



**BROOKINGS-HARBOR SCHOOL
DISTRICT 17-C**

HIGH SCHOOL HANDBOOK

2011 - 2012

**629 Easy Street
Brookings, OR 97415
(541) 469-2108**

District Office

**Mr. Brian Hodge Superintendent
(541) 469-7443**

Board of Directors

Allene Fewell
Brad Peters
Carol Slewing
Jamie Ryan
Bob Horel

Brookings-Harbor High School

**Larry Martindale - Principal
Mr. Jon Young - Activities Director / Dean of Students**

The Brookings-Harbor 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.

Discrimination complaint forms can be picked up at the District office. Completed forms should be returned to the District office for processing.

Indicates "Annual Notice Required" per Federal and State Law

BROOKINGS - HARBOR HIGH SCHOOL

Regular Class Schedule

Period	Time	
Period 0	7:15	8:05
Period 1	8:10	9:00
Period 2	9:05	9:55
Break	9:55	10:05
Period 3	10:10	11:00
Period 4	11:05	11:55
Lunch	11:55	12:25
Period 5	12:30	1:20
Period 6	1:25	2:15
Prep		

Assembly Day Class Schedule

Period	Time	
Period 0	7:15	8:05
Period 1	8:10	8:55
Period 2	9:00	9:45
Assembly	9:50	10:20
Break	10:20	10:30
Period 3	10:35	11:20
Period 4	11:25	12:10
LUNCH	12:10	12:40
Period 5	12:45	1:30
Period 6	1:35	2:15
Prep		

CERTIFIED Staff:

Leif AppanaitisPhysical Science / Chemistry
Cindy Appanaitis.....Family Science / PE / Health
Tim BuehlerBiology / A.P. Biology
Ted Burdett.....Director Pacific Bridges/Ed 2020
Pat Berkowitz.....Ed 2020
Doug Buttorff.....Special Ed
Alain Chirinian.....Robotics / Science
Dino CooperUS History / Psychology
Thomas De Vicq.....English / Year Book Advisor
Art DingleEnglish / Drama / Speech
Kathleen DingleAcademic Dean
Sean Ellis.....Special Ed
Kristi Fulton.....Student Services / Health
Greg Goode.....Choir / Band Instructor
Nelson Goranson.....Social Studies
Lisa GriffithEnglish / Journalism
Susan Hanscam.....Math
Jim KeysSocial Studies / Math
Kristy KleespiesLeadership / Health
Ian Kuesink.....Language Arts
Nunzio Lagattuta.....ELL
Larry MartindalePrincipal
Kathy McKeeMath
Joe Morin.....Computer Graphics I & II
Wendy PierenMath
Bev Rose.....Physical Education
Chris SchofieldTechnology Coordinator
Jody SoberonForeign Language
Sheryl TuttleArt / Ceramics
Robert Wilson.....Social Studies
Jon Young.....Dean of Students / Activities Director

CLASSIFIED Staff:

Many Clark.....Cafeteria
Sara Corzine.....Cafeteria
Cindy Crouch.....Cafeteria
Ann Cruz.....Cafeteria
Melody Gossard.....Food Service Supervisor
Krystal Gregory.....Library Aide
Gerry Livingston.....Educational Talent Search
Debbie Moncrief.....Registrar/Guidance Secretary
Tina Peters.....Attendance/Athletic Secretary/Bookkeeper
Bonnie Pheifer.....ERC Teacher Aide
Virginia Riddle.....Accompanist
Mike Snyder.....Head Custodian
Dan Soto.....Night Custodian
Mark Trailor.....Night Custodian
Molly Wales.....Office Manager/Administrative Secretary
Brick Westhusing.....ERC Teacher Aide
Pam Wohlman.....ERC Teacher Aide

STUDENT CLUBS AND ORGANIZATIONS

Band (Marching & Auxiliary)	Greg Goode
Journalism	Lisa Griffith
Cheerleading	Jenni Willits
Knowledge Bowl.....	Robert Wilson
Leadership	Kristi Kleespies
National Honor Society	Wendy Pieren
Seabreeze Choir	Greg Goode
Drama.....	Art Dingle

A participation fee of \$75 will be charged for Drama (or \$25 per play)

ATHLETICS

<i>FALL SPORTS</i>	<i>WINTER SPORTS</i>	<i>SPRING SPORTS</i>
Football – Joe Morin	Boy’s Basketball – Jon Young	Boys’ Baseball – Darrel Nelson
Volleyball – Lori Cooper	Girls’ Basketball – Chris Schofield	Girl’s Softball – Steve Padilla
Cross County – Terry Axel	Wrestling – Dave Freeman	Golf – Jim Barnes
Boy’s Soccer – Pancho Garcia	Cheerleading – Jenni Willits	Track – Joe Sthen
Girl’s Soccer – Fred Juarez		

ASSOCIATED STUDENT BODY CLASS OFFICERS

Autumn Gardner.....	President
Kambri Coleman	Vice President
Kiara Evans	Secretary
Kayla Webre.....	Treasurer
Manya Bruce	Sergeant of Arms
Carmen Hooper	School Board Representative

SENIOR CLASS OFFICERS:

Louie Deritia	President
Nick Corpening	Vice President
Karen Fairchild	Secretary
Aryana Snider	Treasurer

JUNIOR CLASS OFFICERS:

Sarah Ziemer	President
Jessica McKee	Vice President
Brandi Rodgers	Secretary
McAlla Murdock	Treasurer

SOPHOMORE CLASS OFFICERS:

Jessica Yock	President
Summer Vogt	Vice President
Hannah Goergen	Secretary
Jordyn Keys	Treasurer

FRESHMAN CLASS OFFICERS:

Addi Fitzgerald	President
Fernando Villa	Vice President
Haley Slosser	Secretary
Gabby Brissette	Treasurer

Brookings-Harbor School District 17C

Code: **IKF**

Adopted: 4/17/00

Revised/Readopted: 10/22/03; 6/16/04; 07/28/09

Orig. Code(s): IKF

REGISTRATION FEES

FEES

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

Student Body Cards	\$20.00 (must purchase to participate in activities)
Yearbook	\$50.00
Participation fees or "pay to play" for involvement in activities	\$85.00
Drama	\$75.00 (or \$25.00 per play)

Club dues

Security deposits

Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student

Personal physical education and athletic equipment and apparel

Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.

Student accident insurance and insurance on school-owned instruments

Instrumental rental and uniform maintenance

Fees for damaged library books and school-owned equipment

Field trips considered optional to the district's regular school program

Admission fees for certain extracurricular activities

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property.

The district will withhold the grade reports, diploma and records of any student who owes a debt for unpaid school fees, fines, and charges. A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district and the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the district may pursue the matter through a private collection agency or other method available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than ten calendar days following the district's notice. All withheld materials will be released upon payment of moneys owed. **Students will not be allowed to participate in athletics or activities until the debt is cleared.**

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 Counseling Office for admission requirements.

The Board **will deny** regular school or alternative program admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

ASSIGNMENT OF STUDENT TO SCHOOLS / SCHOOL OPTIONS

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law.

While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, (s)he must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

CREDIT RECOVERY

Credit recovery will be offered through Pacific Bridges. The cost to the student will be \$50.00 per .5 credits.

TRANSFER OF STUDENTS

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. Contact a building administrator or a counselor for additional information.

BHHS – ATTENDANCE PLAN

An important part of school training is to learn responsible habits. Regular attendance is a responsible habit that needs to be emphasized because of its value later in life.

ATTENDANCE

Condition Description

1. In all Brookings Harbor schools regular attendance in all classes is expected. Attendance practices by students that are anything other than regular will cause the student to miss valuable class discussions, lectures, demonstrations, etc., ultimately causing the learning process to be impaired. Thus, lack of attendance will affect grades and possibly cause the student to receive no credit in classes.
2. School attendance is the responsibility of the students and their parents.
3. Oregon law requires school attendance for all individuals between the ages of seven (7) and eighteen (18) who have not completed the twelfth (12th) grade. A person who turns nineteen (19) years of age during the course of the school year shall continue to be eligible for a free and appropriate education for the remainder of the school year.
4. A person who has passed the age requirement may petition the school district to attend school as outlined in ORS 339.115. There may be fees charged to cover district expenses.

Absences - State Compulsory Attendance Laws – Oregon School Law provides for excused absences as follows:

1. ORS 339.065 – Eight (8) unexcused one-half (1/2) day absences in a four (4) week period during which the school is in session shall be considered irregular attendance.
2. Parents are legally responsible for students attending school. Truancy will not be condoned. Absences totaling more than **ten (10) days in a semester** could be considered irregular. Irregular and excessive absences will be tracked and parents will be notified in writing. Parents and students may be expected to attend a conference to discuss absences, student performance and the possibility of failure to earn credit. Should a student exceed the allowable absence days, they may fail to earn credit for the semester.
3. Any student may be excused from attendance by the district School Board for a period not to exceed five (5) days in a nine (9) week marking period. Any such excuse shall be in writing directed to the principal of the school, which the student attends.
4. 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, in-school suspension, suspension, expulsion and/or ineligibility to participate in athletics or other activities, **loss of driving privileges**, and/or citations. Tutorial periods are available for students to make up missed work.

An unexcused absence is any absence that is not recognized in the ORS's or the Brookings Harbor High School attendance policy. A student with an unexcused absence or absence due to illness will not be allowed to participate in or attend extra-curricular activities or athletics for that day.

The student guardian has one (1) day to notify the attendance secretary, with written or telephoned notification, or the absence may be considered unexcused. The absence may be determined to be excused or unexcused as outlined in ORS339.065.

Absence from school or class will be excused under the following circumstances only:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

A student who must leave school during the day must bring a note from his/her parent; **this includes Seniors**. A student who becomes ill during the school day should, with the teacher's permission, report to the attendance office to contact a parent for permission to leave campus.

