

*Rainier Jr./Sr.  
High School*



*Student Handbook*

**VISION STATEMENT**

*Rainier students, staff and parents will work together to prepare all students to graduate with a realistic plan for their futures and the skills to be successful in college, career, and life.*



*Rainier Jr./Sr. High School  
Home of the "Columbians"  
Be Safe, Be Responsible, Be Respectful*

Rainier Jr./Sr. High School  
28170 Old Rainier Road  
Rainier, OR 97048

| <b>ADMINISTRATIVE TEAM:</b> | <b>PHONE EXT.</b> | <b>POSITION</b>                |
|-----------------------------|-------------------|--------------------------------|
| Graden Blue                 | 206               | Principal/Athletic Director    |
|                             | 201               | Vice Principal                 |
| Monica Rea                  | 200               | Registrar/Attendance Secretary |
| Janice Rice                 | 203               | Athletic Secretary             |
| Aaron Fugere                | 219               | Counselor                      |

**OFFICE HOURS**

The school office is open for business from 7:30 a.m. to 4:00 p.m., Monday through Friday.  
Phone number: 503-556-4215.

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

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

**All students are held responsible for knowing and abiding by the regulations in this handbook, which has been approved by the Board of Education. All rules and regulations apply to students during the school day, anytime a student is on school grounds, and at any school-sponsored activities, home or away.** School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities. Also, in order to maintain safe and orderly environment, school personnel have the authority and responsibility to question students regarding their conduct and conduct of others. Discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community.

**Rainier School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex 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.**

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## GENERAL INFORMATION

### COMMON EXPECTATIONS

1. *Students arrive on time to class with the appropriate materials*
2. *Students do their best work, assist each other and ask for help when needed.*
3. *Students listen respectfully when the teacher is delivering instruction.*
4. *Student planners signed by a staff member serve as a hall pass: hall passes are not granted in the first 10 minutes or the last 10 minutes of class.*
5. *Cell phones and electronics are off and away unless teacher approved for learning.*

### ADDRESS CHANGE

In the event of an address change, please report that change to the office **as soon as possible** (this is a major safety concern).

### ASSEMBLIES/ACTIVITIES

All school assemblies are to be educational experiences like other classes, and students are required to attend. Students attending an assembly are expected to conduct themselves in an orderly manner.

Acceptable conduct in assemblies includes being seated promptly and quietly, showing attention and courtesy to those speaking or performing, applauding at the appropriate time, not booing, putting feet on the chairs, etc.

All students are expected to conduct themselves according to acceptable standards as representatives of Rainier Jr./Sr. High School at all school sponsored activities, including all off-campus activities.

Good behavior at assemblies is very important for safety and courtesy. Please follow these rules:

- Sit where you are told, and be seated quickly
- Remain seated until staff dismisses you
- Follow the directions of all school adults
- Do not talk during the assembly
- When entering and leaving the gym, do not walk across the gym floor

### **ASSEMBLY OF STUDENTS**

1. Students shall be permitted to hold student meetings on school property.
2. Students shall have the right to gather informally.
3. Students who gather informally shall:
  - a. Allow the orderly operation of the educational process to continue.
  - b. Observe the rights of others to pursue their activities.
4. Student meetings shall:
  - a. Be scheduled in advance.
  - b. Allow normal class activities to continue.
  - c. Not create hazard to person or property.
  - d. Be sponsored by school officials or an official school club or organization.
  - e. Be prepared, if a crowd is anticipated, by filing a crowd control plan in the Principal's office two weeks in advance of the meeting.

### **BULLETIN**

Announcements will be read daily from the main office and posted on the bulletin board by office. Any announcements submitted for inclusion in the daily bulletin must be in writing, signed by the adult sponsor, and submitted to the office before 3 p.m. the day before they are to be read. The administration reserves the right to reject any announcements deemed inappropriate.

### **CHARTER SCHOOL**

Students interested in attending North Columbia Academy need to complete the required application process for consideration. Applications can be picked up and returned to the counseling office.

### **CHECK ACCEPTANCE POLICY**

For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash or online payment).

### **CLASSROOM SAFETY**

Students will be sent to the office during class time if they are:

- A health risk
- A safety risk
- Create a substantial disruption to the educational environment

### **CLOSED CAMPUS**

Students must have parent permission to leave campus for any reason. Students must check out at the school office before leaving campus. Students who violate the Closed Campus policy will be assigned Saturday School or may lose driving privileges to and from campus.

### **COMPUTER/INTERNET LICENSES**

Computer/Internet use will be by license only. License applications will be given to all 7<sup>th</sup> grade and new students, to be signed by both student and parent, and kept on file in the library for up to six years. Infractions of the rules will result in suspension of the license as deemed appropriate by the staff. All students need a computer/Internet license.

## CONFERENCES

Regular conferences are scheduled annually in the fall and spring to review student progress. Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary. The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during a teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

## COURSE REQUIREMENTS

### Course requirements by grade

|                                |                                |  |
|--------------------------------|--------------------------------|--|
| <b>7<sup>th</sup> grade</b>    | <b>8<sup>th</sup> grade</b>    | <b>9<sup>th</sup> grade</b>              |
| 7 <sup>th</sup> Lit.           | 8 <sup>th</sup> Lit            | 9 <sup>th</sup> English                  |
| 7 <sup>th</sup> LA             | 8 <sup>th</sup> LA             | Alg 1                                    |
| 7 <sup>th</sup> Pre Alg        | 8 <sup>th</sup> Pre Alg        | PEPS                                     |
| 7 <sup>th</sup> Science        | 8 <sup>th</sup> Science        | World History                            |
| 7 <sup>th</sup> Social Studies | 8 <sup>th</sup> Social Studies | Health/PE                                |
| PE                             | PE                             | Elective                                 |
| Wheel/Music                    | Wheel/Music                    | Elective                                 |
| <b>10<sup>th</sup> grade</b>   | <b>11<sup>th</sup> grade</b>   | <b>12<sup>th</sup> grade</b>             |
| English 10                     | American Lit                   | World Lit                                |
| Geomerty                       | Alg 2                          | Government                               |
| Biology                        | Science-elective               | Math (if SBAC/ essential skills not met) |
| Health/PE                      | US History                     | Science-optional                         |
| Elective                       | Health/PE                      | Consumer Finance (Sr. Project)           |
| Elective                       | Elective                       | Elective                                 |
| Elective                       | Elective                       | Elective                                 |

## CONFISCATION

Items that are not allowed at school, such as laser pointers, gang symbols, violent pictures or inappropriate pictures will be taken away and not returned.

Skateboards, hover boards, roller blades, electronic devices or other items misused or disruptive to the educational environment will be taken away and only returned to the parent.

## CREDIT RECOVERY

Rainier Jr./Sr. High School reserves the right to establish credit recovery programs for select students. Such programs can include Summer School and off-campus options as selected by the school district. As these programs serve to recover credit, state law determines seat hours. Failure to meet these requirements will result in no credit being issued. Prior approval must be obtained to receive high school credit.

## DANCES

School dances are for the social enjoyment of the students of Rainier Jr./Sr. High School and their registered guests. An organization wishing to sponsor a dance may request a schedule date from an administrator. **Students planning to bring a guest to any dance must obtain a guest pass no later than 3:00 p.m. on the Monday prior to the dance. No Exceptions will be made to this policy.**

### **The following rules apply to all dances:**

- 1. All school rules apply at dances.
- 2. The doors close 45 minutes after school dance begins. Special permission is required for individuals or couples who have a valid reason for arriving later than 45 minutes after a dance begins. Formal dances (Senior Ball/Prom) do not have a set time for door closure.
- 3. Guests must be grade level appropriate, i.e. junior high only attend junior high dances and high school students attend high school dances.
- 4. After once leaving the dance, a student or guest is not allowed to return.**
- 5. Students will be required to submit to a non-invasive breath analysis screening prior to being admitted to dances. Refusal to partake will not be admitted and will be asked to leave the premises immediately
- 6. Students are expected to have transportation home available at closing time.
- 7. All senior high dances will conclude by 10:00 p.m. Other dance times may be established with administrative approval.
- 8. *The 7<sup>th</sup> & 8<sup>th</sup> grade students may have dances/parties during the school day. More information about each dance will be announced the week leading up to the dance. At the end of the year there may be a dance sponsored by the 8<sup>th</sup> grade parents. No one but 8<sup>th</sup> grade junior high students is allowed to attend this activity.*

## DISTRIBUTION OF MATERIALS

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

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

## DISTRICT PROPERTY ISSUED TO STUDENTS/FINES

Students are responsible for all items issued by the District, such as textbooks, instructional materials, musical instruments, library materials, technology materials and sports equipment (uniforms, helmets, etc.). Payment is required if items are lost or damaged. Simply returning items does not constitute clearance. Returned items must be the actual items issued.

Fines must be paid by students, to the office for loss of, or damage to, school property. These charges can be cleared at any time; however, failure to pay fines will result in the withholding of the student's report card or the diploma being held at the time of graduation. The assigning staff member must clear bills for returned items.

## EATING ON CAMPUS

No food or beverage items allowed in the auditorium, computer labs or library at any time. If the areas are kept clean, eating lunch is allowed in the academic areas. Permission to eat in the academic areas is given weekly and depends on student responsibility.

## **ELECTRONIC DEVICES – OFF AND AWAY DURING CLASS TIME**

Portable speakers, iPods, MP3 players, radios, video systems, cell phones, and computer games can create a substantial disruption to the education process and are only allowed before school, after school, and during lunch. In the event that a student is caught using a cell phone, the phone will be confiscated and turned into the main office to be picked up by the student at the end of the school day on the first offense. On second and subsequent offenses, a parent/guardian will be required to pick up the phone. In addition to being disruptive, these items pose an extreme theft problem. Students refusing to give up their cell phone or electronic device will be disciplined for defiance and insubordination. Students will receive a detention, an in-school suspension or an out of school suspension. Teachers that use the cell phone for an in class assignment will clearly communicate when it is appropriate to use and when it is no longer appropriate. Students who don't comply will be considered in defiance. The school recommends these items should be left at home as the school district is NOT responsible for their loss.

## **EMERGENCY EVACUATION PROCEDURES**

### Ash

Should Mt. St. Helens erupt and ash begin to fall in our area during school sessions, please listen to radio stations, local TV stations, Alert Now, District Website and Flash News.

If the ash fall is light, the students will be immediately transported to their regular route destination. However, if the ash fall is heavy, the students will remain at school. Parents must make arrangements to pick up students in the event this occurs.

We strongly suggest that your family discuss the ash situation. Also, parents should instruct the school office about what to do in case the parent is not home.

### Earthquake

1. If inside:
  - a. Remain inside (material falling from the building will be a hazard).
  - b. Get near a supporting wall, protect head, or get under a desk.
  - c. Wait in rooms for instructions.
2. If outside:
  - a. Remain outside, stay away from buildings, power poles and lines, or other structures.
  - b. Sit or lie on the ground until after the quake.
  - c. Stay where you are until you receive instructions.

### Emergency Evacuation

1. Leave your books and belongings where they are.
2. Do not allow yourself to become frightened or panic.
3. WALK, DO NOT RUN. Move quietly and quickly out of the building.
4. Teachers will leave the room last.
5. Leave the building by the exits as posted in each room.
6. The signal to begin the drill is a continuous sounding of the alarm. Do not return to the building until given instructions.

### Flooding

According to Emergency Service officials, the threat of a major flood in Rainier is remote. In the event of a flood or flood danger, instructions will be announced over the P.A. Only instructions given over the P.A. should be followed.

### Snow/Ice Closure or Delays

In the event it becomes necessary to close or delay the opening of Rainier Schools due to bad weather (snow or ice), announcements to this effect will be made over radio and TV stations. This information will be made available to these stations as soon as the decision is made to close or delay the opening of the Rainier schools.

Alert Now will also be used to contact families at the current phone number on file.

### Explosion

In the event of an accident that necessitates evacuation of the Rainier Schools, Rainier Jr./Sr. High School students will be evacuated by bus to Clatskanie High School. Students with their own cars are to be transported by bus.

### Lockdown:

The term “lockdown” is used to signal the beginning of an emergency situation such as an intruder with a weapon or a similar emergency situation where close student supervision and communication is essential. Teachers and students are expected to remain in the classroom and:

1. Lock the door
2. Ignore bells
3. Keep the classroom door closed until the situation has been cleared
4. Take attendance
5. Collect and turn off all cell phones throughout the event
5. Stay away from the windows
6. Remain quiet and get as low to the floor as possible
7. Turn off the lights
8. Stay off the telephones

Students in other areas of the campus will receive specific instructions from the administration.

