

Crane Union High School
Home of the Mustangs

2009-2010 Student Handbook

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CRANE UNION HIGH SCHOOL STUDENT, PARENT, GUARDIAN HANDBOOK AND CODE OF CONDUCT 2009-10

Dear Students, Parents and Guardians:

The Board, faculty, staff, and administration want to welcome you to Crane Union High School, "Home of the Mustangs"! This revised Student Handbook and Code of Conduct is the official notification for the standards of conduct at Crane Union High School. **Please take time to read these pages carefully. After reading the handbook, we are asking that you sign and date the tear off page at the end of the handbook that signifies you understand and consent to the responsibilities in the Code of Conduct and the data regarding personally identifiable information, and return this sheet to the high school office by no later than 15 days from the start of school.**

Crane Union High School is committed to creating a partnership among staff, students, parents and the community. The expectations are clear for each student: continuously improve student academic achievement and learning, to maintain regular attendance, and to become responsible citizens for the 21st Century. **Mutual respect and cooperation are the foundation of Crane Union High School.** Treat others and yourself with respect, be mindful of individual differences and goals, and participate in a positive manner. Crane Union High School promotes a caring, structured learning environment that provides an opportunity for you to reach your goals and accept responsibility for your behavior.

Pat Sharp, Superintendent/Principal

Legal Notices:

Crane Union High School District 1 J 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.

Pat Sharp, Superintendent/Principal/Compliance Officer has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.

Parents and students are asked to acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

We have included a page in the back of this handbook for parents to sign, date and return to the district.

At CUHS all efforts will focus on the classroom and student achievement. Our classroom instruction reflects best practice and is research based. All of our resources go towards supporting highly qualified teachers and support staff in their mission to educate every child to be contributing citizens of the 21st century.

Board Members:

Ken Bentz
 Marc O'Toole
 Wayne Evans
 Cindy Witzel
 Stacey Moser

Board meeting notices are posted on the School Web Site, WWW.harneyuh.k12.or.us and sent to KZZR Radio and the Burns Times Herald.

Administration:

Pat Sharp, Superintendent/Principal
 Melinda Northrop, Dean of Students
 Deb Crisp, Deputy Clerk
 Glennie Cargill, Registrar/Administrative Assistant
 Chuck Steeves, Athletic Director

High School Teachers:

Dave Doman - Woodworking, Construction Design, Spanish
 James Driskell – Physical Science, Physics, Algebra II, Pre-Calculus, AP Calculus, Computers, Astronomy
 Stephanie Ethington- AP Biology, Chemistry, Biology, English Composition
 Robert Frank - Speech, Voc. Agriculture, Senior Seminar, Welding
 Barbara Maher - English/Language Arts, Journalism, Yearbook
 Melinda Northrop - Social Studies, Counseling, Dean of Students
 Lindsey Robertson- Algebra, Algebra II, Geometry, Personal Finance
 Anne Sheeter - Special Education
 Todd Swan – PE, Health, Study Skills

Staff:

Janet Arnold, Cook's Aide
 Janice Dunten, Dorm Matron
 Mark Hofman, Maintenance/Custodial Supervisor
 Bonnie Kelley, Head Cook/Supervisor
 Darren Koch, Dorm Patron
 Karen Starbuck, Instructional Assistant/Library Aide
 Liz Thompson, Cook's Aide

Associated Student Body Officers for 2007-08:

President- Milton Merritt
 Vice President - Helge Bjerck
 Secretary – Hannah Buermann
 Treasurer – Emily O'Toole
 Assistant Treasurer- Brenda Otley
 Site Council Representative- Lance Moser

Student Council Meetings: First and Third Wednesdays of each month, time to be announced in the daily bulletin.

Special Group Advisors:

Dance Team – Glennie Cargill
 Concessions – Mustang Booster Club
 Driver's Education –
 Honor Society – James Driskell
 Rally Squad – Amy Bjorkman
 Student Council – Melinda Northrop

Athletic Director and Head Coaches:

Athletic Director, Chuck Steeves
 Volleyball – Lindsey Robertson
 Football - Stub Travis
 Girls Basketball – Stub Travis
 Boys Basketball – Mic Miller
 Wrestling - Dave Doman
 Track - Darwin Dunten

PREFACE

The material covered within this student handbook is intended as a method of communicating to students, parents, and guardians 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.

ADMISSION

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

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

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

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

ALTERNATIVE EDUCATION PROGRAMS/GRADED SENIOR SEMINAR

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems, for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; **to enable a student to complete the required senior seminar for a grade**; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-District Alternative Education Programs

1. Distance education classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. **Independent study which also includes a required, graded Senior Seminar Option;**
9. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

Non-District Alternative Education Programs

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80 % (percent) of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program

according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the student and/or parent do not accept the alternative education programs, there is no obligation to propose or fund a second program.

ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals
2. Criteria for enrollment
3. Proposed budget
4. Staffing
5. Location
6. Assurance of nondiscrimination

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. The district will review proposals. Contact the Superintendent/Principal for additional information on submitting proposals, the evaluation and approval process.

ALTERNATIVE EDUCATION NOTIFICATION

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.);
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.

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

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 weapons laws.

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 this substance.

The management plan is available for public inspection in the district office.

The Maintenance/Custodial Supervisor serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

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.

ATTENDANCE

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 days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of 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, the superintendent will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

- The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws
- Failure to send a student to school is a Class C violation
- A citation may be issued by the district in the amount of a \$150 fine
- 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 lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

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.

Suspension of Driving Privileges

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 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:

1. More than 10 consecutive school days of unexcused absences; or
2. 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.

Absences and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

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

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 who leave school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office personal will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

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. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. **A student must complete a full day of school the last school day before or the day of an extra-curricular activity or they will not be allowed to participate in the activity. Team members must be in school the day before, or the day of a contest or extra-curricular activity. Students, who need to miss school for a doctor or dentist appointment, etc., should make sure it does not fall within the above days unless obtaining prior approval from the principal. Special circumstances may be appealed to the Superintendent/Principal.**

Exemption from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or 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 alternative education program

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

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, 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.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

AWARDS, HONORS, SCHOLARSHIPS

Throughout the year, students who qualify receive academic, athletic and activity awards. Likewise, graduating seniors have received scholarships from many sources including: Burns Lions Gunther Memorial, U.S. Presidential, colleges, universities, community colleges and trade schools, Coca-Cola, Harney County Greater Oregon Federal Credit Union, Jesse Davis Memorial, James D. McDade College Scholarship Trust, Clemens Foundation, Harney County Dollars for Scholars, Elks Lodge, Tim Smith Memorial, Lions Poteet Memorial, Marseille Leak Memorial Scholarship, Jack Davies Memorial, Oster Memorial, National FFA and all Branches of the United States Military.

CLASS/SCHEDULE CHANGES

Students may change classes up to one week after the start of a class with teacher/advisor/counselor/principal approval. After the end of the first week, if a class is changed or dropped, it must be teacher/parent/counselor/or principal initiated, not student initiated. A student changing classes following this procedure must go back and make up all missed work if credit is to be received. Normally, dropping a subject after one week of time will result in automatic failure unless special arrangements are made in the main high school office with the principal. The district does not give quarter credits. Classes may be changed at end of first semester.

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, FFA, rally, dance, drama and athletic teams may establish rules of conduct, and consequences for misconduct, that are more strict 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.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the county/school nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain school communicable 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 county/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.

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, except Harney ESD approved E-mail access, is strictly prohibited.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students
2. The on-line activities of students are monitored by the teacher and Harney ESD employees
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited
7. Measures designed to restrict students' access to materials harmful to students have been installed. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators and Harney ESD employees, may routinely review user files and communications.

Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers, laptops taken on field trips, and district-owned E-mail system.

Students, who violate Board policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

STUDENT CODE OF CONDUCT

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.

Student Rights and Responsibilities

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 to not 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 consequence of misbehavior

Cont....

The district has authority and control over a student at school during the regular school day, in the dorm, on school

property, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault*
2. Hazing, harassment*, intimidation*, bullying or menacing*, as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying./Menacing and accompanying administrative regulation
3. Coercion*
4. Violent behavior or threats of violence or harm*, as prohibited by Board policy JFCM - Threats of Violence
5. Disorderly conduct, including disruption of the school environment
6. **Bringing, possessing, concealing or using a weapon***, as prohibited by Board policy JFCJ - Weapons in the Schools (This includes, Air Soft, BB, Toy or Look-Alike Weapons.)**
7. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or injury to district property*; or to private property on district premises or at school-sponsored activities
8. Sexual Harassment, as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation
9. Use of tobacco**, alcohol or drugs**, including drug paraphernalia, as prohibited by Board policy (ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs; JFCG - Tobacco Use by Students; JFCH - Alcohol and JFCI - Substance/Drug Abuse
10. Use or display of profane or obscene language
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
12. Violation of district transportation rules
13. Violation of law, Board policy, administrative regulation, school or classroom rules

* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

*** Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destruction device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device that is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

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.

