

*Burns High School*  
*Home of the Hilanders*  
*2019-2020*  
*Student Parent Handbook*

*Mission Statement:*  
*Make Education Relevant*

*Harney County School District #3 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, 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; and the Americans with Disabilities Act Amendments Act of 2008.*

**Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.**

*Administrative Staff*

Principal  
Assistant Principal/AD  
Office Manager  
Office/Athletic Assistant

Robert Medley  
Erin Toelle  
Cheryl Radinovich  
Gracie Stanwyck



# *Bell Schedule*

## Regular Schedule

Period 1: 7:45 - 8:42  
Period 2: 8:47 - 9:44  
Period 3: 9:49 - 10:46  
Period 4: 10:51 - 11:48  
Lunch: 11:48 - 12:24  
Period 5: 12:29 - 1:26  
Period 6: 1:31 - 2:28  
Period 7: 2:33 - 3:30

## Monday Advisory Schedule

Period 1: 7:45-8:38  
Period 2: 8:43 - 9:36  
Advisory: 9:41 - 10:06  
Period 3: 10:11 - 11:04  
Period 4: 11:09 - 12:02  
Lunch: 12:02 - 12:35  
Period 5: 12:41 - 1:34  
Period 6: 1:39 - 2:32  
Period 7: 2:37 - 3:30

## 2 Hour Late Schedule

Period 1: 9:45 - 10:25  
Period 2: 10:30 - 11:10  
Period 3: 11:15 - 11:55  
Lunch: 11:55 - 12:30  
Period 4: 12:35 - 1:15  
Period 5: 1:20 - 2:00  
Period 6: 2:05 - 2:45  
Period 7: 2:50 - 3:30

**Burns High School is on a 7 period day.**

## *Preface*

The material covered within this handbook is intended as a method of communicating to students and parents general school information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

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

The administration at Burns High School reserves the right to modify, delete or add to the rules and procedures described. Also, the administration has the right to interpret the meaning and/or intent of any part of this document.

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# *General Information & Discipline Code*

## *Advisory Period*

The purpose of Advisory is to give each student at Burns High School a point person who not only mentors the student academically, but is an adult advocate and point person to help that student find personal success. Advisory will be held every Monday and attendance is required as if it was any other class during which time students will be building an academic portfolio.

## *Alternative Education Placement*

### **TRANSFER TO THE ALTERNATIVE EDUCATION PROGRAM FROM BHS**

Students may be transferred to Alternative School for the following reasons:

1. Excessive absences in any semester
2. Violation of a behavior contract
3. Expulsion, pending expulsion or excessive suspensions;
4. Prior school of attendance was an alternative program or school;
5. Attempting to enroll at BHS after the fourth week of a semester if the student had not been enrolled in a school immediately prior to that time;
6. As deemed necessary by the school administration and/or Alternative Ed Committee.

### **TRANSFER FROM ALTERNATIVE EDUCATION PROGRAM TO BHS**

Students are eligible for consideration to return to BHS once all following conditions are met:

1. Must attend a minimum of one full semester in alternative education;
2. Must earn a minimum of two credits during a semester;
3. Must demonstrate a willingness to follow school and district rules and exhibit good behavior;
4. Must have acceptable attendance;
5. Overall credits must be sufficient to establish a probability that he/she may graduate with his/her class;
6. Transfers will not be made except for at the start of a semester;
7. Any transfer must be approved by the Alternative Ed Committee.

### **ENROLLMENT IN ALTERNATIVE EDUCATION**

1. No student may be concurrently enrolled in an alternative education course and the same Burns High School course.
2. Concurrent enrollment in the alternative education program for the purpose of early graduation is prohibited. Concurrent enrollment is allowed only for seniors who are more than 8 credits away from those whose placement was not caused by disciplinary problems.
3. The deadline for completing concurrently enrolled classes to be counted toward graduation is the last day for seniors at Burns High School.
4. Special education students will be dealt with according to their IEP.

## *Assembly of Students*

Students shall be able to hold meetings on school property under the following conditions of responsibility: the meeting shall be scheduled two weeks in advance and must be approved by the building principal or his representative. The meeting or party shall incite no hazard to persons or property. Any group of students that wish a meeting shall request meetings through the office and group advisors. Meeting places will be announced. Students are requested to hold all meetings during the time allotted. Meetings or party plans that do not meet these conditions may be cancelled.

## *Athletic Fees*

Athletes pay to participate. Fees for the current year will be announced in the fall.

## *Attendance*

Punctual and regular attendance is essential to the academic success of students. School staff will consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an excused absence, as determined by district policy. At the beginning of each school year or course, teachers will inform students how attendance and class participation are related to the instructional goals of the subject or course.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course and requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. 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.