All staff, students and visitors will remain in containment until the authorities have cleared the situation and an official announcement has been made.

Periodic Containment Drills will be practiced. Students are to follow instructions given by their teacher.

No student will be released until after they are processed at the Assistance Center. Verification of the parent/guardian identity by school personnel supervising the students will be required before a student can be released. The school staff member and the parent/guardian must sign the Evacuee Information Form to authorize the release.

### Lock out:

The term “lock out” is used to keep intruders from entering the building, classes continue without interruption. Students will not be allowed to leave the building.

## **FEES**

### **Based on board action, all fees are subject to change**

#### Athletic Participation

Each student participating in athletics will be charged \$150 (Sr. High) \$100 (Jr High) for each sport. The family maximum is \$500 per school year. The \$500 maximum family fee will cover both Sr. & Jr. High school students belonging to the same family.

Payment must be received before a student will be allowed to participate. Checks are made payable to Rainier Jr./Sr. High School, Rainier, OR 97048. **No waivers will be offered.**

If a student is cut from a team or decides to quit the team before the first interscholastic contest, a full refund will be made. Pro-rated refunds will be made through the first half of the season. No refunds will be made after one-half of the contests in any particular season have been played.

**Paying the sports participation fee does not guarantee a specific position or amount of playing time.**



### Miscellaneous

Some classes, such as shop, arts and crafts, home economics, may necessitate additional fees for projects. College credit classes also have fees associated with them.

### Pool Fee

Students taking swimming classes and Lifeguarding will be required to pay a yearly pool fee.

### Student Body Cards (ASB Cards)

Students may purchase a student body card which will entitle the holder to attend school activities where student identification is required. The fee for ASB card is \$15 yearly for high school students, \$10 for middle school students. ASB cards will be held in office until fee for card is paid.

In the event a student loses his/her card he/she may request a duplicate from the office. Replacement cards cost \$5.

**Students wishing to participate in extracurricular activities must purchase a student body card. To become a member of the Associated Student Body, you must purchase an ASB card. Only members are allowed to run and hold offices in the ASB charter.**

**\* Fees subject to change for the 2020-21 school year.**

**All student fees must be paid to attend Prom, Homecoming and Winter dances (fees to include ASB, pool, books, sports, etc.). Fees can now be paid by credit card, check, debit or cash.**

### Student Insurance

Students are required to show proof of insurance to participate in co-curricular activities. School insurance is an inexpensive option. Forms are available from the school office.

### **FIGHTING**

Students are not allowed to fight, encourage others to fight, or physically intervene during a fight. Students who see a fight about to start are encouraged to do the right thing by notifying an adult immediately.

There are no good reasons for fighting and there are consequences. Students who feel they are getting picked on and their only option is to fight are encouraged to refrain from doing so. Students are required to remove themselves from the situation and see a teacher, counselor or the principal.

Rainier School District's policy does not allow horseplay.

Recording a fight with an electronic device (cell phones, video recorders, etc.) is not permitted and students who attempt to record such an act will also face disciplinary action.

### **FREEDOM OF EXPRESSION (BOARD POLICY JFCD)**

1. Students are entitled to express their personal opinions under reasonable circumstances.
2. Under the 1<sup>st</sup> and 14<sup>th</sup> amendments of the U.S. Constitution, students as citizens, have the right of free expression. The use of libelous, profane or obscene language and threats of harm or sexual harassment to persons or property are prohibited by law.
3. Disorder and destruction of school programs will not be permitted and persons attempting such actions will be held accountable. Students involved in school disruption, vandalism, violence or other illegal acts will be subject to suspension or expulsion. Open defiance of a teacher or school official is prohibited by law and may be sufficient course for discipline, suspension, or expulsion.
4. Any publication supervised and/or sponsored in any way by the school shall be known as a school publication. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matters are prohibited from all school publications. The school's duty is to maintain the student's right to free speech, and its duty to educate students and protect the rights of all students need careful consideration when either duty tends to conflict with the other.

5. School Board Policy governing school publications will be followed.
6. Students may refuse to participate in patriotic exercises as long as the manner of such non-participation does not disrupt the educational process.
7. Students may wear certain distinctive insignias so long as they do not trespass on the rights of others or interfere with the orderly operation of the school program.
8. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves.
9. The use of profane or obscene language and threats of harm to persons or property are prohibited.

**FUNDRAISING**

Groups, clubs, and classes often raise money for their treasuries by conducting promotional sales of candy, candles, jackets, etc. The following are rules governing such sales:

1. All promotional sales campaigns must be cleared with the Vice-Principal’s office prior to start.
2. Sales may take place before or after school during lunchtime, or on weekends.
3. Sales are not permitted during class time.
4. Food items may not be sold during lunchtime.

**GRADE LEVEL PLACEMENT**

To be considered for the next grade placement, freshmen must earn six credits to be considered sophomores\*. Sophomores need a total of thirteen credits for junior placement\*, and juniors must have earned a total of nineteen credits for senior status\*. Students will remain with the grade level and advisor for which they qualify. In many cases, individuals will “skip” a grade level placement when making up a year’s credits. The grade status (credits) will be reviewed at the beginning of each school year to determine grade placement for the entire academic year. On occasion, junior review to determine senior placement may occur at midyear. All requirements, including assigned detention, must be satisfied before placement into the next grade level. (Check the athletic section regarding credits needed for eligibility)

**GRADES**

Rainier Jr./Sr. High School uses a proficiency-based grading system. This means that grades are based on students showing proficiency on the learning standards. Grades are based on what students know and can do and they are given multiple opportunities to show what they know and can do. Generally teachers use a 1-4 scoring scale. The chart below shows the conversion to traditional letter grades.

Grading System:

- Letter grades will be issued at the end of each of the final grading period.
- At the beginning of each year teachers will provide information on class expectations and grading policies. Teachers are required to update grades weekly. There must be a record, which reveals how the teacher arrived at the grades given. (Ref: School Board Policy IKA).

**Example:**

| <b>Rainier Jr./Sr. High Letter Grade Conversion</b> |  |
|---|--|
| A/4   | Exemplary: sufficient examples of work and assessments demonstrating a mix of level 3 and 4 for each learning target, with a majority of 4’s.  |
| B/3   | Proficient: sufficient examples of work and assessments demonstrating a mix of level 3 and 4 for each learning target, with a majority of 3’s. |

|      |   |
|------|---|
| C/2  | Close to Proficient: sufficient examples of work and assessments demonstrating level 2 and 3 for each learning target, with a majority of 3's.  |
| D/NP | Not Proficient: insufficient examples of work and assessments that show proficiency.  |
| F    | An F shows on the transcript when the student abandons the opportunity to show proficiency.   |
| I    | INCOMPLETE –<br>Used only when unavoidable circumstances have deterred the student from completing the class work by grade-marking time. Although it is the student's responsibility to perform the work to clear the incomplete, it is the teacher's responsibility to convert the incomplete to final grade when that grade has been earned. Incompletes not made up within three weeks after the end of the grading period will become an "F". Reminder notices will not be sent out by the registrar, it is the student's responsibility to make sure this is taken care of. An "I" is not used in the calculation of the GPA and graduation credit is <u>not</u> awarded |
| S    | SATISFACTORY –<br>Assigned only to students working as aides or who have made special arrangements  |

**Report Cards:**

- The school year is divided into four grading periods.
- Parents/guardians will receive two report cards throughout the course of the school year.
- If report cards are not received soon after the end of the semester please contact the office to request a duplicate.
- Incomplete grades are given to students who, for unusual circumstances, are unable to complete course work in the allotted grading period. All incomplete grades not removed **within nine weeks** will be changed to an F unless prior written arrangements are agreed upon with the teacher.

**HALL PASSES**

Students will be issued planners at the beginning of the school year to help keep them organized. Planner will also serve as a hall pass.

If it is necessary for a student to leave a classroom during class time, the student must have a valid hall pass. Students found in the hallways without clearance may be subject to disciplinary action.

**HARASSMENT/BULLYING/CYBER BULLYING**

Harassment of any kind is not permitted. (Refer to district policy concerning sexual harassment, harassment/bullying). Students must not engage in unwanted or unwelcome verbal or physical conduct of a sexual/harassment nature directed toward another student or district employee. All students are expected to treat others with courtesy and respect; to avoid any behavior known to be offensive; and to stop these behaviors when asked or told to stop. This prohibition applies whether conduct is by word, gesture, or sexual conduct including request for sexual favors. A substantiated complaint against a student will result in appropriate disciplinary action.

Students are asked to be kind and respectful to each other. The following behaviors will not be tolerated, as it is not acceptable to:

- Call names
- Push, poke, trip or punch others
- Stare, glare, or give mean looks with the intent to intimidate or provoke
- Make a threatening gesture or statement
- Take or destroy someone's property
- Spread rumors or lies
- Lie to an adult with the intent to get someone else in trouble
- Slam someone's locker door
- Say inappropriate or swear words
- Make unkind remarks about someone, their friends or family
- Call someone fat, short, or other things with the intent to hurt feelings
- Refer to homosexuality, sexual behavior, race, or religion in a mean or put-down way
- Use electronic devices to harass or disrupt the learning environment

Students who are being harassed or made to feel uncomfortable are encouraged to:

- 1 – Tell them to stop and walk away
- 2 – If it happens again, let a school official know.

Anytime a student is made to feel uncomfortable, they are asked to immediately let an adult know. Students who choose to harass others may be subject to disciplinary action.

## **HEALTH & MEDICAL**

### Communicable diseases (Board policies JHCC, JHCCA, JHCCB, JHCCC)

Students with communicable/infectious diseases as defined by the State Health Division will be excluded from school attendance until they are no longer contagious/infectious and there is no risk of transmission of the disease. The district reserves the right to require a physician's statement before admitting a student following contagious/infectious illness.

### 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 had been transported for treatment.

### Head lice

If a child is suspected of having lice, the school will check his/her head; siblings in the building will also be checked. If live lice or nits are found, parents will be called. Parents will be requested to have the student treated.

### Illness during the day

In the event that a student becomes ill during the school day, the following procedure must be followed:

1. The student is to get a hall pass from his/her teacher.
2. Report to the main office. If administrative personnel determine that the student should not remain at school, verbal contact will be attempted with a parent/guardian. If a parent/guardian cannot be notified,

every reasonable effort will be made to contact the individuals listed on the STUDENT EMERGENCY FORM. In the event no person responsible for the student can be contacted, the pupil will be required to remain at school.

3. After receiving proper clearance, the student must sign out of school through the attendance office. Failure to sign out is considered an unexcused absence/truancy.

#### Immunization requirements (Board Policy JHCB)

Students attending school in Oregon must comply with the immunization laws. A copy of the required immunizations is available from the school nurse.

#### INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

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

#### INTERNET

Electronic mail transmissions and other use of the electronic communications system by students shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational purposes.

#### LATE START

Students are not supervised before 8:30 am and should not be in the building before that time. If you arrive prior to that time you should be in the commons.

#### LIBRARY

The Rainier Jr./Sr. High School library serves a variety of functions, not only as the library book collection, but also as a research and resource center. As with all libraries, a quiet atmosphere should be maintained so as not to disrupt others.

It is a privilege to check books out from the collection. Failure to return library books in good condition to the library can and will suspend library privileges and can lead to student fines.

#### LITTER

It is the responsibility of all Rainier Jr./Sr. High School students to maintain the cleanliness of our school building and the grounds. A well-kept campus is evidence that the student body has pride in its school and themselves.

#### LOCKERS

Students will be assigned a locker when they first enroll at Rainier Jr./Sr. High School and are expected to remain with this locker unless officially changed by the office. Since the lockers are school property, the school retains the right to periodically conduct locker checks and remove any contents which do not belong to the student, or which may be deemed unlawful or harmful in any way to the welfare of that student or other students. (Refer to Search and Seizure). The district reserves the right to inspect all lockers. Students do not need to be present for a locker search to occur.

Students are cautioned not to store valuables or money in the lockers since the student assumes all risks for items not in their personal possession. Students are strongly cautioned not to share combinations or lockers with others and **must remain in their assigned locker**. The assigned student is responsible and

liable for the locker contents and condition of the interior and exterior of the locker. Any locker damage or jammed combination will result in a fine (\$20 minimum).

