

Brookings-Harbor High School Handbook 2017-2018

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Brookings Harbor High School

2017 ~ 2018

Welcome to Brookings Harbor High School!

A new school year brings the opportunity for a new start, new experiences, lots of successes – and even a few failures from which we can learn and grow.

Together, we can all succeed and graduate from BHHS with Bruin PRIDE. We are looking forward to knowing each of you as the school year progresses.

Have a great Year!

**Respectfully,
Lisa Dion, Principal
Alex Merritt, Assistant Principal**

This agenda book is your personal guide to BHHS, and is a helpful organizational tool for you. It is to be used to plan ahead, keep track of appointments, and as a daily hall pass. Your teachers will all expect you to have it with you every day. If you lose your handbook, you will need another one. Additional copies may be purchased in the front office for \$5.00.

BHHS Mission Statement

Working in partnership with our students, parents and the community, the mission of Brookings Harbor High School is to prepare our students for higher education and for the work force; and to instill in them the values of perseverance, respect, integrity, diversity, and excellence.

Daily Class Schedules

Regular Bell Schedule			Wednesday Schedule		
Period	Start	End	Period	Start	End
0	7:10	8:00	0	7:10	8:00
1	8:05	8:56	1	8:05	8:48
2	9:01	9:52	2	8:53	9:36
Break	9:52	10:02	Break	9:36	9:46
3	10:07	10:58	3	9:51	10:36
4	11:03	11:54	4	10:41	11:54
Lunch	11:54	12:29	Lunch	11:24	11:54
5	12:34	1:25	5	11:59	12:44
6	1:30	2:21	6	12:49	1:32
7	2:26	3:17	7	1:37	2:20

***Bruin PRIDE extended lunches will be periodically offered to students with grades of all C's or better, or to students with regular attendance.**

Show Bruin PRIDE by being PROFESSIONAL

Students and staff at BHHS are expected at all times to exemplify a high degree of professionalism, solving problems and conducting business in a calm, reasonable, and responsible manner. Professionalism encompasses the areas of

- personal dress
- reaction to criticism
- all interactions with adults
- all interactions with peers
- commitment to achievement
- desire to learn and improve
- an attitude of teamwork
- facing natural consequences and taking ownership of mistakes

Generally, staff should be addressed as "Mr., Ms., or Mrs." at all times by students. Teachers may also decide to address students similarly.

An attitude of professionalism is one in which each student strives to do his or her best, presents him or herself in the best way, and takes responsibility for his or her behavior, mistakes, and successes.

Bruin PRIDE School Wide Expectations

Bruin PRIDE Behavior Expectations	Learning Environment	Common Areas	Activities and Athletics
Perseverance	Challenge yourself to do your best; keep on trying; think "I can do it!"; help each other; finish what you start, even when it's tough; set goals and achieve them; work with your teachers to succeed.	Use passing time and break to take care of personal business; be respectful to everyone on campus, even when you're having a tough day	Cheer for your class and school at assemblies; care about what is happening at your school; cheer for your team whether they are winning or losing.
Respect	Treat teachers, classmates, staff, guests, and property with respect; Use appropriate language; follow classroom rules; make room for others; eat only outside of classrooms.	Make room for others in the hallway; make respectful comments to others, using appropriate language	Cheer for your class and school at assemblies; cheer for your team whether they are winning or losing.
Integrity	Strive to learn; participate positively in class; care about giving the chance to learn to others; always do your own work and resist the temptation to cheat; be trustworthy and truthful.	Clean up after yourself; care about others' rights to feel safe and secure; honor your commitments and arrive to class on time.	Participate positively; make an effort to attend school events and support your school; cheer and show positive enthusiasm for your class and your school.
Diversity	Be open to considering ideas that are different from your own; be accepting of all of your classmates; strive to learn from those whose lives or perspectives are different from yours.	Clean up after yourself; smile and greet others positively; care about creating a welcoming atmosphere at school.	Be welcoming to all presenters; cheer or clap for athletes and performers; welcome others to sit with your group; care about creating a positive atmosphere.
Excellence	Arrive to class on time every day; have all classroom materials ready when class begins; be ready and willing to learn; plan ahead to complete your assignments; participate in classroom activities and discussions.	Clean up after yourself; smile and greet others positively; care about creating a welcoming atmosphere at school; help others.	Wear school colors and support your school positively; expect everyone involved, including yourself, to act appropriately; encourage those who are presenting and participate when you are asked to.