District policies regarding violations of tobacco, alcohol, or other drugs are based on a philosophy of due process and progressive discipline and are designed to protect you and help you make better decisions and behavioral changes if necessary.

➤ **TOBACCO POLICY**

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

Consequences for Violation of the District Tobacco Policy:

First Offense:

- The student will be referred to the Harney County Juvenile authorities for processing in accordance with State law.
- The student will receive a four (4)-school day in house suspension from school including the dorm.
- The student will not be allowed to participate in school activities or athletics for four(4) calendar days and will miss a minimum of one (1) contest.
- The student will attend a tobacco education/prevention class as a condition of re-admittance.
- Parents/Guardians are automatically notified.

Second Offense:

- The student will be referred to the Harney County Juvenile authorities for processing in accordance with State law.
- The student will receive a six (6)- school day suspension from school including the dorm pending a review and investigation for expulsion for the remainder of the semester or the year.
- The student will not be allowed to participate in school activities or athletics for the remainder of the school year.
- The student will attend a tobacco education/prevention class as a condition of re-admittance if not expelled.

- Parents/Guardians are automatically notified.

➤ **ALCOHOL POLICY**

The possession and/or use of alcohol is prohibited for everyone on school premises or at any school event as participants or spectators. All non-students found in possession of alcohol will be asked to leave the school premises or school activity. Refusal to leave the school premises or school activity will result in immediate contact of law enforcement (Burns dispatch).

Consequences for Violation of the District Alcohol Policy:

First Offense:

- The student will be referred to Harney County Juvenile authorities for processing in accordance with State law.
- The student will receive a four (4) -school day suspension from school including the dorm.
- The student will not be allowed to participate in school activities or athletics for four (4) - school days and will miss a minimum of one (1) contest.
- The student will attend an alcohol education/prevention class as a condition of re-admittance.
- Parents/Guardians are automatically notified.

Second Offense:

- The student will be referred to the Harney County Juvenile authorities for processing in accordance with State law.
- The student will receive a six (6) - school day suspension from school including the dorm pending a review and investigation for expulsion for the remainder of the semester or the year.
- The student will not be allowed to participate in school activities or athletics for the remainder of the school year.
- The student will attend an alcohol education/prevention class as a condition of readmittance if not expelled.
- Parents/Guardians are automatically notified.

Parents/Guardians must pick up the student as soon as possible.

No alcoholic beverages or bottles, empty or full, are allowed in dorm rooms or on school property or at school sponsored events.

➤ **OTHER SUBSTANCE/DRUG ABUSE POLICY**

An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

The unlawful possession, use, sale, or supply of any narcotics or paraphernalia, including marijuana, or any other dangerous or illegal drug, or any substance purported to be a drug on or about the school premises or at any school-sponsored activity is prohibited.

Consequences for Violation of the District Other Substance/Drug Abuse Policy:

First Offense:

- The student will be referred to the Harney County Juvenile authorities for processing in accordance with State law.
- The student will receive up to a ten (10)-school day suspension from school including the dorm.
- The student will not be allowed to participate in school activities or athletics for ten (10)-calendar days and will miss a minimum of one (1) contest.
- The student will attend a drug abuse education/prevention class as a condition of re-admittance.

- **Parents/Guardians are automatically notified.**

Second Offense:

- **The student will be referred to the Harney County Juvenile authorities for processing in accordance with State law.**
- **The student will receive a Ten (10)-school day suspension from school including the dorm pending a review and investigation for expulsion for the remainder of the semester or the year.**
- **The student will not be allowed to participate in school activities or athletics for the remainder of the school year.**
- **The student will attend a drug abuse education/prevention class as a condition of re-admittance if not expelled.**
- **Parents/Guardians are automatically notified.**

CONFERENCES

Regular conferences are scheduled annually as needed or requested to review student progress.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time. Parents may request their child to be placed on a weekly progress report.

CORRESPONDENCE COURSES

A student in grades 9-12 may earn a maximum of five units of credit by correspondence. These credits may be applied toward state or local graduation requirements. The counselor/principal and student's parent prior to enrolling in such courses must approve all correspondence courses taken for credit. Contact the counselor for correspondence course details.

COUNSELING

Academic Counseling

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid, scholarships and housing. Students are also encouraged to utilize the Computer Assisted Career Information System found in the library/media center.

CREDIT BY EXAMINATION

A student, who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

DANCES/SOCIAL EVENTS/GUEST PASSES

The rules of good conduct and grooming shall be observed for school and dorm dances and social events. Guest passes are available in the high school office and must be filled out prior to a guest coming to a dance/social event. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. The closing hour for all major social functions is 12:00 midnight unless changed by chaperones. Dances are an extra-curricular activity; thus, all attendance, grading, and disciplinary policies apply. Class advisors/chaperones must be at all dances sponsored by their respective classes.

CLASSROOM DISCIPLINE

Each teacher shall establish a set of classroom rules that shall be followed. Any violation of these rules shall result in discipline as stated in the classroom plan. Teachers must have a written system posted on the classroom wall.

Students who have repeated discipline problems may be given individual consequences.

| | |
|---------------------------|---|
| 1 st detention | 15 minutes with teacher |
| 2 nd detention | 30 minutes with teacher |
| 3 rd detention | 1 hour with Dean of Students |
| 4 th detention | ½ day in-house suspension |
| 5 th detention | 1 day in-house suspension |
| 6 th detention | 2 day in-house suspension |
| 7 th detention | out of school suspension or other disciplinary measure by superintendent including expulsion. |
| 8 th detention | 2 day out-of-school suspension |
| 9 th detention | possible expulsion or other disciplinary measure by Superintendent |

Any major disruption by student may result in immediate suspension.

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.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, loss of other privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past record and 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, he/she 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, for not more than two hours, on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

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 non school 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 guardians/parents of a suspended student.

While under suspension, a student may not attend school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Schoolwork missed by a student while on suspension may be made up during the time of suspension or upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty. Students will be given the same number of days they were suspended to make up work. Students are encouraged to do their daily assignments and make-up work during the time of suspension so they don't fall behind.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

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

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

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior that 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 educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

DISTRIBUTION OF MATERIAL

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

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

Materials not under the editorial control of the district must be submitted to the principal 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 inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If the 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.

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

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

Dress and grooming while in school, the dorm, or school activities at Crane Union High School or while traveling with or on behalf of the school, either as a representative or spectator, is basically the individual responsibility of the student and his/her parents/guardians and/or the Matron and Patron of the dormitory. All school employees on site are asked and expected to help enforce the dress policy. Students are asked and expected to take pride in their individual dress and grooming and in the school generally. As professionals, teachers and staff are expected to dress appropriately and likewise, as students you are expected to dress and groom appropriately.

Dress policies, rules, and regulations include:

1. Dress and grooming shall be clean and in keeping with health, sanitary, and safety practices, and will not detract or interfere with the educational environment.
2. When a student is participating in special activities, his/her dress and grooming shall not disrupt the performance or constitute a health threat to the individual or other students.
3. Dress and grooming shall not be such as to disrupt the teaching-learning process and/or environment.
4. Except in rare instances, the following clothing will not be worn to classes or on the first floor of the dorm:

Girls: Will not wear shorts that are finger-tipped length and shorter, mid-drift blouses, backless blouses, tank tops and other similar clothes.

Boys: Will not wear shorts that are finger tipped length and shorter, muscles shirts, undershirts and other similar clothes.

5. Sleeveless blouses or shirts with a 3-finger width shoulder covering will be allowed.
6. Shorts having a 4 1/2 inch inseam or longer will be allowed
7. Skirts that are 15 1/2 inches or longer, from the top of the wrist to bottom of the hem will be allowed.
8. Shirts and blouses with more than a hand width below the collar bone or any cleavage showing will not be allowed.
9. Revealing clothing and apparel of an intimate nature, including see-through or silky, will not be allowed.
10. Scanty outfits that distract teachers from teaching or students from learning will not be allowed.
11. Gang attire of any kind will not be allowed. No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, bandana, jewelry, emblem, badge

- or any other such symbol evidencing gang membership or affiliation.
12. Hair grooming for all students is expected to be neat and clean at all times. CUHS will not regulate student hair length unless it poses a safety or health hazard or disrupts the educational process.
 13. Hats and other head coverings such as bandanas are not to be worn in buildings. Students, faculty and administration will not wear head coverings (caps, hats, scarves, bandanas, etc.) while in school buildings during instructional time, including the dormitory. Exceptions, such as spirit days, or for religious or cultural heritage reasons, or for medical reasons will be approved on a case by case basis by the Dorm Matron, Patron, Dean of Students and/or Superintendent/Principal.
 14. The Oregon State Health Department requires that shoes be worn inside the school buildings. As the saying goes, no shirts, no shoes, no schooling service!
 15. Inappropriate dress also includes: Hats, beach attire, bare midriffs, see-through clothing/net or pajama type fabrics, halter tops, low scoop shirts, slippers or clothing worn in PE class or for sports (except by permission of the dorm staff during dinner time) and other dress or grooming that might be determined by staff to be inappropriate.
 16. **Clothing advertising any type of alcohol, tobacco, or drug product is prohibited.**

Consequences for Violation of the Dress and Grooming Policies include:

1. If a student's dress or grooming is inappropriate for the nature of the class, disrupts the educational climate or process, is discriminatory (promoting "hate" or violence, sex, drugs, etc.), torn, unclean or is a threat to the health or safety of the student or any other person, the school will require the student to change his/her dress or grooming.
2. Violators of any of the above provisions will be asked to either clean up, cover up, change their dress and grooming to appropriate attire or go home (or the dorm) and change before returning.

