medication.

H. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include but are not limited to: administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.

I. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

### **Parental Rights**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;

- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

### **Personal Communication Devices**

Students may possess personal communication devices, such as pagers or cellular phones in district facilities during the school day, but use of such devices is prohibited in the classroom, unless they have been given prior permission. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

Students found in violation of the personal communication device use and possession prohibitions as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

### **Phone Use**

A student shall not be called from class to answer the phone unless it is an emergency. The office manager will take a message and ensure that the student receives it in a timely manner without disrupting the student's class.

Students will be allowed to use school phones to make legitimate calls at an appropriate time, usually the end of the period.

### **Posters**

Signs, banners or posters that a student wishes to display must first be approved by the advisor, who should initial the poster. Posters shall only be displayed on bulletin boards, not directly on walls or doors. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

### **Program Exemptions**

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

An alternative program or learning activity may be provided.

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

### **Release of Student from School**

A student shall not be released from school at times other than regular dismissal hours except with the principal's or designee's permission. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law, including 18 year olds. Students shall not be excused from school for anything other than medical emergencies or school related functions.

### **Searches**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule, or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/ dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner.

## **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 Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## **Special Programs**

### **Students with Disabilities**

The school provides special programs and services for students with disabilities. A student or parent with questions should contact the special education director.

### **Title I Services**

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

## **District Personnel Complaints**

### **Student/Parent Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days of the event or events causing the complaint. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within fifteen calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days following the receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### **Discrimination on the Basis of Sex Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the principal.

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a Reconsideration Request Form for Reevaluation of Instructional Material may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision is final.

### **Placement/Enrollment of Homeless Students Complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **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 means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

#### Step I

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

#### Step II

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

The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

#### Step III

If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

#### Step IV

If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

#### Step V

If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or 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 study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

### **Student Education Records**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school office by the office manager. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, discipline records, IEPs, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### **Talented and Gifted (TAG) Program**

The charter school is not required to identify and serve Talented and Gifted students. However, all students are served to meet their individual needs including advanced courses and college credit courses as appropriate.

### **Tobacco-Free Environment**

Student possession, use or sale of tobacco, including any smoking device, is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

### **Transportation of Students**

Buses may not transport any persons other than children enrolled in school or teachers and school employees. Any exception must be authorized by the superintendent.

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.

### **Transportation Rules**

Code of Conduct  
Board Policy EEACC-AR



While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
4. Not fight, wrestle or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet or objects from windows or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. Not damage school property or the personal property of others;
10. Not threaten or physically harm the driver or other riders;
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
12. Not make disrespectful or obscene statements;
13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

\* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

\*\* Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

### **Disciplinary Procedures for Violations of Transportation Rules**

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. **First Citation-Warning:** The driver verbally restates the behavior expectations and issues a warning citation.
2. **Second Citation:** The student is suspended from the bus until a conference, arranged by the transportation director, has been held with the student, the parent, the bus driver and the transportation director.

3. Third Citation of the year: The student receives a five to ten day suspension and will not be able to ride the bus until a conference, arranged by the transportation director, has been held with the student, the parent, the bus driver and the transportation director. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

4. Severe Violation: Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation director, involving the student, the parent, the bus driver and the transportation director.

5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

### **Vehicles on Campus**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

The following apply to students:

#### **Motor Vehicles**

1. Vehicles parked near the school are under the school's jurisdiction.
2. School officials may conduct searches of vehicles upon reasonable suspicion that a rule, policy, or procedure has been violated.
3. Students may not drive their vehicles during school hours, including lunch, without permission from the principal or designee, regardless of where the motor vehicle is parked.
4. No student may leave the school grounds during school hours (including lunches) in an automobile with another adult or student, without written permission from his/her parent or guardian and approval by the principal or designee.
5. Students are not to sit in, on, or around their cars during school hours, including lunch.
6. Students are provided with a locker for the storage of school material. Use the locker, not a car. A student may get permission to go to their car from a staff member.

#### **Bicycles**

1. Bicycles must be parked in the designated area.
2. Students under 16 must wear a helmet.
3. Students may ride a bicycle to the Annex for class.

## **Skateboards**

1. Skateboards may be ridden on the sidewalks at the front of school in a safe manner.
2. If ridden unsafely, as determined by staff, skateboards will be confiscated. The district assumes no liability for loss or damage to vehicles, bicycles or skateboards.

## **Video Surveillance**

Video cameras may be used on school property to ensure the health, welfare, and safety of staff, students, and visitors.

## **Visitors**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of the students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior (24 hour) permission from the principal. A student's guest(s) must wear a visible "Visitor" tag during his/her visit.