### Search and Seizure

1. Students are not to use school lockers for storage of weapons, drugs, or other possessions reasonably determined by the school authorities to be a threat to the safety or security of the school environment. School officials will seize such items.
2. Students are not to conceal evidence of an illegal act or school violation.
3. Items, which may be used to disrupt or interfere with the educational process, may be removed from the student's possession.
4. Locker searches may be unannounced. However, individual students may be asked to be present.
5. School lockers are the property of the school district. However, the district does not assume responsibility of lost or stolen articles from the lockers.
6. District officials may, at their discretion, use drug detecting canines.

### LUNCH

Free or reduced priced meals are available to families based on federal guidelines. Applications are available in the office. Law prohibits the sharing or giving away of free and reduced price meals. If a student qualifies for free or reduced priced meals, and brings a lunch from home, they do not qualify for free milk. The student must take a complete reimbursable meal to get free milk. If you have questions about what a reimbursable meal is, please contact Debby Webster at 503-556-4215 ext. 211.

Students will be allowed to charge up to \$15.00. Students will receive multiple verbal reminders before there is a hold put on the account. If their balance will not allow for a full meal to be charged, then the student will need to either pay the difference for that meal or go without a meal for the day. Please make sure your account is kept current, so this does not happen. Cash can be used for a meal if the charge is too high. Families will receive an automated phone call when an account has a negative balance. If you are not receiving this call, please let us know so we can verify phone number. If there is a circumstance in your family that prevents payment or makes paying a difficulty, please notify Debby Webster (ext. 211) or Melissa Pratt (ext. 260), so we can make accommodation case by case. Payments can be made in person or on line (check My Meal Time for on line payments).

The following courtesies should be kept in mind when eating in your cafeteria:

1. Stay in line in the order in which you arrive (no cutting).
2. Place all trash in trash cans.
3. Students who do not practice common courtesy will be restricted from eating in the cafeteria.
4. Throwing food in the lunchroom or around campus may result in disciplinary action.
5. In the serving areas, please be respectful of the server and the customer they are talking to by keeping your voice at a minimum.
6. Students are prohibited from eating outside the commons, except in designated classrooms during high school lunch.

### MAKE-UP WORK PROCEDURE

On the **third** consecutive day of a student's absence, a homework request may be made to the office if the parent/guardian indicates that the absence will continue. Homework will be made available the day after the request is made. If the student is absent for fewer than three days, he/she must make his or her own arrangements for homework. Doing class work and homework is crucial for academic progress, therefore, students have the opportunity to complete make-up work for all **excused** absences. If an absence remains unexcused, the student will not be allowed to make up assignments. Students who fail to make up their work will receive no credit.

## **NATIONAL HONOR SOCIETY (RHS CHAPTER) SELECTION CRITERIA**

Selection into the National Honor Society occurs on a yearly basis. To be considered for selection, a student shall meet the following criteria:

1. Must be at least a sophomore.
2. Must have a minimum 3.5 accumulative GPA.
3. Must submit an activities information sheet when requested to do so. Students are then selected by a faculty committee. This selection is based on Scholarship (GPA), Leadership, Service and Character.

## **PETS/ANIMALS ON CAMPUS**

Animals (pets) are not permitted on campus. If bringing an animal on campus is part of class assignment, contact with an administrator must be made by the teacher prior to the animal's arrival to the school's premises.

## **PROMOTION AND RETENTION OF STUDENTS**

The general policy of the District is to encourage and assist each pupil to move along in a continuous growth pattern of academic achievement in harmony with his/her normal educational, social and emotional development. The guiding philosophy for determining acceleration, promotion, or retention will be what is in the best interest of the student.

In arriving at a decision for either the acceleration or retention of a student, the teachers, principal and counselors will assess many factors. The student's grades in core classes (English, Social Studies, Math, and Science) are considered. Grade level expectations are that a student must earn at least a "C" to be on track. Other standards, which are part of this decision, include, emotional maturity, acceptable behavior, truancy, and scores earned on standardized tests such as the state assessment exams.

The school will be in contact with the parent or guardian of students who are experiencing serious academic difficulties. This communication will begin as soon as academic difficulties become apparent. The goal is to plan and implement strategies that will help the student. Parents will be notified in writing of concerns and will be provided an opportunity to meet with staff as these decisions are reached.

## **PUBLIC DISPLAYS OF AFFECTION**

Demonstration of affection between students is limited to hand holding or a brief casual hug at school, on the school grounds, or at school functions held on or off school grounds.

## **RAINIER HEALTH CENTER**

The Rainier Health Center (RHC) is located next to the District Office, on the Rainier K-12 campus. Our school-based health center is available of all students and community members. RHC can be utilized as a primary care clinic, as well as for sports physicals and immunizations. Students must have a completed consent Form to be seen in the health center. Consent forms are available on the school district website RHC welcomes all students, regardless of insurance status or ability to pay. Insurance companies will be billed if applicable. For more details, please refer to the school district website or call the health center at (503) 556-2178.

## **REGISTRATION – NEW STUDENT**

The registrar registers all new students. The parent should be present during the registration process. During registration the following occur:

1. Emergency card and immunization form are completed.
2. Review of transcript if available.
3. Review of the handbook and policies will be done by administration
4. Locker and advisor assigned.
5. Class schedule designed for the student
6. Tour of the building.

7. Phone call to previous school to check for expulsion problems.
8. Questions answered.

### **REGISTRATION/EMERGENCY CARDS**

**ALL students must have a current emergency card on file within the first week of attendance.** Please notify the office **immediately** of any changes in address, phone number, contacts, etc.

### **RESIDENCY (Board policies JECA/JECB/JECBA)**

Students of school age who reside within the Rainier attendance area may attend school without paying tuition. Residents over age 21 may be admitted with the approval of the Superintendent.

Nonresident students may be admitted to Rainier School District No. 13 with permission of the Superintendent and upon payment of tuition at the rate established by the Board. Any student who becomes a nonresident will be permitted to remain in the school until the end of the semester tuition free, provided that an adult resident of the district has received a notarized guardianship change from the parents to serve as the student's guardian. Further attendance beyond the end of the semester will require permission of the Superintendent and payment of tuition adjusted on a pro rated basis. Students whose resident status changes after their junior year may be permitted to complete the senior year tuition free provided that the student continues to fulfill citizenship, attendance and academic responsibilities.

Each year, the district shall use as tuition for nonresident students, an amount equal to the cost per student, from the previous year, as calculated by the State Department of Education.

Example: In school year 1990-91 the cost per student for Rainier, as calculated by the ODE, is \$6,114. Therefore, the tuition for 1991-92 for nonresident students is \$6,114.

As the cost per student figures change from year to year, so will the nonresident student tuition change.

### **RESTITUTION**

Damaging someone else's property will result in restitution. This means payment for damaged or ruined property. This also includes the school's property as well, like desks, books, walls, chairs, and athletic equipment.

Fines also follow the student until payment is made.

### **RESTRICTED AREAS**

Without school personnel supervision, the following areas are restricted from student use during the school day:

1. Parking lots and access roads
  2. Hudson Park Elementary School and grounds
  3. All areas beyond the driveways (to include ponds)
  4. Athletic fields, dugouts and trails
  5. Teachers lounges and work areas
  6. Locked areas (without school personnel supervision)
  7. Roof areas
  8. Columbian Room
  9. Greenhouse & surrounding areas
  10. Entire athletic complex, i.e., locker room, pool hallway, pool, etc., before school and at lunch
- No school facility or property is to be used without clearance through the school administration.

### **SIGNS AND POSTERS**

**All signs and posters are to be approved and initialed by an Administrator before being posted.** The group/individual placing the signs is responsible for their removal within three school days after their use. **Signs and posters must be hung on bulletin boards only.**



## **SKATEBOARDS/ROLLER BLADES/SCOOTERS/BIKES**

Hover boards, Skateboards, Roller Blades, scooters and bikes are **NOT** permitted on Rainier school grounds at any time! These items will be confiscated and returned only to parents.

## **SPECIAL SERVICES**

### **Special Education**

If you think your student may qualify for additional assistance because of one or more handicapping conditions, please contact the Special Education Department. Teachers may also refer students to the Special Education Department for evaluation for Special Education services.

### **Disabilities (Physical)**

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

## **STAYING AFTER SCHOOL**

Staff will monitor the bus and car loading area until all busses have left. Once the last bus has left, there is no adult supervision. Therefore, unless a student has a supervised activity after school, (sports, after school detention, etc.) that student must plan to leave the school grounds promptly.

If a student is attending an after school event or activity, he or she must stay in the location (gym, classroom, football field, etc.), where supervision is maintained. All school rules apply whenever a student is on school district property. Students will not be allowed to wander the hallways.

## **STUDENT GRIEVANCE**

Purpose: To provide opportunity for a parent or student to express personal grievance(s) against a school district rule or procedure. Issues may include curriculum, instruction, school or classroom policies or procedures, school activities, or perceived discrimination involving equal educational opportunity. Any student may work through the following procedure:

1. Request a conference with the advisor/teacher or counselor. If in the area of athletics, first contact will be with the coach.
2. If an athletic issue, request a conference with the athletic director.
3. Request a conference with the principal (designee).
4. Request a hearing with the superintendent.

Request a hearing with the Rainier School District #13 Board of Directors.

At levels 1, 2, and 3, an informal conference is to be held within five school days of filing the complaint. When at board level, the superintendent will notify the student as to the hearing date, time, and place.

## **STUDENT RECORDS**

The parent/guardian or eligible student has the 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 rights. The school reserves the right to charge a processing fee for copies of student records and requires 48 hrs. notice to complete the request.

## **STUDENT SERVICES**

### **Guidance**

Guidance activities assist the student in career, vocational, and educational choice. Class instruction, special instructional activities, testing with interpretation and job release support the program.

### Counseling

Students are provided services in educational and personal counseling with assistance to parents and teachers when necessary. Additional counseling with agency referral is provided to students who are having difficulties with physical or substance abuse.

### Special Education

Under Public Law 94–142 students who are physically, emotionally, or mentally handicapped are assisted through the special educational program.

### 504

If a student is not identified under regular IDEA law, a special 504 committee may review special service options and implement a plan.

### GATE (Gifted and Talented Education)

The Rainier School District is a continual process of testing and identifying talented and gifted children who would benefit from instructional services designed for their unique needs.

To qualify, a student must be individually evaluated by a team of professionals and found to be eligible. The law requires that students who score at the 97th percentile on a nationally standardized test of academic achievement or mental ability, and who have additional behavioral, learning or performance indicators, be identified and provided programs and/or services. If a parent or guardian would like to refer their child for consideration, please call the school office.

## **TEXTBOOKS**

The school district provides textbooks for Jr./Sr. high school students. The maintenance of textbooks, materials, and equipment is the student's responsibility. Failure to maintain condition or return to school upon completion of course or withdrawal will result in a bill placed in the student's file.

Textbooks are issued in most classes. Textbooks are not to be written in for any reason other than putting the student's name on the inside cover.

Students are responsible to pay for any damage, or replacement of lost textbooks or library books. These books can be very expensive, so students are encouraged to keep track of their books by not lending it to friends. Students are required to return the exact books that were issued to them.

Students are required to turn in their textbook or pay a replacement cost prior to the end of the year. Fines that are not paid will remain on record until cleared, diploma and report cards will be held until final bill is paid.

## **THEFT**

Students are encouraged to be careful with their things. The school takes no responsibility or liability for lost, stolen or damaged property. Marking all property with a permanent marker helps students refrain from losing their belongings including backpacks, clothes, shoes, personal calculators, and sports equipment.

Many students leave their bags and binders unattended in the hall and at after school events which can lead to vandalism and theft. All students are encouraged to lock up their belongings in their locker or other safe area.

Students who are found to have another student's property in their possession will be disciplined and all serious thefts will be reported to the police.

Taking another student's schoolwork and turning it in as one's own is also considered theft.

## **TRANSCRIPTS**

Student transcripts and diploma may be withheld for nonpayment of fines or fees.

## **TRANSPORTATION**

### **Riding the School Bus**

The basic set of rules you should be most familiar with are listed under **Oregon Administrative Rule 581-53-010** and are posted on each bus:

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus (this includes glass containers).
6. Pupils shall remain seated while the bus is in motion.
7. Pupils will be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver (wait for the driver's signal before crossing and do not stop to check mail until the bus is out of site).
9. Pupils shall not extend their hands, arms, or heads through the bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school (slip must be turned in to the office by 12:30 pm on the same day and stamped by school).
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow students, and passersby.
15. PUPILS WHO REFUSE TO OBEY PROMPTLY THE DIRECTIONS OF THE BUS DRIVER OR REFUSE TO OBEY REGULATIONS MAY FORFEIT THEIR PRIVILEGE TO RIDE ON THE BUSES.