### **Absences and Excuses**

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. **Parents and guardians should be aware that according to Oregon law, they are not given unilateral authority to excuse their student from school. Absences are excused by school administration.** Absence from school or class will be excused under the following circumstances:

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Emergency situations that require the student's absence
4. School sponsored or school approved activities
5. Medical or dental appointments. Confirmation of appointments may be required
6. Other reasons deemed appropriate by the school administrator or his/her designee
7. Pre-approved release from a classroom activity or lesson on the basis of a disability or for personal, religious or ethnic considerations

Parents and students are encouraged whenever possible to make arrangements in advance of an absence. **The administration will honor parental requests for a student to be excused for**

**reasons considered legitimate by the parent if the absence is prearranged and prior approval is granted.**

All absences are considered unexcused until the parent or guardian calls or sends a note to the school with an acceptable explanation of the absence. This must be done within two days of the student's return to school. An administrator may consider a parental request to excuse an absence beyond that time. **An unexcused absence results in the student receiving no credit for anything due or assigned that day. Unexcused absences may include such things as skipping, car trouble, sleeping in, missing the school bus, shopping, working, hair appointments or getting or returning personal items.**

After (except during lunch) arriving at school a student may not leave without permission and must sign out in the office. Parents must send a note arranging the release prior to the student leaving, and the student must come to the office and get an off-campus pass. If parents are picking up their student(s), they must come to the office and check their student(s) out. Any student signing out of school is required to leave campus property until they check back in.

#### **Tardiness**

**Only the staff can excuse tardiness** to any class during the school day, and the student should have a pass stating that reason. Tardiness is defined as not being in an assigned room when the bell rings. Teachers will keep tardy records for each student and implement procedures for dealing with excessive tardiness as part of their classroom management rules, including a 1% reduction in the course grade for work missed due to each unexcused tardy. **Parents may not excuse a student's 1<sup>st</sup> period tardiness.** The administrator has the authority to make that determination.

#### **Compulsory Attendance**

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

Compulsory Attendance/Irregular Attendance: In estimating regular attendance for purposes of the compulsory attendance ORS 339.005, to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the school shall consider all unexcused absences. Eight one-half day absences in any four-week period during which school is in session shall be considered irregular attendance. Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600. Students who fail to maintain regular enrollment in school may have either driving privileges suspended or the right to apply for driving privileges suspended.

If the student's attendance still does not substantially improve a conference will be scheduled with the student, parents, and administrators to place the student on a behavioral contract requiring regular attendance or be placed in Alternative School. The school may initiate proceedings to cite the parent for violation of the compulsory attendance statute.

### **Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT may notify the student that driving privileges will be suspended on the 30<sup>th</sup> day following the date of the notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has more than 10 consecutive school days of unexcused absences, or fifteen school days total of unexcused absences during a single semester unless the administration determines there is a mitigating circumstance.

### **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 emancipation 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, counselor appraisal, immediate plans, short-range and career 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

### **Backpacks**

Backpacks should be kept in the student's locker upon arriving at school until the end of the school day. **Backpacks are only allowed in classrooms with teacher's permission.**

### **Breathalyzer Tests**

Burns High School reserves the right to breath test anyone who attends a function on school premises or at any function provided by Burns High School, be it on school property or not.

### **Bullying/Hazing/Harassment/Intimidation/Menacing/Cyberbullying**

According to Harney County School District #3 Policy JFCF/GBNA: Burns High School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying, including cyber bullying is strictly prohibited and shall not be tolerated in the District. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. Students who have engaged in behavior prohibited by this policy will be subject to remedial action and discipline which may include referral for counseling, loss of privileges, and other discipline up to and including

expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property, or for the use of threats, bullying, intimidation, harassment or coercion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. Individuals may also be referred to law enforcement officials.

**Bullying Hotline – 1-844-472-3367**  
**Safeoregon.com**

**email: [tip@safeoregon.com](mailto:tip@safeoregon.com)**

### *Cafeteria/Lunch Charging*

The cafeteria offers balanced lunches to students at a reasonable price during the scheduled lunch period. Students bringing sack lunches may purchase milk. Students are expected to leave the cafeteria clean by removing all lunch sacks, milk cartons and other refuse

A charge of meals is discouraged at Burns High School. If the parent is in financial difficulty for even short periods of time, the free/reduced lunch program is available and should be used. Application forms are available in the school office and on the school website.