Some examples of unexcused absences are:

- a. Truancy (skipping school)
- b. Arriving to class 5 minutes late without an excused note from the office
- c. Failure to bring a written excuse or make phone contact by parent or guardian the day following an absence
- d. Leaving school during the day without properly checking out in the main office / returning without signing in
- e. Missing the bus
- f. Nonattendance on any school day which students organize as a “skip day”, Senior Skip Day
- g. Going to lunch with parent early or returning late and missing class
- h. Working on class projects instead of attending regular class schedule
- i. Sleeping in
- j. Ski trips
- k. Hair appointments
- l. Going home for books, assignments, athletic gear, etc.
- m. Shopping with parents or without parents
- n. Leaving for sports or school activities before listed time
- o. Concerts
- p. Tanning sessions
- q. Job hunting
- r. Job interviews unless pre arranged with administration
- s. Car or vehicle problems, flat tires, out of gas, etc.
- t. Banking or other errands
- u. Extended or early vacations without pre-arranging
- v. Unrecognized counseling sessions with friends not cleared by the administrator or counseling department
- w. DMV appointments or driving **test not properly pre-arranged** with administration
- x. Taking an out of school suspension instead of an assigned in-school suspension without 24 hr. hour prior notice from a parent or guardian
- y. Absence for hunting that is **not** pre-arranged
- z. Only the administration may excuse a team for a late arrival to school after an athletic event
- aa. Absences due to work other than work release are unexcused
- bb. Others as determined by the administration

Prearranged Absences

1. Pre-arranged absences of 3 or more days: A student should discuss planned absences with principal. The principal shall verify that the student’s attendance remains within the guidelines prescribed by law. If approval is obtained, the student shall then go to his/her teachers for advance assignments and learn the due date for the completed work. Students are responsible for returning work to the teacher.
2. When an emergency situation requires that a student be absent from school, the parent must notify the school as soon as possible. Students are expected to follow normal sign-out procedures.
3. Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious, or ethnic considerations.

A student shall not be released from school at times other than regular dismissal hour except with an administrator’s permission or according to school sign-out procedures. The attendance office will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the advanced written approval of his/her parent or as otherwise provided by law. *The emergency contact list will only be used in an emergency when parents can not be contacted. It is not to be used to release students during the school day for any other reason.*

Any such requests to leave the building **must** be made by the parent/guardian through the attendance secretary before the student may sign out and leave. Requests from parents may be made by either phone or in written form. After receiving permission to leave, and before departing, the student must sign the check-out sheet and obtain a pass from the attendance secretary. Upon return, students must sign back in with the attendance secretary to obtain a pass to class.

POLICIES AND PROCEDURES

Compulsory Attendance Notices and Citations

JEA-AR

Attendance Policies

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

Any parent who fails to send a student to school within three (3) days of notification by the district office that their student is not complying with compulsory attendance requirements may be issued a citation by the local and county enforcement for the student's failure to attend school. This violation is a Class C infraction of law and is punishable by a court-imposed fine up to \$150 as provided by ORS 339.925.

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

- a. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
- b. Failure to send a student to school is a Class C violation;
- c. A citation may be issued by the district in the amount of \$150 or as prescribed by law;
- d. A conference with the parent and student is required.

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

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

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

2. 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, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:
 - a. More than 10 consecutive days of unexcused absence; or
 - b. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

3. A student may have **one (1) day, for each day missed to make up work** presented in class on the day the absence occurred. The teacher (upon student request) will give assignments; the student must complete and turn in this work for credit within this prescribed time period. Work or tests assigned more than one day prior to the absence or athletic/activity are due when the student returns to school. Failure to make up assigned work within the time given will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.
4. Students are required to sign in and out whenever they leave and return to campus. An off campus permit will be issued.
5. Students who return to campus must come to the attendance office.

Homework Requests - A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements.

Requests for homework when a student has been absent for an **excused reason**, may be called in to the teachers. For absences of only one or two days, students may want to get assignments from a friend or classmate. (The “1 day absent equals 1 day to make up the work rule” applies.) BHHS has a voice-mail telephone system for each of its employees and, at any time, you may call the main number, 469-2108, and access individual teacher’s extension/voice-mail. To request homework, please leave your name, your student’s name, and a phone number where you may be reached so the teacher may respond to your request. Calls to the office will drop into the BHHS voice mail system.

Students will be encouraged to make up missed work when they have an **unexcused absence** in order to pass the class tests, however, the work will not be counted in their grade.

Homework: Suspension Time - When a student is suspended from school (either in-school or out of school), their punishment is the removal from classes and the denial of participation in or attendance at any school activity during the period of suspension. It is the responsibility of the students who are suspended from school to call the voicemail system to get their assignments for the classes they are missing. Teachers are available during their prep periods, at break, before and after school to speak with students. (469-2108 and the extension of the teacher) Calls to the office will be dropped into the teacher’s voicemail. Suspended students will be assigned to tutorial periods to receive extra help with missed assignments.

Attendance Procedures

1. Teachers are responsible for recording attendance **in every class period everyday**.
2. Students on field trips, athletic events, and other school business will be considered absent from class, but will not be considered as an unexcused as defined below. These days will not be counted toward the student’s accumulated absences. It is the responsibility of the teacher / chaperone to submit the attendance prior to departure.

TARDIES/TRUANTS

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 In School Suspension, Detention, Saturday school, out of school suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges and fines.

Tardy Procedure - Students with excused tardy excuses must report directly to the office for a pass to class.

Teachers are to record when a student is tardy and follow Tardy policy.

First Tardy.....warning by the teacher.
Second Tardy.....detention assigned by the teacher.
Third Tardy.....detention assigned by the teacher and call to parent by classroom teacher.
Fourth Tardy.....1/2 day of CSR

All un-served detentions will be turned over to administration.

Lunch/Break Truancy

BHHS is a closed campus. Any and all students off campus during class time or break without a valid off campus pass from the office will be considered truant.

Only those students who have reached Senior status have the privilege of leaving campus during the scheduled lunch period. **Senior privilege is valid at LUNCH ONLY with STUDENT BODY CARD. Seniors must present their student body cards if requested to do so or receive a detention for insubordination.** Any other students off campus without permission during lunch will be considered truant. Students contributing to truancy of another student will be considered as inciting another student to violate the code of conduct and be disciplined accordingly. Repeated offenses will result in a parent conference, law enforcement notification and, if the student is a Senior, possible loss of off campus lunchtime privileges.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

Code: JEA

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

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrolled status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

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

☒ Exemptions will be granted for a limited time only, **must be renewed on a semi-annual basis** and will be reviewed by the school no later than the second week of each semester.

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

PROGRAM EXEMPTIONS

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

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

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

ALTERNATIVE EDUCATION NOTIFICATION

Code: IGBHC

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis per district policy.);
3. When an expulsion is being considered;*
4. When a student is expelled;*
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

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

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

* The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.

HOMELESS STUDENTS

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

For additional information concerning the rights of student and parents of students in homeless situations or assistance in accessing transportation services, contact an administrator or counselor.

RESIDENT STUDENTS

Resident students are defined by the law as those residing with their parents or legally appointed guardian within the school district boundaries. Also included as resident students are those who have established residence with some permanence in the district and a status of "in loco parentis" has been established in the home which the student resides. Students under 18 living with a guardian other than parents are required to present notarized guardianship papers within two weeks of school enrollment to school officials. All other students are classified as non - resident students and are subject to tuition requirements. Contact administration for further information.

SPECIAL PROGRAMS

Bilingual Students – The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - Detailing the right to have their student immediately removed from such program upon their request;
 - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

STUDENT CODE OF CONDUCT

DISCIPLINE PHILOSOPHY

Brookings-Harbor High School discipline policy is designed to support and improve skills that increase the likelihood of success and personal satisfaction in academic, work, social, recreational, community, and family settings. Brookings-Harbor High School will focus on those educational methods that can be used to teach, strengthen, and expand positive behavior; including a variety of opportunities for the display of positive behavior.

The primary goal is to assist the student in developing a lifestyle that enables all relevant stakeholders (e.g., teachers, employers, parents, friends, and the student himself/herself) to have the opportunity to enjoy an improved quality of life for themselves.

An important, but secondary, goal is to render problem behavior irrelevant, inefficient, and ineffective by helping a student to achieve his/her goals in a socially acceptable manner, thus reducing or eliminating altogether, displays of problem behavior (Horner 2006).

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.

RIGHTS/RESPONSIBILITIES

Students are expected to promptly identify themselves by giving their legal name and producing their student body card, when asked by any school official. Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff.

The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility not to disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

STUDENT CALL SLIPS

Students who would like to speak with an administrator, counselor or secretary, should try to do so outside of class time. Students should request a meeting with the administrator's secretary and will be sent a call slip. This will avoid waiting during class instructional time.

Failure to immediately report to the destination of the call slip will result in disciplinary action.

STUDENT BEHAVIOR EXPECTATIONS AT ATHLETIC/EXTRACURRICULAR ACTIVITIES

All students are expected to maintain positive and supportive conduct at all extra curricular and athletic activities, whether home or away. We expect our students to treat our guests, officials, and all participants in a sportsman-like manner. Appropriate cheering increases school spirit, while inappropriate comments such as cat calls, arguing with officials, taunting opponents and flagrant violations will require removal of the student from the activity and will subject them to removal from further activities. The following refers to school board policy:

Student's habits and reactions as spectators determine the quality of sportsmanship, which reflects upon the reputation of their school. Therefore, it is recommended that they:

1. Know and demonstrate the importance of sportsmanship
2. Respect the cheerleaders
3. Censure fellow students whose behavior is unbecoming and unsportsmanlike
4. Respect the property of the school and the authority of the school officials
5. Show respect for injured players when they are removed from the contest
6. Do not applaud errors by opponents or penalties inflicted upon them
7. Do not harass or distract members of the opposing team
8. Never criticize the players or coaches for the loss of a game
9. Respect the judgment and strategy of the coach, referee, and/or umpire
10. Avoid profane language, suggestive gestures, and obnoxious behavior
11. Don't throw foreign objects onto the court or playing field
12. Respect the environment and clean up after yourself.