Rainier's rules are in compliance with state guidelines and types of violations are listed on the back of conduct reports. They are categorized in three classes (A, B, C) based upon the severity of misconduct. In order to assure that discipline is progressive, the following guidelines are used. Bus drivers may use their own judgment in determining the severity of each situation as well as the appropriate consequence.

#### **CLASS A VIOLATIONS (LESS SEVERE)**

- 1st violation – Oral warning
  - 2nd violation – Written oral warning
  - 3rd violation – Written warning
  - 4th violation - Three-day suspension
  - 5th violation – Five-day suspension
  - 6th violation – Ten-day suspension
- Further violations may result in a semester bus expulsion.

#### **CLASS B VIOLATIONS (MORE SEVERE)**

- 1st violation – Three-day suspension
  - 2nd violation – Five-day suspension
  - 3rd violation – Ten-day suspension
- Further violations may result in a semester bus expulsion.

#### **CLASS C VIOLATIONS (VERY SEVERE)**

- 1st violation – Five-day suspension
  - 2nd violation – Ten-day suspension
- Further violations may result in a semester or year expulsion.

At the end of each semester, each student's disciplinary record may be cleared. However, discipline may be carried over into the next semester or school year if the violation occurs within the last three weeks of the prior period.

To resume riding a bus after a conduct report has been issued, the white copy must be signed by a parent or guardian and returned to either the bus driver or directly to the Transportation Office.

**Please note that the main office cannot make bus changes over the phone. Students are to bring a written note, issued by their legal parent/guardian to the main office by 12:30pm on the day in which they are changing their bus routine. Students who do not bring in a note to the main office by the above specified time will not be allowed to ride a different bus after school.**

#### Students Driving on Campus (Board Policy DAPD)

Non-student drivers, (except parents/guardians), are not permitted to drive on school property during school hours (8:00 a.m. – 3:00 p.m.), including noon, without special permission from the office. Students released early are not permitted to return to campus until after regular school hours.

1. Licensed student drivers may drive a vehicle onto the school grounds under the following conditions:
  - a. All vehicles driven and parked on the campus during the regular school day must be registered with the school administration. (Seniors may purchase a reserved parking spot.) Non-registered vehicles will not be allowed on campus.
  - b. Posted school, local and state traffic laws must be followed when operating a vehicle on campus. Cases of reckless driving may be referred to the local sheriff's office.
  - c. Students are not to sit in or loiter around the vehicles.
  - d. Students must display a parking permit, which can be picked up in the office
2. While driving on campus, students must use extreme caution.
  - a. Burn-outs are strictly prohibited and will result in lot use restriction and a complaint filed with the county sheriff's office.
  - b. Transportation of students in the back of pickups is not permitted and will result in lot use restriction.
3. Student vehicle use/parking is done at the student's own risk. The District is not liable for vandalism, theft or damage to any vehicle parked on school property.
4. Refer to the chart section of the handbook for driving restrictions.
5. **Tow zones are marked and cars parked in the restricted zones may be towed at owner's expense.**
6. It is the responsibility of the student to keep his/her vehicle locked when it is parked on school property. Students have full responsibility for the security of their vehicle.
7. Vehicles shall be parked only in areas designated by the principal or vice-principal for student parking. Parking or driving on grass or track is not permitted, violations will result in discipline.
8. Vehicles parked on school property are under the jurisdiction of the school. **When deemed necessary to search a vehicle, school officials will follow board search and seizure policies and procedures.**
9. Students are not allowed to move their vehicle between class periods, i.e. from student lot to pool lot.

#### Vehicles on Campus

Vehicles parked on district property are under the jurisdiction of the district. **Driving privileges can be revoked at any time for violation of school policies.**

## VISITORS

Parents/Guardians are encouraged to visit the school. All visitors must check in with the school office and be issued a visitor's pass, which must be visible at all times. Passes will also be issued to other individuals having an educationally justifiable reason for visiting the building. Unauthorized persons found on campus (trespassing) may be referred to the local sheriff's office with a notice of trespass and may be charged. **Rainier Students are not allowed to bring guest to visit between the hours of 8:00am and 3:15pm.**

## WITHDRAWAL FROM SCHOOL (BOARD POLICY JECE)

To begin the withdrawal process, a parent/guardian (unless of legal age or emancipated) must notify the registrar indicating the purpose for withdrawing. The office staff will supply the necessary forms to complete the withdrawal from school. An official transcript will be sent to the receiving school upon receipt of notification of the student's enrollment.

As part of the withdrawal process, all fines **MUST** be paid and all school property must be returned prior to official information being exchanged with new school.

## ATHLETICS/ACTIVITIES

### ATHLETIC/ACTIVITY POLICY

Sponsors/coaches of extra-curricular activities may develop and enforce standards of conduct that are higher than the District general standards and may condition membership or the student's participation in the activity on adherence to those standards. The District may impose campus, classroom or club/organization rules in addition to those found in the student code of conduct.

#### Objective

The objective of the athletic/activity program is the promotion of the ideals of sportsmanship, honesty, loyalty, courage, and the respect for authority. Further, the sports program will strive to teach spirit and the competitive will to win, fitness through individual sacrifice, the values of team play, and wholesome well-being through healthful and social association with other athletes while under proper leadership. Further, the participants in any sports activity shall conduct themselves in such a way as to bring credit upon their school, their team, and themselves.

#### Participation

1. Prior to participation in an athletic/activity program a student shall have had a physical examination by a licensed doctor and submit a completed OSAA physical form. Participants must also possess some form of satisfactory insurance coverage. The student will be responsible for completing an "Annual Interval History" (AIH) form to be presented to the athletic director before participation begins.
2. All co-curricular participants are eligible for athletic participation until:
  - a. They fail to meet OSAA scholarship standards and all OSAA rules pertaining to participation.
  - b. They have been temporarily suspended by the coach, administration, athletic director and/or head coaches' panel for athletic policy violations.
  - c. They have been dropped from the team by the coach, administration, athletic director and/or head coaches' panel for athletic policy violations.
  - d. They fail one or more classes.

**Student's grades will be checked at every four week grading period. Students failing any classes will be placed on academic probation for the next four weeks. While on academic probation students will be required to attend a coach sponsored after school study session until student is no longer failing. Students will be allowed to attend practice and participate in competitions. Students not passing after the probationary period will be ineligible to participate until grade is out of the failing status. Coaches will continue to monitor. Middle school students' grades will be checked every three weeks.**
  - e. **A student not on track for graduation with the required credits based on OSAA guidelines at the beginning of each school year.**

**Satisfactory Progress Toward Graduation.** In addition to the specific credit requirement identified in Rule 8.1.1., to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below *prior to the start of the specified year*.

|                                 |      |      |      |      |      |      |      |
|---------------------------------|------|------|------|------|------|------|------|
| <b>Credits to Graduate</b>      | 24   | 25   | 26   | 27   | 28   | 29   | 30   |
| <b>Credits Per Year</b>         | 6    | 6    | 6.5  | 6.5  | 7    | 7    | 7.5  |
| <b>Required Prior to Year 2</b> | 4.5  | 4.5  | 4.5  | 5.0  | 5.0  | 5.0  | 5.5  |
| <b>Required Prior to Year 3</b> | 10.0 | 10.5 | 11.0 | 11.0 | 11.5 | 12   | 12.5 |
| <b>Required Prior to Year 4</b> | 17.0 | 17.5 | 18.5 | 19.0 | 19.5 | 20.5 | 21.0 |

**Music Activity Policy**

Sponsors/Teachers of music activities (band and choir) may develop and enforce standards of conduct that are higher than the District’s general standards and may condition membership or the student’s participation in the activity on adherence to those standards. The District may impose campus, classroom or club/organization rules in addition to those found in the student code of conduct.

**The Objective:**

The objective of the music program is to foster and promote the ideals of sportsmanship, loyalty, integrity, honesty, determination, and respect for authority and other groups of people or clubs/activities. The music program will strive to teach the importance of a team effort and good sportsmanship. Further, the participants in any music activity shall conduct themselves in such a way as to bring credit upon their school, their performing group, and themselves.

**Competitions:**

All co-curricular participants are eligible for participation in music competitions until:

- a. They fail to meet OSAA scholarship standards and all OSAA rules pertaining to participation.
- b. They have been temporarily suspended by the director or administration for OSAA policy violations.
- c. They have been dropped from the class by the director or administration for OSAA policy violations.
- d. A student is not on track for graduation with the required credits based on OSAA guidelines at the beginning of each school year and enrolled in previously required classes that the student has failed.

**Middle School Athletic Eligibility**

Middle School students who want to join an athletic team must meet academic requirements to participate. A student’s grades from the preceding grade report will be used to determine eligibility. Students must be passing all classes and maintain those grades in order to participate. Grade checks will take place every three weeks; those students with failing classes will be ineligible until grades are no longer in a failing status.

Team rosters will be sent out to teachers to assist in monitoring an athlete's grades. Teachers are expected to keep grades updated weekly to ensure that student's grades are current. The following dates will be used for grade checks:

**Volleyball, Football, XC, Soccer**

Report card from prior year

Sept 30

Oct 19

**Boys' Basketball, Girls' Basketball, Wrestling, Cheer, Choir/Band**

Nov 4

Nov 25

Dec 9

Jan 23

Feb 20

**Track, Baseball, Softball, Cheer, Choir/Band**

April 2

April 30

May 28

3. To participate in either practices or games on a particular day, the high school athlete must have been in attendance at school for that entire day. Exceptions may be made in the following cases:
  - a. Nurses office clearance for no more than one period
  - b. Absences associated with the school schedule (meetings, conference, etc.)
  - c. Pre-arrangements made by the parent through the attendance office no later than 8:30 a.m. on the day of the event for any of the following verified reasons:
    1. Doctor/dentist appointments
    2. Scheduled court appearances
    3. Counseling meetings through government agencies (i.e. CSD, Juvenile)
    4. Driving tests
    5. Appointment with military
    6. Senior pictures
    7. College visitation
  - d. Family Emergency (Extenuating circumstance – clearances through Athletic Director, Principal and Vice Principal only)

Doctor appointment slips, medical bills, court appearance notices are examples of valid verifications.
4. Students who participate when restricted will be required to miss the next two like-kind activities.
5. Coaches will maintain communication with classroom teacher to ensure that the athlete is maintaining acceptable standards in scholarship, as well as conduct, effort, and citizenship.
6. Students have the responsibility of attending all practice sessions in their sport unless they have made prior arrangements with their coach. Continued absence or skipping of practice may result in suspension or dismissal from the team. Coaches will determine whether an absence is excused or unexcused.
7. Students participating in extra-curricular activities on a non-school day will be ineligible if not in full attendance on the last school day preceding the event unless the student has an excused absence.
8. Students will not be permitted to participate in either practice or activity events if they have been absent from school for any part of that day unless on a school sponsored function or a pre-arranged absence.



9. Absences because of physical disability shall be excused but an athlete who is absent from school because of illness or injury shall also be absent from practice or the athletic activity occurring on the day of such absence. If the student is too sick and/or injured to come to school, then that student is too sick and/or injured to practice or play.
10. Truancy shall be considered unexcused and a participant is ineligible to participate in any contest or practice until all time and work is made up.
11. **A student who is suspended may not practice or participate in any activity.**
12. **Students need to be in school all day following an activity on the previous day.**
13. Coaches and/or supervisors have the right to make additional rules for their activity.
14. An eligible student-athlete is one who is enrolled in school (in at least five classes), attending regularly and maintaining passing grades in all classes and **or who is currently on academic probation.**
15. The student/athlete must ride to a school-sponsored event with his/her associated group.  
Exception: In the case of a recognized family emergency, the student/athlete may be transported by the parent/guardian. The parent/guardian must inform the Principal and/or Athletic Director by direct verbal and written request.
16. The student/athlete must be signed out with the coach from a school-sponsored event by a parent/guardian.
17. The student/athlete may be transported by another parent after an away event. Parents of the student/athlete must inform the Principal and/or Athletic Director by verbal and written request before departure.
18. The student/athlete may be dropped off at the Goble Landing or at the Alston Mayger Store upon returning to Rainier High School. The student/athlete will be transferred from the bus to the parent/legal guardian ONLY.