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill will be conducted each month for students in grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

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

DORM ADMISSION AND RESIDENCE POLICY

The dorm was originally established to service the needs of students living within the boundaries of Crane Union High School District No. 1J

In order to avoid misunderstandings and overcrowded conditions in the dorm, the following policy and criteria will be used by the administration to determine admittance and residence in the dorm:

1. **First priority will be given to students who live in and graduate from the Rural Elementary Schools within the CUHS boundaries. Specifically: Crane Elementary, Diamond, Double 0, Drewsey, Fields, Frenchglen, Pine Creek and Suntex, and to other resident pupils, as defined in ORS 327.006(7) (a), whose legal school residence is within the boundaries of CUHS District 1J.**
2. **Second priority will be given to students living in a non-high school district that have had an ongoing interagency agreement with CUHS and who have signed a current interagency agreement. Specifically: Arock, Juntura and Denio, Nevada.**
3. **After applying the first two criteria above for order of admittance to the dorm, should the number of students expecting to live in the dorm exceed the maximum number of two (2) students to a room, the Board reserves the right to institute a mileage limitation. The current board policy states that students who live less than twenty (20) miles from the dorm may not reside in the dorm unless a hardship request is filed with the Superintendent and approved by the Board. This rule may be modified by Board action if deemed necessary by a road or activity hardship problem.**

4. While the district must admit into the school any student who is a temporary resident of the district by way of the provisions of ORS 109.056, the district may give those temporary residents lower priority for admission into the school's dormitory. Students given first priority for dormitory admission would be those who are resident of the District and who live with their parents or live with judicially determined guardians.
5. Under no circumstance will the District assume any responsibility for any student when school or school activities are not in session. The District does not provide student accident insurance coverage of any kind whether during school time or not. This is the parent's responsibility.
6. Enrollment of a new, formerly out-of-district, student requires verification of the address of the student's residence with an electric bill showing an in-district residential street address, not a P.O. Box address.
7. The district will not enroll an out-of-district student without the judicially determined guardian being present and the guardian must be the individual enrolling the student, not the parent.
8. The district will have a statement on file, signed by both the parent and the judicially approved guardian stating that the guardian will receive all notifications, including disciplinary notifications, regarding the student. The judicially approved guardian will be the only one to give permission for the student to leave school and he/she will be responsible for notifying the school if the student will be absent.

DORM REGULATIONS

- INTRODUCTION

In accordance with Oregon Revised Statutes, Administrative rules, and Board Policy, the following dormitory rules and regulations are hereby in effect for all students who live in or visit the dormitory at Crane Union High School.

Even though parents and guardians, as natural guardians of their children, have the right and responsibility for the custody, care and education of their minor children, their parental authority is temporarily superseded by that of school authorities during the period of time their children are in the charge of the school and dormitory staff. The legal principle of "in loco parentis" (in the place of the parent) is for the purpose of maintaining discipline and safety. School authority is temporarily "in loco parentis" from the time the student arrives on campus and signs in until the student signs out. The school also assumes "in loco parentis" authority on all school activities for those students in their charge.

Students living a distance of less than twenty (20) miles from school will not be permitted to stay in the dormitory. Special cases due to hardship, weather and icy roads, and athletics or other student activities may submit a request to the superintendent and appear before the Board for special admittance. The district will pay nineteen (19) cents per mile for transportation for each day the non-dormitory resident student is in school. This is paid for two round trips per day, one payment per family.

There will be two people in charge of the dormitory as chief supervisors. These people are designated as the dorm matron and patron and are delegated this authority by the superintendent/principal. All dorm policies must be coordinated, mutually agreed upon and consistent between the patron and matron. All students will be expected to respect and to obey the requests of all dormitory and cafeteria personnel including but not limited to: the patron, matron, cook, cook's helper's, teacher aides etc. They will operate in accordance with these rules and regulations.

Any rule or activity not covered in these policies will be left to the discretion of the dormitory staff in conjunction with the superintendent/principal and/Dean of Students for firm, fair, consistent and appropriate due process and discipline. All disciplinary measures shall be exercised with firmness, fairness and consistency in each individual case and procedures shall be flexible enough to allow for the individual differences among students. However, the welfare and safety of the group must be paramount and continuing. Exhaustive efforts of the school expended on one individual shall be terminated when these efforts fail to produce acceptable results at the expense of the group and at the expense of maintaining a positive dorm living, eating, learning, and recreational environment.

The responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior on the part of the high school student shall belong to all those concerned with the education program including: The school personnel, the parents/guardians, and the community. You all are encouraged and empowered to help us make the Crane Union High School dorm one of the best public school dormitories in the world.

In addition to the initial orientation for incoming freshman and their parents in the Spring of each year, there will be an open meeting within the first week of school each year for all dorm and non-dorm students, parents, and guardians to go over the newly revised Crane Union High School Student, Parent, Guardian Handbook and Code of Conduct which includes all dorm rules and regulations.

All students, parents/guardians will be asked to read the handbook and sign a sheet signifying this.

- **DORMITORY HOURS**

Under normal circumstances, the dormitory will be unlocked at 7:00 a.m. on school days. Students should go home on weekends, weather permitting, and not return before 6:00 p.m. on Sunday evening school year around. When the teams are on away games, and their return is late in the evening the dorm may remain open. The AD will develop his athletic schedule by working with other league schools. He/she will try not to have games during vacation periods. However, if this has to occur due to a limited number of days to get all the games in, we will follow the policy and keep the dorm open. If we play a single night game at home, students will go home after the game and the dorm will be closed. If we play a double-header home game, one night and the next, the dorm will remain open the first night and the dorm will be closed after the game on the second night.

The dormitory will be open until 9:00 p.m. on all nights it is in operation. On clean-up nights, usually Wednesdays, visitors are not allowed and the dorm will operate a closed campus. Resident dorm students may not go or come from the dorm on Wednesday evenings.

All students must personally check out and in, in writing, in the logbook if leaving the dorm or school campus for any reason except school activities. The Matron or Patron must be notified. Failure to do so will result in disciplinary action in the form of after school or Friday afternoon community service work with the custodians. Any dorm student leaving campus in a vehicle must have permission from the Matron or the Patron before leaving. During school hours, students must check out of the high school office when leaving.

All students are to be in bed at 10:30 p.m. The Patron and Matron will be responsible for making periodic unannounced room and bed checks. Students violating this rule will be warned once and repeat offenders will be punished severely including being roomed for up to two weeks or lose their privilege of living in the dorm. Students are to be awakened by 6:45 a.m. Each student is responsible for being in school on time. Students violating the tardy rule will receive consequences as per the existing tardy and attendance rules found elsewhere in this handbook.

After all dorm-related student activities such as use of the computers, lounge, and recreation room, the overhead lights shall be turned out. Student showers, visiting with one another, etc. shall end not later than 9:45 p.m., at which time, all students must be in their own rooms.

All assigned dorm/kitchen/cafeteria-related jobs will be completed before the kitchen closes and school begins.

Breakfast will be served at 7:15 a.m. Students are encouraged to eat breakfast, but are not required to do so. However, the kitchen will be closed when breakfast is finished and no student is to be allowed to enter the kitchen for food. This rule does not apply to milk, orange juice, or coffee.

The above rules apply to all regular school days. The Matron and Patron may use their judgment for irregular or special days when schedules are changed from the normal schedule.

- **SICK POLICY**

When students become sick, parents/guardians will be notified to come and get their student. A student who is unable to get home and who spends time during school hours sick in his/her room is to remain in his/her room for the rest of the day except to use the restrooms. Sick students will not be allowed to participate in any extra curricular activities for that day. For health reasons, parents/guardians of sick students are asked to please keep their sick children at home in an effort not to spread a potentially contagious disease. This same rule with respect to sickness applies to non-dorm students.