DISCIPLINE METHODS

Our preference is not to lose seat time in class. Therefore, our recommended discipline will be after school or lunchtime detention or Saturday school.

The district's disciplinary options include using one or more discipline management techniques:

1. Counseling by teacher, counselor, administrator
2. Conference with student, parent/guardian, teacher and/or administrator
3. Make-up time with the teacher; duties to be specified by the teacher
4. Assignment to Tutorial Periods to make up missed work
5. Detention - during lunch, or after school
6. Out of school suspension, length determined by administrator
7. Loss of right to apply for driving privileges/loss of driving privilege
8. Loss of privileges, honors and awards
9. Denial and/or loss of awards or privileges
10. Referral to law enforcement officials
11. Expulsion
12. Controlled Study Room

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

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

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

Detention

A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. Refusal to attend a detention may result in further disciplinary actions.

Suspension

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during nonschool hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Expulsion

Code: JGE-AR

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

An expulsion shall not extend beyond one calendar year.

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

Discipline of Disabled Student

Code: JGDA-JGEA

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

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

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

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures.

Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative education setting for not more than 45 days if the student is exhibiting injurious behavior.

CONFERENCES & COMPLAINTS

CONFERENCES

Conferences - Regular conferences are scheduled annually in the fall 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 for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time. Parents may also contact teachers using the school's voice mail and e-mail systems.

COMPLAINTS

District Personnel Complaints – A student or parent who has a complaint concerning a classroom/teacher should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested with five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, (s)he may appeal to the Board in care of the superintendent within ten calendar day's receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Sex Complaints

Code: AC-AR

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

Instructional Material Complaints

Code: IIA Complaints by student or

parent about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, the complaint should be put into written form for reevaluation. All Reconsideration Requests must be signed by the complainant and filed with the superintendent.

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

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

TAG Complaints - Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should put them into written form and turn them into the office. All complaints will be reported to the principal who will arrange for a review committee to meet within ten (10) days of receiving the written complaint to review all pertinent information.

A recommendation by the committee will be submitted to the principal within ten (10) school days. Individuals may appeal a decision to the School Board through the superintendent. The Board decision will be final.

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

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

Board Policy

Code: GBNA/JFCF

Harassment Complaints - Harassment of students by a member of the staff, by a student to another student or by a student to a district staff member will not be tolerated in the district. Harassment by Board members, parents, vendors, and others in the district is prohibited. This policy is in effect while students are on district grounds, district property or on property within the jurisdiction of the district; while on district-owned and/or district operated buses, vehicles, or chartered buses; while attending or engaged in district activities; and while away from district grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment - Harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students or staff members when the conduct of communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment.

Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and gender of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of harassment at the school involving the same or other students or staff.

Harassment as set forth above may include, but is not limited to, the following:

- Verbal, physical or written harassment or abuse, including use of computer-based communication, texting on cell phones or other personal communication devices;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student or employee.

Harassment is a violation of district policy and regulations and may also be a violation of criminal or other laws. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including suspension or expulsion. The district has the authority to report students in violation of this policy to law enforcement officials. The district may also file a request to suspend driving privileges.

Retaliation against a student or staff member because (s)he has filed a harassment complaint or assisted or participated in a harassment investigation or proceedings is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

The district will promptly and reasonably investigate allegations of harassment. Any student who has knowledge of or feels he/she is a victim of harassment should immediately report his/her concerns to the building principal or superintendent if the principal is the subject of the complaint. This policy as well as a complaint procedure will be distributed to all students in the High School Handbook.

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

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when the conduct of communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment.

Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and gender of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Sexual harassment as set out above may include, but is not limited to, the following:

- Verbal or written harassment or abuse, including computer-based communication, texting on cell phones or other communication by any personal communication devices;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

REPORTING HARASSMENT

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

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. (S)he will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five (5) working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- Step 3 If a complainant is not satisfied with the decision in Step II (s) he may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.
- Step 4 If a complainant is not satisfied with the decision at Step III, (s) he may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following the completion of the hearing.
- Step 5 If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office of Civil Rights, Region X, 915 2nd Avenue, Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

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

Confidentiality will be maintained. The educational assignment or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

CODE OF CONDUCT – Activities and Athletics

I realize that it is a privilege to participate in Brookings-Harbor High School (BHHS) activities and athletics. This Code of Conduct applies to all student athletes, all elected officers, all students in Band, Drama, Choir and any and all clubs or groups that represent BHHS. Accordingly, I agree to become familiar with the following rules and procedures, and abide by these guidelines.

As recognized representatives of your school, members are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus.

Brookings-Harbor High School has as its primary goal the academic education of all students. Therefore, each coach or advisor has the obligation to encourage students to perform within reasonable academic standards.

The school administration will be notified of all violations of the Code of Conduct by their coach and the consequences of the infraction. In addition to the penalties imposed by the Code of Conduct, such infractions will also be subject to appropriate Board of Education disciplinary policies.

GENERAL RULES

1. I understand that I cannot practice or play in a school game without having on file a sports physical, a signed Code of Conduct, a current BHHS student body card, have adequate health and accident insurance, a properly completed emergency treatment form and a signed random drug testing form.
2. Recognizing that participation on my part requires extra work by teachers who excuse me during class periods to make trips away from school; I will make an extra effort to cooperate with them and will get my assignments in advance, whenever possible.
3. In all of the activities held away from the Brookings-Harbor Schools, I will ride to and from the activity in school transportation unless otherwise arranged in advance by the athletic director or assistant principal. If I am to ride home with another student's parents(s), I will provide a signed and dated permission note from my parents(s) and from the parents(s) of the other student to an administrator before departing. If I wish to ride home with my own parents from an activity, my parents may give written permission to the coach/advisor after the event. I understand that all drivers must be registered with the BHHS office in order to transport.
4. I will be personally be responsible for all school or district equipment issued to me, and will return it in good condition and on time. I will pay for equipment lost or damaged by me at replacement value **before** I participate in another sport or activity.
5. I understand that I am ineligible to compete in activities or practices for any unexcused absence, including skipping class. I also understand that I must attend school on Friday to be eligible for Friday and weekend activities/competition. I will attend all my scheduled classes the day of an event, unless the assistant principal approves the absences. Students suspended from school by the administration **will not** be allowed to participate in, practice, or attend activities while they are on suspension.
6. As a representative of BHHS, I will keep a presentable appearance at all activities in which I am a participant. I will conduct myself in an exemplary manner at all activities in which I am a participant or a spectator.
7. I agree to use the school provided lockers, and will empty my locker within three (3) days after my last day of participation.
8. As a safety issue, all students must complete nine (9) practices prior to any athletic competition. In the event an OSAA state competition overlaps the next season then a three-day rest period from practice and events must occur but the nine (9) practice requirement would be waived.
9. If I turn out for a sport or activity and quit or am dismissed because of disciplinary reasons, I realize that I am ineligible to participate in another extra-curricular activity for at least three weeks, unless arrangements have been made with the two head coaches or advisors involved and the athletic director. The only exception is quitting before the student's first five (5) practices have been completed.

ACADEMIC STANDARDS

To participate in a sport or activity students must be progressing towards graduation and have passed five (5) credits during the last semester. Students must be passing all classes for the current semester. Students not passing **all classes** will be ineligible to participate in any and all activities until the quarterly grading period. Students with special considerations or needs may appeal within three (3) days of notice to an appeal committee established by the principal. The appeal committee may place a student on probation only once during the school year.

ACADEMIC REVIEW COMMITTEE

The Academic Review Committee meets every nine weeks. If a student has one or more failing grades at nine weeks, the review committee will meet and rule on the eligibility of all participating students with failing grades. Probation, restoring eligibility, is granted only once during a school year (September through June). The athletic director will notify the assistant principal, who will in turn, notify the students of their probationary status. Students on probation will submit weekly progress reports to the athletic director. Failure to submit weekly reports will result in not participating for the following week.

TEAM / ACTIVITY RULES

All coaches/advisors may require additional team/activity rules and training regulations. A copy of these rules and regulations will be approved prior to distribution by an administrator. The coach shall require parental signatures to acknowledge receipt of these additional team rules. The coach and athletic director shall establish a parent/athlete night prior to each sport season's first contest. Student/athlete must attend the parent night for that season.

DUAL SPORTS

Students are allowed to participate in two sports per season, per guidelines of the Far West League constitution. The student/athlete, parent/guardian, athletic director, and the head coach of each sport involved, shall meet to determine the primary and secondary sport.

TEAM TRAVEL

1. Students will have a curfew established by their coach.
2. The students will be in their respective rooms at curfew and remain there for the remainder of the night.
3. Absolutely no member of the opposite sex will be allowed in the student's room, including their own teammates, at any time.
4. BHHS students will not go in to another room if members of the opposite sex are present.

INFRACTIONS

The student/athlete shall refrain from the following both on and off campus for his/her high school career, which is from the first day of practice starting fall sports of the 9th grade year until the last activity day of the senior year, regardless of time of year:

1. **The unlawful possession, use and/or sale of alcohol and other controlled substances (drugs).**
2. **The use and/or possession of tobacco or tobacco products.**
3. **The involvement in misconduct, which could bring discredit to the athlete, the team or the school.**
4. **Fraternization – Any student/athlete who finds himself/herself in the company of persons who illegally possess, use, transmit, or are under the influence of alcohol, performance enhancing drugs or a controlled substance (i.e. frequenting of areas, places, or sites where drugs, and/or alcohol are present) is expected to leave immediately upon their realization of the situation. Failure to do so will result in discipline as if they were in violation of this policy.**

RANDOM DRUG TESTING

All students/athletes will follow the guidelines of the Code of Conduct and the Random Drug Test program. Students who are randomly selected for Random Drug Testing and are absent on the day of the initial, test will be automatically added to the next test window.