#### Training and Behavior

1. Use or possession of alcohol, illegal drugs, tobacco, or their look-alikes in any form is prohibited at anytime, anywhere while participating in a sport or activity. **(See District Policy JFCIA-AR)**
2. Making a willing decision to remain on the premises where drugs or alcohol are being illegally consumed by minors is prohibited.
3. Purposely displaying personal anatomical parts is prohibited.
4. Stealing or purposely destroying school equipment or property is prohibited.
5. Any misconduct, disregard of good sportsmanship guidelines, or action, which brings discredit to the school, team, or individual, may subject the violator to the conditions of this code.  
Violations of any of the above rules may result in immediate suspension. If an infraction has occurred the following discipline will result:

1st Offense –Suspension from interscholastic competition for three calendar weeks from the date of the infraction.

**NOTE:** After a first offense, a contract between the athlete, parent and school will be initiated, informing them of the consequences of additional offenses.

2nd Offense –Suspension from interscholastic competition for six calendar weeks from the date of the infraction. However, if the second offense occurs during the same sport season as the first infraction, the athlete will be suspended from that sport for the remainder of the season. His/her six calendar week suspension will begin when he/she next turns out for a Rainier Jr./Sr. High School team.

3rd Offense –The student will be suspended from participating in athletics for one calendar year

4th Offense- The athlete will not be allowed to compete in interscholastic athletics at Rainier Jr./Sr. High School for the remainder of his/her enrollment at Rainier Jr./Sr. High School.

6. Any suspension will be carried out until completed. Suspensions from a previous athletic season will carry over to the next athletic season of participation even if season of participation occurs within a different school year. Carry-over suspensions will be fulfilled as stated by District Handbook and OSAA guidelines.
7. To fulfill a carry-over suspension from a previous participating season, an athlete must participate for 50 percent of the next participating sports season.

### **APPEAL PROCESS**

Code violators may appeal to the Athletic Appeals Board consisting of the Athletic Director, the head coach of the sports involved (as a non-voting member), and at least three other head coaches. For any violation during an athlete's enrollment at Rainier Jr./Sr. High School, the Appeals Board, shall have the authority, if deemed appropriate, to waive the designated suspension and substitute the following disciplinary action:

1. The violator will not be allowed to compete in interscholastic contests for the first two weeks in which contests occur following the infraction. If the infraction occurs during the last two weeks of a sport season, any awards earned will be forfeited and the participation and practice penalty will carry over into the next season in which the violator participates.
2. The violator must attend all practice sessions and must complete ten hours of "eligibility opportunity sessions".
3. Additional conditioning requirements may be established by the coach and shall continue until the violator is eligible to participate in interscholastic contests.
4. For any violation of the Athletic policy during an athlete's enrollment, the Appeals Board shall have the authority, if deemed appropriate to require the completion of a Chemical Awareness and Rehabilitation program outlined by the Appeals Board and/or participation in an appropriate counseling program.

#### **Notes regarding this policy and its application**

1. If an athlete chooses not to appeal, the suspension is for the term designated by the offense.
2. If the appeal is not granted, and the athlete chooses not to comply with the penalty as prescribed in the appeals process, the suspension is for the designated term.
3. If the appeal is not granted, the suspension will be for the designated term.
4. Letters and awards will be withheld when a student is suspended from participation, quits participation or does not complete any sport season. If he/she is suspended at such time as to allow the appeal process and normal penalties to occur before the end of a particular season, letters and awards may be earned and received.

### **ACCIDENTS AND INJURIES**

1. All injuries during practices or games must be reported to the coach in charge.
2. Any participant who has been to the doctor for an athletic injury must report this to the school office the following school day
3. Once a participant has suffered an injury that needs a doctor's attention he or she will not be considered for active participation until the doctor has signed a release form.
4. All coaches are required to notify the administration of an injury as soon as possible and to file the District form within 48 hours.
5. Coaches shall not administer internal medicine and shall exercise due care in administering first aid to an injured player.

6. Parents shall be notified immediately of any injury requiring medical attention. The parents, when possible, will make the decisions concerning what course of action to follow. Only in emergencies will the coach or administrator assume responsibility.
7. All individuals must follow blood-borne pathogens protocol when in contact with any type of body fluids.

### **ATHLETIC AGE ELIGIBILITY**

A student who becomes nineteen (19) before August 15 is ineligible for interscholastic competition. A student who becomes nineteen (19) on or after August 15 shall remain eligible for that entire school year.

### **ATHLETIC EQUIPMENT**

Generally all competitive equipment is supplied by the school district with the exception of personal items and shoes. No equipment is to be used or worn off the school campus unless officially competing or practicing. Jerseys, jackets, etc. may be worn to school on game days to help bolster school spirit. Competition uniforms are not to be worn for physical education classes. Proper return of all equipment will be at the end of the sport season. Equipment lost by the player will be paid for by the individual at the replacement value of the lost item.

### **ATHLETIC TRIPS**

1. Active participants in any sport activity shall conduct themselves in a manner that will bring credit upon themselves, their school, their team, and their teammates.
2. It is imperative that all students represent their school in the best way possible by exercising good manners and courteous behavior.
3. The coaches are responsible for the discipline of the players and others riding the bus/busette. Discipline shall not be less than the State adopted rules for school buses/busette. Misconduct on the bus/van will result in disciplinary action by the coach. Students are not to board buses/vans or to be on the bus/van unless a coach is present.
4. Food will be permitted unless the practice is abused. This privilege may be withdrawn at the discretion of the coach. No glass containers are allowed. All students are responsible for leaving a clean bus/busette.
5. Coaches are not responsible for lost or stolen items.
6. It is the student's responsibility to inform their parents of the approximate return time from a trip.
7. All athletes must ride to and from contests in District provided transportation. An athlete may, at the discretion of the coach, ride home from a contest with his/her parents/guardian or designee. The parent(s) must personally pick up their son/daughter after the contest or must personally sign a release stating that they or their designee are taking custody of their child.
8. Any arrangements for getting off the bus/van at any site other than the high school must be made prior to bus departure for the contest. Parents or legal guardians must personally contact the coach and must make arrangements for having someone meet the bus.
- 9. Coaches/chaperones are responsible for all students until they have left the campus.**

### **DRUG TESTING**

All students participating in athletics may be drug tested at the beginning of each season and may be asked to participate in a random drug test during the season. Athletes will be subject to the current district drug testing policy (JFCIA and JFCIA-AR).

### **PHYSICAL EXAMS**

As per ORS 336.479 A school district shall require students who continue to participate in extracurricular sports in grades 7 through 12 to have a physical examination once every two years. Any physical examination required by this section shall be conducted by a (a) physician possessing an

unrestricted license to practice medicine, (b) licensed naturopathic physician; (c) licensed physician assistant; (d) certified nurse practitioner; or a (e) licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district on the official OSAA form and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

### **SPORTSMANSHIP CODE**

**Objective:** To promote sportsmanship and to provide standards for proper behavior at public functions of Rainier Jr./Sr. High School.

Everyone representing Rainier Jr./Sr. High School—coaches, athletes, parents, fans—is expected to follow these guidelines:

1. Profanity or inappropriate gestures are prohibited.
2. All school representatives are expected to respect the rights and property of other schools.
  - a. Vandalism of any kind will not be tolerated.
  - b. Theft of school or personal property is in violation of this code.
3. Refrain from purposely-flagrant acts.
  - a. No fighting or taking cheap shots.
  - b. No baiting opponents or opposing fans.
4. Respect the rights and property of others. Theft of personal belongings, clothes, shoes, money, etc. is in violation of the sportsmanship code.
5. Support your team in a positive manner. Do not demean the opposing team.
6. Respect all athletes, coaches, officials and spectators.
  - a. Do not 'boo' when the opposing team's lineup is announced.
  - b. No name-calling.
  - c. Do not throw foreign objects.
7. Make positive signs, such as "Go Team" which supports your team rather than signs that put down the opponent.
8. Band participation during free throws is not acceptable.

### **PARENT AND FAN SPORTSMANSHIP**

- 3.3 Sportsmanship Responsibility. The high school administration, coach and other responsible officials of each member school shall take all reasonable measures to ensure that the school's coaches, players, students and spectators maintain a sportsmanlike attitude during all events so that events may be conducted without unreasonable danger or disorder.

All cheers, comments and actions shall be in direct support of one's team. Discriminatory harassment and bullying behavior will not be tolerated. ***Discrimination is defined as (OAR 581-021-0045(1)(a) "any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, marital status, religion, sex, and sexual orientation."*** ***Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Examples include but are not limited to hazing, intimidation, bullying, cyberbullying or menacing another, or engaging in behavior deemed by***

*the member school to endanger the safety or well-being of students, employees, self or others. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent, so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities offered by a school. This includes the use of, or engagement in, abusive verbal expression or physical conduct, especially if that conduct interferes with the performance of students, staff, event officials or sponsors of interscholastic activities.*

**Spectator Conduct.** The following expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post season competition, are provided. Those violating or threatening to violate the following Association rules or site management spectator conduct expectations, may be ejected from the premises, issued a trespass citation, excluded from sanctioned activities temporarily or permanently and/or referred to law enforcement officials.

3.3.1 All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of unacceptable conduct include but are not limited to: disrespecting players by name, number or position; negative cheers or chants; throwing objects on the playing surface; use of derogatory or racially explicit language; discriminatory harassment or conduct that creates a hostile environment that is disruptive to the educational environment.

3.4.2. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language or engage in any racially / culturally insensitive action.

3.5. Complaint Process: The OSAA will sanction schools whom it has found negligent in the duties of reasonably protecting those involved in interscholastic activities from derogatory or inappropriate names, insults, verbal assaults, profanity, ridicule or engaging in behavior deemed by the member school to endanger the safety or well-being of students, employees, self or others.

3.5.1. OSAA will acknowledge receipt of the complaint within 48 hours

3.5.2. OSAA may prioritize the investigation of complaints based on information received.

3.5.3. Complaints deemed to be employee or student discipline matters only shall be returned to the complainant.

Matters of employment and/or employee discipline which can best be resolved through the school district's complaint process includes but is not limited to: playing time, team level assignments (Varsity/JV), G:\Publications\HANDBOOK\19-20\Rule3ContestsSportsmanshipCrowdControl.doc 2 of 3 assignment of a student to a specific coach, equipment use, or dissatisfaction with a contract or payment term. Matters of student discipline which can best be resolved through the school district's complaint process include but are not limited to: academic eligibility, drug/alcohol use, playing time or playing position, specific workout requirements, or dissatisfaction with a calendar, schedule or event location.

3.5.4. Complaints must include the complainant's name and contact information (phone and email or Mailing address), Anonymous complaints shall not be considered.

3.5.5. Every effort will be made to complete the investigation process within 30 days; however, should

The investigation require more time, a 30-day status update shall be provided.

3.5.6. To assist in investigation of the complaint, complainants are asked to note the following:

(a) Complaints are only accepted on the official online form and each section of the Complaint Form must be completed. (Complaint Form)

***(b) Complaints which are determined to be outside the scope of the OSAA will be returned to the complainant via the contact address provided. See Rule 3.5.3 for guidance.***

***(c) Whenever possible, provide first-hand accounts, with names and contact information of witnesses.***

***3.6. Sportsmanship Violations/Penalties. When the coaches, players, students, staff or spectators of any member school engage in unsportsmanlike conduct, discriminatory harassing behaviors, act in a manner disruptive to the school environment, or cause disorder or infliction of damage to persons or property in connection with any festival, meet, contest or championship sponsored by this Association, the Executive Board may treat such acts as a violation by the school of the Rules of the Association and the school shall be subject to penalty. Penalties may vary depending on the actions taken by the school and/or school district during and after the event as it relates to trespassing spectators involved, removing players/coaches from the team for a period of time, requiring additional education/training, etc.***

***Upon a ruling by the Executive Director or by the Executive Board the member school may be subject to probation, mandatory appearance before the Executive Board, required plan of action, forfeitures, fines, lack of institutional control penalties, suspension of membership or expulsion from the Association as determined by the Board. The Board may determine that no penalties are necessary when an incident has been handled appropriately and in a timely fashion by the school and/or district.***

## **ADDITIONAL ATHLETIC INFORMATION**

### **Athletic Inclement Weather Policy**

Safety is paramount. Inclement weather can affect and create an unsafe environment in regards to athletic participation and transportation of our coaches and athletes. The following guidelines will be adhered to when school closure or school events affected due to inclement weather or acts of God that create unsafe conditions:

#### **School Cancellation and Event Travel**

1. Snow day with school cancellation:
  - a. ALL practices and/or events are CANCELLED. Exceptions: Practices/open gyms have been held if and ONLY if there is improvement with road conditions Practices/open gyms will be held as OPTIONAL only. Athletes will not be required to attend. Athletes will not be penalized for not attending OPTIONAL practices/open gyms.
  - b. If school is cancelled due to inclement weather, the event will remain cancelled.
2. Two-Hour Delay with weather conditions remaining or improving:

Practices and/or events can be held if: Weather or conditions must remain or improve.
3. Two-Hour Delay with weather conditions deteriorating:
  - a. ALL practices and/or events are CANCELLED. Exceptions: Practices have been held if and ONLY if there is improvement with road conditions. Practices will be held as OPTIONAL only. Athletes will not be required to attend. Athletes will not be penalized for not attending OPTIONAL practices.
  - b. If school is cancelled due to inclement weather, the event will remain cancelled.