- **LEAVING THE DORM**

Students may not leave the dorm between the hours of 9:00 p.m. and 7:00 a.m. except by permission from the dorm Matron or Patron. Consequences for violation of this policy include:

First Offense: The student will be suspended from the dorm for five (5) school days, will serve ten (10) hours of community service after school and will not be allowed to participate in any school activities during this time.

Second Offense: The student will be removed from the dorm for either the remainder of the semester or the school year depending upon the circumstances.

Dorm students are not allowed behind the school buildings after school due to supervision problems. The dorm Matron and/or Patron can not be in two places at once. If a student is caught in any of these areas without a chaperone, they will be out of the dorm for one week. A second offense will cause an automatic referral to the Superintendent/Principal or his designee, the Dean of Students, who will review the case and may remove the student from the dorm for the remainder of the semester or year depending on the circumstances.

In any situation when a student has been suspended from the dorm, he or she will still be able to attend school by having his/her parent bring them to school during the time of dorm-residence suspension at their own expense, by staying with a friend that lives within driving distance of the school with parent/guardian signed permission for this to occur, or by seeking home or independent study options and alternatives through the counseling office.

- **PERSONAL POSSESSIONS**

Students are to provide their own sheets, pillow, blankets, bedspreads, towels and toiletries. Students must mark everything they bring to the dormitory. The school will not be responsible for personal effects. They must be marked. Large amounts of money should not be kept in dorm rooms. Rather, it should be turned into the office for safekeeping. The Matron or Patron will keep money for students overnight if they bring it Sunday evening. Students are encouraged to lock their rooms when unattended. Please report any lost or stolen items to the Matron or Patron immediately so they can investigate, follow up and make a referral to the Superintendent/Principal or the Dean of Students if necessary.

- **SUSPENSIONS/EXPULSIONS FROM THE DORM AND/OR SCHOOL**

The Superintendent/Principal following regular district policies found elsewhere in this handbook under Discipline/Due Process will do Suspension/Expulsions.

- **GENERAL INFORMATION**

Dormitory meetings will be scheduled by the Dorm Matron/Patron and held on a regular monthly

basis or as needed to fit a particular circumstance. Regularly scheduled, posted and announced dorm meetings will be open to any parent wishing to attend. A schedule of regular monthly meetings will be handed out to parents by the end of the first week of school.

Use of profanity, vulgar or obscene language shall be subject to the district's regular disciplinary action/due process procedures found elsewhere in this handbook.

No initiation activities of any kind will be permitted in the dorm. Harassment or bullying of any student will not be tolerated, and the person being harassed or bullied may file a complaint form regarding the matter with the Superintendent/Principal. No student will order another student to do menial tasks.

Willful breakage or damage or vandalism to any part of the dormitory will result in suspension pending investigation that may lead to the student's expulsion from the dorm and/or school. Parents/guardians will be notified as soon as possible. All damage will be repaired and costs billed to the student/parent/guardian as soon as possible.

Water and food fighting will not be allowed in the dormitory. Violators will be subject to immediate discipline up to and including a referral to the Superintendent/Principal. The Superintendent/Principal will follow the Discipline/Due Process procedures outlined elsewhere in this handbook.

Window screens and drapes are to be left on the windows. There will be no climbing in or out of dorm windows. Students caught will be suspended the first time, and expelled from the dorm the second time. Students are responsible for the screens and drapes in their rooms. Should they be removed, the student is subject to disciplinary action. Please refer also to the policies regarding leaving the dorm above.

All students will make their own beds, clean their own rooms, and at mealtimes, get their own food. All students will also furnish their own laundry basket and/or hamper. Regular announced and unannounced weekly and monthly inspections will be conducted by the Dorm Matron and Patron, the superintendent/principal and/or the Dean of Students throughout the year and violators will be subject to discipline including a warning for a first offense, public service hours for dorm clean-up on Thursday evenings for a second offense and/or suspension from living in the dorm for a third offense.

- **ACTIVITIES**

Sunday activities such as movies will be allowed with parent/guardian's permission only. Movies must be properly rated as PG or PG-13. R-rated movies are not to be shown to students in the dorm. Unrated movies are not to be shown.

When going to a movie Sunday night from home, parents/guardians must check in by phone, or in person, to the Matron/Patron if the student goes to a movie. Due to varying circumstances, attendance at movies will be at the discretion of the Matron/Patron. No student will be admitted to the dormitory on Sunday evening after 9:00 p.m. who has not checked in with the Matron/Patron before that time. All students must be checked into the dorm by no later than 11:00 p.m. from a movie. If the weather is bad, or the roads are bad, there will be no movie or Sunday night activities.

WORK ASSIGNMENTS

Work sheets will be changed every two weeks. Permanent jobs may be given to any student on any job. Job descriptions may be obtained from the Patron/Matron. Kitchen and dining room job descriptions may be obtained from the Head Cook.

The Patron, Matron, or Cook will see all job assignments are done as assigned. All assignments will be made as fair as possible. Continual failure to do assigned duties on time and to the expected level of quality specified by the Matron/Patron/Cook will result in disciplinary action up to and including suspension/expulsion from the dorm.

The Patron/Matron/Cook will reassign when going on the bus or attending other activities, jobs.

Students are required to do their jobs if in the Patron, Matron or Cook's opinion there is time to complete them.

Wednesdays throughout the year, visitors are not allowed and the dorm will operate a closed campus. Resident dorm students may not go or come from the dorm on Wednesday evenings for purposes of cleaning the dorm on a regular basis.

- **STUDENT ROOMS**

Students will not be assigned a room until they have met the criteria outlined in the dorm residence policy found elsewhere in this handbook. After this criterion has been met, an inspection of the assigned room will be made and the proper papers will be completed. The inspection will document the condition of the room when the student is assigned the room and it must be made with the student, parent/guardian, and either the Matron or Patron. All parties to the inspection will be expected to sign the inspection sheet. In this manner, any damages that may occur can be accounted for an charged appropriately after the year end inspection.

Once a student has been assigned a room, that student may not move except in very special cases approved by the Dorm Matron or Patron.

Parents/guardians and students are responsible for the condition of their room. Parents/guardians and their student are responsible for any and all damage to the assigned room. The Dorm Matron, Patron, and Vice-Principal will make both announced and unannounced spot check inspections throughout the year.

Any willful breakage, damage or alteration of equipment or removal of screens or ceiling tile in any room will result in disciplinary action consisting of assigned community service work with the maintenance/custodial supervisor on Thursday afternoons to repair the damage and restitution in the amount of the cost of the damage to be paid either by the student and or his/her parent/guardian. A student may also be suspended/expelled from the dorm if the willful breakage and/or damage warrant such action in the opinion of the superintendent/principal or his designee. Each case will be reviewed on its own merits and circumstances. The student's parents/guardians will be notified of the disciplinary action as soon as possible. For safety reasons and the need to preserve the dorms interior for future generations of Crane students, nothing is to be placed in the wall or above the ceiling tile or hanging from the ceiling. Students who violate this rule will receive a warning and minimum of three (3) hours of community service work with the custodians on Thursday afternoon for a first offense, (10) hours of community service for a second offense and may be suspended from the dorm for a third offense for the remainder of the semester or year depending on the circumstances and the time of the year the violation occurs.

The Dorm Matron, Patron, Superintendent/Principal and/or the Dean of Students may inspect rooms at any time. Rooms must be kept clean and beds made every morning before school. Clothes are to be in drawers and closets. All beds must have sheets and one or more blankets. No alcohol, tobacco or other drugs are allowed on campus. Student rooms are to be kept clear of such substances and paraphernalia. The Dorm Matron, Patron, Superintendent/Principal and/or the Dean of Students will enforce this rule firmly, fairly and consistently. Non-compliance with this rule will result in a warning and three (3) hours of assigned room clean-up and/or community service work with a custodian on Thursday afternoon for a first offense, (10) hours of assigned community service work for a second offense and the student may be suspended/expelled from the dorm for a third offense for the remainder of the semester or year depending on the circumstances.

Girls are not permitted in the boys' section of the dorm, and boys are not permitted in the girls' section of the dorm, except with permission of the dormitory Matron or Patron in special circumstances. No boys will be permitted on the stairs of the girl's dorm unless given special permission from the Matron and Patron. The Matron or Patron must announce all members of the opposite sex that are entering the dorm.

No pornography of any form will be allowed in the school or the dorm. It simply will not be tolerated. No "R" or "X" rated movies will be viewed in the dormitory lounge and no films viewed in

the rooms. The Dorm Matron and Patron have the authority to regulate the quality of audio (CDs/tapes/DVDs) and visual materials. Violators will be required to remove equipment and offensive materials from the dorm, parents/guardians will be notified, Juvenile Services may be notified through referral to the Harney County Sheriff's Department, suspension for up to 7 days can occur depending upon the circumstances pending further investigation for expulsion from both the dorm and school. No signs, shirts or posters promoting alcohol, drugs or tobacco will be allowed.