DRUG / ALCOHOL / TOBACCO / OTHER INFRACTIONS

FIRST OFFENSE - The student/athlete may continue to practice with the team but will not be allowed to participate in nine weeks of the individual sport seasons. If the infraction occurs at the end of the season the penalty will carry over to the next season/activity.

In the event of a drug/alcohol/tobacco related infraction, a student/athlete may elect to participate in a counseling process and have a drug/alcohol assessment at their own expense. If the athlete elects this counseling or other conditions imposed on the athlete by the assessment, the team of the parents of the student, current coach/advisor and the athletic director will work with the student/athlete for success. All school personnel and coaches/advisors are bound by confidentiality. If a student/athlete is actively enrolled in a drug/alcohol assistance program the nine-week (9) suspension may be reduced to four and one half weeks (4 ½).

SECOND OFFENSE - The student/athlete shall be suspended from all sports/activities for eighteen (18) weeks of athletic activity or student event days.

THIRD OFFENSE - The student/athlete shall be suspended from all sports/activities for one (1) calendar year.

FOURTH OFFENSE - The student/athlete shall be suspended from all sports/activities for one (1) calendar year.

APPEALS - Any student/athlete who is disciplined for breaking the conduct rules/grade requirements may appeal his/her case within three (3) days before a review board. Any appeal must be scheduled through the administration. The administrator will appoint a committee, which shall have the power to uphold, reverse, or amend any decisions made under this code. The appeals board will consist of three (3) staff members.

HEALTH SERVICES

Students feeling ill during class time need to get a pass to the office from the teacher. If the nurse or office staff feels the student should go home, parents will be contacted to arrange transportation.

MEDICATIONS

Students with a medical problem that involves taking a prescribed medication should bring the medication in the original container with the prescription label (doctor's orders). We require written parent permission to give medication and how to give the medication correctly. It is the parent's responsibility to replenish the medicine, as needed. Medication not picked up by the parent within ten (10) school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Non - prescription medicines will not normally be administered at school, unless sent in the original container with written directions, parent signature, and date.

SELF-MEDICATION

Students in grades 9 – 12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated by the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medication. Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited and will receive severe disciplinary measures.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer), that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

It is imperative that school authorities are provided accurate emergency phone numbers for students. Emergencies arise, and contact with immediate family members is mandatory.

IMMUNIZATION LAW

ORS 433.267 through 433.273 applies to all public schools. The intent and spirit of the law is to protect Oregon children from the dangers of diseases, which are preventable by immunization. A student must be fully immunized against certain diseases. For each child in attendance through grade 12, the parent must provide an immunization record or present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

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

INFECTION CONTROL HIV/HBV AND AIDS

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

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

☒ Infection/Disease Instruction

Code: EBBAA/GBEBC/JHCCC

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

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

*HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus; AIDS – Acquired Immune Deficiency Syndrome; HCV – Hepatitis C Virus.

HIV, HBV, AIDS – Students

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

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

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

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

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health-care provider, as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

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 on the student's emergency form, as directed by parents. **The emergency contact list will only be used in an emergency when parents can not be contacted.**

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

INSURANCE VERIFICATION

Brookings-Harbor School District does **NOT** carry health or accident insurance on students. If the student becomes ill or is injured at school, it is the parent's financial responsibility.

As a service, the school district does make available several health/accident brochures for students, but does not sell insurance or recommend companies. It is strongly recommended that each student be covered by some kind of medical insurance. Athletes participating in school sports are required to have proof of insurance.

Schools are continually concerned about the safety of students. This concern is intensified in those instances where class activities involve the use of power machinery. Teachers in these courses take special care to supervise machine operation, outline prescribed safety procedures, and instruct in the proper use of the apparatus involved. Students must pass safety tests in order to use power machinery, yet despite these precautions, accidents can still occur. In recognition of this fact, the School District has instigated the following recommendation:

Any student enrolled in a class where power machinery is utilized should be covered by insurance that would be applicable in the case of a classroom mishap or accident.

GENERAL INFORMATION

LUNCH/BREAKFAST

Lunch period is thirty minutes long. Students who have earned Senior status may go off campus, provided they are not tardy in returning. Students remaining on campus may be in the cafeteria and commons area. Students are not permitted to loiter in the parking lot or sit in or on cars.

The football stadium and the track are off limits during lunchtime.

CAFETERIA

Our cafeteria features a different daily entree.

Breakfast/lunch ticket costs (subject to school board review):

\$1.50 - - - - -regular student breakfast
\$2.75 - - - - -regular student lunch
\$2.10 - - - - -adult breakfast
\$3.50 - - - - -adult lunch

There will be no charge for students who are eligible for free or reduced lunch.

Ala Carte and snack items are available for different prices. Check with the cashier in the lunch room.

CELL PHONES/PERSONAL COMMUNICATION DEVICES

All such devices must be turned off during instructional time. Failure to turn over a cell phone to a staff member will result in appropriate disciplinary actions.

CLOSED CAMPUS

During the school day students ***will not*** leave the high school grounds except for specific medical appointments, illness, or other reasons approved by the administration. Any such requests to leave the building must be made by the parent/guardian through the attendance secretary before the student may sign out and leave. Requests from parents may be made by either phone or in written form. After receiving permission to leave, and before departing, the student must sign the check-out sheet and obtain a pass from the attendance secretary. Upon return, students must sign back in with the attendance secretary to obtain a pass to class.

The emergency contact list will only be used in an emergency when parents can not be contacted. It is not to be used to release students during the school day for any other reason.

Students are not allowed to transport other students, during the school day, except students with senior status transporting others with the same status during lunchtime. Students in outside work experience/release programs do not need permission to leave, **but must have their student body cards and permission cards with them. Students *must* leave the building at the prescribed time.**

Closed campus for ninth, tenth, eleventh graders

Students with ninth, tenth, and eleventh grade status will **not** be allowed to leave campus during the school day including lunch time, as declared in School Board Policy JEFA. The gym, cafeteria, library, and computer lab will be open for your use. Students will not be able to go home for lunch, and violations of this permission will result in major discipline.

Senior Privilege

Seniors beginning with the 2001-2002 school year the Board of Education allowed a "Senior Privilege". This privilege allows students with senior status to go off campus for **lunch only**, and will allow those seniors to only transport other students with senior status during lunchtime. This "Senior Privilege" may be removed or restricted by the administration for continual infractions of this privilege, such as returning late from lunch, progressive disciplinary infractions, transporting underclassmen, etc. Seniors must have their student body cards on them when they leave and show them to district personnel if requested to do so.

COPY MACHINE

The student council has purchased a copy machine for student use. It is located in the library. Copies are ten cents each. **Students are not allowed to use the copy machine provided for the staff.**

CUSTODIAL STAFF

Our custodians are responsible for routine building cleaning. To assist them in that task, students should take pride in the school and clean up behind themselves. The head custodian is available to help with locker problems and special projects. The custodial office is beside room # 205.

DAILY BULLETINS

Announcements for the bulletin must be submitted to the administrative office by 2:00 p.m. to insure placement in the next morning's bulletin. An appropriate staff member's signature is required. Announcements should not be run more than 2 days in a row. Students are expected to read the bulletin each day as important announcements are placed in the bulletin. Bulletins are available for reading on PowerSchool.

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 nonstudent without the approval of the administration.

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

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

DRILLS

Instruction on fire, earthquake and tsunami dangers and drills shall be conducted for at least 30 minutes each school month in accordance with the requirements of law.

At least one fire drill will be conducted each month for students in grades K-12. At least three drills on earthquakes and tsunamis will be conducted each year for students in grades K-12. Drills and instruction on tsunami emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning.

A map of the fire and/or tsunami escape route to be followed is posted near classroom doorways and reviewed with the students. When the fire alarm or tsunami warning is sounded, students must follow the directions of staff quickly, quietly and in an orderly fashion.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. In the event of emergency school closing, notification will be broadcast on local radio stations.

HALL PASSES

Students should be in the halls only at the beginning and closing of school, lunchtime, and while moving between classes. Students in the hall during class time are required to have their agenda book at all times. Items such as mugs, boards, and other objects will not be accepted as hall passes. It is the student's responsibility to ensure that the agenda book has been written for the requested destination. The agenda book is *only* valid for the destination listed. A student that has reported to class, and is out with their agenda book, remains the legal responsibility of the assigning teacher. Students without an agenda book will be considered truant. Students are not to leave class with out their agenda book. (See truanacy procedures.)

LASER PENS

Code: JFCL

Due to the potential for the disruption of school environment and the risk of permanent eye damage, students use or possession of laser pens while on district property, while attending a district sponsored activity on or off district property or while traveling to or from any school event is prohibited.

Students in possession of a laser pen on school property, or while attending a district sponsored activity or event will have the pen confiscated and the district will consider this a major disciplinary infraction.

LIBRARY

The library is open from 7:30 a.m. until 4:00 p.m. Students using the library during class time must bring a pass from their classroom teacher. Any student enrolled in Brookings - Harbor High School may borrow books or periodicals from the library. Books may be borrowed for a two-week period unless a teacher places that material on reserve. A fine of 25 cents per day is charged for overdue reference material and periodicals. A fine of 5 cents per day is charged for other overdue material. The person checking out material is responsible for it until it is returned to the library.