## **Volunteers**

Butte Falls School District heartily encourages community members to participate in school activities. This includes co-curricular activities as well as the daily routines in the school buildings. Students and staff recognize the value and contribution of the community and will make every effort to show their respect and appreciation to our volunteers. Volunteers need to check in with the district office and complete a background check form. ALL volunteers must be approved by the superintendent prior to performing volunteer services. Volunteers will register at the respective office and wear the appropriate volunteer name tag when "on duty". Volunteer drivers will be subject to a DMV record check before they are approved.

## **Activities**

The purpose of the activities program is to promote, direct and conduct activities in such a manner as to further the aims and goals set forth by the Board of Education and the Oregon School Activities Association. It is also the purpose of the activities program to encourage participation by all students, to teach good sportsmanship, fair play and ethical conduct and self-discipline.

The activities program covers all students in grades 8-12.

Student clubs and performing groups such as choir, rally, speech/debate and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. A written copy of such rules must be given to participating students at the beginning of the season.

Activities considered extra-curricular include, but are not limited to:

1. Athletics
2. Spectator bus trips

3. Cheerleading
4. Non-graded class activities
5. Membership in clubs/organizations
6. Dances

## **Activities/Athletic Code**

### **Attendance**

In order to participate in activities, practices, and contests scheduled on Monday through Thursday, the student must attend all classes on that day. If a student leaves school early on the day of the activity, practice or contest, the student must be signed out by the parent. In the case of a telephone release, the phone call must be taken by the school principal or designee. The student's name will then be entered on the sign out sheet. Student will be allowed to participate if absent for doctor/dental appointment or family emergency.

### **Conduct/Training Regulations for Activities/Athletics**

As a student involved in activities and athletics, you are representing a school, a team, and a community. Preparing for an activity or athletic contest is not difficult. You need to train both mentally and physically. By using common sense and hard work you can maintain a high level of success in the endeavors you pursue. As a representative of Butte Falls Charter School, there are expectations for your behavior which include but are not limited to:

1. The possession/use of tobacco is forbidden.
2. The possession/consumption of alcoholic beverages is forbidden.
3. The possession/use of illegal drugs is forbidden.

These rules are in effect at all times whether the student is at school or away from school. If the district has concrete evidence that a student has broken one of the above rules the following consequences will apply:

1. Immediate dismissal from organizations/squad will be based on personal observation by a member of the Butte Falls School District staff or any other concrete evidence.
2. Individuals will receive no award or recognition for that sport or from organizations/activities in which they are participating.
3. Individuals may not utilize school athletic facilities or equipment used in co-curricular activities until that current season officially ends. This includes post-season playoffs.

### **Appeal Process**

Any dismissal for violations of the above conduct/training rules may be appealed by way of the Activities Review Board. The review board consists of:

1. Coach or Advisor
2. Athletic Director or Student Government Advisor
3. Principal/Designee
4. Student Body President
5. A teacher

A signed written appeal must be in the office of the principal within three (3) school days of the dismissal. The Review Board will act upon the appeal within seven (7) school days upon the receipt of such appeal.

It shall be the duty of this board to rule on the appeal in which the student may be:

- 1.Reinstated to the organization or squad without punishment.
- 2.Reinstated to the organization or squad with recommended punishment.
- 3.Removed from the organization or the squad for the remainder of the (sports) season.

A student who is removed from an organization or athletic squad due to the above infractions shall not be allowed to participate in the school activities program until the board is satisfied that the student's attitude and conduct has improved.

### **Advisor/Head Coach Rules**

Any student trying out for or becoming a member of an activities/athletics program shall comply with the dress and personal conduct rules and requirements of the head coach/advisor whether or not the rules are more restrictive than those applicable to other students. Any student trying out for an activity or becoming a member thereof agrees to comply with such requirements of his/her advisor or coach.

Violations of the rules established by the advisor/head coach or conduct which is abusive or disrespectful may result in suspension for that activity. Suspension for such conduct is not subject to appeal to the Activities Review Board.

### **Athletic/Co-curricular Policies**

- 1.Students who participate in athletics/co-curricular activities must be academically eligible under the Butte Falls School District eligibility policy as well as O.S.A.A. regulations.
- 2.While a student is a member of a Butte Falls Charter School athletic team, he/she is not allowed to participate on any other organized athletic team which is competing in that same sport.
- 3.New high school transfer students who wish to participate in athletics must be eligible according to O.S.A.A. regulations.
- 4.All athletes must have a physical on a prescribed schedule before they can participate in a sports activity.
- 5.Transfer students will be required to have evidence of a physical examination at the time of transfer.
- 6.Participants in the athletic program must have insurance coverage. Students not covered by school insurance must provide written proof of an alternative health and accident plan.
- 7.Processing of school sponsored insurance claims is completed by the principal's office. When an injury occurs, the athlete/coach are responsible for immediately notifying the office of the injury. The office manager will complete the necessary forms for proper insurance coverage. The school district does not assume financial responsibility for bills in excess of what the school sponsored insurance policy will pay.
- 8.Athletes/participants who are to be excused from classes for participation in contests during the regular school day need to turn in work due on the day of departure; get the work to be

completed for the next school day; and turn in the work to be missed on the school day following the absence.