- **DRESS AND GROOMING CODE**

The school and dorm have the same dress and grooming code. Please refer to this policy elsewhere in this handbook.

- **TELEPHONES**

Use of school owned dorm telephones are not a right but a privilege. Violations of long distance calling policies have occurred in the dorm in the recent past and will no longer be tolerated. Only collect long distance phone calls approved by the Dorm Matron or Patron will be allowed by students. 1010220 calls are not allowed. Violators will be warned and charged for any other type unapproved long distance calls and /or have their phone privileges removed if repeat offenses occur. The administration will continue to monitor and study student phone use in the dorm and may restrict phone use to pay phones only or resort to authorizing Century Tel to block certain types of unauthorized long-distance calls if the situation warrants it in the future.

Phone calls are limited to no more than five (5) minutes unless approved by the Dorm Matron and Patron. Please place calls to the dorm before 9:45 p.m., if possible. The dorm numbers are:

Boys Dorm—493-2642

Girls Dorm—493-2362

Pay Phone—493-9600

Phones in the dormitory are not to be used while classes are in session. Repeated abuse of the above rules will cause limiting or elimination of telephone privileges.

- **FOOD AND MEALS**

Three meals a day will be served to students at designated times: breakfast, lunch and dinner. Snack time, a privilege, may be provided to students at variable times. When students leave the table after eating, they are expected to clean their place, scrape their plate and sort their silverware at the dishwashing window. The kitchen will be off limits except for kitchen helpers during meal times, except as allowed by the cook.

Students will not be allowed food, drink, dishes or utensils in their rooms or in the lounge.

Violations will be cause for disciplinary action.

Students not living in the dormitory (non-dormitory students) may have their noon meal in return for work or help in the kitchen. Students may eat the evening meal in the dormitory on those occasions when it is necessary for school activities, trips, etc. The Dorm Matron/Patron are to keep record of who eats in the dorm at dinner time. Students who eat meals or visit the dormitory are subject to all rules and regulations.

Good manners and conduct will be displayed at all times in the dining hall. No throwing of food will be tolerated at any time. Food fights will not be tolerated. Violators will receive a warning, and community service supervised by the custodians, and may be subject to suspension/expulsion from the dorm for repeat incidents. Food and drinks should not be wasted and everything taken should be eaten or drank. Only one glass of milk or juice is allowed per tray.

Non-dorm students with noon jobs in the dorm will show up for their job or make arrangements with the Dorm Matron or Patron.

- **LOUNGE**

Furniture is to be treated with respect. No cushions shall be removed from the furniture. Activities such as kissing will not be allowed in the dormitory. Students will be allowed to "loungue" in the lounge.

The lounge belongs to the students. However, all students are expected to control their behavior and to be courteous and respectful.

- **STUDY HALL POLICY**

Study Hall will be administered on a weekly basis. It will be the Dean of Students responsibility to post this list and see that a copy of the list is given to all staff including the Dorm Patron and Matron. If the list is "actually posted" it must be coded in a manner that does not identify individual students publicly by name (numbers might be used). The teacher must notify the affected student of his/her placement on the list by 12:00 o'clock noon every Monday.

1. Students will be required to attend Study Hall for a failing grade or for missing work not previously made up and handed into their teacher.
2. Starting at the end of the 2nd week of each 9-week grading period, staff members will report to the office of the Dean of Students any students who are failing in class. The Dean of Students shall compile a list of such students weekly. Students whose names are submitted for the 1st time will be put on a 1-week probationary period. Students receiving failing grades for 2 or more weeks in the same class shall be declared ineligible for extra-curricular activities until the next failing list is issued and the student is receiving passing grades in that particular class.
3. A student failing to attend required Study Hall will be required to make up the amount of Study Hall time they missed, will receive a detention, and will not be allowed to participate in extra-curricular activities.
4. The required Study Hall time will be one hour per week or until the teacher releases the student. Students must complete their required time with the teacher from the class they are not passing satisfactorily in or are failing. This time must be served from 7:30 a.m. to 7:45 a.m. or at a time set by the teacher.
5. Students living at home will be required to attend Study Hall the same as dormitory resident students.

- **SEARCH AND SEIZURE**

Please refer to the Search and Seizure policy found elsewhere in this handbook.

- **EMERGENCY SCHOOL CLOSURE**

RESPONSE TO TERRORISM-CONDITION RED

As designated by the following Homeland Security Advisory System Codes: Low Condition: Green; Guarded Condition: Blue; Elevated Condition: Yellow; High Condition: Orange; Severe Condition: Red

Action Plan for Crane Elementary and Crane Union High School District

In the event of an imminent threat of a terrorist event or a confirmed terrorist attack:

Upon notification from a valid source (National emergency network, Dean of Students, Superintendent/Principal, and/or the Emergency First Responders) do the following:

1. Immediately ascertain and assess the type and nature of the emergency situation and whether the school/community is or is not in imminent threat of a terrorist event or a confirmed terrorist attack.
2. Immediately gather students, call roll and monitor students in all classrooms and activity areas for eventual transfer to the cafeteria/dorm complex.
3. Phone all parents using emergency contact phone tree and Line 4 only. If phones are out tune in to the radio stations. This will require having a small battery operated transistor radio.
4. Send pre-written message to parents via E-mail. (This will entail identifying all

parents/guardians who have E-mail, developing parent user group lists and designing a message format.)

5. Keep phone lines open. Line 1 is designated for administrative use only; Line 2 for elementary use only; Line 3 for CUHS use only; and Line 4 for phoning parents/guardians/ and designated contacts.
6. If electricity is off, use battery re-charged analog phones with booster antennas or cell phones.
7. If phone lines, electricity, cell or analog phones or Internet are down, wait for personal contact from the Dean of Studies, Superintendent/Principal or Board Member via in person contact or two-way battery operated walkie-talkie or two-way police/emergency-ban radios.
8. Tune to radio stations on the national emergency network using a battery operated transistorized radio.
9. Physically release students to the following designated individuals only: Custodial parent/guardian/other parent designated and authorized relative, neighbor or friend.
10. With parent/guardian permission only, either pre-signed or obtained and verified by phone, students with cars on campus will be allowed to drive themselves home immediately if no imminent threat of a terrorist event or a confirmed terrorist attack in the immediate area is apparent.
11. After calling roll, take all students in either the elementary or the high school to the cafeteria/dorm complex and supervise them until further notice.
12. Display a solid red flag in front of the school on the flagpole.
13. Grade K-8, and 9-12 teachers and teacher aides responsibilities include:
 - a. Remain calm, supervise/monitor students and provide guidance, appropriate information and reassurance.
 - b. Depending on the proximity of an event, teachers should monitor the school grounds as opportunities arise and take measures to ensure student-safety. This may include moving students within the school to a safe position in the cafeteria/dorm complex, reporting additional information to authorities or initiating a Lockdown.
14. Dean of Students, Superintendent-Principal and Administrative Assistant responsibilities include:
 - a. Remain calm, make phone contacts with parents, and send E-mails, contact emergency first responders and service providers, contact Board members, contact print and non-print media sources on the attached lists.
 - b. If a Lockdown becomes necessary, the Dean of Students, Superintendent/Principal or Administrative Assistant will assume this responsibility. (See Lockdown Procedure Attached-Please read it and become very familiar with it.)
15. In the event of such an emergency, food, water, fuel and alternative power sources/generators will be housed in or around the cafeteria/dorm complex to provide emergency food and shelter for a minimum of five (5) days for all K-8, and 9-12 students and staff. Hopefully, parents/guardians/or other designated and authorized individuals will have been contacted and will have come and taken their children home on the first day of a code red.
16. Staff will be trained to deal with the short-and long-term psychological trauma that impact students, faculty and parents during and following such a crisis.
17. Practice makes perfect. Practice doesn't need to be drills each time, but can be "table top" exercises and other events that do not tie up precious time for teaching. Also the district will support, encourage and participate in any organized county or statewide crisis preparedness drills.

This Terrorist Action Plan was Revised and Recommended March 11, 2003 – Note to Parents/Guardians: Due to the fact that the President has declared war on Terrorism and America has already had a condition orange alert on several occasions and that public schools and governmental agencies must close if the national alert status goes to a condition red, the current administration recommended and both Boards adopted this action plan. It is now Board Policy.

In any other emergency conditions CUHS will close school only if we lose power, sewer and/or heat. The reasons for this are as follows:

- Because of the dormitory, once students are here there is only danger in sending them home.
- It is next to impossible to contact all students to tell them school is closed. (No phones, no one home, etc.)
- The school feels that parents have better knowledge of what road conditions are in their area. If

you feel it is not safe for your student to travel, then keep them home.