INTERNET ACCESS AND VIEWING

All students must have a parental permission slip in order to have access to or view the internet. Permission slips will be processed during registration and must be updated annually.

Students may not use the internet without a teacher or supervisor present.

LOCKERS

Lockers are issued to individual students at the start of school. Students may not change lockers without permission from the attendance secretary or administrator. As an honor, seniors will have senior hallway lockers and may choose their own lockers first.

Students are legally responsible for the contents of lockers. The student has full responsibility for the security of the locker and is responsible for making sure it is locked and that the combination is not available to others. Students place valuables in them at their own risk and the school is not responsible for lost or stolen items. The locker belongs to the school and must not be marked on or defaced. Temporary decorations may be taped up inside the lockers. Obscenities or pictures in poor taste will not be allowed. Problems with lockers should be reported to the head custodian.

Lockers exist for the convenience of students, but remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect and search all lockers. They will be inspected if there is reason to believe there are illegal substances, contraband, or dangerous objects inside. Lockers may also be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials. Illegal materials will be considered belonging to the assigned person. Students are requested not to overload their lockers.

LOST AND FOUND

Lost and found is located in the custodial room for items like clothing. Books and smaller items, such as jewelry and cameras, will be kept in the student services area. All lost and found items will be displayed during Parent/Teacher Conferences. Items not retrieved will be donated to a local non-profit organization at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

MIDDLE SCHOOL (AZALEA)

Students working as teacher aides are the **only BHHS** students who may be on the school grounds of Azalea Middle School at **anytime** during the school day. TAs must have their passes with them.

LOITERING/VISITORS

To help protect students and school property and to prevent disruptive activity, school officials must know if any persons who are not members of the staff or student body are in the building or on the grounds. Adults are welcome in school buildings as long as their presence is legitimate and school officials are aware of the visit. **VISITORS IN THE SCHOOL BUILDING MUST COME TO THE ADMINISTRATIVE OFFICE TO CONDUCT THEIR BUSINESS (ORS. 116.45).** Violators may be removed from the premises and/or prosecuted to the full extent of the law. Visitors are required to wear a visitor's pass.

SCHOOL HOURS

The usual school day for students shall be between the hours of 8:00 a.m. and 2:15 p.m. A few scheduled classes will start at 7:20 a.m. Students who use transportation provided by the district-owned buses are under the jurisdiction of the school district from the time they enter the school bus. All students are under the jurisdiction of the school district the entire school day. Students are expected to respect the rights and property of others, whether on or off the school grounds. **Students at lunch are still subject to the disciplinary code, even if off campus, anytime on school property, and at all athletic games.** *Only students with senior status may leave the school campus during established lunch period.*

CD PLAYERS/MP3 PLAYERS/PERSONAL MUSIC DEVICES/CELL PHONES

These items are not allowed in classrooms. Headphones, as well as electronic items, must be turned off and be put away into backpacks or lockers **before** entering the classroom. Students are discouraged from bringing electronic devices to school. Brookings-Harbor school district is not responsible for retrieving lost or stolen items.

STUDENT WITHDRAWALS

When a student finds it necessary to withdraw from school for any approved/legal reason, he/she must notify the office of this action. In some cases, the office may request a conference with the student's parents. All books and other school equipment must be returned to the teacher who issued the items. A check out sheet must be signed by the student's teachers, the librarian, the cafeteria cashier and then the office. At the time of withdrawal from school, a summary of performance, showing courses completed by the student, will be furnished upon request by parent and/or student.

TALENTED AND GIFTED PROGRAM

The Brookings-Harbor School District identifies and serves intellectually gifted students and academically talented students in grades K – 12 including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Identified students score in the top three percent on a nationally standardized test of mental ability or test of achievement. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. Parents who feel that their child may fall into one of these categories may make a referral to the building principal. Parents of identified students should conference early each year with the appropriate teacher/s to be involved in designing appropriate activities for their students.

TELEPHONE MESSAGES

Phone messages will not be delivered to students and students will not be released from class to return calls unless "emergency" is written on the message by the office staff. Otherwise, staff will page students twice in the two consecutive passing periods that follow the message being taken by staff. It is the student's responsibility to respond to the page.

Student use of cellular phones, pagers, or other personal communication devices will not be allowed in Brookings-Harbor High School during school time. Cell phones are allowed before and after school and at break and lunch.

DELIVERIES

All flowers, food, Valentine's/birthday/graduation and other gifts, money, beverages, clothing, and other items dropped off for students will be held in the office. Staff will page the student twice during two shared passing periods to come to the office for the item(s). It is the student's responsibility to respond to the page and pick up the delivered item(s).

The school is not responsible for messages and delivered items that are not picked up by the students by the day's end.

TEXTBOOKS

Textbooks are issued to students by classroom teachers. It is the student's obligation to care for the books. Students dropping a class or checking out of school must pay for lost or damaged textbooks. Texts will be carefully inspected at the end of the school year and students will be charged for damaged texts. The average cost of a textbook is \$50.00. Charges must be paid by the beginning of the next school year. (See Registration Fees)

TRESPASSING

Students are not to trespass on private property before school, during break or lunch, after school, or during school hours. (VFW Hall, apartments located on Easy Street, etc.)

VISITORS

Although student visitors are discouraged because of the disruption to the educational process, they will be allowed for one day only if the following conditions are met:

1. A request is made one day in advance to the administration by a BHHS student who is in good academic standing, has good attendance and behavior.
2. They receive a pass from the administration upon arriving at school.
3. The visitor is currently enrolled at another high school.
4. The visitor is legally excused from attendance for the day from his/her school.
5. The visitor is not from any school within 60 miles of BHHS.
6. The visit is not during the last week of a nine week period.

Parents wishing to visit their student's class(es) must submit a written request 24 hours in advance and receive approval from the teacher(s). The parent is required to sign in at the office first and receive a visitor's pass.

NOTICE TO PARENTS:

Public Law 103-227 provides the following:

Sec. 1232h. Protection of pupil rights

(a) Inspection of instructional materials by parents or guardians.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

(b) Limits on survey, analysis, or evaluation

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning -

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti - social, self - incriminating, demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. income (other than that required by law to determine eligibility for participation in a program or receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

(c) Notice:

Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

(d) Enforcement:

The secretary shall take such action as the secretary determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the secretary determines that --

- (1) there has been a failure to comply with such section; and
- (2) compliance with such section cannot be secured by voluntary means.

(e) Office and review board

The secretary establishes or designates an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the right established under this section.

The District complies with this federal law. If you have any questions about the law or the school's instructional program, please see the principal.

PARENTAL RIGHTS

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

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

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

STUDENT RECORDS

This notice is to inform you of certain rights regarding student records according to the Family Education Rights and Privacy Act (FERPA) and Public Law 94-142. It also serves to inform you of certain procedures which the district follows.

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

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

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

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

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of student and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

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

Parents and eligible students may inspect/review the student's educational records. Photocopies are 25 cents per page. Student records contain progress, behavioral and permanent records. At age 18 the student becomes an eligible student and these rights are accorded only that student.

Education Amendments of 1974 provides that certain state/federal agencies may inspect student records without written notice, but a specific record must be maintained. The statement will become a permanent part of the record only for inspection by parents or students over 18 and the school custodian of records.

The right to correct parts of the student's educational record includes the right to a hearing to present evidence that the record should be changed.

The parent/eligible student has the right to be informed about FERPA rights and to report FERPA violations to the U.S. Department of Education. They may obtain copies of district policies regarding student records by requesting them from the principal or superintendent.

In the event of divorce, unless the custodial parent provides the school with a court order denying access, both parents will have full opportunity to inspect their child's records.

The school principal or superintendent may withhold the report cards, diploma, or other records of any student who owes a fee or has lost or willfully damaged or injured school property, until parent/guardian has paid the amount owed.

Student progress records shall be available to all teaching staff.

TESTING

The Guidance and Counseling Department is responsible for the achievement, scholarship, vocational and college entrance testing programs. High school juniors take the ASVAB (Armed Services Vocational Aptitude Battery) and have the opportunity to take the SAT. (Scholastic Aptitude Test) and the PSAT/NMSQT (National Merit Scholarship Qualifying Test) in October. A variety of aptitude and vocational tests are available on an individual basis.

GRADING AND REPORT CARDS

A necessary part of the education process is a periodic evaluation of the student's progress. Traditionally, we have been accustomed to the thinking that grades reflect what a student has learned; students and teachers know and agree, however, this isn't always the case. The final grade given by the instructor represents a judgment of quality of performance given to the student in the course.

Individual student report cards are issued every nine weeks showing a grade in each subject:

- “A” is mastery of subject
- “B” is good quality of work
- “C” is average work
- “D” is completed minimum requirements only
- “F” is insufficient accomplishments to warrant a passing grade
- “P” is passing. This will be given for work experience and special situations.

FINAL EXAMS

Each semester a special final exam schedule will be established. All students are required to take a written final in each class. Exams may not be taken early, but arrangements will be made for illness or extreme family emergencies afterwards. Special considerations will be arranged through the principal.

ASSEMBLY OF STUDENTS

The administration is responsible for all activities that are conducted on school grounds and the orderly use of the facilities. A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Students shall be permitted to hold meeting on school property under the following conditions:

1. The meeting shall be scheduled in advance through an administrator.
2. The meeting shall incite no hazard to person or property.
3. Every attempt shall be made to present a balance of viewpoints.
4. A teacher shall be responsible for the meeting.
5. Normal class activities shall not be disrupted.
6. No speaker who openly or knowingly advocates the breaking of laws or encourages immoral acts shall be invited to speak. Speakers shall be approved in advance by the administration.
7. If a crowd is anticipated, a crowd control plan shall be submitted in advance for approval.