### *Cell Phones or district-sponsored activities*

Students may be allowed to use cell phones and other personal electronic devices on district property and at district sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, or violate Board policies, administrative regulations, school or classroom rules, state and federal law (Board Policy JFCEB). Students are not allowed to use cell phones in classrooms during class time. Consequences will include, but are not limited to: the first consequence will result in a warning by school personnel. The second consequence will result in the phone being confiscated and delivered to the main office, and the device may be returned at the end of the day. The third consequence will result in a referral and the device being returned only to the parents of the offending student.

### *Cheating/Plagiarism*

Burns High School respects the need for students to discover ways of learning both individualized and with cooperative methods. BHS faculty and administration believe that the education and diplomas students receive will reflect the high academic standards at Burns High School. To ensure this, BHS has established the following academic regulations in order to maintain its integrity and allow students individual pursuit for a quality education.

#### Academic dishonesty includes, but is not limited to:

- Cheating on an exam;
- Receiving help from others in work to be submitted, if contrary to rules of the course.
- Plagiarizing (using another's ideas and/or writings as own without citing source);
- Submitting work from another course unless permitted by instructor
- Using technology (computer, copy machine, etc.) to duplicate another's work;
- Assisting anyone to do any of the above.

In the event that students are suspected of classroom cheating, plagiarism, or otherwise

misrepresenting their work, they will be subject to the following consequences and parents notified by teachers or administration:

1. Exams, quizzes, and daily work will receive a “zero” grade.
2. Major paper work may be re-submitted with a “C” being the highest possible grade. Students will be allowed a maximum of one week to re-submit. Failure to meet this time frame will result in a “zero” grade for that assignment.
3. A second offense will result in immediate removal from the course with an “F”.

### *Classroom Behavior*

Teachers will inform students of their expectations for appropriate classroom behavior. This is the procedure teachers will follow when students are disruptive:

1. The teacher will discuss the inappropriate behavior with the student.
2. The parent will be contacted **by the teacher** about the inappropriate behavior if it continues.
3. If the inappropriate behavior continues, the student will be referred to an administrator for discipline.
4. A conference with the student, parent(s) and administrator will be held if the behavior persists. In this conference options such as a behavioral contract, removal from the class or alternative placement may be discussed.

If the disruption is serious, e.g., fighting or profanity, these steps may not be followed and the students(s) will be asked to immediately leave the classroom and report to an administrator for discipline.

### *Closed Campus*

Burns High School is an open campus during lunchtime for all students. Open campus is a privilege and can be revoked at any time throughout the year by the high school administration. All other times the campus is closed. Students may not go into the parking lot during the school day without permission.

### *Concurrent College Credit*

Students may earn college credit prior to college admittance through concurrent enrollment in a college or through rigorous testing programs such as the College Level Examination Program (CLEP) and Advanced Placement examinations (AP exams)/Eastern Promise courses. Both testing and options charge fees for testing. *If a student wishes to obtain high school credit for a college course, the student must obtain administrative approval prior to enrollment.*

### *Complaint Procedure*

A complaint is a negative remark or criticism made against an employee. Any formal written complaint regarding an employee shall be made known to the employee. Any oral complaint deemed substantive by the administrator shall be made known to the employee. At the employee’s request, a meeting between the building principal, the employee and the complainant shall be arranged. If the complainant declines such a meeting, the matter will be dropped completely. If this complaint cannot be resolved at the building level, the complaint shall be referred to the Superintendent. The employee has the right to representation at all levels of this procedure.

### *Counseling*

Counseling will be available upon request.

## *Dances*

One hour after a dance begins the doors will be locked and students will not be allowed to enter. Once a student leaves a dance, he or she will not be allowed to re-enter. Guests may be allowed to some dances, however, must be of high school age up to 20 years of age. Guests must be pre-registered with the office.

## *Detention (After School)*

Lunch detention is frequently used as a disciplinary consequence. Detention will be set up in a supervised classroom. The following rules will apply for detention:

1. Students must have homework or a book to read when they report to detention. Students who report without anything to work on will be removed and assigned an in-school suspension.
2. Failure to appear for detention will likely result in an in-school suspension.
3. Students creating any disturbance or problems will be sent home and assigned an in-school suspension.
4. Detention must be served on the assigned date and time. Exceptions must be cleared in advance.
5. There will be NO TALKING.
6. There is no sleeping will be allowed.
7. Students are not to leave their desks without first raising their hand and being given permission.

## *Discipline Procedures/Options*

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 and/or administrators, detention, behavioral contracts, suspension, expulsion and loss of privileges, honors and awards and removal to an alternative education program.