Bruin PRIDE Behavior Expectations What PRIDE looks like!		
Learning Environment		
Rule	What it looks like	What it doesn't look like
Perseverance	You keep on working through difficulties, believing that you can do it. You figure out ways to solve your problems.	You blame others for your lack of success, and cause dramatic scenes when your teacher asks you to keep on trying.
Respect	You act professionally in the classroom, just as you would if you were at a job and the teacher was your supervisor. You eat only outside of classrooms and respect teachers' rules about drinks.	You disregard the teacher's efforts to teach you and try to distract the class from learning. You rob others of learning opportunities. You take advantage of hall passes to get coffee delivered from friends and disregard teachers' rules.
Integrity	You stay organized and turn in your assignments on time. You make an honest effort to do your own work.	You are disorganized and don't complete your assignments. You cheat, plagiarize, or copy other students' work instead of doing your own thinking.
Diversity	You look for the best in everyone and try to get along with as many people as you can. You appreciate the different strengths and experiences other people bring to our school.	You put down or mock people who are different from you and make no effort to get to know anyone outside of your own group of friends.
Excellence	You are responsible, organized, and committed to learning. You always strive to do your best and find solutions to your own difficulties.	You are irresponsible, disorganized, and don't care about learning. You blame others for your own problems. You feel that school rules do not apply to you.
Bruin PRIDE Behavior Expectations What PRIDE looks like!		
Common Areas		
Rule	What it looks like	What it doesn't look like
Perseverance	You realize that all common areas in our school are designed for positive social interactions, and you take responsibility for creating a positive atmosphere.	You let your personal drama or negative attitude spill over into disrespectful outbursts, profanity, or aggression, embarrassing yourself and visitors to our school.
Respect	You make room for others in the hallways and cafeteria. You are polite	You block the hallways so others can't get past you. You ignore the greetings of others.

	and professional in your interactions. You look others in the eye and respond to greetings.	You act like you are better than others, bumping into others who are "in your way." You make out with your boyfriend or girlfriend, making everyone uncomfortable.
Integrity	You clean up your own messes and garbage.	You leave trash, food, and garbage around for others to clean up after you.
Diversity	You appreciate the diversity of people who attend our school, and enjoy getting to know as many as you can.	You treat those who are different from you with suspicion or disrespect.
Excellence	You act in such a way that everyone who comes to our school and walk the halls feel like our school is a safe, respectful, and positive place to be.	Your behavior communicates that you are a negative person, who is intimidating, unapproachable, and who regularly uses profanity. Others find you unpleasant to be around because of this.
Bruin PRIDE Behavior Expectations		
What PRIDE looks like!		
Activities and Athletics		
Rule	What it looks like	What it doesn't look like
Perseverance	You support our athletic teams whether the weather is bad or whether the team is winning or losing. You consider yourself a part of the team.	You leave halfway through an athletic event because of the weather or because the team is losing. You give up on your fellow Bruins.
Respect	You are respectful and appreciative of presenters at assemblies. You are supportive of all participants and allow everyone in the audience to hear and see presentations.	You are rude at assemblies and athletic events, talking over presenters and showing contempt for those around you by not caring about their desire to hear, see, and participate.
Integrity	You arrive for events on time, making sure to bring your Student ID card, and you enter events and presentations respectfully.	You show up late for, or attempt to skip out on events or activities. When you do arrive, you enter the room rudely, causing embarrassment for yourself and presenting yourself poorly.
Diversity	You appreciate the differences of all presenters and athletes, being open-minded about different ideas, physical	You make derogatory comments about presenters or athletes, disrespecting their ideas, physical abilities, or talents. You are negative and critical of

	attributes, and talents, supporting everyone for their efforts.	others, projecting a toxic atmosphere around yourself that makes others uncomfortable.
Excellence	You attend games and sports events, sitting in the student section and wearing school colors. You consider yourself an important part of the team. You attend school assemblies and take part in making sure they are successful and fun for all.	You never attend school events and detach yourself from assemblies, thinking that your positive participation doesn't matter. You say you want sports programs and assemblies to be better, but you take no personal responsibility for making them better by being involved or showing up.

*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. If necessary, Law Enforcement may be notified at any time.

Nondiscrimination: School Board Policy AC

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age, or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

District Title IX Coordinator: Emilie Aliamus
Special Education Director and Homeless Liason: Baron Guido

Professional Dress Code

Being professional also means following a professional dress code. Generally, this means that clothing must meet the following guidelines:

- Clothing must cover torso / chest and midriff, and must not be
- Undergarments must not be showing
- Clothing must be free from images depicting alcohol, marijuana, other drugs, sexual images, gang symbols, or profanity
- Pants / shorts / skirts must generally extend past the student's knuckles when his or her arms are extended at his or her sides
- Tank top sleeves must not expose a student's chest and torso

Students not meeting this expectation will need to change clothing. The student will be:

- Asked by school staff to make appropriate adjustments or wear a t-shirt or pants provided by the school.
- If the student cannot make these adjustments, he or she will be sent to the Assistant Principal.