- You can be assured that school will continue normally during bad weather. We will not just fill time, play games or ignore good, sound educational practices and procedures.
- Crane Union High School operates on the basis of a state minimum number of hours of instruction and cannot afford to miss any of them without making them up at the end of the school year.
- Students who miss school because of inclement weather will be expected to make-up the work they miss, not as punishment, but to further their education and meet state hours requirements.
- Athletic teams will not punish players for missing practice due to inclement weather.
- **DISEASE CONTROL**

The following information concerning disease and blood spill control is provided for all students, faculty and staff who may have the opportunity to administer First Aid to another or be assigned the duty of cleaning restrooms.

With respect to bleeding, kits containing plastic bags, highly absorbent towels, alcohol, Lysol, etc. are available in all classrooms and a central location in each building.

- Always wear gloves when in contact with blood other than your own.
- Hand a towel/tissue, etc. to the individual.
- Dispose of the towel/tissue, etc. in a plastic bag.
- Sterilize any area touched by blood.

While cleaning restrooms, always wear gloves while cleaning bowls, urinals, wastebaskets and Tampon receptacles, and dispose of all materials used in plastic bags that should be tied shut.

See also the heading entitled Communicable Diseases found elsewhere in this handbook.

- **WEAPONS**

See the school-wide policy and State law concerning weapons outlined in the section entitled, Student Code of Conduct found elsewhere in this handbook.

- **HARASSMENT/BULLYING**

See the school-wide policy and process for filing a complaint outlined the Student/Parents/Guardians Complaint section found elsewhere in this handbook.

- **TOBACCO POLICY**
- **ALCOHOL POLICY**
- **SUBSTANCE/DRUG ABUSE POLICY**

See the school-wide policies found elsewhere in this handbook under the Student Code of Conduct referring to Tobacco, Alcohol and Other Drugs Policies violations, and see also the section entitled, Drug, Alcohol and Tobacco Prevention Program.

- **ADMINISTERING MEDICATIONS IN SCHOOL**

See the school-wide medicines in school policy found elsewhere in this handbook.

- **MOTORIZED AND NON-MOTORIZED VEHICLES**

See also the school-wide policy on motorized and non-motorized vehicles found in the Student Code of Conduct section elsewhere in this handbook.

The following regulations are necessary because of parking, traffic patterns and the desire of many parents to have the school know the location of their children.

Any licensed, insured and school-registered driver may drive a licensed vehicle onto the school premises under the following conditions:

(1) No student vehicle will be permitted to leave the school grounds during the hours in which school is in session without the permission of the school administration and a note to dormitory staff.

(2) Students are not permitted in cars parked on school grounds at any time.

(3) Students who live in the dormitory will not be allowed to move their vehicles during the week or weekend during activities, etc., without the direct permission of their parents/guardians and/or dormitory staff.

(4) Cars, motor bikes, bikes, etc., must be parked in an assigned place or area and locked at all times while on the school premises.

(5) Students in mechanics class may, with teacher permission, move their vehicle to the shop working area for educational training and repairs under the instructor's supervision with a note to dormitory staff.

(6) Students who plan to drive on campus must show valid drivers licenses and proof of insurance and register copies of these documents in the office as a part of the student registration process.

(7) Dorm students are required to hand in their keys to the matron or patron upon arrival at the dormitory. Vehicles are to be locked at all times

(8) Students are to refrain from driving in front of the grade school during school hours.

(9) Abuse of these rules will be handled by the Patron, Matron, Dean of Students and/or Superintendent as per the specific consequences identified in the Student Conduct Code section dealing with vehicular-involved infractions found elsewhere in this handbook..

- **TYPES OF DISCIPLINE**

- (1) Extra dormitory duties.
- (2) "Dorming" which means being confined to the dorm or a certain area except during class time or school activities.
- (3) "Rooming" which means being confined to your room except during class time, school activities or assigned jobs.
- (4) Suspension/Expulsion from the dorm up to five (5) days or more as the circumstances warrant by the Dorm Patron, Matron, Dean of Students and/or Superintendent-Principal.
- (5) Loss of driving privileges on campus.

- **CAUSES FOR IMMEDIATE SUSPENSION**

- (1) Alcohol, tobacco or other drug violations
- (2) Boys in the girls dorm
- (3) Girls in the boys dorm
- (4) Leaving dorm after lights out
- (5) Violent behavior or fighting
- (6) Vandalism
- (7) Weapons on campus, in vehicles or in the dorm

IF A STATE OR FEDERAL LAW IS BROKEN, THE STUDENT WILL BE TURNED OVER TO THE PROPER JUVENILE OR LAW ENFORCEMENT AUTHORITIES.

See also the Student Code of Conduct found else where in this handbook.

- **FIRE DRILLS/DORM SAFETY**

- (1) When the fire alarm sounds, all people are to immediately leave the dormitory.
 - (A) People on the west end of the dormitory use the west fire exit doors if in a room, hallway or the lavatory. If in the lounge, dining room or kitchen, use the main entrance.
 - (B) People on the east end of the dormitory use the east fire doors if in a room, hallway or the lavatory. If in the lounge, dining room or kitchen, use the double doors on the east side of the dining room.
- (2) Once outside, immediately group with roommate(s) and listen for personal room number to be called. On the west side, boys group next to the tennis courts and girls group in the parking lot. On the east side, boys group next to the dorm and girls group on the side of the red building. Stand silently until all room numbers have been called out.
- (3) When leaving the door through the hallway, knock on the doors as passing by and yell FIRE. Leave the dorm in an orderly manner.
- (4) After everyone has been accounted for, assigned individuals will assemble with the patron next to the tennis court.
- (5) An assigned individual will call roll for the boys on the west side and report any people unaccounted for to the Patron. An assigned individual will call roll for the boys on the east side and report absences to the Matron.
- (6) An assigned individual will call roll for the girls on the west side and report absences to the Patron. An assigned individual will call roll for the girls on the east side and report absences to the Matron.
- (7) After everyone has vacated the building, the patron will return to get those unaccounted for. The matron will remain with the students.
- (8) All students will be expected to know what to do. Cooperation is mandatory and required by law. Consequences for non-cooperation may include suspension/expulsion.
- (9) Anyone caught pulling the fire alarm will be suspended from the dorm for the remainder of the semester or up to one full year depending on the circumstances. Smoke alarms are not to be tampered with. If a smoke alarm is found tampered with or without a battery, whoever is in the room at the time may be suspended from the dorm for up to ten days on the first offense and on the second offense the suspension will be for the remainder of the grading period.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day, in the dorm, on school property and at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate substance abuse has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

EARLY GRADUATION

As per Board policy IKFA, students who, for sound educational and vocational reasons, wishes to graduate from high school in less time than the ordinary grade 9-12 sequence, may request permission to complete graduation requirements on an altered schedule utilizing an alternative learning option. Students and their parents will consult with the high school counselor in order to develop a graduation plan and their intention to accomplish this plan will be stated in writing to the superintendent and signed by the superintendent prior to commencing the plan.

ELECTRONIC DEVICES

Personal electronic devices, such as; iPods, cell phones, etc... are not permitted in class rooms. These devices must remain in lockers or the dormitory. Crane High School does not assume any responsibility for lost or stolen personal electronic devices.

EMERGENCY MEDICAL TREATMENT

Students who become ill or injured at school must notify the teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify guardians/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 guardians/parents or to another person as directed by parents on the student's emergency form.

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

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, delayed openings of schools and early dismissal of students and/or moving students to the dorm/cafeteria area.

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many

worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities offers. Interested students should contact the office for additional information.

Athletic Participation and Extra-Curricular Activities:

1. A student must pass all classes and maintain a 2.00 grade point average each quarter to be eligible to participate in extra curricular activities the following quarter.
2. Starting at the end of the second week of each 9-week grading period, staff members will report to the office any students who are failing in a class. A list of such students shall be compiled weekly. Students whose names are submitted for the first time will be put on a one-week probationary period. A student who receives failing grades for two or more weeks in the same class shall be declared ineligible for extra-curricular activities until the next failing list is issued and the student is receiving passing grades in that particular class.
3. In addition to the rules in this handbook, students participating in extra-curricular activities shall conform to the rules and regulations as established by the Activity Supervisor, Coaching Staff, Athletic Director, the Oregon School Activities Association and Principal.
4. Students in grades 7-12 must have a physical examination performed by a physician **prior to practice and competition** in athletics and shall have a physical examination once every two years and after either a significant illness or major surgery prior to further participation.
5. The physical examination is the responsibility of the parent/guardian/student and is to be paid for by the parent/guardian/student.
6. A written record of the examination must be submitted to the district and will be kept on file and received by the coach prior to the start of any sport season.
7. Students shall not participate without a completed school sports participation examination form on file with the district.
8. Written parental/guardian/emancipated minor permission must be given for each student participating in athletics.
9. Team members must be in school all day the day before, if the activity falls on a non school day or the day of a contest or extra-curricular activity. Students, who need to miss school for a doctor or dentist appointment, etc., should make sure it does not fall within the above days unless obtaining prior approval from the Administrative Assistant/Secretary
10. Extra-curricular activities do not include required course work or field trips. Extra-curricular activities include all other school functions and competitive activities not associated with course work or field trips.
11. Students not fulfilling study hall requirements will be ineligible with respect to participation in extra-curricular activities.