Violations of the district's weapons policy, as required by law, shall be reported to law enforcement. In addition, **when a student is involved in a fight, commits assault, is in possession or use of a drug or drug paraphernalia, alcohol and/or tobacco-related product or is engaged in any other criminal act, he/she will be referred to law enforcement officials.**

## Burns High School Student Discipline Matrix

The discipline code was established by Burns High School and is intended to be used as a guideline which permits uniform administration of consequences throughout the school, but allows for some latitude with individual needs. As indicated below, the consequences section (indicated by step number under sequence of offense categories), represents minimum starting points for disciplinary consequences. Successive offenses in each category may result in movement to the next step or more. **Continued infractions in a level could be continuous and not start over. Administration reserves the right to modify or add to steps.**

### Discipline Matrix:

**Step 1** = Detention

**Step 2** = Administrative Option

Alternative placement

Friday School

In School Suspension

Detention

**Step 3** = One day in or out of school suspension

**Step 4** = Two days in or out of school suspension

**Step 5** = Three days in or out of school suspension

**Step 6** = Five - ten days out of school suspension

**Step 7** = Expulsion

Alternative placement

Withdrawal

Level 1 Infraction	Definition	1st Offense	2 <sup>nd</sup> -3 <sup>rd</sup> Offense	4th Offense	5 or more Offenses
No Valid Hall Pass	Student in hallway without valid hall pass	Warning	1	2	3-6
Disobeying Staff (minor violations)	Failure to follow directives, not complying with requests or directions				
Disrespectful Behavior	Exhibiting a lack of respect, rude and discourteous behavior, behavior that is unwelcome and personally offensive, which fails to respect the rights of others				
Public Displays of Affection	Holding hands is OK, kissing or extreme physical contact is not				
Food/Drink Violation	Food & drinks should not be consumed in the classroom (water is acceptable to drink in class)				
Tardiness to Class	A student is not in the room ready to work when the bell rings				
Unsafe Behavior	Throwing objects, or any behavior that could intentionally or unintentionally harm someone				
Profanity	Use of offensive language, obscenities, or racial slurs				
Dress Code Violation	Students must follow the dress code as defined in the student handbook				

<b>Level 2 Infractions</b>	<b>Definition</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4 or more Offenses</b>
Cheating/Plagiarism	Copying of assignments, tests, or quizzes from work of others or using unauthorized materials	1	2	3	4-6
False notes/calls	Related to excusing an absence or tardy, or any type of parent note requiring a signature				
Parking Violation	Unsafe driving/parking in parking lot, unsafe behavior in parking lot				
Skipping Class	Not attending class, leaving class or campus without permission				
Leaving Campus	Leaving campus without permission, not properly checking out				
Failure to follow safety rules or procedures	Endangering self, others, or school property by not following safety guidelines				
Skipping Detention	Not showing up for scheduled detentions				
Willful damage or theft of property	Damaging or stealing school property - restitution if appropriate	5	6	7	
Cheating/Plagiarism	Copying of assignments, tests, or quizzes from work of others or using unauthorized materials	1	2	3	4-6
<b>Level 3 Infractions</b>					
<b>Level 3 Infractions</b>	<b>Definition</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
Bullying/Harassment	Verbal assault of student	5	6	7	
	Physical assault of student	7			
	Verbal assault of staff	5	6	7	
	Physical assault of staff	7			
Fighting	Any student who has an opportunity to walk away from a potential fight and chooses to participate	5	6	7	
Gross Disrespect	Repeated violations of a code of conduct, excessive referrals, or severely rude or offensive behavior	5	6	7	
Insubordination	Refusal to follow directions from BHS staff	4	5	6	7
Drug Policy Violation	Possessing, using, being under the influence of, transmitting, selling or distributing any drugs or drug paraphernalia	7			
Alcohol Violation	Possessing or being under the influence of alcohol	5	6	7	
Tobacco Violation	Possessing, transmitting, smoking, chewing, other use	4	5	6	7

	of tobacco or look alike products				
Firearms/Weapons Violation	Possessing, transmitting, selling, or displaying any firearm, illegal explosive, or other implement which could be dangerous or reasonably considered or used as a weapon	7			
Intentional Fire Setting	Intentionally setting fire to any object on campus	7			
Fire Alarms	Intentionally activating, tampering with fire alarms.	7			

### ***Discipline of Students with Disabilities***

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 non-disabled 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 interim alternative setting for up to 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.

### ***District Electronic Communications System (DECS)***

DECS is Harney County School District’s electronic network which accesses the Internet. Members with access to the DECS server have access to: 1) electronic mail (email) communication with people all over the world; 2) information and news from a variety of sources and research institutions; 3) public domain and shareware software of all types; 4) discussion groups on a wide variety of topics; 5) access to many university libraries, the Library of Congress, and more!