Incident Event Travel:

Before traveling to events, ALL travel must be cleared by the following:

- a. Bus Garage
- b. Athletic Director
- c. Principal
- d. Superintendent

If a trip is considered unsafe, travel will be suspended. The school district will err on the side of caution as the district believes that no event is so important as to place Student/Athletes, coaches, and others in harm's way.

**Additional athletic policies and rules are found in the Coaches' Handbook.**

## **ATTENDANCE**

### **ATTENDANCE**

Administrative action in excusing absences is outlined by Oregon State Law. However, every effort will be made to resolve conflicts to the satisfaction of all concerned.

Regular attendance in all classes is a major factor for success in school, and it must be recognized that a student who is not present will not learn the required subject material.

Under Oregon law, (ORS, Chapter 339), students between the ages of 7 and 18 **MUST** attend school.

The only legal reasons for being absent are illness, family emergency, medical appointment, court appearance, funerals, and school-sponsored activities. Any other absences are considered unexcused.

***Family vacations during school days are highly discouraged.***

After being absent you must bring a note to the attendance office before the first bell of your first class. If a student does not bring a note, the absence will be considered unexcused. Students have three days to have all absences excused. After three days the absence(s) will remain unexcused.

It is the responsibility of the student and the parent or guardian to ensure that the student maintains regular attendance in the classroom. Oregon Revised Statutes 339.065 states, "Eight unexcused 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 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 the law and is punishable by a court-imposed fine as provided by ORS 339.925. Additionally, a parent or guardian, or other person lawfully charged with the care of 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.

### **ATTENDANCE PROCEDURES**

Teachers will take attendance at the beginning of each class period and refer the information to the attendance office. Upon returning to school, all students who have been absent must report to the attendance office for clearance.

1. Students, have two days to excuse an absence, parents may excuse an absence by calling the attendance office or sending a note. The note should include the date of the absence, the reason for the absence, student name and parent signature.
2. Students 18 years of age or older who have written permission from their parent or guardian, to check themselves out of school, may do so if the reasons are valid. Forms are available from the attendance office and must receive administration approval.

Note: All notes are kept on file for one year following graduation and are used for signature verification. For any current year, any student having forged notes on file will be considered truant with the appropriate consequence

### **ABSENCES - EXCUSED (BOARD POLICY)**

An absence will be considered as excused if it falls within the realm of Oregon School Law ORS 339.065.

Students are given an opportunity to complete the missed class assignments for a grade. There is no requirement to make up the time missed from school for excused absences.

Reasons for excused absence:

- Sickness or injury
- Sickness or injury to a family member



- An emergency that requires the pupil's presence
- School-related activities

Pre-arranged parent requests are cleared through the attendance office for:

- Medical/dental appointments
- Court/juvenile appointments
- Travel
- Job interviews
- Senior pictures

The administration may excuse absences for other reasons where satisfactory arrangements are made in advance.

**ABSENCES – PRE-ARRANGED (EXTENDED)**

1. Parents must send a note indicating the dates to be missed and the reason for the absence.
2. Student must pick up a pre-arranged absence form at the office at least **two days** prior to the absence.
3. Each teacher will sign the form, making comments if necessary.
4. Work should be completed ahead of time whenever possible. If work is not done prior to leaving, the student will have the same number of days as the absence within which to complete the work after returning to school.
5. Failure to follow proper procedures may result in an unexcused absence.

**ABSENCES - UNEXCUSED**

1. Any absence not listed in the excused section is unexcused even if known by the parent/guardian. Unexcused absences may be appealed to administration for review within a five-day period.
2. All missed school time from unexcused absences may be required to be made up with administrative approval. When the makeup time is complete, grade credit may be received for completed work that was assigned during the unexcused absence.
3. All absences are considered unexcused/truant if not cleared within one school day following the student's return.

**DRIVING PRIVILEGES – SUSPENSION OF**

Students who fail to maintain regular enrollment in school may have either 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 shall notify the student that driving privileges will be suspended on the 10<sup>th</sup> day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days of absences; or
2. Fifteen school days total of unexcused absences during a single semester.

**EARLY DISMISSAL**

1. The student must check out of the office. Failure to do so may result in disciplinary action.
2. Students having appointments during school hours **are required** to bring parent/guardian permission to the office before school in the morning.
3. Students must present the "Dismissal" slip to the appropriate teacher before leaving.
4. **Failure to check out at the office will result in the absence being considered as unexcused/truant.**

### **MAKE-UP WORK**

Students must assume the responsibility for making up work missed for any absence. Time equal to the amount missed (school days) will be allowed, i.e., for an absence of two days, work must be made up within two days.

If a student is absent the day of a previously scheduled test or the day a prior assignment is due, the test and/or assignment must be taken and/or handed in upon return to school or other arrangements must have been made in advance with the teacher(s).

### **NON-ATTENDANCE**

If a student is absent from school for more than ten consecutive days, state law requires that the student be withdrawn from school attendance rolls. Communication will occur between the parent, student, and school in such cases. When the student returns to school, he/she must be reinstated through the office.

### **PROLONGED ILLNESS/ABSENCE**

If a student is to be absent for more than three days, arrangements should be made with the school (through the office) for work to be sent home. (Refer to MAKE-UP WORK)

When a student's absence results from a doctor's request or hospitalization, a medical release and written limitations for the student must be provided before the student returns to school.

### **TARDIES**

Students are expected to be in the classroom and ready to work when the class begins. When a student has accumulated three (3) tardies in the same period, the student will be assigned a detention. A notice will be sent to the student and parent/guardian of the assigned date of detention.

Tardies will restart after each quarter. After the 3<sup>rd</sup> assigned detention for tardies, other consequences could be assigned to include Saturday school, in-school suspension or out of school suspension.

### **TRUANCY (BOARD POLICY JEDA)**

The superintendent will develop procedures whereby those students who are considered truant may be subject to the following penalties: detention, Saturday School, suspension, expulsion, ineligibility to participate in athletics or other activities, loss of credit. These procedures will be published annually for student, staff and parent information.

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, or ineligibility to participate in athletics or other activities.

Habitual absences and unexcused absences may be considered truancy.

## **COUNSELING**

### **ACCESS/RELEASE OF EDUCATION RECORDS**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

#### **Provision for hearing to challenge content of education records**

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights.

### **CLASS LOAD**

With the exception of seniors, all students must carry a full load of seven classes

For a senior student to be eligible for an abbreviated schedule, they must meet the following criteria: They must be on track to graduate and have parent and administration permission

### **ADMISSION**

A student seeking enrollment in the district for the first time must meet all academic, age immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may/shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

### **SCHEDULE CHANGES/DROPPING CLASSES**

Schedule changes will only be made prior to the first day of the semester. Changes after the first day of the current semester will only be made based upon academic placement or graduation requirements. Classes dropped after three week into the semester will transcript as an "F".

### **TEACHER ASSISTANTS**

An application must be filled out and signed by prospective teacher before a student is scheduled as a T.A. T.A. assignments are available for RSHS, RJHS, HPE, and District Office. Only juniors and seniors may be a T.A., a student may be a T.A. for only one period per semester. Applications are available in the office.

To be accepted as a T.A., students must meet all criteria included in the contract. Failure to follow the contract may result in a failing grade.

### **VALEDICTORIAN/SALUTATORIAN**

The valedictorian and salutatorian are announced after all the grades for the 7<sup>th</sup> semester are calculated.

To be eligible for these honors a student must meet the following criteria:

1. Honors diploma candidate
2. Valedictorian – highest GPA.
3. Salutatorian – second highest GPA.
4. GPA determined on classes taken at Rainier High School, community and four-year colleges, challenge testing, and transfer grades from other high schools.
5. Alternative and foreign exchange students are not eligible.

## **STUDENT CODE OF CONDUCT**

**In an effort to ensure greater safety of students and to address a stronger control of bullying, harassment and inappropriate behaviors, there will be an emphasis on increased discipline.**

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. Assault;
2. Hazing, harassment, intimidation, bullying, cyber bullying or menacing;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon;
7. Vandalism/Malicious Mischief/Theft;
8. Sexual Harassment;
9. Use of tobacco, alcohol or drugs, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law.

### **APOLOGY**

Students are often required to write or offer a verbal apology to students, staff, substitute teachers, or others they have offended.

### **APPLICATION FOR CLASSROOM INFRACTIONS**

#### Informal Classroom Infractions:

Discipline for a minor classroom infraction will be handled by the teacher without going through all the steps of a formal procedure. Some examples of minor classroom infractions are: habitually coming to class unprepared, minor disruptions, and failure to follow directions.

#### Formal Discipline Referral Process (for minor infractions of classroom rules):

**First Incident:** Teachers will use their class rules and consequences plan, which may include assigning teacher led lunch detention and conferencing with the student.

**Second & Third Incidents:** The teacher will confer with the student, use the consequence plan, and make a documented parent contact.

**Fourth Incident:** The teacher will write up a formal office referral. The teacher will review the referral with the student and ask the student to sign it. The referral and the documentation of the first three steps should be sent to the office within one school day.

### **BUS CONDUCT**

Students will follow all rules established by the transportation department. Students will be assigned seats or specific areas of the bus to sit by the driver. Failure to follow established policies or directives of the driver may result in discipline or loss riding privileges.

## **CONTROLLED SUBSTANCES, ALCOHOL AND TOBACCO (BOARD POLICIES JFCG, JFCH, JFCI)**

Student substance abuse, possession or use of tobacco, alcohol or unlawful drugs, including drug paraphernalia (or any substance purported to be an unlawful drug), on or near school grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession or use occurred on school grounds or while participating in school-sponsored activities, students will be subject to discipline up to and including expulsion. If possession or use occurred near school grounds, disciplinary action will include removal from any or all extra-curricular activities and/or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). **A student shall be referred to law enforcement officials.** Parents will be notified.

The following definitions shall apply to this policy:

“Substance abuse” means any drug as defined by the Controlled Substances Act and not prescribed by a licensed medical practitioner.

“Drug Paraphernalia” means all equipment, products and materials of any kind which are marketed for the use or designed for the use in manufacturing, compounding, producing, processing, preparing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise inducted a controlled substance or intoxicant into the human body.

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, as provided by ORS 167.400.

Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a court-imposed fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575.

District Officials may, at their discretion, use drug-detecting canines.

## **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is strictly prohibited in Rainier School District No. 13. No student will be subject to the infliction of corporal punishment.

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent/guardian, person in parental relationship or school official.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming self, others, or doing harm to school district property. Physical force shall not be used to discipline or punish a student. The Superintendent shall inform all staff members and volunteers of this policy.

## **DETENTION**

Students are assigned detention time for rule or procedural infractions. Regular detention sessions are scheduled after school. Absenteeism from detention will result in additional penalties being assigned.

## **DISCIPLINE – OTHER STUDENTS**

Students who receive disciplinary consequences will only have their actions and choices discussed. The Administration cannot discuss consequences that other students will receive for their actions and choices. Students are encouraged to concern themselves with their own behaviors and focus on what choices they can make in the future.

## **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 a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group 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.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **HARASSMENT/BULLING/CYBER BULLYING**

A student who is **found** to have harassed/bullied another student or staff members will face disciplinary action up to and including suspension (maximum 10 days) and expulsion (maximum 1 year). Demeaning and humiliating acts (physical, verbal, visual) directed at others are examples of harassment/bullying. Texting or other actions towards another student/staff that disrupts the learning environment will be considered a form of harassment.

Students who believe they have been the subject of harassment/bullying are to report the incident to a staff member. Staff to whom an incident of alleged harassment/bullying has been reported **must** report the incident to the building administrative supervisor. Forms can be found on the district website.