Activity Trips:

1. Students participating in out of town activities shall travel to and from the activity on transportation provided by the district. Exceptions are:
 - A. The student has an office and parent/guardian approved reason to follow the bus in their own car from school to a designated place to which they will return on school transportation. (No more than two persons per car with parent permission to travel with the driving student).
 - B. The student has an office and parent/guardian approved note to be given to the chaperone/activity supervisor/coach that allows the student to use other transportation on the return trip.
 - C. The student and parent/guardian inform the chaperone/activity supervisor/coach at the event that the student is returning home with them.
 - D. All notes must be approved in the high school office.
2. Students representing Crane Union High School District 1 J in extra-curricular activities must wear neat and clean clothing and conform to all rules and regulations as established in this student/parent/guardian handbook and code of conduct.
3. Students may not go on activity trips if they are absent the day of or the day before departure, if departure is not on a school day unless they have approval prior to the absence.
4. On away overnight trips, boys and girls will not be allowed in each other's rooms.

Activity Travel by Spectators and Student Participants:

1. Busses may be used to transport student spectators to and from regularly scheduled activities, provided our

school is participating and the trip has the approval of the transportation supervisor and superintendent/principal. Rooter busses will go only with enough paying participants and students will provide their own meal money.

2. Students transported to other areas to participate in school-sponsored activities must travel by transportation provided by the school except as noted previously in this handbook.
 - A. The head coach is responsible for the bus to be cleaned either immediately upon return from the trip or before practice the next school day after return from an activity.
 - B. Snack food or drinks are allowed at the discretion of the driver, coach or advisor of the activity.
 - C. No one shall be in the front of the bus except the driver.
 - D. No one shall be up or moving around while the bus is in motion without the driver's permission.
 - E. Only the driver or coaches are to operate the radio, P.A., tape player or cell phone.
 - F. Only the front door to the bus will be used to enter or exit the bus except in an emergency at which time the proper doors will be used as needed.
 - G. Dress shall be neat, clean and coach, advisor or chaperone approved.
 - H. **Boys and girls shall be seated in separate seats.**
 - I. **Alcohol, tobacco and drugs in any form will not be tolerated or allowed on school property, on any school-sponsored transportation or at any school sponsored activity, both home and away.** Violations and consequences will fall under the rules and policies found in this student/parent/guardian handbook and student code of conduct referring to substance use.
 - J. Any rule(s) not covered above will be left up to the head coach, supervisor or chaperone.

FEES

Materials that are part of the basic educational program are provided without charge to a student. Students are expected to provide their own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees.

Fees for students attending CUHS this year include:

| | |
|--------------------------------------|----------------|
| Student Activities | \$20.00 |
| Student Council | \$10.00 |
| Computer Lab Fee | \$10.00 |
| <u>Total for all students</u> | \$40.00 |

| | |
|--|----------------|
| Dormitory Deposit | \$25.00 |
| <u>Total for Dormitory Students</u> | \$25.00 |

Optional Student Fees:

| | |
|--------------------|---------|
| School Annual | \$35.00 |
| Woodshop Fees | \$20.00 |
| Mechanics Shop Fee | \$20.00 |
| Welding Shop Fee | \$20.00 |

Parents/Guardians agree to pay for any book damaged or lost.

As per Board policy, all students must pay fixed charges in full, at registration.

Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such waiver may be made to the principal and will be kept confidential.

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 other rules as may be deemed appropriate by the field trip supervisor. All field trips must be approved by the superintendent/principal.

FLAG SALUTE

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

FOREIGN EXCHANGE STUDENTS

The school may enroll a maximum of two (2) students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

FUND RAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives, with approval from the student council and are encouraged to do so outside of regular school time when possible. An application for permission must be made to the principal at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The Administrative Secretary/High School Secretary-Receptionist is responsible for administering student activity funds. The Student Body Treasurer serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs and the violent activities 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 its 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, bandana, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying 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 in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

| <u>Units of Credit Earned</u> | <u>Grade Placement</u> |
|-------------------------------|------------------------|
| 5 | 10 (sophomore) |
| 10 | 11 (junior) |
| 16 | 12 (senior) |

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

GRADUATION EXERCISES

Students who have not met the requirements for a regular or modified high school diploma will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

Senior class officers, the counselor, the administrative assistant and the principal may plan graduation programs on the date selected by students with administrative approval. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

GRADUATION REQUIREMENTS

In order to graduate from high school in the district, a student must successfully complete 26 units of credit. The State of Oregon requires all students to complete a certain series of courses.

A student at Crane Union High School is required to complete the following courses: language arts (including the equivalent of one unit in written composition) (4 units); mathematics (3 units); science (3 units); social studies (including U.S. history, civics/citizenship education, geography/global studies and economics/personal finance) (3 units); physical education (1 unit); health education (1 unit); applied arts/fine arts (1 unit); speech (.5 unit); second language (1 unit); career development (driver education, study skills, occupations) (.5 unit); electives (8 units) for a total of 26 units.

Note: Most four-year colleges require 4 years of language arts, 3 years of high school math, 3 years of science (including 1 year of lab science) and 2 years of foreign language. If you are college bound, and that should include most of you, please plan your schedules with these college entrance requirements in mind.

In addition, Algebra I is required for all incoming 9th graders (unless they can challenge the class, test out and advance to a higher level of math.) Students graduating in the year 2012 or after must have 3 units of Math, beginning with Algebra I.

Regarding academics and attendance, seven periods per day will be required on site for four years. Students cannot leave campus to attend class during the school day until their senior year with an approve and, controlled, work-study program.

Teacher aide periods will be limited to one (1) per student per academic year and PE is limited to one (1) class per semester.

Additionally, students in the graduating class of 2010 must:

1. Develop an education plan and build an education profile
2. Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102
3. Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5)
4. Participate in career-related learning experiences as outlined in the student's education plan

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. Students are permitted to remain in their school of origin for the duration of their homelessness or until the end of any academic year in which they move to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of unaccompanied students, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the Superintendent/Principal, the district's liaison for homeless students.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

The high school has a voice mail telephone system for each of its employees and, at any time, you may call the main number 493-2641, and access each 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.

HORSES AND OTHER LIVESTOCK

Student horses and other livestock are not permitted on campus except as a part of an approved FFA project/class.

IMMUNIZATION

A student must be fully immunized against certain diseases or must 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.

Students not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. Parents will be notified of the reason for the 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 non-intact 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 such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, students and staff members are to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

Infection/Disease Instruction

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district's health curriculum. Parents may request that their students 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 principal.

HIV, HBV, AIDS - Students

As a general rule, students six years of age or older infected with HIV or HBV, who does not present special risks to others in an educational setting, is entitled to remain in a regular classroom setting and 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.

Law from releasing information prohibits the district, unless the infected person or parent gives permission, for 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.

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

INSURANCE

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

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

LEAVING SCHOOL – CLOSED CAMPUS

Crane Union High School operates under a "closed campus" policy, which means that between the time of arrival at school and leaving school for the day, students are expected to remain on school property for the entire day. There are, of course, exceptions to this requirement and the provisions listed below are meant to clarify those situations where students will or will not be excused during the day.

1. Students who become ill or injured during the day will be excused to go home or to medical care if they receive permission from their parent/guardian.
2. Students may leave the grounds to participate in school sponsored functions such as field trips, athletic events, etc., provided such participation is under the direct control or authority of a competent supervisor

- or staff member.
3. Students may leave the grounds to obtain, schedule or for emergency medical or dental attention providing permission is granted by the office and the student signs out on the appropriate form.
 4. Students are required to remain on campus during the noon lunch period. Non-dorm students who do not wish to eat at the dormitory may bring a sack lunch.
 5. Students may leave the grounds for certain other purposes such as an emergency or work at home only after a personal, written or telephone, emergency only request is received from a parent/guardian. The student must sign out on the appropriate form in the high school office.
 6. Students having an appointment with the doctor, etc must bring an excuse from the parent signing out. Without this prior excuse, the student will be unexcused. Parents who are taking their student out of school must come to the office before the student will be excused. In case the student returns the same day, he/she will record the time of returning on the sign out/in sheet in the office.
 7. Students who arrive late or leave school and return are to sign-in at the office.
 8. Students not complying with this policy are subject to disciplinary action. Such absences will be considered unexcused.
 9. For example, students who violate 4,5 or 6 above, will be disciplined as follows:
 - A. 1st offense, 30 minutes detention, parents/guardians called;
 - B. 2nd offense, ½ day isolation/supervised study or 3 hours community service after school, parents/guardians called;
 - C. 3rd offense, full day isolation/supervised study or 6 hours community service after school spread out over 2 afternoons, parent/guardian conference.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker. Valuables should never be stored in the student's locker. Lockers may 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.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year.