Provided are the guidelines for appropriate use of the DECS. If any user violates any of these provisions, his or her access to DECS will be terminated and all future access could possibly be

denied.

### **DECS – Terms and Conditions:**

- I. **Acceptable Use:** The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Your access must be in support of education and research and consistent with the educational objectives of the Harney County School District. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any material in violation of any US or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of commercial activities for profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- II. **Privileges:** The use of DECS is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of these privileges. (Each student who receives access permission will be part of a discussion with a HCSD faculty member pertaining to the proper use of the network). The system administrator(s) will deem what is inappropriate use and the decision is final. Also, the system administrator(s) may ban access at any time as required. The administration, teachers and/or staff, of HCSD may request the system administrator to deny, revoke, or suspend specific user access.
- III. **Network Etiquette:** The use of DECS requires that users abide by accepted rules of network etiquette. These include, but are not limited to, the following:
  1. **Be Polite:** Do not send abusive messages to ANYONE.
  2. **Use Appropriate Language:** In all messages, do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
  3. **Privacy:** Do not reveal the personal address or phone number of yourself, or any persons. All communications and information accessible via the network should be assumed private property.
  4. **Connectivity:** Do not use the network in such a way that would disrupt the use of the network by others.
- IV. **Services:** HCSD will not be responsible for any damages and debt you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via DECS is at your own risk. HCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- V. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on DECS, you must notify a system administrator either in person or via the network. Attempts to login to DECS as a system administrator or any other user will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to DECS.
- VI. **Vandalism:** Vandalism will result in cancellation of privileges. This includes, but is

not limited to, the uploading or creation of computer viruses.

- VII. Updates:** HDSB may occasionally require new registration and access information from you to continue providing services.

### *Dress and Grooming*

The dress code established in this district is intended to promote appropriate grooming and hygiene, prevent disruption, avoid safety hazards. Additionally, dress and grooming issues often constitute conflicts with the district policy on sexual harassment and gangs. The following dress code seeks to create a logical and useful set of guidelines for students and parents.

#### **Clothing Policy**

In general, students should dress in neat, clean, appropriate clothing which does not disrupt the educational process and protects the rights of others. This specifically includes the following:

1. No tops which continually show bare midriffs, open back, low-cut tops, or anything which continuously shows underwear. Tops must cover the sides of the torso from the armpit down and must have straps.
2. Clothing worn under "see through" tops must follow the above criteria.
3. Shoes must be worn at all times. Sandals are permitted.
4. No clothing advertising/insinuating alcohol, tobacco, drugs or sexual or discriminating messages.
5. Shirts/tops must be worn at all times including P.E. classes and during sports practices.
6. Dresses, skirts and shorts must be no shorter than a 3 inch inseam. No boxer shorts worn as outer shorts. Extremely oversized clothing is not to be worn.
7. Boxer shorts and pajama bottoms are underwear and are not allowed as outer clothing.
8. Chains and other noisy or dangerous items attached to clothing are not allowed and must be removed for safety purposes.
9. Hats are allowed in the building however, classroom teachers and building staff have the authority to regulate a "no hat" policy in their rooms/areas. No hoods can be worn in the hallways.
10. No personalized messages or inappropriate nicknames on clothing.
11. All tattoos deemed gang related must be covered.
12. Clothing must be suitable for all scheduled classroom activities including PE, science labs, wood and metal shops, construction class and other activities where unique hazards exist

### *Early College Enrollment*

Students may petition the School Board for approval to attend college full-time during their senior year. However, several stipulations must be met:

- a. Recommendation of administration at the high school;
- b. College transcripts have to be evaluated by high school administration before a Burns High School diploma is given;
- d. Full time college attendance during the first semester of high school senior year is required in order to receive high school credit as concurrent enrollment.

### *Early Graduation*

A student who wishes to graduate from high school in less time than the ordinary grade 9-12 sequence may request permission to complete graduation requirements on an altered schedule. The student and his/her parents will consult with high school administration to develop a graduation plan. Their intention to accomplish this plan will be stated in writing to the superintendent. A student may satisfy graduation

requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student's request and if the student's parent or guardian consents, if required. Students who have successfully completed the junior year with fewer than the required credits for graduation and are then accepted at accredited colleges may receive their high school diplomas if, at the completion of the first semester, they have successfully fulfilled the district's minimum diploma requirements. The intention to accomplish this plan will be stated in writing to the Superintendent for approval. *Special accommodations such as credit through the Learning Enhancement Center (LEC), alternative school, or independent studies through the high school staff are not permitted as components of the graduation plan.*

### **Emergency School Closing/Delay Information**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

If the emergency is of such a nature that the children cannot be safely transported, they will be kept at school under supervision until the emergency has passed. In the event of an emergency, you will be contacted immediately by the school system using the student contact information you provided. The office maintains a telephone tree for quick parent contact in case of an emergency.

