

Seneca School

CODE OF CONDUCT

Seneca School Students:

- Take responsibility for their learning and their actions.
- Respect the rights and needs of others.
- Act in a safe and healthy way.
- Treat all property with respect.

MISSION STATEMENT

We are a community school committed to lifelong learning that enables our children to confidently reach their goals.

SENECA SCHOOL HANDBOOK

Our handbook is organized alphabetically by subject for easy reference. The handbook and additional information is also available on our website.

ACADEMIC RECOGNITION: Honor Roll and Honorable Mention will be compiled at the end of each grading period. The following criteria will be used:

Honor Roll: 3.5 grade point average or above

Honorable Mention: 3.0 grade point average or above

ATTENDANCE: As provided for in ORS 339.010, all children between the ages of 7-18 years who have not completed the 12th grade are required to attend regularly a public full-time school in the district in which the child resides, except as provided in ORS 339.020. School officials must enforce the compulsory attendance laws for the state.

It is imperative that parents assume the responsibility for attendance because poor attendance patterns frequently result in school failure and diminishes the motivation of students to learn. Of course, when a student is ill, he/she should be kept home, but every effort should be made to avoid having a student out of school for reasons other than illness.

Students who become ill at a school or for any reason wish to go home **MUST** check out with the teacher. No child, when ill, will be sent home without first contacting his/her parent or guardian. If parents are not available, the emergency name will be contacted.

After 10 days of successive absence the school, by law, may drop the student from the attendance.

If a student is gone for two hours or more in the morning session and more than half of the time in the afternoon session, the student is marked absent that half day.

Absences: Arrange absences in advance when possible. Please inform the school as soon as possible when you know your son or daughter will be absent. After an absence, a written note from home or direct phone call is required on the day the student returns to school.

Excused Absences: Absences caused by sickness, family illness, medical/dental appointments that cannot be scheduled for Fridays, or an emergency are excused. Students may be excused for other reasons, providing satisfactory arrangements have been made in advance of the absence (ORS 329.065).

Pre-arranged Absences: Please pre-arrange absences whenever possible. A 24-hour notice is requested to allow time to prepare assignments or make up work.

Unexcused Absences: Absences with no parental request or authorization to justify the absence, such as truancy/skipping, is unexcused. **It must be emphasized that parent/guardians, according to Oregon Law, are not given unilateral permission to excuse their child from school.** Some examples of unexcused absences are shopping, missing the school bus, or hair appointments.

Missed School Work: Students have the right and responsibility to make up missed work. The length of time for makeup is equal to the number of days absent plus one. Any work not turned in will result in the equivalent of a '0' being recorded in the grade book.

Tardiness: Tardiness is not acceptable. Parents will be contacted about repeated tardiness. Three unexcused tardies will result in a half-hour detention.

Note: Any non-participating student attending a school activity during school hours will be considered to be an unexcused absence unless the head teacher approves the absence in advance.

BICYCLES: Students who bring their bicycles to school must use the bike racks located in the front of the school. Bicycles are not to be ridden on school grounds. The school assumes no responsibility for bicycles.

BUS REGULATIONS: The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students shall be on time for the bus, both morning and evening;
4. Students shall use the emergency door only in case of an emergency;
5. Students shall not bring animals, firearms, weapons or other potentially hazardous material on the bus;
6. Students shall remain seated while bus is in motion;
7. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver;
8. Students shall not extend their hands, arms or heads through the windows;
9. Students shall have written permission to leave the bus other than at home or school;
10. Students shall converse in normal tones; loud or vulgar language is prohibited;
11. Students shall not open or close windows without permission from the driver;
12. Students shall keep the bus clean and must refrain from damaging it;
13. Students shall be courteous to the driver, to fellow students and passers-by;
14. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus;
15. No personal radios allowed on the bus without earphones;
16. No food or drink allowed on the school bus. (Activity bus – food allowed)
17. Any student disciplined when a relief driver is driving will be considered for a three-day suspension;

Students who violate bus rules of conduct may be denied the use of district transportation.

CANCELLATION OF SCHOOL: Cancellation of school takes place only during extraordinary circumstances such as extreme weather condition, equipment failure or public

crisis. Radio station KJDY *and* a ‘phone tree’ will be used to notify parents of an impending cancellation as soon as possible.

CHANGE OF ADDRESS: It is very important for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Please notify the school when you have a change of address, contact person, or phone number during the school year.