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

LUNCH/BREAKFAST PROGRAM

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs and offers free and reduced-price meals based on a student's financial need.

Additional information can be obtained in the high school office. All parents are asked to fill out a free and reduced price lunch application as a matter of routine during Fall registration. This application will be held in strict confidence. The district could receive more in State School Fund support if you will fill out this application and return it to the high school office.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINE AT SCHOOL

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

District-Administered Medication

Parents shall make requests in writing for the district to administer medication.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions of the parent that include the information above are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five 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.

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 on 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.

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.

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.

The student's parent(s) may review instructional materials.

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, 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.

MILEAGE REIMBURSEMENT

The district will pay 19 cents per mile for transportation for each day that the non-dormitory student is in school. This amount is paid for two round trips per day, one payment for family.

PHYSICAL EXAMINATIONS

Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

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

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

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

POSTERS

The principal must first approve signs, banners or posters that a student wishes to display. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

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.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements and district policy.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's

or his/her designee's (vice-principal, dorm matron/patron, high school secretary's) permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her guardian/parent or as otherwise provided by law.

REPORTS TO STUDENTS AND PARENTS

Written reports of student grades and absences shall be issued to parents at least four times a year. Progress reports are reported weekly through School Master and posted on the school web site, www.harneyuh.k12.or.us Parents will be notified annually of student benchmark performance. Grades and Progress Reports will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities and other identified criteria. Only semester grades are transcribed and are calculated based on the total number of earned points for two quarters.

SEARCHES

Searches

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation, school rule or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. 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.

Items found which are evidence of a violation of law, policy, regulation, school rule or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent/guardian of the situation immediately following any meeting with law enforcement.

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

SPECIAL PROGRAMS

Students with Disabilities

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

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal or designee can be requested within 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, he/she may appeal to the Board in care of the superintendent within 10 calendar days following 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

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact Pat Sharp, Superintendent/Principal and Compliance Officer.

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parents 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, a Reconsideration Request Form for Reevaluation of Instructional Material may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms 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.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director/teacher.

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/guardian 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, the Superintendent/Principal.

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service

contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district 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 of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or 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 sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected 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.

The superintendent/principal/compliance review officer has 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 I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the superintendent/principal/compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official, superintendent/principal/compliance officer, receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. During the next ten working days, 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 and decision, shall be reduced to writing by the superintendent/principal/compliance officer and forwarded to the complainant.

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step II 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 completion of the hearing.

Step IV If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunities Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the superintendent/principal/compliance officer.

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 assignments 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/guardians with complaints not covered by this student handbook should contact the

superintendent/principal.

STUDENT EDUCATION RECORDS

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 minor students 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 from 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 and counseling offices by the principal, his/her designee, the high school secretary, and the counselor. 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 study and marks received
8. Data documenting a student's progress toward the Benchmark
9. Credits earned
10. Attendance
11. Date of withdrawal from school
12. Social security number
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.]

Memory aids and personal working notes or electronic files 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.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the

public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

Access/Release of Education Records

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

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

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the superintendent/principal
2. The superintendent/principal shall establish a date and location for the hearing agreeable to both parties
3. The hearings panel shall consist of the following:
 - a. The superintendent/principal or designated representative
 - b. A member chosen by the parent
 - c. A disinterested, qualified third party appointed by the superintendent/principal
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENT OFFICES AND ELECTIONS

Student Body Offices include: President, Vice-President, Secretary, Treasurer, Assistant Treasurer and Site Council Representative. Student-body elections are held in the spring each year.

STUDENT PHONE USE DURING CLASS TIME

Except in an extreme emergency, students are not permitted to use the classroom or office phones during class time.

STUDENT SCHEDULES

Copies of the high school general class schedule are available in the high school or counseling office year around, during registration in the Fall, and mailed home with your registration packet one month before school starts. Copies of individual student schedules are available from the counseling office.

STUDY HALL/EXTRA-CURRICULAR ACTIVITIES PARTICIPATION ELIGIBILITY POLICY

Study hall will be administered on a weekly basis. The study hall list will be posted each Monday. The teacher must notify the student of his/her placement on the list every Monday. Procedures for study hall include:

1. Students will be required to attend study hall for a failing grade or missing work/assignments.
2. Starting at the end of the second week of each 9 weeks grading period, staff members will report to the office any students who are failing in a class. A list of such students shall be compiled weekly. Students whose names are submitted for the first time will be put on a one week probationary period. A student who receives failing grades for two or more weeks in the same class shall be declared ineligible for extra-curricular activities until the next failing list is issued and the student is receiving passing grades in that particular class.
3. A student failing to attend required study hall will be required to make up the amount of study hall time they missed, will receive a detention and will not be allowed to participate in extra-curricular activities. This policy will be strictly enforced.
4. The required study hall time will be one hour per week, or until the teacher in charge releases the student. Students must complete their required study hall time with the teacher from the class they are not passing satisfactorily or are failing. Study hall time must be served from 7:30 a.m. to 7:55 a.m. or at a pre-arranged time of the teacher's choosing.
5. The study hall policy applies to all students. Students living at home will be required to attend study hall the same as dormitory students.

SUMMER SCHOOL

On very rare occasions, students may elect to informally pursue independent study, distance education or approved alternative learning options during the summer time. No formal summer school program is offered at the high school at the present time.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours 7:30 a.m. to 4:00 p.m., while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades 9-12, 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. Students will be identified based on:

1. Behavioral, learning and/or performance information
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students
3. A nationally standardized academic achievement test for assistance in identifying academically talented students

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals

Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration
2. The coordinator/teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the special education director
2. The special programs director shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher]
3. The special education director, TAG coordinator/teacher and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision
4. Parent(s) may be provided an opportunity to present additional evidence
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent
7. The decision may be appealed to the Board
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose 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.

TRAFFIC SAFETY/DRIVER EDUCATION

Traffic Safety/Driver Education is provided to all eligible resident students. Instruction is divided into three components, in-class, behind-the-wheel instruction and observation. In-class time consists of 30 hours taught during school on the regular schedule. Behind-the-wheel instruction consists of six hours of practice driving and is scheduled by appointment with the instructor. The third component consists of six hours of observation. An entry shall be made on the permanent record of each student who completes the course, including dates the course was taken and the final grade achieved.

Eligible students may contact the office for additional application or waiver or reduction of fee information.

TRANSFER OF STUDENTS

As per current Oregon law, parents may request a transfer of their student to another district alternative learning option 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. The transfer must be to a safe school or alternative learning option that has not been identified for improvement. Additionally, requests to transfer to another school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

TRANSPORTATION OF STUDENTS

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver
2. Fighting, wrestling or boisterous activity is prohibited on the bus
3. Students will use the emergency door only in case of emergency
4. Students will be on time for the bus
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus
6. Students will not bring animals, except approved assistance guide animals, on the bus
7. Students will remain seated while bus is in motion
8. Students may be assigned seats by the bus driver
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver
10. Students will not extend their hands, arms or heads through bus windows
11. Students will have written permission to leave the bus other than for home or school
12. Students will converse in normal tones; loud or vulgar language is prohibited
13. Students will not open or close windows without permission of the driver
14. Students will keep the bus clean and must refrain from damaging it
15. Students will be courteous to the driver, fellow students and passers-by
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor 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.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1 year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the

bus driver, the transportation supervisor, the parent and the principal.

5. In all instances, the appeal process may be used if the student and/or parent/guardian desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

TRAVEL SERVICES

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services is prohibited on school property.

VEHICLES ON CAMPUS

Vehicles parked on district property or at the dorm are under the jurisdiction of the district. **The district requires that before parking privileges are granted the student must show that he/she 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 Division 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.

Bicycles or motorcycles 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 responsibility or liability for loss or damage to vehicles, bicycles, or motorcycles.

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

PARENT/GUARDIAN UNDERSTANDING AND CONSENT TO THE RESPONSIBILITIES OUTLINED IN THE STUDENT CODE OF CONDUCT AND PERSONALLY IDENTIFIABLE INFORMATION

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-

provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student’s name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I also understand that the district is required by law to release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information. **I do do not authorize my secondary student’s name, address and telephone number be released to military recruiters. I do do not authorize my secondary student’s name, address and telephone number be released to institutions of higher education.**

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal and my secondary student’s name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student’s name, the name of the student’s parents or other family member, the address of the student or student’s family, and personal identifiers such as the student’s social security number, a list of personal characteristics or other such information that would make the student’s identity easily traceable.

Parent/Guardian Signature Date

PLEASE READ THIS ENTIRE HANDBOOK, TEAR OFF THIS SHEET, SIGN, DATE, AND RETURN TO THE HIGH SCHOOL OFFICE.