### **Expulsion**

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

An expulsion 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.

### **Fees & Fines**

Students are responsible each year to pay fees for class dues, student ID cards, towel fee (if enrolled in P.E.) and activity passes. Book and P.E. locks are paid the first year a student is enrolled and the fee returned to students at the end of their senior year when all locks are returned. Yearbooks are optional each year.

The district tracks fines owed for registration fees, athletics, books, broken equipment, etc. All fines will be carried over from year to year until all fees due are paid. The district may impose certain restrictions and/or penalties until fees, fines, or damages are paid.

### **Fire/Safety Drills**

At least one fire drill will be conducted each month. Earthquake and other emergency safety drills will be conducted no less than twice per school year.

## Grade Point Average and Class Rank

All final grades in all courses are given equal value in computing GPA and class rank.

## Grading System

Grade Point Average (GPA) continues to be calculated on the 4.0 non-weighted scales.

Grade:	Percentage:	Grade Points Earned:
A	100 – 90%	4.00
B	89 – 80%	3.00
C+	79 – 70%	2.00
D	69 – 60%	1.00
F	59 – 0.0%	0.00
P or NP	Student Assistants	0.00

## Graduation

### **Graduation Policy**

All students in good standing who have successfully completed the requirements for a Standard (Oregon), Modified Diploma, Extended Diploma or Alternative Certificate (through Special Education Department) or Certificate of Achievement may participate in graduation exercises.

### **Diploma Types**

#### **Oregon Diploma**

An Oregon Diploma will be awarded if the student:

- Meets or exceeds state standards on all Essential Skills;
- Passes all local graduation requirements. Valedictorian/Salutatorian candidates must meet or exceed all state standard requirements by the end of the first semester of their senior year.
- Develops an Education Plan and Profile, participates in Career-Related Learning Experiences, applies and extends knowledge in new and complex situations, demonstrates knowledge of Career-Related Learning Standards.

#### **Modified Diploma**

A Modified Diploma will be awarded if the student:

- Meets or exceeds state standards on all Essential Skills;
- Passes all local graduation requirements with modified conditions;
- Develops an Education Plan and Profile, participates in Career-Related Learning Experiences, applies and extends knowledge in new and complex situations, demonstrates knowledge of Career-Related Learning Standards.

#### **Extended Diploma**

An Extended Diploma will be awarded if the student:

- Is a special education student;
- Attains 12 credits (no more than 6 credits earned in a self-contained special education classroom);

- Participated in alternative assessments beginning no later than grade six and lasting for two or more assessment cycles or has a serious illness or injury which occurs after grade eight which changed the student's ability to participate in grade level activities/alternative assessments, or has a documented history of an inability to maintain grade level achievement due to learning barriers or has a documented history of a medical condition which creates these barriers.

### **Alternative Certificate**

Alternative Certificates are available to students who do not satisfy requirements for a high school diploma, modified diploma or an extended diploma as per the requirements established by the board or school district.

### **Graduation Requirements**

To graduate from Burns High School, a student is required to obtain twenty-six credits of study. Nineteen credits are required courses and seven credits are elective courses chosen by the student (Board policy IKF-AR).

#### **Freshman Year:**

English 9 A & B  
 Math (Fundamentals Algebra 1 A & B)  
 Health A  
 Integrated Science A & B

#### **Sophomore Year:**

English 10  
 Math (Algebra 1 A & B, Geometry, Algebra 2)  
 Biology A & B  
 Arts/Applied Arts/Foreign Language  
 Civics A & B

#### **Junior Year:**

English 11 –or- Honors English 11  
 US History A & B –or- AP US History  
 Health A  
 Math (Geometry, Algebra 2, College 111)  
 Science (Chemistry)  
 Arts/Applied Arts/Foreign Language

#### **Senior Year:**

English 12 -or- Honors English 12  
 American Government/Economics (one semester of each)  
 Arts/Applied Arts/Foreign Language  
 Health B

**Math Classes: One unit needs to be Algebra 1 and two units at a higher level.** All other classes that will be taken to earn a Burns High School diploma are electives.

PE Classes: One full credit of Physical Education must be acquired during any grade level to meet State Graduation Requirements

### *Gym Areas*

The gym is closed during the lunch period, before and after school. Students are not to be in or around these areas unless supervised by a staff member.