CHECKING OUT STUDENTS: Any student leaving the school grounds during the school day **MUST** check out at the office **BEFORE** leaving, and also **MUST** check in upon return. A note or phone call from a parent is necessary. If you need to take your child out of school for any reason, please come to the office and sign him/her out of class. The secretary will then call that student from their classroom.

CHILD ABUSE: ORS 419.B.010 and ORS 419.B.015 require any public or private official having reasonable cause to believe that any child with whom he or she comes in contact has suffered abuse or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report of child abuse to be made to the local office of Services to Children and Families or a local law enforcement agency. Oregon law recognizes these types of abuse: physical, mental injury, neglect, and threat of harm, sexual abuse and exploitation.

COMPLAINTS: Students or parents with complaints regarding the following issues should contact the person listed as a first step:

Discrimination—Head Teacher/Teacher	Educational standards—Superintendent
Instructional material—Head Teacher	Harassment—Teacher/Principal
Educational records—Head Teacher	

Complaints about staff:

Step 1: A person having a complaint should meet with the involved employee and attempt to resolve it at this step.

Step 2: If the complaint is not resolved at step 1, the procedure for further resolution is on file in the principal’s office and will be made available to the complainant on request.

DAILY SCHEDULE:

7:20 a.m. Students allowed on school grounds.

7:30 a.m. Classes begin.

Kindergarten dismissal: see website

Lunch and recess: see website

2:00 p.m. Dismissal for first and second grades.

2:30 p.m. Dismissal for third through eighth grades.

DISCIPLINE PROGRAM: A child’s success in school depends a great deal on his/her self-control and sense of responsibility. Children thrive and learn best in an atmosphere that is caring, understanding, and supported by reasonable and consistent discipline. When your child chooses to break a rule he/she will receive a logical consequence.

Disciplinary Actions:

Informal Talk

A teacher will talk to the student regarding the student’s inappropriate behavior and the student will make a commitment to change his/her behavior.

<i>Classroom Consequences</i>	In most cases teachers will assign classroom consequences before referring a student to the office.
<i>Detain in Office Conference</i>	The student will be sent to the office for the remainder of the period. A formal conference is held between the student and administrator with teacher and/or counselor involvement optional. The parent may be notified by phone or letter.
<i>Parent Involvement</i>	A legal guardian is notified by telephone, personal contact or a letter. A conference may be conducted between the student, his/her legal guardian, appropriate school staff and other individuals involved.
<i>Noon Detention</i>	A student assigned noon school detention will lose recess.
<i>In-School Suspension</i>	The student is assigned to in-school suspension for one or more full days. All regular school activities are terminated during the suspension period. Parents will be notified by phone or letter.
<i>Friday Detention</i>	Friday detention will be assigned by the principal. The student will come to detention on time with work to do. The length of time to serve will be determined by the principal. Parents will be notified by phone or letter.
<i>Out-of-School Suspension</i>	The student is excluded from school and related activities for a period of up to five school days. The student is informed that he/she is subject to suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of the action and a parent conference may be held.
<i>Expulsion</i>	The student is informed that he/she is immediately suspended from school with possible expulsion. Expulsion will take place following a formal hearing.

DRESS AND GROOMING:

1. Students are required to wear shoes while at school, unless specified in certain activities.
2. Students working around machinery are required to wear appropriate protective gear.
3. Students participating in extra-curricular activities do so by choice and may be required by their coach or advisor to wear specified attire and may be required to have their hair trimmed to a certain length.
4. A student's dress or grooming shall not constitute a health, safety hazard, or disrupt the learning environment.
5. Hats are prohibited in the school building during regular school hours for both boys and girls.
7. The following dress is considered **unacceptable dress** for school or school activities:
 - Exposed underclothing, bra straps, etc.
 - Any tops that are cut excessively low or are revealing.
 - Spaghetti straps, bare midriffs, tube tops or dresses without straps are prohibited.
 - Shorts or skirts less than mid-thigh in length.
 - Boys without shirts or shirts with mesh net.
 - Any clothing that is cut up. (i.e. cut off sleeves, cut off midriffs, example; muscle shirts are not allowed)

- Any clothing with references to alcohol, tobacco and/or drugs.
 - Any clothing with implied or expressed profanity.
 - Any clothing with implied or expressed sexual references.
 - Any clothing with discriminating message and/or crude and obscene messages.
8. Any student violating these rules will be required to change or go home until the dress is acceptable. All time lost from class will be made up in detention.