9. Coaches and activities advisors have the right to establish additional regulations and requirements.

10. All members of school sponsored activities must travel in school transportation.

The only exceptions are as follows:

a. When a student has permission to ride home from an activity with his/her parent. The parent must confirm the arrangements with the coach or their designee.

b. All other exceptions must be cleared by the principal, athletic director, or coach/advisor prior to each event.

### **School Dance Regulations**

1. An organization sponsoring a dance will submit to the Student Government, at least one week prior to the dance, a completed "Student Government Planning Model" indicating who the faculty and parent chaperones will be and other required information.
2. Sponsoring school organizations, under the direction and supervision of advisors and adult chaperones, will have complete charge of the dance from beginning to end.
3. Music must be screened by school staff, registered volunteer, or registered chaperone before the dance for appropriateness of language and content.
4. Students may invite an outside date who must be enrolled in high school or home school. He/she must be registered in the office before 3:50 p.m. on the day of the dance. Registration forms are available in the office. If the dance is on Friday or Saturday, they must be signed up by Thursday at 3:50 p.m. The student will share responsibility for his/her guest. If the guest creates problems, he/she will not be allowed to attend dances for the remainder of the year.
5. Students may not leave a dance early, without parent permission
6. Students may not leave a school dance and later return, unless given special permission by a dance chaperone.
7. Dances will end no later than 11:30 p.m. Exceptions are the Homecoming dance and the Junior-Senior Prom.
8. Students who violate dance regulations will face disciplinary actions and may be suspended from attending school dances for the remainder of the school year.

### **Student Government**

Club meetings and social functions should be arranged and scheduled through the activity sponsor and the student government.

The student government, with the approval of the principal, are responsible for the student government of the school as outlined in the constitution of Butte Falls Charter- School. The student government also aids in scheduling and supervising those activities approved by the administration. The success of student government depends upon the cooperation of each student in meeting the responsibility of good citizenship.

Persons Responsible for coordinating Title II, Title IX, and Section 504

Title II Coordinator - Phil Long, Superintendent  
720 Laurel Ave. P.O.Box 228 Butte Falls, OR 97522  
541-865-3563 ext. 5

Title IX Coordinator- Dianne Gorman, Principal  
625 Fir St. P.O. Box 197 Butte Falls, OR 97522  
541-865-3563 ext. 237

Section 504 Coordinator-Terri Olsen-Special Education  
239 Main St. P.O.Box 197 Butte Falls, OR 97522  
541-865-3563 ext. 253

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## **APPENDIX**

DISCIPLINE/REFERRAL FORM STATEMENT OF UNDERSTANDING VOLUNTEER PROCEDURES  
NEW ACCEPTABLE USE AGREEMENT (included in registration packet)

THE FOLLOWING POLICIES AND FORMS ARE AVAILABLE UPON REQUEST:

BOARD POLICY JOA: DIRECTORY INFORMATION

BOARD POLICY JOB: PERSONALLY IDENTIFIABLE INFORMATION

HARASSMENT COMPLAINT FORM

PERMISSION TO PUBLISH FORM

PUBLIC COMPLAINT FORM

SEXUAL HARASSMENT COMPLAINT FORM SUSPENSION NOTICE

WITNESS DISCLOSURE FORM

## Statement of Understanding

As a student of Butte Falls Charter School, I have read the Butte Falls Charter School student handbook and understand that any violation of procedures and/or rules contained in the handbook will result in school disciplinary action being taken.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student name (printed): \_\_\_\_\_

As a parent/legal guardian of the student signing above, I acknowledge that my student has a copy of the student handbook and has been made aware of the procedures and rules contained therein.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian name (printed): \_\_\_\_\_

### BUTTE FALLS CHARTER SCHOOL INFORMATION PACKET

This handbook has been prepared to inform our parents and pupils about our school policies and regulations. Please read it and keep it as a handy reference for future questions that may arise. If you have other questions, please feel free to contact the school office or staff members for an explanation.

### BOARD OF DIRECTORS

Dan Murphy  
Steve Nelson  
Mark Carlton

Aaron Worman  
Stephanie Pitts

### SUPERINTENDENT OF SCHOOLS

Dr. Phil Long

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