Each of us must be committed to being professional.

Bruin PRIDE Student Behavior Management Process		
Is the behavior managed in the classroom or the Assistant Principal's Office?		
Classroom	Actions taken by the Teacher	Actions taken by the Assistant Principal
<p>Handled by the Teacher:</p> <p>Minor Insubordination Minor profanity (accidental or overheard) Minor disrespect Classroom Disruption First offense plagiarism / cheating Phone use in class at inappropriate time</p> <p>Handled by School Administrator:</p> <p>Threat Hate Speech Repeated disruption Physical Aggression Major Insubordination Major Profanity (Public, malicious, intentional, disruptive) Major Disrespect Second offense plagiarism / cheating</p> <p>Immediate suspension with consideration of expulsion:</p> <p>Possession of alcohol / drugs on school campus</p> <p>Premeditated physical aggression or possession of weapons</p>	<p>Teacher</p> <p>Contact parents via phone call</p> <p>Assign logical classroom consequence / loss of privilege (i.e. confiscate phone)</p> <p>Reteach expected behavior</p> <p>If problem behavior persists...</p> <p>Refer the student to the BSAP team</p> <p>Set up a meeting with student's parents Invite administrator</p> <p>Refer to administrator</p> <p>Administrator will administer school discipline and develop regular communication with student's parents</p>	<p>Assistant Principal processes referral within 36 hours.</p> <p>Assistant Principal contacts parents.</p> <p>Assistant Principal meets with student and assigns consequences.</p> <p>Consequences will be progressive, and may include:</p> <ul style="list-style-type: none"> • Detention / multiple detentions • Restitution • in-school suspension • loss of privileges • Bruin Pride student assignments • Mandatory counseling • Mandatory after-school • alternative placement • Out of school suspension • Expulsion

Academics

Each student is expected to bring the following supplies with them to school each day:

- 2-1/2 or 3" three-ring binder
- 6 dividers (with pockets)
- Zipper pouch for supplies
- 3 ballpoint pens (black or blue ink)
- 3 pencils
- Lined notebook paper
- 4 color highlighters (different colors)
- Post-it notes

Your High School Academic Experience

Your diploma: In order to graduate with a standard diploma from BHHS you will need to earn **24 credits**. See the Guidance Department for more information.

Yearly Requirements

Freshmen	Sophomores	Juniors	Seniors
English Math PE/Health Biology Fine Arts	English Math Physical Science World Studies Fine Arts	English Math* Science* Fine Arts* U.S. History Health	English Math* Econ/Gov Fine Arts* Science* Senior Project

***This course is strongly suggested, but not required.**

Standards Based Grading: Standards-based grading will measure a student's academic progress towards the state standards. The academic grade will provide information regarding scores that demonstrate the level of learning toward academic standards.

- **A** – (100-90%)
- **B** – (89-80%)
- **C** – (79-70%)
- **D** - (69 - 60%)
- **F**

College Admissions

In the Oregon University System (OUS) students must earn a grade of C or better in order for a course to be counted as meeting part of the subject area requirements. The college preparatory subjects involved are: English (4 years); Math (3 years including first year Algebra and two additional years culminating at the Algebra 2 level or higher); Social Studies (3 years); Science (3 years); Foreign Language (2 years); and, two college prep electives.

Homework is Mandatory: Assigned homework is mandatory for students to complete. Homework is a vital part of the instructional process, as it allows students time for independent practice or review of recently learned skills.

POWERSCHOOL

This tool will allow you and your parents/guardian to monitor everything from your missing assignments to your graduation progress. Access to your records can be found using your login ID and password at <http://powerschool.brookings.k12.or.us/public>. You and your parents may obtain your login information from the office.

My PowerSchool Login ID is:

My PowerSchool Password is:

TESTING

Smarter Balanced: We are required by the state of Oregon to administer certain standardized tests. All juniors will take the Smarter Balanced tests in ELA and Math during the month of May. Students will need to pass Smarter Balance tests in reading and writing and math as a graduation requirement.. Students will also be able to demonstrate competency in these subject areas by submitting locally scored work samples. For more information, check with the guidance office.

PSAT: Sophomores are required to take the PSAT in the fall of their 10th grade year. Juniors may take it at that time, too, but will be charged a nominal fee. For juniors, taking the PSAT qualifies them for consideration for the National Merit Scholarship program.