ELECTRONIC DEVICES: The use of cell phones, iPods, MP3s, etc. is NOT allowed during instructional times. Cell phones may be used before school begins and at the conclusion of a school day, or with staff permission. Students bringing these items to school do so at their own risk. The school assumes no responsibility for loss or damage of such items brought to school.

EXTRA-CURRICULAR ACTIVITIES:

Guidelines:

1. Students in 6th through 8th grades may participate in district sports programs.
2. New physical exam forms are required for 7th, 9th and 11th grades and any student athlete new to the district. This must be on file before a student may participate or practice in any activity. Other necessary forms that must be on file include Parent Permission for School Trips, Authorization and Consent for Treatment of Minors, Authorization for Participation in the activity, and Verification of Insurance Coverage.
3. Students representing the school on extra-curricular trips must be, in the judgment of the person supervising the trip, dressed and groomed in a manner that will reflect credit on the school.
4. A student must be in school all day on the day of a home activity, in school the equivalent of one full day for an away activity, and all day following an activity. Violation is an automatic suspension from the next away trip. Individual exceptions to this must be approved in advance by the principal/head teacher.
5. All students participating in the athletic program must pay a participation fee as required by the district. The fee is due and payable prior to the first interscholastic contest.
6. Students must be eligible to participate under academic and behavioral requirements.

Academic Eligibility: A student must be passing in all classes. Incompletes and “NGs” are considered the same as an “F” for the purpose of eligibility. The ineligibility list is prepared on Monday and maintained in the office. No student will be listed as ineligible without being listed on the warning list the week prior. Students on the ineligible list may not participate in games or activities for that week.

Conduct for Eligibility: All student participants must be good citizens demonstrating good conduct at school and in the community before being allowed to represent Seneca at any home or away contest. As such, any disciplinary action taken by the school will result in some penalty in activities. Any student assigned to detention is ineligible to participate in any activity

until the detention is completed. A suspension from school (out of school) means no activity practice or participation during the period of suspension. A suspension (in school) means the participant may practice but not participate in any contest for the duration of the suspension.

Transportation: A student athlete must ride to all contests with the team on school provided transportation; but may return from a contest with his/her parents provided the coach has a note signed by the parent. Students may not return from a contest with an adult other than their parent unless approved in advance by the principal.

FIRE AND EARTHQUAKE DRILLS: At least once a month, fire drills are conducted without notice. Students are to leave the building in an orderly, quiet manner and assemble by classes at a designated area. The teacher will take roll and account for all students. Once a year, earthquake drills are conducted without notice. Students are to follow the instructions of the teacher and remain calm.

FREEDOM OF EXPRESSION: The use of libelous, profane or obscene language, threats of harm, or sexual harassment to persons or property are prohibited by law and do not receive constitutional protection.

GUM: Gum will not be used in the school building unless specifically approved by the classroom teacher or on special occasions.

HARASSMENT: All students have the responsibility for maintaining a harassment-free school environment. All students must take immediate action to stop harassment, to protect the people targeted by harassers, and to take all reasonable steps to ensure that no further harassment occurs. Harassment is defined as any unwelcome, inappropriate conduct, including retaliation, that causes a student to feel threatened, intimidated, or distressed in the school environment. Examples of harassment include, but are not limited to the following: Physical conduct: Unwelcome touching; standing too close; inappropriate or threatening staring or glaring; obscene, threatening or offensive gestures. Verbal or written conduct: Inappropriate references to body parts; derogatory or demeaning comments, jokes, or personal questions; sexual innuendoes; offensive remarks about race, gender; threatening, demeaning, or derogatory drawings, cartoons, or other graphics; offensive T-shirts, bumper stickers or other articles.

Individuals who believe they are being harassed or retaliated against should exercise one or more of the following options as soon as possible: (1) tell the harasser how you feel and ask the person to stop the offensive conduct; and/or (2) tell a teacher, counselor or principal about the conduct and how you feel about it. Students who engage in harassment will face consequences ranging from verbal warnings and letters home up to and including suspension and expulsion from school depending upon the seriousness of the misconduct. Visitors who harass may be removed from any school area of activity and prevented from returning.

IMMUNIZATIONS: Oregon law provides that a child must be fully immunized at the time of enrollment in school. There is a grace period for transfer students of 30 days after registration to obtain the required immunization records. Any student enrolling in school for the first time, who has no immunizations or a record of immunizations, or does not provide a religious or medical excuse, must be denied initial enrollment. If a child has started

immunizations late in life and has not received all those required, he/she may be enrolled in school if he/she is up to date under his/her personal immunization schedule.