## **HORSEPLAY**

Horseplay is defined as pushing, poking, tripping, elbowing, and any other physical contact that is done in fun or as a joke. Unfortunately, the potential for injury is great. Many times students do not realize how pushing someone causes others to have to get out of the way to avoid being hurt.

A hands-off policy is strictly enforced at all times.

## **LUNCH DETENTION**

Students may be assigned to lunch detention by any teacher or administrator for any reason deemed valid by that adult.

## **OFFICE REFERRALS**

Consequences for an office referral for student misbehavior will in each instance begin with parent contact, i.e. phone, letter, or conference by the reporting staff member.

## **PROVISIONS FOR SPECIAL NEEDS STUDENTS**

"Special Needs" student are defined as students with disabilities served on IEPs.

Special Needs students are subject to the same rules and disciplinary procedures used for children without disabilities. Certain provisions i.e., length of disciplinary removals and other modification to this general rule, are provided through the IEP process and are listed in the Parental Rights for Special Education–Notice of Procedural Safeguards brochure. This brochure is provided to and reviewed with all families who have students on IEPs. Copies are available from the building special education teacher.

## **RIGHT OF DUE PROCESS**

All students are entitled to due process. This means no action will be taken against a student until the facts have been presented and a judgment has been made. There are certain procedures, which high school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which students must follow if they do not agree with the school's actions.

When a disciplinary action results in suspension or expulsion, due process of law involves three procedures.

1. Prior notification – The student and/or legal guardian is informed of school policies and procedures regarding disciplinary consequences. Prior notification includes but is not limited to education of the handbook, both formal instruction and self-discovery.
2. Specification of charges – The student and/or legal guardian is made aware of the misconduct for which the student is being accused.
3. Opportunity to respond – The student and/or legal guardian is allowed to present his/her view of the accusations and of the disciplinary action to be taken within a reasonable time frame.

### **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, administration regulation or school rule or the Student Code of Conduct is present in a particular place.

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. District Officials may, at their discretion, use drug-detecting canines.

### **SNOW BALLS**

The throwing of snowballs on school grounds is not permitted and will be subject to disciplinary action.

### **STUDENT INTERVIEWS - FROM OUTSIDE AUTHORITIES**

Special governmental agencies have the legal authority to come to school and interview our students during the school day. These agencies, most often either the police or Services to Children and Families, control this interview process. They may interview the student without school district employees present, and they may interview the student without first contacting the parents. At the school, our responsibility is to ask the representative if they are going to contact the parent, or if they wish us to contact the parent. In either instance, we will follow their direction.

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.

### **SUSPENSION OF DRIVING PRIVILEGES**

The superintendent may, under ORS 339.254, make a request to the Oregon Department of Transportation (ODOT) for the suspension of a student's driving privilege or the right to apply for a driving privilege on the basis of conduct as provided below:

If a request is made, the following requirements will be met:

1. The superintendent will meet with parent before submitting a request to ODOT;
2. The request to ODOT will be in writing;
3. The student involved is at least 15 years of age;
4. The student has been expelled for bringing a weapon on school property; or
5. The student has been suspended or expelled at least twice for any of the following reasons:
  - a. Assaulting or menacing a school employee or another student;
  - b. Willful damage or injury to district property;
  - c. Use of threats, intimidation, harassment or coercion against a school employee or another student.
6. The request to suspend a student's driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent is filing a second written request. A second request may state suspension of privilege until the student reaches 21 years of age;
7. If a driving privilege is suspended the student may apply to ODOT for a hardship permit.



## **VIOLENT LANGUAGE**

Statements or threats to kill someone, bringing a weapon, bomb, or fireworks to school, or any violent act, will be taken seriously. Making comments of this nature will usually result in suspension until an investigation by the school and police proves that no real threat exists.

Students who make a threat may be required to see a therapist outside of the school system, at the student's parent's expense, before you can return to school.

Students who know of a student who speaks of violence, makes threats, or seems intent on hurting someone or themselves, are encouraged to let a responsible adult know immediately.

## **SUSPENSION (BOARD POLICY JGD)**

At times, it may become necessary to place a student on suspension. During an in-school suspension the student is placed in a restricted in-school environment or referred out of school. **While under out-of-school suspension, the student is denied attendance on district property for any reason and restricted from all school functions.** (Failure to comply with all stipulations will result in an additional day added to the terms of the suspension.) Students placed on in-school suspension are denied participation in any school activities. Students will sign an in-school suspension contract.

1. Suspensions that result from student behavior that took place in non-academic situations, i.e., student functions, hallways, cafeteria, school grounds, etc.: The student is given the opportunity to complete class assignments.
2. The student is given the opportunity to complete class assignments if proper procedures are followed.

The third suspension within a current school year or the second major suspension in a three-year period, (ORS 339.250 subsection #6) is cause for an expulsion request referred to the superintendent.

The following are listed as serious rule violations and may be cause for major suspensions or expulsion:

|                           |            |
|---------------------------|------------|
| Indecent Exposure         | Vandalism  |
| Theft                     | Forgery #2 |
| Fighting (major)          | Assault    |
| Weapons Possession        | Arson      |
| Assault on a Staff Member |            |

Controlled substance or alcohol possession or use, or drug paraphernalia possession will result in a suspension and expulsion request.

## **SUSPENSION PROCESS**

1. The student shall be given oral or written notice of the charges and an explanation of the evidence the school officials have and an opportunity to present his/her version. This notice and hearing will precede the student's suspension. If prior notice and a hearing are not feasible, or where the student's presence endangers persons or property or threatens the disruption of the academic process, the notice and hearing shall follow as soon as possible.
2. All reasonable efforts will be taken to notify parent/guardian of suspension in person, by phone or correspondence.

## **EXPULSION PROCESS**

The principal or administrative designate, through the Superintendent, may recommend that a student be expelled. When a student is recommended for expulsion, the student will be suspended pending the board hearing. Through this action of the Board of Directors, the student is excluded from school attendance and from all non-public activities in the District. General suspension procedures will not be followed in situations involving students designated as handicapped within the provisions outlined in section 504 of the Rehabilitation Act of 1973 and/or special education students who, through the high

school's multi-discipline team, have a handicapping condition, which causes the unacceptable behavior. Alternative consequences will be established for these students on an individual basis.

The length of the expulsion in most cases will be for the remaining days in the current semester and may result in a loss of current semester credits. Under special circumstances exceptions in the length of the expulsion may be recommended to the Board of Directors by the school staff. The Board of Directors will make the final decision in all expulsion cases.

The expulsion will be enacted during the semester in which the offense occurred and may extend to the next semester if the expulsion occurs late in the current semester.

The expulsion, in cases of severe physical assault upon school officials, will comply with board policy.

1. In the event expulsion is recommended by the school administrator, the student will be suspended pending a hearing on expulsion. The principal shall arrange with the school district superintendent for a time and place of hearing on expulsion, and shall promptly notify the student and parent/guardian of the time and place of hearing. Such notice shall be delivered personally to the student, and the student shall acknowledge receipt thereof. If the student is not readily available for the service of such notice, the same may be mailed to the student by certified mail with return receipt requested. The notice given to the parent/guardian shall be sent by certified mail with return receipt requested and also by regular mail. Such notice shall cite the charge or charges, the specific acts that support them and the right of the student, parent/guardian to representation. The written notice shall be mailed to the parent/guardian at least seven days prior to the hearing on expulsion.
2. Unless otherwise provided by the district school board, the school superintendent, or his designated representative, shall act as the hearing or review officer, and shall maintain control over and conduct the hearing or review. In case of foreign language differences, or other serious communication handicaps, the hearing officer shall provide a translator. The student, parent/guardian or their representative, who may be an attorney, shall be given the right to present their version as to the charges and to make such showing by way of oral testimony, affidavits, or exhibits. They shall be permitted to hear the evidence presented against the student. They shall have the right to make a record of the hearing.
3. The hearing officer will conduct the hearing and be in control over it. He will determine the facts of the case on the evidence presented at the hearing. This may include the relevant past history and records of the student. Strict rules of evidence shall not apply to the proceedings. The hearing officer will, as soon as practical, submit to the school board his findings as to fact, and whether or not the student charged is guilty of the conduct alleged, and his recommendations of disciplinary action, if any, including duration of any expulsion. In the case of an expulsion recommendation, the hearing officer shall, at the direction of the Board of Directors, inform the student and parent/guardian of possible alternative programs of instruction and outline the district's guidance services. His recommendations will be made available in identical form and at the same time to the school board, the student and the parent/guardian.
4. The Board of Directors, at the next regularly scheduled or special meeting, will review the findings and recommendations of the hearing officer and conclude the status of the student. The parent/guardian may choose to be present and will be officially notified by certified mail of the school board's decision regarding expulsion.

5. The student and parent/guardian shall have the right to waive the hearing before the school board. But by doing so, they will be agreeing to abide by the lawful decision of the Rainier District #13 Board of Directors.

#### **EXPULSION HEARING AND REVIEW PROCEDURE**

1. All hearings on expulsion shall be private unless otherwise requested by the student or the student's parent/guardian.
2. The school board's review of the decision of the hearing officer shall be upon the record made at the hearing, and shall be conducted at its next regular meeting, or at a special meeting called prior thereto. The review will be an executive session unless otherwise requested by the student or the student's parent/guardian.
3. If the district school board holds an executive session, or its hearing officer holds a private hearing, the following shall not be made public:
  - a. The name of the minor student
  - b. The issue
  - c. The discussion
  - d. The individual school board member's vote on the issue
4. A record of the expulsion hearing shall be maintained under the direction of the hearing officer. The student or parents, upon request, shall be entitled to copy of the record on condition that they pay the reasonable cost of reproduction or transcription.
5. The hearing officer and the principal shall be entitled to legal counsel furnished by the district if the superintendent approves such request. Counsel would not ordinarily be used unless counsel represents the student or parent/guardian.
6. The hearing officer prior to giving testimony shall swear in all witnesses. The witness shall hold up his/her hand and take the following oath:

“Do you solemnly swear that the evidence you shall give in the matter now pending shall be the truth, the whole truth and nothing but the truth?”

If the witness refuses to take an oath, he/she shall be asked the following question:

“Do you solemnly affirm that the evidence that you shall give in the matter now pending shall be the truth, the whole truth, and nothing but the truth?”
7. Order of Procedure at Hearing:
  - a. The hearing will be called into session by the hearing officer.
  - b. Opening statement will then be given by the school administrator.
  - c. Opening statement by student or parent/guardian, or their counsel.
  - d. Presentation of evidence by administrator or counsel.
  - e. Presentation of evidence by student and parent/guardian, or their counsel.
  - f. Presentation of rebuttal evidence by administrator or counsel.
  - g. Argument of administrator or counsel.
  - h. Argument of student and parents, or counsel.
  - i. Final argument of administrator or counsel.
  - j. Adjournment.

#### **DRESS AND GROOMING (BOARD POLICY JFCA)**

The dress code is intended to foster an environment where academics are taken seriously. Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Also, acceptable student dress does not allow the promotion of group affiliations (except school related functions). The display/promotion of items or issues that are connected with illegal activities, which are not accepted by the general public, or display inappropriate language or pictures. **All clothing items must be worn appropriately and in harmony with the school setting.** In the event that a student's clothing is considered inappropriate, the student will be required to change it, wear it inside out or cover it

with another article of clothing. Repeat offenders who wear the same clothing that was previously considered inappropriate may face consequences for defiance.

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

Shoes

Must be worn at all times.

Chains

Chains may be worn if they are attached to a belt and a wallet. They are to be lightweight and not to exceed 12” in length.

Promotion of Group Affiliation:

Colors, methods of wearing clothing (bandannas, jackets, chains, hats, gloves, sagging pants, etc.).

Promotion of Illegal Activities: Pictures/slogans connected to or representing illegal items or activities (reference to substance use, gang activity, etc.).

Inappropriate Language or Pictures:

Issues of a sexual nature, ethnic slurs, displays of private body parts, insinuations of unacceptable public attention to specific issues.

Appropriately Worn:

Items of clothing worn in their intended manner (pants at the waist, bib straps over the shoulder, etc.). Items appropriately sized (belts, pants, chains). Shoes must be worn.

Inappropriate in the School Setting:

Swimwear, underwear showing, extremes in sizing, bare midriff, halter, strapless or low-cut attire.