SAT/ACT: BHHS also administers these national tests. Contact the guidance office if the college or university you would like to attend requires you to take either or both of these tests. The SAT / ACT test scores can meet Oregon graduation requirements for essential skills.

ASVAB: (Armed Services Vocational Aptitude Battery) Juniors and seniors may take this test if a career in the military is something they are considering. This test is administered here at BHHS in the fall.

ACADEMICS

Conferences: Regular conferences are scheduled annually in the fall to review student progress at the midpoint of the semester. 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 behavioral expectations; or (3) in any other case the teacher considers necessary.

Pacific Bridges: This is our alternative education program. In order for a student to be placed from our regular high school setting into our alternative program, he or she needs to be referred there by our team of counselors and administrators.

Credit Recovery: Students who find themselves deficient in credits needed for graduation will be given the opportunity to make up these credits. See the guidance office for more details.

English as a Second Language: Brookings Harbor School District provides special programs for bilingual students. A student or parent with questions about this program and how it might help should contact the ESL administrator.

Section 504: Section 504 of the Rehabilitation Act of 1973 insures that the educational system provides a full range of special accommodations and services necessary for student with special needs to participate in and benefit from public education programs and activities. BHHS will design an accommodation plan for each identified student according to his or her individual need.

Talented and Gifted: According to School Board Policy IGBB, students who have been identified as talented and gifted will have the opportunity to participate in activities designed to meet their academic needs. Parents who feel that their student(s) may be in this category should contact the BHHS principal.

Extended School Day Program: BHHS provides an extended school day on Tuesdays and Thursdays, during which students are assigned to go to the library or teachers' classrooms to make up missing school work, retake tests and quizzes, and get help on difficult assignments. Tutors are available and bus transportation is provided for any student who needs a ride home. Teachers may assign students to attend the Extended School Day if they are missing work or behind in their classes.

Required Student Body Fee: Your Bruin Pride ASB card is \$25.00. This card is your official school identification and also allows you free admission to all school athletic events. OSAA events will require an entrance fee.

Assemblies: Throughout the school year BHHS holds various assemblies. Students are expected to demonstrate Bruin PRIDE at these assemblies so that they are enjoyable for everyone.

Cafeteria: BHHS cafeteria features a different daily hot and cold lunch selection as well as a fully stocked salad bar. Meal prices are:

Student Breakfast: \$1.50
Student Lunch: \$2.85
Adult Breakfast: \$2.50
Adult Lunch: \$3.75

There will be no charge for students who are eligible for free or reduced lunch service. Also offered is a la carte and snack cart items. Check with the cashier in the cafeteria for prices. The cafeteria begins serving breakfast at 7:30. See the bell schedules for break and lunch times.

Food in Classrooms Policy

Students are expected to eat meals in the cafeteria provided for eating meals. **Classrooms should be food-free.** Drinks, however, may be brought to class if they are not distracting to the educational environment of the class and if the classroom is kept consistently clean. Teachers may revoke this privilege at any

time if it is being abused. No food or drink is to be consumed in computer labs while using school computers.

Technology / Cell Phone Policy

ALL PERSONAL CELL PHONES, EARPHONES, AND TECHNOLOGICAL DEVICES SHOULD BE OFF AND OUT OF SIGHT IN EVERY CLASSROOM, UNLESS THE TEACHER HAS SPECIFICALLY ASKED THAT THEY BE USED IN CLASS.

Phones are wonderful tools, but they can severely interrupt the learning and reflection that must take place in the classroom. All bruin students are expected to learn how to manage their cell phone use so that they can successfully balance their online and offline lives.

Steps for success:

1. Check text messages, phone calls, and other communications during the passing period between classes, during break, and during lunch.
2. Before entering the classroom, turn off your phone or device so that it is completely powered down.
3. When class is dismissed, turn on your device in the hallway and check communications or use technology.

Teachers are to confiscate any technology devices that are out during class time. The device will be taken to the main office for the student to retrieve at the end of the day.

The second time a student's phone is confiscated (and any additional times thereafter), a parent will have to pick it up from school.

Computer Lab Expectations:

BHHS provides students with educational technology at school to engage them in learning and to give them access to the tools they will need to familiarize themselves with to become successful adults. It is critical that this equipment is kept in excellent working order at all times, so that as many students as possible can use it on a consistent basis. Therefore, the following behaviors are expected in all areas where school technology is used by students:

- Each computer station should be free of food and drink at all times. Areas for students to place these items away from technology will be in each lab area.
- Students working on online classes must have personal technology devices put away at all times during class work. Areas to place these items - and charge them, if needed - will be in all lab areas. Students who have personal technology out during quizzes or exams will be given an automatic failing score on the exam or quiz.
- School technology will be treated gently at all times. If technology is not working properly, notify a staff member immediately, so the problem can be addressed.