INCOMPLETES: Incompletes must be cleared within two (2) weeks after the end of a grading period. Any incomplete not cleared by then will be changed to an “F”. Students who have an incomplete due to an extended illness/injury may have more time to clear if arrangements are made with the teacher and head teacher.

INSURANCE: School accident insurance may be purchased by parents at a nominal fee. This is a limited policy. It is advisable that all students have some type of insurance. Students with school insurance **MUST** report any accident to the office within 24 hours to be valid. Supervisor of the activity should be notified of any injury at the time it occurs. Some form of accident insurance is required to play sports, whether school or personal insurance. The school district does not carry medical or accidental insurance covering accidents at school.

INTERROGATIONS: When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present when possible. An effort will be made to contact the parent/guardian/custodian so that the responsible adult may be notified of the situation.

INTERNET: Grant School District #3 has Internet services for its students. The Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Staff will supervise student use of the Internet, but we cannot guarantee that students will not gain access to inappropriate material. To permit access the student and parent must sign the Student Internet Account Agreement to establish an account. Inappropriate internet use will result in loss of computer privileges.

KINDERGARTEN: Each child entering kindergarten in Grant School District #3 shall present a proof of birth at time of registration. Children whose 5th birthday is on/or before September 1st may be entered in kindergarten, or any child whose 6th birthday is on/or before September 1st, may be entered in first grade. Parents must bring birth certificates and immunization records in order to complete enrollment.

HIGH SCHOOL DIPLOMAS: Beginning with the class of 2013, Grant Union High School will have the following diploma options: Honors Diploma, Regular Diploma, Modified Diploma, and Alternative Certificate. Further details are available through Grant Union High School.

LEGAL NOTICE: The material contained in this handbook is for information only. The school reserves the right to revise policies, amend rules, alter regulations and change financial charges at any time in accordance with the best interests of the school. *District policies, which govern the conduct of the school, are kept in the principal’s office.*

LIBRARY: This facility in our school is intended for educational and research purposes rather than a recreational area. Books must be returned promptly, on or before the due date. Books may be renewed. Lost and damaged books must be paid for accordingly.

LOCKERS: Lockers are school property and are issued to you for your convenience. Students will be assigned a locker partner. The school district carries no insurance to cover

loss or the theft of property from your lockers. **DO NOT KEEP VALUABLES IN YOUR LOCKERS.** Lockers are subject to search and *inspection at any time*. Periodic locker cleanings and inspections will take place during the school year. In order to change lockers, permission must be obtained from the office.

LOST AND FOUND: Students who have lost any articles may inquire at the office, or check in the lost and found. Items which are not claimed within a reasonable period of time will be given to charitable organizations.

LUNCH PROCEDURE: There is limited space available in the lunchroom. Students who walk to school will be required to go home for lunch unless prior arrangements are made in advance with the head teacher. Students who go home for lunch should not come back to school before the designated time. Students who usually eat at school, **MUST** bring a parental permissions note in order to leave school grounds during the lunch hour. This note must be turned in at the office.

LUNCHROOM and RECESS: Students will conduct themselves in a quiet and orderly manner. Loud talking, yelling, etc. will not be permitted. Floor and table areas used by a student must be cleaned when leaving. Students will treat other students and lunchroom personnel with courtesy and respect.

LUNCH PROGRAM (free and reduced):

How and when can you apply? You may apply at **any time** during the school year – simply contact your child’s principal or school office for an application. If you are currently receiving Food Stamps, TANF or FDPIR, the only information required is your child’s name, the Food Stamp, TANF, or FDPIR case number, and your signature. If you are not receiving any of the above benefits, your application must include the names of all household members and the current amount of income received by each member. Additionally, you must sign the application and include your social security number.

MEDICATION: Any student who is required to take prescription and/or over-the-counter medication at school needs to comply with the following policies and procedures at school.

1. Prescription medication brought to school will be kept in its **original container** with the appropriate physician or pharmacy label.
2. A written form signed by the doctor or the label on the bottle needs to indicate the following:
 - A. Name of the student.
 - B. Name of the drug.
 - C. Dosage.
 - D. Time interval that medication is given.
3. Written permission from the parent or guardian requesting the school comply with the doctor’s orders.
4. For over-the-counter drugs we need a written request from the parent or guardian indicating when to give, dosage, and name of the drug.
5. Medication must be in the original container.
6. All medication will be stored in a locked cabinet in the office or classroom and will be administered by the principal or designee.
7. It is the student’s responsibility to take the medication at the correct time. The classroom teachers, as well as the office, will assist in reminding students.