### *Headphones/Electronic Devices*

Students will be allowed to use electronic devices during lunchtime and at the discretion of the individual teachers. It is up to the individual teachers to determine whether or not these devices are allowed in their individual classes. Electronic devices include, but are not limited to iPods, iPads, Gameboys, etc. The consequences are outlined in the Discipline Matrix.

### *Homework*

If a student has been absent with an excused absence, the student is allowed one day for each day absent to make up the work. Each course of study typically requires an average of four hours of preparation weekly from the student of average ability. Usually, students will be able to make one-half the necessary preparation in the classroom.

### *Learning Enhancement Center (LEC)*

The LEC is a specifically designed program to meet the needs of students seeking credit retrieval. A variety of courses are offered. Administrative approval is required for LEC enrollment.

### *Medications*

If possible, medications should be taken at home. However, there are circumstances when a student must take prescribed medications at school. A completed medication form is required. Medications must be kept in the main office and dispensed by office personnel.

### *Messages*

Messages for students will be taken through the office from **parents and guardians only**. These messages will be taken on an emergency basis only.

### *Online Program*

Occasionally, whether to make up credit for a failed class or to take a class that is not offered in the school's schedule, students may need to take a class online. In many cases, that is allowable; in all cases, students must consult with administration to be sure.

Harney County Schools do not use one particular online program; rather, our district office has reviewed many different. The programs are using is Connexus. However, we will continue to research other programs that best meets our student's needs.

- All online course requests must receive administrative approval.

- During the academic school year, **students are not permitted to enroll in an online course if the same course is available in the building** unless it is impossible to schedule the student in the course and he/she needs to graduate.
- During the summer months, students may enroll in online courses that are taught in the building during the regular school year; however, administrative approval must be given.
- Students will likely not be approved to enroll in math, science, or English/ language arts courses unless it is to recover previously failed credit.
- Students taking additional online coursework on top of a full 5 period schedule must complete it on their own time—over the summer or otherwise outside of school hours.
- Students with an online course as part of their 5 period schedule must work on it during the assigned period in a computer lab. An online period is NOT an open period, attendance will count. Approval will typically be given for credit recovery and schedule conflicts.
- Students taking a combination of online home-school courses and classroom courses will only be allowed on campus during their classroom courses.
- All online courses will follow the same term start and end dates as regular classroom courses. Online courses that are not completed by the end of the assigned term will receive an incomplete for up to two weeks after the term and will be changed to the earned letter grade after that time.

### Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extra-curricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation, unless directed otherwise by law enforcement personnel.

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services and/or law enforcement officials will be notified. School personnel may be excluded from the investigation procedures, and may be prohibited from contacting parents.

### Reports to Student and Parents

Written reports of student grades and progress reports shall be issued to parents, informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Letter grades will be used. Grades and progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the end of the first six weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

### Rights of Students

Court decisions have indicated that young people in the United States have the right to receive a free public education. The courts have also stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments. The deprivation or

abridgment of these rights may occur only for just cause and in accordance with due process of law.

Constitutional rights are not absolute and in the school setting reasonable limitations must be placed upon the exercise of these rights in order that the schools may effectively fulfill their function of educating young people. The school system may not, however, unduly infringe upon constitutional rights.

In taking disciplinary action, school officials will consider the students' individual and collective rights and safety and will afford students their rights to fair consideration free from action which is patently arbitrary, capricious, and inappropriate for the offense committed. School officials have the right to consider mitigating and aggravating factors in deciding if the disciplinary action should be more or less than established guidelines. If, for example, a student has demonstrated excellent behavior and then becomes involved in an infraction, this may be considered in determining the actions taken; and if a student has a history of problem behavior, disciplinary action taken will likely be the maximum prescribed in this booklet. Chronic and/or severe violation of rules may result in action that extends beyond the guidelines.

Simply put, disciplinary measures are applied based on the nature of the offense and the past pattern of behavior of a student.

### *Schedule Changes*

Schedule changes are to be arranged with an administrator during the first day of each semester. Necessary changes made after five days may result in the student receiving an F grade for the semester in courses being dropped. Two reasons for a schedule change will be considered:

- Did not receive a course for graduation
- Enrolled in a course you have already completed and received credit
- Enrolled in a course you have not yet met the prerequisite
- Do not have a full schedule of 7 classes
- Took a summer class
- Wish to increase rigor of schedule
- Wish to enroll in School to Work

### *Searches*

School officials may search the student, his/her personal property and property assigned by the school for the student's use at any time on school 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 regulations or the Student Code of Conduct is present in a particular place.