Students are expected to use technology responsibly at all times. **The school reserves the right to grant or revoke technology privileges to students for whatever reason and duration school administration determines appropriate.**

Cheating / Plagiarism

Cheating and Plagiarism are both serious offenses and will be treated as such. Students are expected to do their own work and to show integrity in every class, every day. Students who engage in cheating or plagiarism can expect the following progression of events:

1 incident	Teacher notification of parents and administration. Student receives a 0 on the assignment and cannot make it up. The incident is logged on student's discipline record.
2 incidents	Teacher notification of parents and administration. Student receives a 0 on the assignment and cannot make it up. The incident is logged on student's discipline record. Student is placed on academic probation. Student privileges are lost for the semester: TA, attendance at school dances.
3 incidents	Teacher notifies parents and administration. Administration schedules meeting to apply appropriate school discipline, which may include long-term suspension or a recommendation for expulsion.

Attendance

BHHS School-Wide Tardy Policy

Being on time to class and ready to learn when the tardy bell rings is an essential element to being academically successful. **Every student is expected to be on time to every class, every day.**

BHHS staff will deal with tardies by:

- 1. Bringing tardy students to the attendance office, where schoolwide expectations will be reinforced and retaught**
- 2. Assigning consequences to students who have 5 tardies**

Consequences for Tardies	Incentives for Meeting Expectations
<p>Tardies will be calculated throughout each quarter, and will reset at the end of each quarter to zero.</p> <ul style="list-style-type: none"> • Every 5 tardies = 1 lunch 	<p>An extended Bruin PRIDE lunch will be given at specified times for students with fewer than 10 Tardies.</p> <p>Tardies will be reset at the end of each quarter.</p>

<p style="text-align: center;">detention</p> <p>Any student with 10 or more tardies for the quarter will lose the following privileges:</p> <ul style="list-style-type: none"> ● The student will not be able to attend school dances, such as Homecoming, Winter Formal, Sadie Hawkins, and Prom ● The student may lose participation in athletic events or club activities 	
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TARDIES MUST BE EXCUSED BY PARENT / GUARDIAN WITHIN 72 HOURS. AFTER 72 HOURS, TARDIES ARE CONSIDERED UNEXCUSED.

Closed Campus: BHHS is a closed campus high school. Students may leave for specific medical appointments, illness or other reasons with administrative knowledge and approval. **Freshmen and Sophomores are expected to remain on campus throughout the entire school day. Juniors and seniors may leave campus at lunch time, and are expected to return from lunch on time to attend class.**

Consequences	Incentives
<p>Freshman and sophomore students who do not meet this expectation and leave campus at lunch time will receive the following consequences:</p> <ul style="list-style-type: none"> ● Detention ● They will not be allowed to be a TA as a Junior or Senior ● They will not be allowed to attend school functions such as school dances ● They will not be allowed to participate in school club or athletic events ● If they drive other underclassmen off campus at lunch time, they will not be able to use the school parking lot as upper classmen 	<p>Freshman and sophomore students who meet this expectation (among other Bruin PRIDE expectations) will be able to:</p> <ul style="list-style-type: none"> ● Become a TA as a Junior or Senior ● Attend all school dances ● Attend Bruin PRIDE lunches ● Be allowed to participate in school club and athletic events ● Earn respect and trust from school staff, and be given positions and opportunities at school that require responsibility and integrity ● Be offered occasional perks, such as Bruin PRIDE prizes from Dutch Bros or school T-Shirts

If you need to leave campus during the school day...

Procedure to leave campus during the school day:

1. Your parent/guardian must call or send written permission into the attendance secretary.
2. Sign the check-out sheet at the front window with the date, time and destination.
3. Get an off-campus pass from the attendance secretary.
4. When you return from your appointment, sign back in with the attendance secretary and get a pass to return to class.

Absences and Activities

Students must be in attendance at school at least one-half day if they wish to practice, play, or participate in any activity, performance, or game. Students who have been absent for the entire day may not practice for, nor participate in any activity, performance, or game unless pre-excused.

Compulsory Attendance: Board Policy JEA

Except when exempt by Oregon law, all students ages 7-18 who have not completed the 12th grade are required to attend school full-time on a regular basis at the designated school within the attendance area.

Students at BHHS are expected to attend every class, every day that they are enrolled in school.