Masks

Cannot be worn at any time.

| <u>Acceptable Attire</u>                               | <u>Unacceptable Attire</u>  |
|--|---|
| <b>Hats</b>  | <b>Bare Midriff Tops</b>  |
| <b>Tank Tops:<br/>Two inch Width or Wider</b>          | <b>Halter or<br/>Strapless Tops</b>                                       |
| <b>Skirts/Dresses:<br/>Finger Tip Length or Longer</b> | <b>Illegal or Inappropriate Language or<br/>Pictures on Clothing</b>      |
| <b>Shorts:<br/>3 inch inseams or longer</b>            | <b>Masks at any time<br/>Display of Undergarments or Revealing Attire</b> |

**Additional Dress Considerations:**

**Dress and grooming must not disrupt the teaching/learning process.** In special activities, dress and grooming must not disrupt the performance or constitute a health or safety hazard. Dress and grooming in special activities must be appropriate to the need of activity and not defined by a sense of individual taste.

**The dress and grooming policy is subject to continual Board review and may be revised during the school year.**

Clothing, Jewelry, Body Art, Belt Buckles, and School Supplies may NOT depict:

- Profane or obscene language or gestures.
- Drugs (including marijuana leaves and mushrooms), alcohol, or tobacco, vaping.
- Sex: people dressed in lingerie or beachwear that is overly revealing: words, sayings, or characters, which are exploitive or are demeaning of males or females.
- Racial or religious put-downs.
- Violence.

**CONSEQUENCES FOR BEHAVIOR**

The following chart is an outline of consequences for certain behavior. Students are expected to become aware that they are accountable to school policies and procedures while on campus and when attending school-sponsored activities. It is also important for students to understand the effects and outcomes of their actions.

**It is important that those involved with student consequences understand that, while considering fairness and impartial treatment, through administrative decision, other outcomes may be assigned and alternative forms of discipline that are effective when dealing with students will be considered as an alternative to standard practices.**

| <b>Problem Area</b>         | <b>Definition</b>   | <b>Disciplinary</b>   |
|-----------------------------|---|---|
| *Failure to serve detention | Late to the detention area, not serving the assigned time, dismissed from the area as a result of misbehavior. (All missed detention must have prior approval.) | 1 <sup>st</sup> offense: added detention<br>2 <sup>nd</sup> offense: ISS<br>3 <sup>rd</sup> offense: suspension   |
| *Excessive tardiness        | Three or more unexcused tardies per class period per semester.  | 1 <sup>st</sup> offense: detention<br>2 <sup>nd</sup> offense: detentions doubled<br>3 <sup>rd</sup> offense: ISS |

|   |  |   |
|---|--|---|
| *Inappropriate behavior while attending school assemblies and activity events | Behavior reviewed by school administration   | 1 <sup>st</sup> offense: Warning<br>2 <sup>nd</sup> offense: attendance restriction,<br>3 <sup>rd</sup> offense: detention,   |
| *Automobile/misuse<br>Parking violations                                      | Violations of driving, registration and use of the parking area  | 1 <sup>st</sup> offense: warning<br>2 <sup>nd</sup> offense: driving restriction.<br>3 <sup>rd</sup> offense: Driving restriction on campus and/ referral to DMV for license suspension |
| *Gambling   | Participation in games of chance for the purpose of exchanging money or personal property  | 1 <sup>st</sup> offense: detention,<br>2 <sup>nd</sup> offense: ISS<br>3 <sup>rd</sup> offense: expulsion referral  |
| *Possession or use of public annoyance  | The possession or use of items (such as water balloons) which cause or can cause a public annoyance  | 1 <sup>st</sup> offense: detention<br>2 <sup>nd</sup> offense : ISS<br>3 <sup>rd</sup> offense: suspension  |
| *Forgery #1   | Intentional falsification of materials related to attendance.<br>Falsifications of school assignments/tests (cheating), attempting to change a bus ride with false written request, etc. | 1 <sup>st</sup> offense: detention<br>2 <sup>nd</sup> offense: ISS<br>3 <sup>rd</sup> offense: expulsion referral   |
| *Possession of tobacco /vape, dab pens or associated items                    | Students in possession of tobacco in any form and/or associated items (pipes, paper, etc.)   | 1 <sup>st</sup> offense: confiscation and 3-day suspension.<br>2 <sup>nd</sup> offense: 5-day suspension<br>3 <sup>rd</sup> offense: expulsion referral.                                |

|                              |  |  |
|------------------------------|--|--|
| *Tobacco use                 | The use of tobacco in any form on district property, or out-of-district school functions   | 1 <sup>st</sup> – 2 <sup>nd</sup> offenses: 3 days suspension<br>3 <sup>rd</sup> offense: expulsion referral   |
| *Indecent exposure           | Purposely displaying personal anatomical parts of the body in public   | 1 <sup>st</sup> offense: detention<br>2 <sup>nd</sup> offense: ISS<br>3 <sup>rd</sup> offense: suspension  |
| *Littering                   | The improper disposal of litter  | 1 <sup>st</sup> offense: warning.<br>2 <sup>nd</sup> offense: detention<br>3 <sup>rd</sup> offense: litter clean-up  |
| *Public display of affection | Displays of affection beyond holding hands   | 1 <sup>st</sup> offense: warning and letter home<br>2 <sup>nd</sup> offense: detention<br>3 <sup>rd</sup> offenses: ISS  |
| *Disorderly conduct          | Language, dress, or behavior that may be disruptive to the normal school day, may cause harm or embarrassment to others or that is not in good taste to the general public                                     | 1 <sup>st</sup> offense: detention<br>2 <sup>nd</sup> offense ISS<br>3 <sup>rd</sup> offense: suspension or referred for expulsion   |
| *Vulgarity                   | The use of language or gestures recognized as indecent to the general public.<br>Vulgarity to staff is viewed as a more serious offense and will be dealt on an individual case with more severe consequences. | 1 <sup>st</sup> offense: detention<br>2 <sup>nd</sup> offense: ISS<br>3 <sup>rd</sup> offense: suspension<br>May result in an immediate suspension when directed at staff. |

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| *Unauthorized use of school equipment  | Use of copy machine, shop equipment, staff computers, etc. for personal use without proper clearance   | 1 <sup>st</sup> offense: detention,<br>2 <sup>nd</sup> offense: ISS<br>3 <sup>rd</sup> offense: suspension and/or restitution  |
| *Obscene materials   | Creation, possession, or sale of obscene writings, drawing, etc. (such as material placed on hats, shirts, etc.) is not permitted            | 1 <sup>st</sup> offense: detention<br>2 <sup>nd</sup> offense: ISS<br>3 <sup>rd</sup> offense: suspension and/or expulsion.  |
| *Threat, hazing, bullying, harassment of any kind (i.e., sexual or cyber harassment) | Statements or actions which intimidates another person   | 1 <sup>st</sup> offense: warning<br>2 <sup>nd</sup> offense: detention<br>3 <sup>rd</sup> offense: ISS<br>4 <sup>th</sup> offense: suspension and/or expulsion referral. May be referred to police |
| *Unauthorized alarm use  | Purposefully setting off the fire alarm  | Expulsion referral, will be referred to police   |
| *Defiance of authority, Insubordination  | Refusal to follow the reasonable requests of school personnel  | 1 <sup>st</sup> offense: detention<br>2 <sup>nd</sup> offense: ISS<br>3 <sup>rd</sup> offense: suspension and/or referral for expulsion<br>Sub. Offenses: suspension to expulsion                  |
| *Cheating/Plagiarism   | Using information from a source outside the guidelines set by the classroom instructor on an activity for the advancement of grade or credit | 1 <sup>st</sup> offense: Loss of credit for activity.<br>2 <sup>nd</sup> offense: Loss of credit and detention and/or suspension   |



|  |  |  |
|--|--|--|
| *Vandalism (including graffiti)            | Intentional damage or destruction of objects, materials, or property belonging to the school personnel, or other persons | 1 <sup>st</sup> offense: Detention & restitution<br>2 <sup>nd</sup> offense: ISS & restitution<br>3 <sup>rd</sup> offense: suspension and or expulsion referral. Possible referral to authorities  |
| *Use of cell phones/electronic devices     | Any use of a cell phone/electronic device during class time.<br>Exception to rule: when directed by teacher              | 1 <sup>st</sup> offense: student loses the cell phones/electronic device to the administration and can pick it up at the end of the day.<br>2 <sup>nd</sup> offense: and subsequent offenses a parent/guardian must come to the school to pick up the device |
| *Theft                                     | Taking, giving, receiving property without permission  | 3-day out-of-school suspension to expulsion and restitution. May be referred to authorities  |
| Tampering with school records (Forgery #2) | Intentional alteration of school records   | 3 days suspension to expulsion   |
| *Assault                                   | Physical attack by a person or group of persons upon another student   | 1 <sup>st</sup> offense: suspension and/or expulsion. May be referred to police.   |
| *Extortion                                 | Demanding money or something of value from another person in return for a favor, i.e. protection                         | 1 <sup>st</sup> offense: 3 day suspension<br>2 <sup>nd</sup> offense: expulsion referral. May be referred to police  |
| *Weapons possession                        |  | Expulsion referral (Request 1 calendar year) Will be referred to police  |

|   |   |   |
|---|---|---|
| <p>A “weapon” is defined as any object which will or is designed to or may readily be converted to expel a projectile by action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or destructive device. “Destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket or missile.</p> <p>Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.</p> <p>A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.</p> |   |   |
| <p>Look-alike items (weapons)</p>   | <p>The possession of any item(s) that is represented to look like a weapon is a violation. Individuals found with cap guns, starting pistols, rubber knives, squirt guns, etc. may be suspended for 5 days. Students using such items while threatening, intimidating, or harassing others may be referred to the district hearing officer with an expulsion request.</p> |   |
| <p>*Distribution or abuse of a controlled substance or alcohol (including MIP by consumption), drug paraphernalia, prescription/nonprescription medication not belonging to student,</p>  | <p>The distribution or abuse of alcohol or any controlled substance, drug paraphernalia, prescription/nonprescription medication not belonging to student</p>   | <p>1<sup>st</sup> offense, Five day suspension<br/> 2<sup>nd</sup> offense referral to the district hearing officer with an expulsion request<br/> -referral to the county authorities<br/> -suggestions to parent of possible medical assistance</p> |
| <p>*Possession, use, or intent to abuse a controlled substance or alcohol (including MIP by consumption), drug paraphernalia, prescription/nonprescription medication not belonging to student</p>  | <p>The use, possession or under the influence of alcohol or any controlled substance, drug paraphernalia, prescription/nonprescription medication not belonging to student</p>  | <p>1<sup>st</sup> offense: Five day suspension<br/> 2<sup>nd</sup> offense: referral to the district hearing officer with an expulsion request<br/> -referral to the county authorities<br/> -suggestions to parent of medical assistance</p>         |

|  |   |  |
|--|---|--|
| *Look-alike items (substance)  | The possession of any item(s) that is arranged or /packaged to look like pills, tobacco, alcohol, marijuana, cocaine, 1st offense : 5 day suspension etc. is a violation. Individuals found with the bagged grass/leaves, pills without prescription, “fake” chew, etc.   | 1st offense : 5 day suspension<br>2nd offense: expulsion request |
| *Arson   | Fire to destroy/damage or attempt to destroy/damage property  | Expulsion referral   |
| *Assault on a staff member   | Physical attack by a person or group of persons upon a staff member   | Expulsion referral   |
| *Violence  | <p>Violent behavior in any form, including language and physical actions, is not accepted on campus or during school functions.</p> <p><u>Name-calling</u>: name calling or teasing of individuals will be taken seriously with appropriate consequences taken up to suspension. Students are expected to treat others with respect.</p> <p><u>Physical actions</u>: pushing, wrestling, horseplay etc. – assigned Saturday school and/or possible out-of-school suspension.</p> <p><u>Fighting</u>: Aggressive physical actions between two or more participants using actions that are intended to cause physical harm – 3 – 5 days of out-of-school suspension, to include a conference with the parent/guardian before reinstatement.</p> <p>The invitation to fight, promotion to fight, or discussion to encourage fighting will result in an assigned Saturday school and/or possible out-of-school suspension or expulsion referral.</p> <p>Students with a history of continued violent behavior, which may include any of the above, will be referred to the District Hearings Officer with an expulsion request.</p> |  |
| <p><b>*School officials have the option to notify police authorities, and in cases of major violations, may press charges. If the police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to actions by the school.</b></p> <p>School officials, guided by District procedures, will cooperate with police authorities during investigations.</p> <p>School officials may confiscate items. Reclamation of these items, at the end of the school year, is resolved on a case-by-case basis.</p> |   |  |