Lockers and other school storage areas provided for student use remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers without prior notice and for any reason. 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. Students should not loan their books to others, nor leave their hall lockers open.

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

In cooperation with local law enforcement agencies, drug dogs may be used during the school day or at school activities. Items found which is 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 its rightful owner, as appropriate.

### *Student Complaint Procedures and Due Process*

If a student believes that he/she has not received fair or equitable treatment the following procedure may be followed:

1. The student should arrange to meet with the staff member involved to discuss the concern. This is to be scheduled outside of class time.
2. If the concern is unresolved, the student should contact an administrator to arrange a conference that may include the administrator, student, staff member, and parent(s).
3. If the concern remains unresolved, the student may submit a written complaint to the building administration requesting a conference with the Superintendent.

### *Student Records*

The school transcript is an official document which includes courses taken, grades and test scores. All student records are open for inspection by the student, parent or legal guardian. Behavioral records, however, may be inspected only in the presence of school personnel qualified to interpret them. Student records (diplomas, transcript, report cards) will not be issued if the student owes fees. Transcripts cannot be mailed to colleges without a signed student request.

### *Student Responsibilities/Code of Conduct*

The mission of BHS is to provide a learning experience which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to:

1. Respect the rights of others. Students have a responsibility to refrain from expressing personal prejudice toward any individual or group because of race, sex, age, handicapping condition, religion, national origin or language. Students will not be allowed to engage in conduct that interferes with the educational pursuit of other students.
2. Attend all classes each day on time with necessary materials.
3. Participate in the learning process and take responsibility for your own learning.
4. Follow the direction of **all adult staff**.
5. Comply with rules of the district and school.
6. Submit to reasonable corrective action or punishment imposed by the district and its professional staff for violation(s) of its rules.

7. Conduct yourself in a manner that will not bring discredit upon you or other members of the school community.

Discipline in the schools aims to teach the following fundamental concepts:

- a) Responsibility, self-discipline, and self-respect
- b) Respect for the rights, dignity, and safety of all individuals within the school community
- c) Respect for law and observance of school policies, procedures, rules and regulations
- d) Respect for public and private property

The district has authority 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.

### *Suspension*

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The length of the suspension will take into account the severity of the act and the previous behavior of the student. A reasonable and prompt effort will be made to notify the parents of a suspended student.

A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which endangers district property.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Days missed due to a suspension will be treated as an absence, and schoolwork missed may be made up upon the student's return to school.

A student may be given an in-school suspension in lieu of an out-of-school suspension. While serving an in-school suspension, students will follow the same rules as those in detention and any others as deemed appropriate by the supervisor and administration. When assigned to in-school suspension the student will be given a form outlining rules and expectations. If a student is removed from the room for misbehavior, he/she will be assigned an out-of-school suspension.

### *Telephone*

The office telephone is available for students needing to make calls relating to school business or for emergencies. This phone is only available before/after school, during passing periods and only with a teacher's note during class time. All calls should be limited to one (1) minute or less whenever possible.

### *Textbooks/Equipment*

Students are responsible for their textbooks and instructional equipment loaned to them. Students will be charged a replacement cost for books checked out and not returned at the end

of the school year. Students will also be charged \$5.00 for defacing or damaging books that still can be used by the school district. The presence of obscene pictures or profane language will cause the book to be worthless to the school district and the student will be assessed a full replacement charge.

### *Valedictorian/Salutatorian*

The Valedictorian will be the graduating student(s) with the highest grade point average (GPA) as computed at the end of 11 semesters (or equivalent) of high school work. The Salutatorian will be the graduating student(s) with the second highest GPA as computed at the end of the same period. GPA is based on a 5.0 weighted scale. To be eligible for either academic award, a student must:

1. Be enrolled at BHS by the first day of the first semester of the student's Junior year;
2. Be enrolled continuously through the end of the third semester of the student's Senior year;
3. Be enrolled in a full day's schedule for the student's entire high school career;
4. Have earned a minimum of 24 credits in graded courses;
5. Must meet or exceed all state assessments.
6. Must meet the 3 course requirement in advanced core subjects and the 6 course requirement in advanced elective subjects as outlined in the valedictorian/salutatorian requirements checklist sheet.

### *Visitors*

Adult visitors are not allowed on campus without the Principal's permission. Student visitors are not allowed. All visitors must check in with the office.

### *Withdrawal from School*

A student withdrawing from school must contact the office prior to the last day of attendance. All books, materials and locks must be returned and fees paid. Withdrawal grades and transcripts will be sent to the new school upon official request.