Consequences	Incentives
<p>Truancies will be tracked each quarter and reset at the end of the quarter. Students who miss more than 3 days of school due to skipping class in the same quarter can expect the following progression of actions:</p> <ol style="list-style-type: none">1. 1 skipped class = 1 detention	<p>Students with consistent regular attendance will receive the following incentives:</p> <ol style="list-style-type: none">1. Extended Bruin PRIDE lunches given every other month for students with good attendance2. Occasional Bruin PRIDE prizes, such as Dutch Bros, T-shirts, and other rewards

<ol style="list-style-type: none"> 2. 3 skipped classes = loss of privileges (No attendance at school dances / may lose participation in musical performances, clubs or athletic events) 3. Letter home indicating a problem with attendance 4. A meeting with parents and the Assistant Principal to determine a plan of improvement 5. A meeting with the Principal and Superintendent to discuss a plan of improvement 	<ol style="list-style-type: none"> 3. Special recognition for good attendance from school staff and administration 4. Participation in the Student of the Month program, which includes lunch from Zola's for eligible students 5. Respect and trust from school staff, allowing these students to participate in special events and to be given positions of responsibility at BHHS.
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Student Absences and Excuses: Board Policy JED

Excusable Absences	Unexcused Absences
<ul style="list-style-type: none"> • Illness of the student; • Illness of an immediate family member when the student's presence at home is necessary; • Emergency situations that require the student's absence; • Field trips and school-approved activities; • Medical (dental) appointments. Confirmation of appointments may be required 	<ul style="list-style-type: none"> • Hair appointments • Shopping • Getting coffee • Long line at restaurant • Running errands • Situations that do not require the student's absence (i.e. going with a friend to an excused appointment)

ABSENCES MUST BE EXCUSED WITHIN 72 HOURS BY PARENT / GUARDIAN. AFTER 72 HOURS ALL ABSENCES WILL BE CONSIDERED UNEXCUSED.

Athletics

OSAA Rules

Eligible students must be enrolled and pass five or more classes the previous semester to participate in athletics and / or activities for the duration of the current Semester. They must be enrolled in at least five classes in the current Semester in which they are participating.

BHHS Athletic/Activities Grade Review for Eligibility

The Athletic/Activities Director will review grades every three weeks. If a student has one or more failing grades at the time of the grade review the student will be placed on academic probation. Students on probation turn in a weekly grade check sheet the Athletic/Activities Department will provide for the next three weeks. The first week the student-athlete is on probation he/she can continue to play in games. The student has that first week to communicate with their teacher and get their grade to passing. At the end of the first week of probation the Athletic/Activities Director will rule on the student's eligibility. Students who are on academic probation can maintain their eligibility by "coming prepared for class", "having all their assignments turned in", and "working to potential" in all their failing classes. If these requirements are not met then the student will not be allowed to participate in events that next week. This process then continues for the next two weeks. At the end of the three week grading period if a student who is on probation is passing all their classes then they are removed from probation. The Academic Review process starts over and another grade check will occur for all students at the end of each three week grading period. There will be grade checks on weeks 3, 6, 9, 12, 15, and 18 (end of semester). Students who fail to turn in weekly grade checks will not be allowed to participate that next week.

Note: Special circumstances will be considered in rare instances and reviewed by high school administration.

Participation Fees

Athletic participation fee is \$85 per sport. There is a Code of Conduct which students who participate in extracurricular activities must read and sign. Copies can be obtained in the Athletic Office.

Suspensions from Activities

Brookings-Harbor High School reserves the right to suspend students from activities – either for short periods or indefinitely – for inappropriate or illegal behavior, including alcohol, tobacco, or drug use, among other unsanctioned activities. Please see the Athletics Handbook or School Board Policy on the district web site for detailed descriptions of procedures and consequences.

Student Drug Testing - Extracurricular Activity Participants: Board Policy JFCIA

As part of the district's substance abuse prevention efforts, mandatory drug testing will be required of all students, grades 9-12 participating in extracurricular activities in order to:

1. Provide for student participants' health and safety;
2. Undermine the effects of peer pressure; and
3. Encourage participation in treatment programs, at parent expense, for student participants with substance abuse problems.

Student Searches: Board Policy JFG

District officials may search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. All searches for evidence of a violation conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place.
2. The search shall be "reasonable in scope."

Automobiles

If you drive a motor vehicle to school, you may be granted the privilege to park in the BHHS parking lot, with the following expectations

1. Park only in student parking spaces
2. Maintain regular school attendance
3. Transport only juniors and seniors off campus for open campus lunch. Drivers found to be transporting freshmen or sophomores will lose parking privileges at BHHS, and will be required to park off-campus.
4. Obey all school rules and state laws regarding the use of their vehicles or be cited and / or towed at the owner's expense.
5. The school district is not responsible for any damage to automobiles parked on school grounds, nor the contents in the automobiles while parked on school grounds.
6. Automobiles are subject to searches while on school property.