NOTES FROM HOME: For safety purposes we require a written note from the parents or guardians for any bus changes occurring after school. Please send the written notice to school with your child to give to his/her teacher when they first arrive at class.

PERSONAL POSSESSIONS: Students are encouraged not to bring money, jewelry, expensive toys, electronic devices, etc., to school. The school assumes no responsibility for loss or damage of such items brought to school.

PHYSICAL EDUCATION, Limitation of Student Participation: The State Department of Education requires physical education for all students. If a child is recovering from an illness, a note from the parent will be accepted for up to three days; for a longer period, a medical excuse will be required stating the length of the time the student will be out of physical education. Students in grades kindergarten through fourth grade should bring a pair of gym shoes to be used exclusively on the gym floor. Fifth through eighth grade students will need gym shoes, shorts, t-shirts, and socks.

PROGRESS REPORTS: Teachers will notify parents of students failing or near failing work at midterm and make suggestions for possible improvement. Report cards indicating the grade earned will be sent to the parents every nine weeks for their examination.

PROHIBITED ACTIVITIES AT SCHOOL FACILITIES: Persons using school facilities, at any time or for any purpose, shall not consume, sell, give, or deliver tobacco or alcoholic beverage on school premises. All persons using school facilities shall take care that damages are not sustained by any buildings or equipment owned by the School District.

RECESS POLICIES: Weather permitting, students are given recesses each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Always dress your child for outside recess. Boots are required on snowy days. When recess is in the gym, PE shoes must be worn.

RELIGIOUS EXCLUSION FROM LEARNING: 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. All such requests should be directed to the head teacher by the parent in writing and include the reason for the request.

REPORTING REQUIREMENTS REGARDING SEXUAL MISCONDUCT WITH STUDENTS

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this district policy JHFF.

“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Child Abuse.

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor.

SEARCH AND SEIZURE: District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Students Code of Conduct or district policy. Illegal items (weapons, alcohol 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 the 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.

STUDENT RECORDS: The parent(s) or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other right;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
4. Pursuant to OAR 581-21-410, file with the United States Department of Education a complaint under 34 CFR 99.64 concerning alleged failures by the district to comply with the requirements of federal law;
5. Obtain a copy of the district policy with regards to student education records;
6. The school district shall forward education records with 10 days of receiving the request from a student or an educational agency. The district policy regarding a transfer, retention disclosure, and correction of student educational records shall be kept in the principal's office at the school. If a parent of eligible student requests an opportunity for a hearing to challenge the content of the student's educational record, the school district shall hold a hearing with the parent or eligible student within a reasonable time after it received the request for the hearing.

TELEPHONE USE/Personal Communication Devices: Students may use the phone with permission from school staff. Cell phones may be used before school begins and at the conclusion of a school day, or with staff permission.

TEXTBOOKS: The school provides each student with necessary textbooks. The students should assume responsibility for the proper care of the books that they use. Textbooks will be checked periodically and students will be expected to pay for books lost or destroyed.

TOBACCO AND ALCOHOL: Students in this school district shall not use or have in possession tobacco, illegal drugs, or alcohol on school premises or at any school sponsored activity, field trip or excursion. Violation of this rule may result in the suspension of the student or students involved and the law will be contacted. Oregon law states that it is illegal to sell tobacco to an individual below the age of 18 and it is illegal for a minor below the age of 18 to use tobacco.

VISITORS: Parents are encouraged to visit school to get a total picture of the work that is being expected and accomplished. All visitors must check in at the office. Visiting school by a sibling, friend, or another child is not allowed unless approved by the head teacher.

WEAPONS POLICY: Grant School District #3 prohibits any person from possessing a loaded or unloaded firearm or any other instrument used as a dangerous weapon while in or on school property. Federal and state laws require students who violate this policy to be expelled for a minimum of one year.

WITHDRAWAL: This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the student enrolling in said institution. Prior to the withdrawal of your child from our district, you have a right to see your child's records and have a hearing to challenge the contents of the records. Your request for a hearing must allow two days between the request and the hearing. You may receive a copy of the record to be transferred if you desire, but may be required to pay the cost. Any hearing must be held prior to the actual withdrawal of your child.