DRESS AND GROOMING

The district's dress code is established to promote grooming and hygiene, prevent disruption and avoid safety hazards. Students should dress appropriately for the classroom and school activities. A neat and clean appearance and clean clothing are expected. The school must provide reasonable assurance that a learning environment is maintained in the classroom and wherever students gather for educational activities. Students participating in extra-curricular activities do so by choice and may be required by the coach or advisor to wear specified attire and may be restricted to certain types of grooming. If a student does not comply (s)he may be denied the opportunity to participate.

ITEMS THAT ARE UNACCEPTABLE AT BROOKINGS-HARBOR HIGH SCHOOL ARE:

- * Tube tops, halter tops, bare midriff tops, see-through tops, spaghetti straps, and bare shoulders
- * Shorts or dresses shorter than the finger tips of extended arms
- * Any clothing (pants, skirts, tops) that allows undergarments to be seen
- * Clothing with large holes or tears
- * Clothing or hats that exhibit or advocate controlled substances (tobacco, alcohol, drugs) , double meanings, hate motivated behavior, illegal activities, obscene gestures or language, profanity, questionable acts, sexual references, violence
- * Gang paraphernalia, (such as headbands, etc.), gang colors, any item which promotes gang affiliation or activity
- * Going barefoot
- * Shoes that are unsafe
- * Chains that could be used as weapons

EXTREME FASHIONS OF ANY KIND THAT MAY DRAW UNDUE ATTENTION WILL NOT BE ALLOWED

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. Before participating in a school-sponsored trip outside the district, students and parents must (1) purchase the student accident insurance; or (2) show proof of insurance.

FLAG SALUTE

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

FREEDOM OF EXPRESSION

One of the basic purposes of schooling is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the 1st and 14th Amendments of the U.S. Constitution. Students have the same responsibilities under free expression as adults. Symbolic and actual freedom of expression shall not infringe upon the freedom of others. The use of libelous, profane or obscene language and threats of harm to persons or properties are prohibited by law. The right to free speech must be balanced against the school's duty to educate pupils in a manner that protects the rights of all students and maintains all Brookings-Harbor board policy.

School officials are legally responsible, along with students, for matters of libel, slander journalistic ethics, and the probable effect of statements or writings on the orderly operation of this school. Therefore, we hold the right to review publications and speeches given to or by students. Any publication sponsored or in any way funded by the school shall be known as a school publication, as opposed to a student publication. Libelous and profane or obscene matter is prohibited from all publications.

Students are entitled to express personal opinions in writing and in speech and may contribute to school publications.

Students have the right, with school authorization, to sell materials or engage in activities that solicit student financial contribution.

Students may refuse to participate in patriotic exercises, as long as such non-participation does not significantly infringe upon the rights of others or disrupt the educational process.

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.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol known to be evidence of any gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.), known to signify any gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies. Students who mimic gang related behavior, whether they are personally or directly related to a gang or not, will face disciplinary consequences.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct. Notification of a violation of this policy will be given to law enforcement officials.

WEAPONS IN THE SCHOOL

CODE: JFCJ

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education.

For the purposes of this policy, and as defined by state and federal law, weapon includes:

1. "Dangerous weapon" - 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;
2. "Deadly weapon" - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" - any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

Weapons may also include, but not be limited to, knives, metal knuckles, chains, straight razors, noxious, irritating or poisonous gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons and pocketknives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities. Violations will result in discipline up to and including expulsion.

Prohibited weapons, replicas of weapons and pocketknives are subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and a referral to the appropriate law enforcement agency shall be made. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Students bringing weapons to school will be expelled for a period of not less than one year. The superintendent may, on a case-by-case basis, modify this expulsion requirement.

The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

SEARCH & SEIZURE

The rights of the individual shall always be considered when assuring the safety and welfare of the whole. Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. In a search and seizure situation, the following procedures shall be followed:

1. District officials may search a student's person, personal property and/or property provided by the district at any time on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion that a violation of law, administrative regulation, Board Policy, Student Code of Conduct, or a violation of school rules and regulations are being committed or are about to be committed. Searches may also be made when there is reasonable information that emergency/dangerous circumstances exist.
2. District owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts, or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.
3. Items belonging to the school, as well as illegal items (firearm, knives, weapons, drugs, mace, alcohol, etc.), or items determined to be a threat to the safety and security of others, will be seized by school officials and will be turned over to the rightful owner or law enforcement officials, as appropriate. General search of school properties assigned to students for their use may occur at any time.
4. Items that may be used to disrupt or interfere with the educational process, that are not illegal or dangerous will be temporarily removed from the student and may be picked up by the parents within three weeks (i.e. laser pens, pagers, cell phones, personal communication or music devices). Squirt guns will be destroyed. Illegal or dangerous items will be given the proper authorities.
5. When possible and practical, the student shall be present when a search of personal possessions is conducted.
6. A building administrator shall be the custodian of all seized property.
7. Skateboards and other wheeled means of transportation may be stored in personal lockers but are not allowed in classes or hallways. Skateboarding is not allowed in halls or on school district property at any time. Violators will have skateboards confiscated.

VEHICLES AND PARKING

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

In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

To insure orderly parking and to promote the safety of persons and property on school district premises, certain traffic regulations are necessary.

Any licensed driver may drive a vehicle to and from the school premises under the following conditions of responsibility:

1. Student vehicles are not to leave campus during school hours without checking out of school in the attendance office. **The exception is lunchtime for students with senior status.**
2. To leave campus in a vehicle, a student must obtain permission at the attendance office window and get permission to leave the parking lot.
3. Local and state traffic laws, parking, and other traffic regulations published or posted by school authorities must be obeyed.
4. Students are not permitted to sit in cars during the school day, including lunchtime.
5. Students are not permitted to park in areas painted red or in designated "no parking" areas.
6. Students are to park only in the designated parking spaces, and may not park in turning areas.
7. Students are expected to operate vehicles in a safe and prudent manner.
8. Students park their cars in the parking lot at their own risk and the school will not be held responsible for vandalism.
9. **Students are NOT to park in the staff parking area marked for "staff".**
10. Paintball and snowball fights are not to be held in parking lot or on campus.
11. Parking permits are required on all vehicles parked on campus. Parking permits must be displayed on the rear driver window. Replacement permits will be issued if the vehicle is sold or damaged *provided* the old permit is returned to the office.
12. Parking privileges, including driving on district property, may be revoked by the building principal or designee for repeated parking violations, repeated disciplinary actions, and violations of Board policies, administrative regulations or school rules.
13. Warning: The driver of illegally parked vehicles will be assigned a school consequence.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

***THE DISTRICT ASSUMES NO LIABILITY FOR LOSS OR DAMAGE
TO VEHICLES OR BICYCLES.***

SURVEILLANCE

The Board recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy with respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity in school vehicles in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

Students are advised that the Brookings-Harbor School District uses video cameras on school buses, in common areas and in hallways. The district may add additional security cameras for the hallway and parking lot. Please be advised that these video tapes may be used to defend your actions.

DMV PERMIT

Oregon Revised Statute (ORS) 807.066 states that the Department of Transportation shall not issue driving privileges to a person under 18 years of age who has not either graduated from high school, or received a General Education Development (GED) Certificate, unless the person is currently making satisfactory progress toward a high school diploma. This means the student shall meet the grade level determined as listed in this handbook. The authorized person for this enrollment permit shall be the assistant principal.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of the substance. The management plan is available for public inspection in the district office.

The superintendent serves as the district's asbestos program manager and may be reached for additional information.

RESOURCE GUIDE FOR STUDENT ACCESS

Rehabilitation Act of 1973

Section 504

Section 504 insures that the education system provide the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities.

Brookings - Harbor High School will design an accommodation plan for each identified student according to the individual need.

Examples of potential 504 handicapping conditions are:

- Communicable diseases - HIV, Tuberculosis
- Medical conditions - asthma, allergies, diabetes, heart disease
- Temporary medical conditions due to illness or accident
- Behavioral difficulties
- Drug/alcohol addiction

PLACEMENT PROCEDURE

1. Identification will be initiated upon information from a variety of sources (i.e. teachers, counselors, secretaries and supporting agencies).
2. All information will be documented and considered.
3. The eligibility decisions will be made by a group of persons including those who have the student and understand the meaning of the evaluation data and placement options.
4. Each eligible student will be educated with his/her non - handicapped peers to the maximum extent appropriate (least restrictive environment).
5. Any grievance on eligibility status will be directed to the principal and if resolution is not possible, the grievance will be directed to the district grievance officers.

DOCUMENTATION OF ELIGIBLE STUDENTS

A log of all identified 504 students will be kept in the main office with their accommodation noted and dates of status checks. In addition a log of all immediate accommodations will be kept in the counseling office in conjunction with nurse's office.

STUDENT ACTIVITIES

The activities program is but one aspect of the total educational program and is designed to contribute enrichment to educational objectives, carry over values, and to meet personal needs of the students.

Many activities are available to students beyond the regular class work, some examples are: athletics, music, dramatics and social activities. All students are urged to take part in some activities, which meet their particular interests.

Please note: Code of Conduct requirements for all extra-curricular activities and athletes.

When students elect to participate in an extra curricular activity, they automatically set themselves apart from the general student body. Since these activities are voluntary, participants are subject to rules and policies set up by the district, coaches, and sponsors and are bound by these rules as long as they choose to participate.

- **TRANSPORTATION:** In all of the activities held away from the Brookings-Harbor Schools, I will ride to and from the activity in school transportation unless otherwise arranged in advance by the athletic director or assistant principal. If I am to ride home with another student's parents(s), I will provide a signed and dated permission note from my parents(s) and from the parents(s) of the other student to an administrator before departing. If I wish to ride home with my own parents from an activity, my parents may give written permission to the coach/advisor after the event.