Students who park in staff parking spaces will lose parking privileges on campus.

STUDENT ACTIVITIES

Participation in extracurricular activities can make your high school experience a well-rounded one. BHHS offers a selection of opportunities for you.

Student Athletics

FALL	WINTER	SPRING
Football	Boys' Basketball	Baseball
Volleyball	Girls' Basketball	Softball
Co-Ed Cross Country	Wrestling	Co-Ed Golf*
Boys' Soccer		Co-Ed Track & Field
Girls' Soccer		

Clubs, Activities, and Organizations

Club / Organization	Description
LGBTQ+ and Straight Alliance Club	Students support and encourage diversity and acceptance among all students at BHHS

DRAMA CLUB	Students produce and participate in seasonal dramatic productions
KNOWLEDGE BOWL	Students participate in academic quiz competitions against clubs from other schools
WRITING CLUB	Students develop their writing skills and share their passion for writing
ROBOTICS	Students design, program, and build robots to enter into the Oregon State robotics competition
LEADERSHIP	Students work together to organize school assemblies, pep rallies, dances, and other important events to support a positive and fun student culture at BHHS
YEARBOOK	Students design and produce a student yearbook, capturing the milestone moments of each school year
SCHOOL BAND	Students participate and perform in the school band, including participation in the pep band at athletic events
CHOIR	Students participate in a student choir, giving quarterly performances at BHHS and other venues
NATIONAL HONOR SOCIETY	All students who have a GPA of 3.3 or better are eligible to join the NHS. These students must exemplify the traits of leadership, scholarship, character and service
CHESS CLUB	Play chess in the library on Tuesdays and Thursdays after school. Host the BHHS Chess Tournament.
CAVE CREW	Students participate in raising school spirit and excitement at athletic events, attending school athletic events regularly to cheer on our Bruins athletes
TUTORING CLUB	This peer tutor club helps students at the after school program and at special events. They earn community service hours and can use this opportunity as their graduation project. This is a fun opportunity to help others.
BRUIN COFFEE CAVE	Our student-run Bruin coffee shop provides espresso, coffee, and other excellent drinks for students outside of regular school hours and at special events

School Dances

Attending school dances is a privilege reserved for students who consistently meet Bruin PRIDE school expectations. Students who do not meet our school-wide expectations will not be allowed to attend school dances.

Generally, the following guidelines will apply:

In accordance with School Board Policy JFC, students who have any of the following on their school records will automatically be restricted from attending any or all school dances:

- Chronic tardiness to class
- Chronic truancy / skipping class
- Excessive discipline referrals to administration
- Students who have not been enrolled in school, showing consistent attendance, for at least three consecutive weeks prior to the date of the scheduled dance

School Discipline Guidelines and Board Policies

Students are expected to display appropriate behavior and act in a professional and mature manner at all times and at all activities sponsored by BHHS. **The Administration has the right by Oregon Law to discipline/suspend any student for ten days for any infraction.** The guidelines listed below are a reasonable attempt to provide some equity and consideration for individual special circumstances. In lieu of suspension, students may be assigned to detentions if mutual agreement between the Administration and the parent is reached.

Sexual Harassment

At all times, students should feel that our campus is free of sexual harassment. This kind of harassment includes the following:

- **Unwanted comments about a student's appearance**
- **Unwanted and repeated requests to go out on a date**
- **Unwanted or repeated requests for sexual favors**

Sexual harassment is a serious offense, and is not tolerated at BHHS. Such behavior will result in immediate out of school suspension.

Care of District Property by Students: Board Policy JFCB

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined. The Board declares its intent to hold students and their parents responsible for loss or damage of district property.

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/ Teen Dating Violence: Board Policy JFCF

****Bullying – Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.***

Hazing, Harassment, intimidation, bullying*, menacing and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited and shall not be tolerated in the district. Teen dating violence is unacceptable behavior and prohibited. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of

threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

Use of Tobacco, Alcohol or Drugs: Board Policy JFCG/JFCH/JFCI

Student substance abuse, possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, **on or near district grounds or while participating in school-sponsored activities** is prohibited and will result in disciplinary action. If a violation occurs near district grounds, disciplinary action may, at the discretion of the district, include removal from extracurricular activities and/or forfeiture of any school honors or privileges. If a violation occurs on district grounds, at school-sponsored activities or at any time the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges. A student may be referred to law enforcement at the discretion of district officials and in accordance with the law.

Deliveries: All items to be delivered to BHHS students will be held in the main office until a passing period, unless an item must be delivered during class time. **Food and drink will never be delivered during class time.** It is the student's responsibility to come to the office to get the delivered item during passing a period. The school is not responsible for items unclaimed by the day's end.