Rally Buses - The school may provide rooter buses, at a nominal charge, so that students may attend away athletic contests. All school rules and regulations applicable during the school day are to be followed from the time the bus leaves the school until it returns. Punitive measures for disciplinary infractions will be the same as those for the regular school day. Students riding on a bus must return on the bus or their privileges for the remainder of the year will be revoked. Tickets for riding the bus will be sold in the school office until 3:30 p.m. the day before the contest. (There will be a minimum number of tickets established to cover costs before a trip will be taken.)

REQUIREMENTS BEFORE PARTICIPATION IN ATHLETICS

Length of Seasons – Length of seasons is established by OSAA and Brookings-Harbor High School will comply with the established seasons.

Before turning out for a sport, a student must comply with the following regulations:

1. Must have his/her parent's permission to participate.
2. Must have passed a physical exam no earlier than May of the year preceding the sport.
3. Must be covered by insurance.
4. Must have an emergency medical authorization form signed by parent/guardian.
5. Must have a Code of Conduct signed by parent and athlete.
6. Must purchase a student activity card.

Fees – Participation fees of \$85 will be charged per student, per district-sponsored athletic or extracurricular season (i.e. football, softball, basketball, band, etc.).

STUDENT DRUG TESTING

Statement of Board Policy

CODE: JFCI

Adopted: June 8, 1998

DEFINITIONS:

Drug: Any substance considered illegal by Oregon Statute or which is controlled by the Food and Drug Administration.

Student Athlete/Co-Curricular Activities Student: Any student participating in interscholastic athletic programs and/or co-curricular programs sponsored by the Brookings-Harbor School District, including the following:

Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Track & Field, Volleyball, Music (Solo, Choir & Band), Speech, Cheerleading, Dance & Drill, Drama, Elected Class & Student Body Officers, Officers of all Clubs and Organizations, any group representing BHHS in competition.

Sport/Activity Season:

Fall, Winter and Spring sessions begin on the first day of practice allowed by the Oregon School Activity Association and end the day prior to the beginning date of practice of the next season.

POLICY STATEMENT:

1. As part of the Brookings-Harbor School District's substance abuse prevention efforts, Brookings-Harbor School District 17-C ("the District") shall conduct a mandatory drug testing program for Student Athletes and those students involved in **the** co-curricular activities **named above**. The purpose for this program is threefold: (1) to provide for the health and safety of all Student Athletes and other students in co-curricular activities; (2) to undermine the effects of peer pressure by providing a legitimate reason for Student Athletes and those involved in other co-curricular activities to refuse to use illegal drugs; and (3) to encourage Student Athletes and those involved in other co-curricular activities who use drugs to participate in drug treatment programs.
2. Each student/athlete wishing to participate in any interscholastic athletic program or other co-curricular activity and the student's parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. The District shall provide written consent forms for signature. No student/athlete shall be allowed to participate in any interscholastic athletic program or other co-curricular activity absent such consent.
3. No student/athlete or other co-curricular student participant shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student/athlete and the student's custodial parent or legal guardian will be notified before a response is made by the District.
4. At the option of the District, random drug testing will be conducted on a regular cyclic basis during the athletic or co-curricular activity season. Random testing will be conducted periodically by a method determined by the District to assure the integrity, confidentiality, and random nature of the selection process.
5. This drug testing program shall test for one or more illegal drugs which will be determined by the building principals and Athletic Directors prior to each sampling.

6. The drug testing procedure shall provide for limited access to the results of any such testing and shall also provide for procedures in the event of a positive result. The drug testing program shall also provide for progressively more restrictive consequences in the event of first, second or third positive results. Such consequences shall include appropriate forms of assistance for drug or alcohol rehabilitation.
7. The District's administration is charged with the responsibility to develop administrative regulations governing this drug testing program in accordance with the policy statements herein and in accordance with the provisions of law.

CLUBS AND ORGANIZATIONS

CLUBS

STARTING NEW CLUBS

1. Find a faculty member who is willing to be your advisor.
2. Write a brief constitution to include:
 - a. Name
 - b. Purpose
 - c. Membership
 - d. Officers - titles with short job description
3. Submit the constitution to the Student Council for approval.
4. If accepted, arrange standard meeting times with the assistant principal.

Club, organization, and committee meetings will be held before or after school or during lunchtime. Requests for meetings must be cleared through their sponsor.

Student clubs and performing groups such as the band, choir, rally, dance, and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

DANCES

The rules of good conduct and groom shall be observed for school dances and social events. All informal dances, after game dances, etc., will be scheduled by the principal. Formal dances will be mutually arranged with the representatives and the principal/assistant principal. The number of dances will be determined by the administration.

Dances must end by 11:00 p.m., and everyone must be cleared from the building by 11:30 p.m. Only Prom and Homecoming may be extended by one hour and be approved by the administrators. Approval of dances must be obtained through the administration a minimum of two weeks in advance. A chaperone list must be included with the application.

Adult advisors for sponsoring club/class activities must attend, actively chaperone and remain until the building is clear.

**LEAVING THE BUILDING AND RETURNING DURING A DANCE IS PROHIBITED.
AN I.D. CARD IS REQUIRED FOR ENTRANCE INTO DANCES.**

Dates who do not attend BHHS must be signed in at the main office before 3:30 PM on Tuesday before the dance and may not be students from any middle school. BHHS students may only sign up their own date and must be in good academic standing, have good attendance and demonstrate good behavior. The guest will be expected to observe the same rules as students attending the event. The person inviting the guest will share responsibility for their date's behavior. Guests cannot be over the age of 20. The administration or their delegate reserves the right to not allow certain visitors to attend the dance. Students must be in school the day of the dance to be allowed to attend. For Saturday dances, students must be in school all day the day before. Attending a dance is a privilege not a right. Students with excessive disciplinary actions may be restricted from attending extra curricular activities including dances.

NATIONAL HONOR SOCIETY

CRITERIA FOR SELECTION OF NHS MEMBERS AS VOTED BY THE CHETCO CHAPTER 1990.

1. An application will be given to any student with a GPA of 3.5 or higher. After a given time, the application will be returned to the faculty advisor or president. Each applying student shall include one BHHS teacher recommendation with the application.
2. All applications will be reviewed for approval by a faculty and administrative team, per national guidelines. The faculty advisor, or any student may NOT be on the review committee. This committee will judge whether or not the student demonstrates the qualities associated with this national unit.
3. Selection is based on the following:
 - a) SCHOLARSHIP - GPA 3.5
 - b) LEADERSHIP - ACCEPTS AND DELEGATES RESPONSIBILITY
 - c) SERVICE - ACTIVE IN SCHOOL AND COMMUNITY
 - d) CHARACTER - DEMONSTRATES VALUES AND STANDARDS

TRANSPORTATION

☒BUS CONDUCT

While riding on a school bus is required to comply with the Student Code of Conduct and obey all Oregon State Board of Education bus regulations posted in each bus and specifically:

1. Pupils being transported are under the authority of the bus driver.
 2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
 3. All toys/personal communication or music devices/or any other object which the bus driver deems a disturbance will not be allowed. Pupils will keep such items in their backpacks.
 4. Pupils shall use the emergency door only in case of emergency.*
 5. Pupils shall be on time for the bus both morning and evening.
 6. Pupils shall not bring animals, except approved assistance guidance animal, on the bus.
 7. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.*
 8. Pupils shall remain seated while the bus is in motion.
 9. Pupils may be assigned seats by the driver.
 10. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
 11. Pupils shall not extend their hands, arms, legs, or heads through the bus windows.*
 12. Pupils shall have written permission to leave the bus other than at home or school.
 13. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
 14. Pupils shall not open or close windows without permission of driver.
 15. Pupils shall keep the bus clean and must refrain from damaging it.
 16. Pupils shall be courteous to the driver, to fellow students, and passersby.
 17. 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.
 18. Rules governing pupils riding school buses must be kept posted in a conspicuous place in all school buses.
 19. Answer to coaches, teachers and chaperons who are responsible for maintaining order. **
- These regulations, if broken, will receive severe consequences because of the threat to the safety of others.
- ** Coaches, teachers, and chaperones (1) must have a copy of the bus regulations and know them before going on a trip and (2) must position themselves on the bus so as to be in control of discipline at all times.

Any student who fails to comply with the Student Code of Conduct or the above regulations may be denied transportation services and shall be subject to disciplinary action. Students living more than 1.5 miles from the school will be eligible to ride the school bus to and from the school.

ACTIVITY BUS RULES

In addition to all other bus rules, the following rules apply;

1. NO GLASS CONTAINERS OR PAPER/PLASTIC CUPS (fast food style cups or coffee/latte cups) ALLOWED ON BUS (Plastic bottles with screw-on caps only.)
2. NO SUNFLOWER SEEDS TO BE EATEN ON BUS
3. NO DAIRY PRODUCTS ALLOWED ON BUS
4. ALL FOOD WRAPPERS, FOOD, DRINKS AND CONTAINERS ARE TO BE KEPT OFF THE FLOOR AND SEATS AT ALL TIMES; WASTE RECEPTACLES ARE PROVIDED IN THE FRONT OF THE BUS
5. TALKING AND NOISE SHOULD STOP DURING RAILROAD CROSSINGS OR ANY TIME DRIVER REQUIRES IT FOR SAFE OPERATION OF THE BUS
6. NO AMPLIFIED SOUND ALLOWED ON BUS
7. NO CHANTING WHEN BUS IS TRAVELING WITHOUT PERMISSION FROM THE BUS DRIVER AND COACH.
8. NO CLEATED SHOES TO BE WORN ON BUS
9. MOVING FROM SEATS SHOULD BE DONE ONLY AT THE DIRECTION OF THE COACH/CHAPERONE OR BUS DRIVER WHILE MOVING.

10. STUDENTS WILL NOT BE ALLOWED TO STAY ON BUS WITHOUT COACH OR CHAPERONE DURING EVENTS
11. COACH OR CHAPERONES WILL BE RESPONSIBLE FOR ALL STUDENTS AT ALL TIMES DRUING THE TRIP
12. COACHES, TEACHERS, AND CHAPERONES MUST POSITION THEMSELVES ON THE BUS SO AS TO BE IN CONTROL OF DISCIPLINE AT ALL TIMES
13. COACHES/CHAPERONES ARE RESPONSIBLE FOR CLEANING THE BUS ON RETURN TRIPS (major items only: sacks, plastic, bottles, etc.)

Continued violation of these rules will result in a ban of all food from the bus. Please help us to maintain good transportation for our students.

DISCIPLINARY PROCEDURES FOR BUS VIOLATIONS

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity. In all instances, the appeal process may be used if the student and/or his parent/guardian desires.

- **First Citation Warnings:**

The driver verbally restates behavior expectations and issues a warning citation. All warnings must be signed by a parent/guardian and returned to the driver by the end of the following day or else the warning will be forwarded to the building administrator.

- **Second Citation:**

The student is referred to the building administrator for further action under the discipline policy. Possible action: parent, student, transportation supervisor, administration conference;

1 - 5 day suspension from bus

1 - 5 day suspension from school

- **Third Citation:**

The student receives a 5 – 10 day suspension and will not be able to ride the bus until a conference, arranged by the administrator has been held with the student, the parent, the bus driver and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

- **Severe Violation:**

Any severe violation may result in the immediate suspension of the student for a minimum of five days and up to one-year expulsion. There will be a hearing at this time by the transportation supervisor, the student, the bus driver, the parent/guardian and the building administrator.

EMERGENCY BUS PROCEDURES

Students will be given instruction and training in emergency procedures (fire, earthquake, etc.) by the bus drivers and are expected to follow such procedures whenever necessary.

BHHS DISCIPLINE GUIDELINES

Students are expected to display appropriate behavior at all times and at all activities sponsored by the school. The assistant principal/principal has the right by Oregon Law to suspend any student for ten days for any infraction. The guideline listed below is a reasonable attempt to provide some equity and consideration for individual special circumstances. In lieu of suspension, students may be assigned to detentions, in-school suspensions or Saturday School if mutual agreement between the assistant principal and the parent is reached.

Failure to attend an agreed upon Saturday school assignment will result in immediate suspension for the next school day.

*Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Law Enforcement may be notified at any time.

PROBLEM AREA	NUMBER OF OFFENCES	CONSEQUENCES	
		Minimum	Maximum
ALCOHOL/DRUGS The possession or the <u>apparent use</u> of any illegal drug	First	Law enforcement notification Out-of-school suspension (5 days)	Law enforcement notification Out-of-school suspension (10 days)
	Repeated	Recommendation for expulsion	Recommendation for expulsion
SALES/PROVIDING OF ALCOHOL OR DRUGS	First	Recommendation for expulsion	Recommendation for expulsion
CHEATING/PLAGIARISM Taking or sharing answers or work in a dishonest and/or deceiving manner Taking credit for work or answers not your own	First	Teacher Warning Loss of Credit Parent Notification	Out-of-school suspension (1-5 days)
	Repeated	Controlled Study Room (1-5 days)	Recommendation for expulsion
DISRUPTIVE OR INAPPROPRIATE BEHAVIOR Any act that disrupts the educational environment or process (horseplay, excessive noise, profanity, etc.)	First	Detention/In-School Suspension (1-5 hours)	Out-of-School Suspension (1-5 days)
	Repeated	CSR/Out of School Suspension (1-5 days)	Recommendation for expulsion
EXCESSIVE REFERRALS The receiving of more than three disciplinary referrals.	First	Controlled Study Room (1-5 days)	Out-of-school suspension (5 days)
	Repeated	Out-of-school suspension (10 days)	Recommendation for expulsion
EXTORTION The use of power, threats, or fear to obtain property, funds or patronage to which one is not entitled	First	Out-of-school suspension (3 days)	Out-of-school suspension (5 days)
	Repeated	Out-of-school suspension (5 days)	Recommendation for expulsion
FAILURE TO SERVE DETENTION Failing to serve detention assigned by office or teacher	First	Controlled Study Room (1/2 day)	Out of School Suspension (1-5 days)

FIGHTING The physical use of force to settle a disagreement or conflict with another person, mutual combat.	First	Law enforcement notification Out-of-school suspension (1-5 days)	Law enforcement notification Out-of-school suspension (5-10 days)
	Repeated	Law enforcement notification Out-of-school suspension (5-10 days)	Law enforcement notification Recommendation for expulsion
FIRE ALARM VIOLATIONS Intentionally setting off a false alarm. FIRE RELATED VIOLATIONS Use of, (or threats to use), any item or substance not authorized, and supervised, by staff that could result in a fire	First	Out of school suspension until parent can meet with Administration, and Fire Marshall	Out-of-school suspension (5 days) Law enforcement notification Restitution
	Repeated	Out-of-school suspension (10 days) Law enforcement notification Restitution	Recommendation for expulsion
FIREARMS/WEAPONS Possession, handling, transmission, or concealing of any dangerous instruments, materials, weapons or look-alike fire arms on school property or during a school activity. Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).	First	Recommendation for expulsion	Recommendation for expulsion
	Repeated	Recommendation for expulsion	Recommendation for expulsion
FORGERY Falsifying another person's signature or records	First	Controlled Study Room (1-5 days)	Out-of-school suspension (3 days)
	Repeated	Out-of-school suspension (1-5 days)	Recommendation for expulsion
IMPROPER USE OF COMPUTERS Access in areas not condoned by district	First	Loss of internet privileges	Loss of internet privileges & Out-of-school suspension (1-5 days)
	Repeated	Out-of-school suspension (3 days)	Recommendation for expulsion
INITIATION/VERBAL ABUSE/HARASSMENT/ SEXUAL HARASSMENT Intentionally demeaning, intimidating, or threatening another student (such is against Oregon State Law)	First	Controlled Study Room (1-5 days) Law enforcement notification	Out-of-school suspension (3 days) Law enforcement notification
	Repeated	Out-of-school suspension (5-10 days) Law enforcement notification	Recommendation for expulsion
INSUBORDINATION Refusal to follow the reasonable requests of school personnel, willful misconduct, or disrespect	First	Controlled Study Room (1-5 days)	Out-of-school suspension (3 days)
	Repeated	Controlled Study Room Out-of-school suspension (3-10 days)	Recommendation for expulsion
PARKING LOT VIOLATIONS Being in the parking lot at any time other than when arriving and leaving the campus or not following laws and parking regulations in the parking lot Taking underclassmen off campus.	First	Administrative Warning	Detention Law enforcement notification
	Repeated	Controlled Study Room (1-5 days) Law enforcement notification	No Campus Parking (30-90 days)

SKIPPING SCHOOL/TRUANCY Missing a class or classes without receiving permission from the school or parent including leaving campus without permission	First	Detention/CSR Parent notification	Out-of-school suspension (1-2 days)
	Repeated	Controlled Study Room Referral to Attendance Officer Parent Notification	Referral to Attendance Officer Parent Notification Possible loss of quarter credits, Loss of driving privilege, Citation/fines Out-of-school suspension
THEFT Taking or giving away property not belonging to you, or knowingly receiving stolen property.	First	Parent conference Restitution	Recommendation for expulsion, Restitution
	Repeated	Restitution/Out-of-school suspension (1-5 days)	Recommendation for expulsion, Restitution
TOBACCO Using tobacco products in any form on or around school property or at school activities is prohibited by law, possession of tobacco, providing others with tobacco products	First	Law enforcement notification Controlled Study Room (1-5 days)	Law enforcement notification Out-of-school suspension (1-5 days)
	Repeated	Law enforcement notification Out of school suspension (1-5 days)	Law enforcement notification Recommendation for expulsion
UNEXCUSED ABSENCES Missing school for reasons not approved by the State and /or not cleared through the Attendance Office	First	Parent notification	Parent notification
	Repeated	Referral to Attendance Officer Parent Notification	Referral to Attendance Officer Parent Notification Possible loss of quarter credits, Loss of driving privilege, Citation/fines
VANDALISM The unauthorized altering of the appearance or structure of public or private property	First	Restitution/Out-of-school Suspension (1-5 days)	Recommendation for expulsion, Restitution, Law Enforcement Notification
	Repeated	Restitution/Suspension	Restitution, Law Enforcement Notification Expulsion
PROFANITY Directed at staff/adults *Disrespect*	Every Offense	Out-of-school Suspension (2 days minimum)	Out-of-school suspension (2-5 days)
CELL PHONES/PAGER/MP3/CD PLAYERS, PERSONAL MUSIC OR COMMUNICATION DEVICES Use of devices in any manner, including testing, during prohibited hours	Every Offense	Administrative/Teacher warning Device kept in office until end of day	Parent Conference Device kept in office until parent picks it up In-School Suspension (1-5 days)
INCITING Provoking or encouraging another student to violate any law, policy or part of the code of conduct COLLABORATION Two or more working together to violate any law, policy or part of the code of conduct	First	Administrative/Teacher Warning Controlled Study Room (1-5 days)	Out-of-school suspension (1-5 days) Parent conference
	Repeated	Out-of-school suspension (1-5 days) Parent conference	Law enforcement notification

PERSONAL WHEELED TRANSPORTATION Skateboards, shoe skates, etc. (not medically required)	First	Administrative/Teacher warning Device kept in office until end of day	Parent conference Device kept in office until parent picks it up
	Repeated	Device kept in office until parent picks it up CSR or detention (1-5 days)	Device kept in office until parent picks it up Out-of-school suspension (1-5 days)

The material covered within this student handbook 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.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.