Distribution of Materials/Posting Signs: If you would like to put up a poster advertising an event, or would like to place any sorts of announcements on the school property, you have to get administrative approval 24 hours in advance. For a complete explanation of this policy, see School Board policy KJA.

Drills: As required by state law BHHS will conduct fire and earthquake drills throughout the school year. When the alarms are sounded, follow the directions of the staff, quickly, quietly, and in an orderly fashion.

Internet Access: Students will have access to worldwide communications through BHHS Internet and email systems. These systems are designed to expand student access to information and educational research. Prior to using these systems, students will be instructed on proper use and the laws and rules governing this use.

Library/Media Center: The library is open from 7:45 A.M. until 3:45 P.M., or later if supervised. Any BHHS student may borrow materials from the library for a two-week period unless a teacher has placed those materials on reserve. Overdue materials will be charged a fine of 5 cents per day. If a student loses or damages library materials, he or she will be charged a fee.

Lockers: BHHS students will be issued a locker at the beginning of the school year. If you have to change lockers, you have to get permission from the office. Lockers are provided for the convenience of students, but remain the property of BHHS. You may place temporary decorations inside, but obscene or materials deemed in poor taste will not be allowed. The contents of the lockers are your legal responsibility. It is your duty to make sure that your locker is locked and that your combination is not shared with anyone else. BHHS/District 17-C is not responsible for loss or damaged items. The district has the right to inspect lockers without prior notice if there is reason to believe that there are illegal, contraband or dangerous

objects inside. Any illegal materials will be considered the property of the person to whom the locker was assigned.

Lost and Found: If you lose something, or suspect the theft of something, report it to the main office. Small items, like books and jewelry, when found, are turned in to the main office. For larger items, like coats and other clothing, contact the custodian. Any items not claimed by the end of the year will be donated to local non-profit organizations.

PDA: BHHS students demonstrate self-respect and self-control when it comes to public displays of affection. Hand-holding is permitted. Kissing and extended hugs are inappropriate at school. School staff will address students who are acting inappropriately. School consequences may apply.

School Pictures: School pictures are taken at the beginning of the school year. BHHS expects all students to have their photos taken for school records. Student's faces should be clearly visible and they must not wear hats in their pictures. Students are not required to purchase their photos.

Bruin PRIDE Card: All students are required to purchase a Bruin PRIDE card. School pictures will be taken at the beginning of the school year. The Student Body Card serves as an ID card both here in school and in the community. Student body cards cost \$25.00.

Textbooks: Students are responsible for any textbook that has been issued to them. If a student drops a class, the student is to return the textbook to the library. If a textbook is damaged or lost while in the student's care, a fee will be assessed to replace the textbook.

Medications: Students who are taking a prescribed medication should bring the medication in the original container with the prescription label indicating the doctor's orders to the office. Any medication not picked up by the parent within ten (10) school days of the medication period or the end of the school year, whichever occurs first, will be disposed of by the district.

Emergency Medical Treatment: If you become ill or are injured while at school, notify a staff member as soon as possible. In case of a serious condition, BHHS staff will attempt to notify parents according to information provided by the parents to us. Please keep this information up to date.

Insurance: District 17-C does **NOT** carry health or accident insurance on students. Any illness or injury at school is the parent/guardian's financial responsibility. As a service, we do make available several health/accident brochures for students. BHHS does not sell insurance or recommend carriers. Students who participate in athletics are required to have proof of insurance.

Required Annual Notice School Board Policies are all available for review at <http://policy.osba.org/brookings/>

- **Americans with Disabilities Act: School Board Policy ACA**
- **Section 504**
- **Education Records/Records of Students with Disabilities Management: School Board Policy IGBAB/JO-AR**

- **Directory Information: School Board Policy JOA**
- **Suspension: School Board Policy JGD**
- **Administering Injectable Medicines to Students: School Board Policy JHCDA**
- **Academic Achievement: School Board Policy JFC**
- **Compliance with Standards: School Board Policy LGA**
- **Identification - Talented and Gifted: School Board Policy IGBBA**
- **Identification - Talented and Gifted Students Among Nontypical Populations: School Board Policy IGBBB**

Parent / Student Complaints

All public complaints fall under School Board Policy KL and may be filed at the Brookings-Harbor 17c District Office at 629 Easy Street, Brookings, OR 97415.



The material covered within this student handbook is intended as a method of communication 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.

I have received and reviewed the 2017 ~ 2018 BHHS Student Handbook and agree to follow the rules as outlined therein.

Student Signature:

