

## SANDY HIGH SCHOOL

34700 Bell St.

Sandy, OR 97055

Phone 503-668-8011 Fax 503-668-7646

Counseling Center Fax (503) 668-2855

*A community partnership providing and upholding excellence*

Sandy High School is a comprehensive 5-A school with an enrollment of approximately 1,400 students in the Oregon Trail School District. The students have a wide variety of backgrounds reflecting the various communities represented in over 425 square miles within the high school's boundaries. Sandy High School opened a new state-of-the-art facility in 2012. The students and staff strive for academic excellence with a friendly atmosphere. The school offers a total program of academics, athletics, and activities. The campus includes over eighty acres of buildings, athletic facilities, and environmental projects. Sandy High School is a member of the Northwest Oregon Conference and the Oregon School Activities Association.

### ORGANIZATION

Sandy High School has a seven period day. Students normally are enrolled in seven classes. The school year is divided into two semesters, approximately eighteen weeks each.

### FACULTY

The certified staff at SHS is comprised of the principal, three assistant principals, four counselors and 60 classroom teachers.

### GRADING SYSTEM

Permanent records carry semester grades only, and class rank and cumulative GPA is determined at the end of the eighth semester. Generally, grades are defined as follows:

A	(4 grade points)	Superior
B	(3 grade points)	Above Average
C	(2 grade points)	Average
D	(1 grade point)	Below Average (generally not acceptable for college)
F	(0 grade points)	Failure
S	(0 grade points)	Satisfactory
U	(0 grade points)	Unsatisfactory

The F is not a passing grade, earns no credit, and is counted in computing GPA and class rank. The grade of S receives credit but has no numerical value in computing GPA.

The grade of U receives no credit and has no numerical value in computing GPA.

### WEIGHTED GRADES

All Advanced Placement and College Credit Courses will be weighted by one extra point. While no indication of the weighted grading will appear on the report card, the transcript will report both the weighted and unweighted GPA. An unweighted GPA scale is A=4, B=3, C=2, D=1. The weighted GPA scale for grades in AP or College Credit courses is A=5, B=4, C=3, D=2.

### CLASS RANK

All high school credits transcribed except Satisfactory/Unsatisfactory courses are used in computing the cumulative GPA to establish class rank.

### ACCREDITATION

Accredited by AdvanceED.

### TRANSCRIPTS

Questions regarding transcripts may be directed to the Counseling Center, (503) 668-8011, ext. 7125.

### GRADUATION CREDIT REQUIREMENTS

Credits towards graduation are granted on a semester basis.

One half-credit is awarded for successful completion of one class for one semester. The required 24.0 credits for graduation are:

World Language, Fine Arts, Career & Technical Education	3.0
Personal Finance	0.5
Personal Learning/Extended Application	1.0
Electives	4.5
English/Language Arts	4.0
Health	1.0
Mathematics	3.0
(Algebra and Above)	
Physical Education	1.0
Science	3.0
Social Studies	3.0

### OREGON DIPLOMA ESSENTIAL SKILLS & CAREER EDUCATION

The Oregon Diploma Essential Skills requirements are imbedded within the coursework at Sandy High

School and are designed to better prepare each student for success in college, work and citizenship. The Oregon Diploma Personalized Learning is fulfilled at Sandy High School by working individually with a counselor on high school and post-secondary planning, and by completing specific career-related learning experiences including an Extended Application. The Oregon Diploma is awarded to all students who meet credit requirements, demonstrate proficiency in the Essential Skills through coursework and state assessments, and complete the personalized learning requirements.

### **COLLEGE CREDIT**

College credit is granted through Mt. Hood Community College for selected courses: Writing 121, 122, and French, German, and Spanish 101, 102 103 & 201, Math 111, 112, History 201, 202, & 203, Chemistry 104, Biology 100, Math 251 & 252, Economics 115, Math 095, 243 & 244, History 110, 111, & 112, Economics 201 & 202, AMF 101, 110 &

### **HONORS DIPLOMA**

The Honors Diploma is designed to honor students who have sought academic excellence in a variety of subject areas and challenged themselves in advanced courses throughout their four years at Sandy High School. In order to earn this diploma, students must meet a set of requirements. Students need to stay enrolled in their advanced courses through the eighth semester because their final GPA and class ranking will be determined by their final grade report. These students will wear an honorary sash at graduation. Valedictorians and Salutatorians will be selected from the Honors Diploma recipients.

#### **Requirements**

1. Earn a cumulative GPA of at least 3.50 at the end of their eighth semester.
2. Earn a minimum of 28 credits, at least eight (8) of which must be earned in advanced courses. (see list below)
3. Complete two (2) years of World Language.
4. Meet all Statewide Assessment Benchmarks.
5. Complete all graduation requirements.
6. Show active participation in at least one co-curricular activity (sports, clubs, drama, music, leadership, etc.)

Transfer students and other policy exceptions must be presented to the Honors Review Board prior to January of the senior year. Independent Study courses will not count towards Honors Credits.

### **ADVANCED COURSES ELIGIBLE FOR HONORS DIPLOMA**

#### **Language Arts**

Advanced English 11  
College Credit English  
AP Literature  
Shakespeare  
Newspaper

#### **Math**

College Credit Pre-Calculus  
College Credit AP Calculus

116 (Autos), AH 110 (Medical Term), and Human Development 100. Sandy High collaborates with CCC, MHCC, and Linn-Benton Community College for college credit in CTE programs. Advanced Placement courses are available in World History, US History, Literature, Chemistry, Calculus, Environmental Science, and Music Theory.

### **OTHER INFORMATION**

Students may earn up to 2 elective credits through a Work Experience Program. Credits earned at a community college or an accredited alternative school are accepted toward graduation. Sandy High School has programs available for Talented and Gifted students, Special Education, and English Language Learners.

**World Languages**

French 3,4

German 3,4

Spanish 3, 4

**Industrial Technology**

Introduction to Engineering Design

Principles of Engineering

Architecture and Civil Engineering

Digital Electronics

Animal Science – College Credit

Plant & Soil Science – College Credit

Greenhouse Management – College Credit

Manufacturing Tech 4

Computer Integrated Manufacturing

**Visual and Performing Arts**

Art Lab

Photo 3

Pionairies

Symphonic Choir

Jazz Ensemble

Wind Ensemble

AP Music Theory

Performers

**Social Studies**

AP World History

AP US History

Mock Trials/Forensics

Economics

Microeconomics

## SCHOLARSHIPS & COLLEGES

The Class of 2018 graduates from Sandy High earned over \$573,196 in scholarship money for college. They were offered over \$1.9 million over the course of 4 years in scholarship money. Colleges at which Sandy High Students were accepted include: University of Oregon, Oregon State University, Willamette University, George Fox University, University of Portland, Linfield College, Corban University, University of Puget Sound, Whitman College, Whitworth University, Seattle Pacific University, Pacific University, Washington State University, Evergreen State College, Pace University, Southern Oregon University, Western Oregon University, Boise State University, Hofstra University

## SCHOLASTIC HONOR AWARDS

Scholastic Honor Awards will consist of a certificate, letter, and emblem. The criteria for Scholastic Honor Awards are based on unweighted cumulative grade point averages (GPA's).

Scholastic Honor **Award Certificates** are awarded each spring to students with the following unweighted cumulative GPA's. All grades that appear on a student's high school transcript affect the cumulative GPA.

- Freshmen: 4.0 GPA after 1 Semester
- Sophomores: 3.5 GPA or above after 3 semesters
- Juniors: 3.5 GPA or above after 5 semesters
- Seniors: 3.5 GPA or above after 7 semesters

Scholastic Honor **Academic Letters** will be awarded to the following:

- Freshmen: No academic letter will be awarded to freshmen
- Sophomores: 4.0 cumulative GPA with at least 10 graded credits
- Juniors: 3.8 cumulative GPA with at least 16.5 graded credits
- Seniors: 3.6 cumulative GPA with at least 23 graded credits

Students will receive only one letter, whether for academics or athletics. Emblems will be awarded for each additional year the lettering requirements are met. Students will receive these awards at a spring recognition assembly.

## **LICENSED STAFF VOICE MAIL NUMBERS**

Sandy High School 503-668-8011 Fax Number 503-668-7646

Bus Transportation 503-826-0293

Sports Hotline ext. 7312

Play Tickets ext. 7313

Special Education

Pomazi 7215 Sharpe 7245

Polk 7120 Moyer 7116

Language Arts

Swoboda 7206 Bliesner 7207

McIntire 7227 B. Davis 7229

Salveter 7238 Shields 7241

Reneau 7619 Grewe 7119

World Language

Davis 7213 Brookhart 7247

Montellano 7231

Math

Stringer 7250 Safely 7216

Stroh 7523 Doss 7221

Staehele 7244 Anderson 7212

Nippert 7513 Hilliard 7268

Health/Physical Education

Carter 7210 Maki 7225

Meyers 7228 Olivier 7203

Social Studies

Cohrs 721 DeJong 7314

Geesaman 7229 Vixathep 7248

Aden 7646 Frederick 7230

Science

Gregg 7204 Jumago 7205

Felstiner 7218 Magee 7224

Wex 7249 Wright 7201

Grasle 7205

Career and Technical Education

Panula 7234 Smith 7242

Tisch 7244 Craemer 7707

Mato 7267 Rakos 7236

Schaffer 7269

## **DISTRICT ADMINISTRATION AND STAFF**

District Office	Secretary/668-5541
Aaron Bayer	Superintendent/668-5541
Tim Werner	Curriculum/Instruction/668-5541
Ken Bucchi	Human Resources/668-5541
Timothy Belinger	Business Manager/668-5541
Katie Schweitzer	Special Education-668-4949

## **SANDY HIGH SCHOOL ADMINISTRATION AND STAFF 503-668-8011**

<b>Principal's Office</b>	Erin Barton Secretary ext 7101
Kim Ball	Principal ext 7102
Ladine Marquardt	Assistant Principal ext 7122
Fred Trosko	Tosa Assistant Principal ext 7246

<b>Athletics/Activities Office</b>	Rita McCombs Secretary ext 7106
Matt Newell	Athletic Director ext 7114
Sally Tripp	VP/Activities Director ext 7128

<b>Bookkeeper Office</b>	Alexis Tappert ext 7127
Tracy Hall	ext 7104

<b>Counseling Center</b>	Rhana Mathers Secretary ext 7125
A-E	Polamalu ext 7123
F-L	McCracken ext 7115
M-R	Amos ext 7132
S-Z	Callaway ext 7208
Registrar	Anderson ext 7117
Essential Skills	Kansanen ext 7130
Career Center	Simoni ext 7111

<b>Attendance Office</b>	Gates 7121
Barbara Gates ext 7121	Galindo ext 7105
Attendance Tracker	Sedgwick ext 7134

## **SHS WEBSITE**

<http://www.oregontrailsschools.com/shs>

The purpose of this page is to deliver current information to our students, parents, community members and staff regarding the many activities our school is involved in.

Areas of interest include Athletics and Activities, Courses and Curriculum, Student Web Pages, Staff, Administration and Alumni. Students in a variety of classes will have the opportunity to display their work at this site. We will do regular updates - so visit the Web site often.

## **Directory Information/ Social Security Number**

A) Directory Information: Parents and students should be aware that the

Directory Information may be made public by the School District. Certain personally identifiable information is considered directory information and is generally not considered harmful or an invasion of privacy and may be released for use in local school publications, other media, and for such purposes as deemed appropriate by the principal. Directory Information includes but is not limited to: the student's name, address, telephone listing, photograph (including video tape), 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. Parents of students who object to the release of any or all directory information should notify the school principal within fifteen (15) days of receiving the Registration Packet wherein a form has been provided. Hearing no objections, the directory information may be released for use in local school publications, other media, and for such purposes as deemed appropriate by the principal. In accordance with School Board Policy JOA.

B) Social Security Number: OAR 581-21-225 authorizes school districts to ask you to provide your child's Social Security number (SSN). The SSN will be used by the district for reporting, research, and record keeping. Your child's SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develops educational programs. This information supports the evaluation of educational programs and student success in the workplace. The school district and the Oregon Department of Education may also match your child's SSN with records from other agencies as follows: 1. The Oregon Department of Education uses information gathered from Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement. 2. State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success. 3. Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your child's SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your child's records.

It is the policy of the Oregon Trail School District and Sandy High that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Contact: Ladine Marquardt 504 Coordinator; Debbie Johnson, Title II & Title III Coordinator (503-668-5541)

### **STUDENT TELEPHONE USE**

1. **Telephone Messages.** Only messages which are informational in nature will be delivered to the classroom. Any call which asks for a return call or requests a student to leave class will not be authorized by the Attendance Office. Parents/guardians who wish to have a student called out of class should direct that request to an administrator.
2. **Telephone Use.** Students will be permitted use of a school telephone under the following guidelines:
  - a. The telephone is to be used for necessary calls only, not social calls.

- b. Telephone calls should be kept brief and only long enough to conduct needed business (maximum of one minute).
- c. Any student needing to make an **emergency phone call** should report to the Attendance Office. Cell phones are not to be used during class time. Students using such devices during school hours will be consequence for the infraction. Please contact the attendance office if you need to contact your student during class.

### **WHERE DO I GO, WHAT DO I DO,**

...if I've been ABSENT?

*Go directly to Attendance Office to check in or call ext. 7105.*

...if I AM ENTERING SHS AFTER SCHOOL BEGINS OR BEFORE SCHOOL ENDS?

Go to Attendance Office and sign in or out.

...if I'M HAVING PROBLEMS WITH MY LOCKER?

*Go to the Attendance Office.*

...if I've LOST A BOOK, COAT, ETC.?

*Go to Attendance office*

...if I am ILL OR HAVE BEEN INJURED?

*Go to the school nurse/school based health center..*

...if I want to participate in SPORTS?

*Go to the Athletic Office for information or call ext. 7106.*

...if I want CAREER INFORMATION?

*Go to the Career Center or call ext. 7111.*

...if I plan on GRADUATING EARLY?

*See your counselor or call ext. 7125.*

...if I am having PERSONAL PROBLEMS, need info about COLLEGE, SCHOLARSHIPS or need my SCHEDULE CHANGED?

*See your counselor or call ext. 7125.*

...if I want to get involved in a CLUB?

*See your planner or see the advisor or go to the Activities Office or call ext. 7128.*

...if I am CHANGING OR WITHDRAWING SCHOOLS?

*See your counselor and the Registrar or call ext. 7117.*

...if I need to pay for CLASS FEES, BOOK FEES?

*See the cashier at the fee window.*

...if I need to report a THEFT?

*Go to the Campus Security office or call ext. 7113.*

...if I need to use the PHONE?

Go to the attendance office.

...if I need to LEAVE CAMPUS during the school day?

*Bring a note from home and take it to the Attendance Office for an off- campus pass or call ext. 7105*

...if I need a TRANSCRIPT?

*See the Registrar or call ext. 7117.*

## **IF YOU NEED TO TAKE MEDICINES AT SCHOOL**

Medication must be brought from home by the parent. Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must complete and return a medication authorization form or a self-medication form and have this signed by the parent/legal guardian. If a parent does not provide the required information, the school personnel will notify the parent/guardian on the day the request to administer has been received, that medication will not be administered until all requirements have been met. In case of an emergency, the administrator will contact the school nurse and/or physician. Students may receive consequences for having medications whether over the counter or prescriptions or illegal drugs in their possession including suspension and/or expulsion. Students should contact the school nurse if they have any questions regarding this policy. (Policy JHCD)

## **INFORMATION YOU NEED TO KNOW**

### **ADMISSION**

Students enrolling at Sandy High School should direct their inquiries to the Counseling Center. The Counseling Center and the Registrar will review records, make a schedule, and help the student to fill out an information sheet. The student will then go to the bookkeeper's office to pay fees. All new students should be accompanied by parent/legal guardian to enroll.

### **SCHOOL BUILDING HOURS**

Regular school building hours are from 6:30 a.m. to 3:30 p.m. (office opens at 7:00 am) Parents are advised that the school assumes responsibility for only those students in attendance at a school sanctioned activity. During the school day students are required to remain on school grounds. (See page 15 for further attendance issues.) No students are allowed on campus after 3:30 p.m. unless involved in school activities. No students are allowed in hallways during instructional hours without a pass.

### **CLASSROOM GRADING POLICY**

Instructors will distribute course syllabi that address grading requirements before the first test in any course. Students should refer to these grade requirements throughout the course to understand the grade earned.

### **HOMEWORK AND ASSIGNMENT/MAKE-UP TESTS**

#### Homework:

Students shall be responsible for all content missed during absences, and shall be given a reasonable period of time to demonstrate understanding of content missed. Credit will be allowed for significant long-term assignments or exams but unexcused absences that reflect daily assignments will be accepted only at the teacher's discretion.

No excused absence shall be counted against a student in determining exclusion, failure or reduction of grades. Students shall be given an equal number of school days to make up any tests and assignments a student misses because of an excused absence.

## **CLASS INTERRUPTIONS**

Students shall show respect for the right of school instructors and their fellow students. Students are not permitted to interrupt a class in session to consult a friend. Before school, break time, lunch times or after school are the appropriate times to talk with friends. Students willfully disrupting classes by making excessive noise in hallways will be subject to disciplinary action.

## **COMPUTER USE POLICY**

Sandy High School will be offering students access to our electronic communications system known as OTNET. Access is not a requirement and parents can opt to approve or deny a student's right to use the system. To obtain a form please contact the administrative office at the high school.

## **REPORTING PROGRESS TO PARENTS**

Final grade will be done at the end of each semester. The final grade is part official transcripts. In accordance with the law and with district policy, certain educational records may be withheld if fees and fines are not paid.

## **ADDING/DROPPING A CLASS**

Students and parents are encouraged to work closely with counselors when forecasting for classes and return all forecasting materials in a timely manner because it is difficult to make schedule changes after the master course schedule is built and teachers are hired.

Within the first two weeks of a semester, students can add or change a class due to academic misplacement or computer/administrative errors only. Students may appeal for an exception to these policies to the Curriculum Assistant Principal through their counselor. Reasons for exceptions include extended illness or health issues or extenuating family problems. Until your class schedule has been officially changes you must attend the class that you are scheduled in.

## **Release Periods**

Students with release periods are not allowed on campus. Release periods should be scheduled at the beginning or the end of a student's schedule.

## **ADDITIONAL COURSE OPPORTUNITIES**

In addition to the regular curriculum and courses offered at Sandy High School, it is possible for students to obtain credit from the following activities, with approval of an administrator:

1. Attendance in college courses.
2. Independent study
3. Web Based classes and Blended Learning
4. Work Experience--employment or volunteer
5. Credit Recovery classes.

## **MOTOR VEHICLES**

Any licensed driver attending Oregon Trail School District may drive a vehicle onto the school grounds under the following conditions:

1. All such vehicles will be required to pay a \$20.00 registration fee with the school administration. Any fee or charge not paid may prohibit the student from participating in school privileges and extra-curricular activities. Fees collected support parking maintenance and security. Parking permit must be in full view at all times. Purchasing a permit does not guarantee a parking space.
2. Student vehicles must remain on the school grounds during the hours in which school is in session and must be parked in a designated parking spot.
3. School rules, courteous and preventive driving procedures, proper parking, and local and state traffic laws must be followed when operating vehicles on school grounds.
4. A \$20 fine will be assessed for all parking violations.
5. Students may have their parking privileges revoked.

Student vehicles may be parked on district property on the condition that the student and his/her parent (s) allows the vehicle and its contents, upon reasonable suspicion, to be searched. Additionally, student vehicles on another school district's property at activities under the jurisdiction of the district, including interscholastic activities sponsored by the Oregon School Activities Association (OSAA) or other such voluntary organizations approved by the State Board of Education, shall also be subject to such condition.

If a student or parent (s) refuses to allow access to a vehicle when requested under circumstances described above, the student's privilege of bringing a vehicle onto district property will be terminated for a minimum of the remainder of the school year.

The Oregon Trail School District assumes no responsibility or liability for vehicle use, theft or vandalism while on school property.

### **STUDENT PARKING**

All students are to park in identified student parking areas in and in a designated parking spot. No students are to park in the staff or visitors spaces or in any undesignated areas. Doing so may result in having their vehicle towed and/or having a SHS

Parking Violation issued. Students will be required to register their vehicle prior to parking on site. Failure to do so may result in a fine. Three fines will result in the loss of parking privileges on school property. The payment of any fines will be conducted with the cashier. SHS is unable to process large amount of coins or large bills. Poor attendance may affect your eligibility to park on school property. Any fee or charge not paid may prohibit the student from participating in school privileges and extra-curricular activities.

### **SPECIAL EDUCATION FOR STUDENTS WITH DISABILITIES**

Information regarding special education and other federal programs may be obtained from the Director of Student Services at 668-4949.

## **BEHAVIORAL EXPECTATIONS**

The code of conduct for Sandy High students encompasses four basic concepts. Each student is expected to:

1. Show evidence of learning
2. Be punctual and regular in attendance
3. Demonstrate behavior appropriate for the school setting.
4. Respect the authority of the school. Students who disrupt the classroom learning environment are subject to appropriate disciplinary action.

**All school rules will be enforced within reasonable time expectations before, during, after and within 1000 ft. of the high school campus and its related property at any school sponsored event.**

## **STUDENT DISCIPLINE RULES AND REGULATIONS**

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during school sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available to parents and students and enforced. Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Additionally, students may be denied participation in extracurricular activities Titles and/or privileges granted to students may also be revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Rules and regulations for which these consequences apply shall be enforced during regularly scheduled school hours, during travel to and from school, and during all school-sponsored activities. Failure to report violations of the Code of Conduct may result in disciplinary actions. All consequences fall within the OTSD Range of Consequences.

## **SEARCH & SEIZURE**

Drug-detection dogs may be used when the superintendent determines that there is a need for use of such dogs based upon reasonable information of a history of:

1. Drugs and/or drug paraphernalia use/possession at school, on district property, at a school function or in the vicinity of the school;
2. Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on district property, at a school function or in the vicinity of the school.

After such need has been determined, drug-detection dogs may be used to sniff out contraband in district-owned storage areas, classrooms or in student vehicles parked on district property.

## BEHAVIORAL CONSEQUENCES

### Cease and Desist

Is a written agreement between two parties that they will cease and desist any contact with the other person. Any violations of this agreement should immediately be reported to security or administration.

#### Level I

Cheating	1/2
Inappropriate Display Of Affection	1
Disruption	1
Littering	1
Leaving Campus	2
Skipping	2/7
Prohibited Item Possession	2
Inappropriate Language	2
Defacing Property	2
Plagiarism	2
Propping outside doors	2
Entering unauthorized Door	2

#### Minimum

#### Consequences Level I Consequences

- 1 Conference
- 2 After School Detention
- 7 Suspension

#### Level II

Vehicle Misuse	1/7
Forgery	1
Vandalism	1/7
Habitual Class Disruption	1
Abusive Profanity	1
Firecracker Possession Or Use	2/4/7
Insubordination	1
Fighting	2/4, 3/5
Possession of Tobacco	1/4/7
Use of Tobacco and Paraphernalia	2/4/7
Repeated Use of Tobacco	3/5/7
Distribution of Tobacco	3/5/7

#### Minimum

#### Consequences Level II Consequences

- 1 - 1 Day Suspension
- 2 - 3 Day Suspension
- 3 - 5 Day Suspension
- 4 - 7 School Day Activity
- 5 - 30 School Day Activity
- 6 - Expulsion Hearing
- 7 - Referral to Law Officer

Theft	1/7
Possession/Consumption Of Alcohol, Drugs or Paraphernalia	3/5/7
Solicitation of Alcohol Or Drugs	3/5/7
Excessive Skipping	1/4, 2/5, 3/5
Failure to Serve Detention	1
Obscene behavior	2/4
Harassment	1/4
Repeated Harassment	2/4
Filming or Posting Fights	1
Filming or Posting Videos or Photos	1
Hindering an investigation	1
Repeated Cheating	1-6

**Level III**

Arson  
 Assault  
 Bomb Threat/False Alarm  
 Destruction of Property  
 Safety/Serious Bodily Injury  
 Endangering Lives  
 Weapon Possession/Use  
 Drug/Alcohol Distribution  
 Repeat Possession or Use of Alcohol, Drugs or Paraphernalia

**Level III Consequences**

All Consequences Apply  
 1-30 Day Activity Suspension  
 2-Automatic Recommendation  
 for expulsion  
 3-Automatic Notification to  
 Law Enforcement

**Based on the severity of the behavior and repeated behavior administration reserves the right to change the level of the consequence.**

If a student receives a three day suspension, the student will also receive a minimum seven day activity suspension. The student will be held from participating in practices and games or activities.

If a student receives a suspension five or more days, the student will also receive a minimum thirty day activity suspension. If the student is participating in a sport or activity, then after two weeks of no participation in practice and games, they will be released to practice but cannot participate in games or activities until the thirty days are up.

If student behavior outside of school has the potential to significantly disrupt school or the well-being of other students possible school consequences may occur.

## **SERIOUS MISCONDUCT**

Students shall comply with the law, the rules for government of schools, pursue the prescribed course of study, and shall submit to the lawful authority of teachers and school officials. The types of conduct which shall make a student liable for discipline, suspension, or expulsion include the following:

1. **DISRUPTION OF SCHOOL** Any conduct that substantially disrupts school activity, or is likely to, is forbidden. Willful disobedience, open defiance of a teacher's authority, the use of profane or obscene language, or racial and sexual harassment or discrimination is sufficient causes for disciplinary action.
2. **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY** A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property at any time. Students may be charged restitution for costs related to his/her willful acts up to an amount not to exceed \$5,000 for damages or defacing of property.
3. **THREATS OR ASSAULT ON ANOTHER PERSON** A student shall not do bodily injury to any person or threaten to harm another person. School boards may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the past pattern of the student's behavior shall be considered prior to the student's suspension or expulsion. Menace is defined as "by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury.
4. **COERCION** A student shall not use threats or force to obtain money or other property or force someone to do something against his or her will.
5. **WEAPONS AND DANGEROUS INSTRUMENTS** A student shall not knowingly possess, handle, or transport any object that can reasonably be considered a weapon on or about the school grounds or at any school sponsored activities. Weapons include firearms as defined by federal law and knives. Dangerous instrument includes any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.
6. **LEWDNESS** Lewd acts, indecent exposure, the use of obscenity, profanity, whether oral, written, gestured, or communicated via electronic devices, and/or photographs is prohibited on school property and at school sponsored events. Consequences range from administrative conference to expulsion.
7. **STATE, FEDERAL, AND LOCAL LAWS** a student shall not violate state, federal and/or local laws while involved in school activities.

## **Academic Integrity**

The Oregon Trail School District is committed to creating an environment that fosters academic honesty and personal integrity. Our goal is to guide students on their educational journeys and help them to become independent learners. Developing this at an early age helps students to acquire study habits that they will carry with them throughout their academic careers and lives.

Academic integrity focuses on the expectation that all students will do their own work. Students will use their own ideas and knowledge rather than representing the work of others as their own (plagiarism), and copying answers on tests and homework. Students, parents, and teachers can work together to uphold the highest ethical and academic standards.

If a teacher determines that a student has plagiarized, a zero will be given on the assignment, test and additional consequences may be given.

## **GENERAL STUDENT ACTIVITY CODE**

Students who represent Sandy High School are expected to adhere to its rules and regulations. Any student whose conduct is judged to reflect a discredit upon himself/herself, the group, or Sandy High School, whether or not such activity/athletic event takes place during or outside regular school hours and sessions, will be subject to disciplinary action as described in this handbook. Causes for removal from an activity/athletic event or denial of future activities/athletic events may include, but not be limited to the following:

- A. Use of tobacco, alcohol, illegal use or possession of drugs not prescribed for the individual by a physician.
- B. Continued violations of Sandy High School's rules and regulations located in this handbook.
- C. Thefts of any kind at or away from school.
- D. Violations of school activity/athletic policies or rules.
  
- E. Personal misconduct that involved police or court action either during or outside school hours and sessions.
- F. Verbal or physical attack upon another student, contest official, school district employee, fan, coach or any other person.
- G. Acts of unsportsmanlike conduct.
- H. See Student Discipline Rules and Regulations on page 14.

Violation of Student Discipline Rules and Regulations could include removal from activities/athletic events.

*Nothing in this statement denies a student or parent/guardian of their right to appeal to the principal, superintendent or board of directors.*

## **THEFT AND VANDALISM**

Theft and vandalism reports are available through the Security Office.

## ATHLETICS

Listed below are the sports open to the students attending Sandy High School:

	<u>MEN</u>	<u>WOMEN</u>
<b>FALL</b>	Football Soccer Cross Country Water Polo	Volleyball Soccer Cross Country Water Polo
<b>WINTER</b>	Basketball Swimming Skiing Wrestling	Basketball Swimming Skiing
<b>SPRING</b>	Baseball Tennis Track & Field Golf	Softball Tennis Track & Field Golf

**In order to participate in practice or contests the student must attend school the entire day.** Students may prearrange absences and medical/dental appointments with coach and athletic director's approval. Should you wish additional information, or have questions about the athletic program, please call the Athletic Office.

If a student has a weekend school event, their attendance at school on the Friday prior to the event is mandatory.

### ATHLETIC/ACTIVITIES ELIGIBILITY POLICY

Athletic and activities programs are designed for and contribute to the mental and physical growth of our students. Each program has adopted policies, procedures and expectations pertaining to the conduct of student participants. The programs will promote high standards of conduct, desirable citizenship and favorable social behavior of the participants. **Because participation in any of the athletic/activity programs is voluntary and is not a property right, the behavior of students taking part must be exemplary.** The Oregon Trail School Board, District Office and Sandy High School Administration support coach's team policies that apply to student behavior, at all times, while a member of any given athletic team or school sanctioned activity.

All athletics and activities participants are directed to follow Sandy High School code of conduct, Board Policy, OSAA regulations and the participation policy set by the coaching staff, 24 hours a day 7 days a week.

Coaches have the right and responsibility to assess the student athlete's level of skill, ability to perform in game situations, attitude, and adherence to team and school policy and determine the extent of a student's participation based on same. The coach's policy will be reviewed at the parent meeting prior to each season and a signed copy shall be returned to the coaching staff and athletic department before a student athlete can participate. Failure to follow the direction of the participation policy subjects the participant to discipline including, but not limited to, probation, suspension and/or removal from the activity/sport.

## Academic Standards

OSAA (Oregon School Activities Association) established eligibility requirements must be met by Sandy High School students in order to participate in athletics/activity programs of this district: Attendance-Semester Grades: An eligible student is one who is enrolled in school, attending regularly and passing in subjects equivalent to at least (5) five credits of work and who during the immediate preceding semester was enrolled in school, attending regularly and passed subjects equivalent to at least (5) credits of work. **A home school student who transfers to a public or private school may establish initial academic eligibility by achieving a minimum score on the achievement test required annually at the end of the school year of all home school students wishing to participate in activities.** NOTE: In a traditional setting, two-semester units equals one credit of work, and one-half credit is granted each semester. In addition to the specific credit requirement, to be scholastically eligible, a student must meet the **Minimum Satisfactory Progress Requirements set by the OSAA: Prior to grade 10 participants must complete 4.5 credits. Prior to grade 11 students must complete 10 Credits. Prior to grade 12 students must complete 17 credits. Students not meeting the minimum requirement will not be eligible to participate.**

### ADDITIONAL REQUIREMENTS (CLEARANCE PROCESS):

Any student involved in athletic/activities programs sponsored by Sandy High School need to go through a **clearance process** prior to participation.

**FORMS:** Students will be given a copy of clearance eligibility to be given to their coach as proof of eligibility.

**Physical Examination Form:** Students are required **by law** to have a physical every two (2) years beginning their Freshman year.

**Insurance Verification Form:** Showing proof of insurance carried by the student's family/guardian. The district offers insurance that may be purchased by the student's family/guardian.

- **Eligibility Guidelines Form:** This consent form is a yearlong athletic/activity agreement signed by both parent and student.

**FEES:** All students who participate in activities/athletics must pay a participation fee. This fee pays 20% of the overall activities/athletic budget.

- \$170 athletic participation fee is required at time of clearance except for those that make cuts, (Volleyball, Soccer, Basketball, Tennis, and Golf) where the fee will be due no later than 2 weeks after making the team.
- Scholarship: There are scholarship funds available to activities/athletes. These funds can offset a portion of the expense. The scholarship form can be found in the athletic office. The deadline for scholarship applications are two weeks after the first day of the season. To access forms or more information: <http://www.ortrail.schools>

### One Way Transportation:

For the 2015-16 school year Sandy High School will be running only one-way buses to athletic events for contests on the east side of the Willamette River and within a 25 mile radius. This will also apply to weekend tournaments, in which case the 25 mile radius will be expanded to the entire Portland Metropolitan area and schools within the NWOC (St. Helens, Hillsboro, Beaverton, Sherwood, etc.). Parents and students will be responsible for arranging return transportation from these events. For mid-week away contests, two-way transportation will continue to be provided for trips west of the Willamette River and more than 25 miles away.

**PARTICIPATION FEES FOR SANDY HIGH SCHOOL  
ATHLETICS & ACTIVITIES**

All participation fees are subject to change as determined by the School Board. A fee, as determined each year by the School Board (JN), will be charged to students participating in sports and activities. Any fee or charge not paid may prohibit the student from participating in school privileges and extra-curricular activities.

Participation fees will apply to all sports and the following activities:

**Per Athletic Activity per Student Max. per Family**

**\$170.00**

**\$680.00**

Participation fees need to be paid at the time the clearance form is issued, except for those sports that make cuts (volleyball, soccer, basketball, tennis, golf) where the fee will be due not later than 2 weeks after making the team. **However, if an athlete quits or is removed from the team for disciplinary reasons the fee will not be refunded.** (Medical reasons will be taken into consideration.)

All athletic/activity programs listed below will be assessed a participation fee:

1. All athletic activities.
2. Speech - the student will be charged \$130 for the entire school year.
3. Drama - the student will be charged a \$65 participation fee for each production in which the student participates. Not to exceed 2 productions.
4. Cheerleading - the student will be charged a \$65 participation fee for each season in which the student participates.

**ATHLETIC/ACTIVITIES APPEAL PROCEDURE**

An athlete/activity student who has a complaint during the course of their participation may appeal their concern to an Athletic/Activity Appeals Committee. Should you wish additional information or have questions please call the Athletic Office.

**SCHOOL ACTIVITIES**

Involvement in student activities is an extension of the educational life of students at Sandy High School. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills that will help produce responsible adults and productive citizens.

In order to participate in a contest, practice or activity, students must attend school the entire day of the event. **Students must prearrange absences and medical/dental appointments with coach and activity/athletic director's approval.**

## **ATTENTION SENIORS**

Sep 18	Optional meeting Juniors for class rings.
Sep 25	Jostens will be taking ring orders at lunch.
Oct 16	Senior class meeting for caps, gowns and announcements.
Oct 24/25	Jostens will be taking announcement and cap/gown orders during lunches.
Nov 8	Makeup day for cap and gown orders
March 13	Graduation announcements delivered during lunches.
May 14	Mandatory senior class meeting for graduation in Auditorium.
May 29	Senior Awards Night at 7:00pm - Auditorium.
May 29	Cap and Gown delivery during lunches.
June 4/5	Senior Finals
Graduation	<b>TBA</b>

## **ASB PRESIDENT AND COUNCIL OFFICERS**

### **PRESIDENT**

Dylan Joyce

### **VICE PRESIDENT**

Derek Evans

### **ASB OFFICERS**

London Starely

Taylor McMahon

Kaytlin Poulin

## **ELECTIONS**

Students desiring to run for an office must pick up instructions and a petition from the Activities Office. Qualifications include a minimum 2.5 GPA. If they do not have the required grade point average of 2.5, they may become a candidate after receiving five positive recommendations from faculty members. Student body officers and class officers will be required to enroll in first period Student Leadership Class and must sign a contract following school rules and policies.

## **CLASS ADVISORS**

Freshmen	Mrs. Bleisner
Sophomore	<b>Mrs. Finnegan</b>
Juniors	Mrs. Swoboda
Seniors	Mr. Dejong

## **CLUBS**

### **Art Club**

Students interested in expanding their art talent beyond the classroom.

**Mr. Shanklin**

**Auto Mechanics Club****Mr. Craemer**

The Auto Club promotes and helps prepare students interested in many facets of the automobile industry.

**Aquanaut****Mr. Wex****Azteca Club****Mr. Montellano**

Azteca Club is open to all students interested in Hispanic culture, particularly students of Mexican background who wish to participate in cultural activities that promote cultural pride and increase community awareness and acceptance. Planned activities will include a community Mexican dinner and a Cinco de Mayo Dance.

**Business Club****Mr. Moto****Chess Club****Mr. Felstiner****Fellowship of Christian Athletes****Mr. Vixathep****Future Farmers of America****Mrs. Smith**

The Future Farmers of America promote and prepare students to be involved in agro science, farming, nursery production, etc. This club has a participation fee of \$20 plus National Dues.

**Green Club****Mr. Magee****Health Occupations Students of America****Ms. Carter**

The Health Occupations of America helps prepare students interested in the health care field. Students attend statewide conferences and competitions. This club has a participation fee of \$20 plus National dues.

**Key Club****Mrs. Finnegan**

This community service club is a younger version of the Kiwanis Club and is involved in a number of activities of service to the Sandy area such as the annual canned food drive. This club has a participation fee of \$20 plus National dues.

**Literary Society****Ms. Berglund**

Students interested in sharing love and knowledge of books and literature are welcome to join. Primary activities include book club meetings and participation in the Oregon Battle of the Books.

**Metals Club****Mr. Panula****Mock Trials Club****Mr. Meyers**

This club has developed a Mock Trial Team and will compete in competitions.

**National Honor Society****Ms. Polk**

This organization is open to juniors and seniors who have demonstrated leadership, good character, service and scholarship with a 3.5 cumulative grade point average (GPA). This club has National dues.

**Queer Straight Alliance Club****Mr. Cauch****Robotics Club****Mr. Rakos**

This club has annual dues.

**Skills Club****Mr. Cramer****Snowriders Club****Mr. McCracken**

Six Wednesday evening trips are planned to Mount Hood Meadows for students and staff. This club has a participation fee of \$20.

**Spanish Club****TBA**

Students enrolled in Spanish class or are interested in learning more about the culture of Spain or Mexico are invited to participate in a variety of interesting activities. This club has a participation fee of \$20.

**OSAA SANCTIONED ACTIVITIES**

**In order to participate in practice or contests the student must attend school the entire day.** Students may prearrange absences and medical/dental appointments with athletic director's approval. Should you wish additional information, or have questions about the athletic program, please call the Athletic Office.

**Cheer/FBX/BX****Mrs. Arnold**

Students interested in cheerleading must have a good recommendation from each of their instructors in the areas of citizenship, character, and attendance. This club has a participation fee of \$65.00 per season. Cheerleaders are responsible for the purchase of their uniform, costs varies, check with the coach.

**Dance Team****Mrs. Johnson****Instrumental Music****Mr. McGlothlin****Vocal Music****Mr. Chase****Speech Team****Mr. Meyers**

This team is for students interested in developing their communication skills by participating in competitive speaking events such as debate, interpretive events, extemporaneous and impromptu speaking. This club has a participation fee of \$130.

**ACTIVITIES****Racquetball Club  
Hoffman****Advisor Mr.**

Students interested in playing racquetball in the Oregon High School Racquetball League. Beginners to advanced players welcome. Season is October-February. Practices are at Mt. Hood Athletic Club. This club has a fee for league/membership dues.

**Equestrian Club  
Mr. Butts****Advisor**

This club offers students the opportunity to be involved in the care and maintenance of horses, while also competing at local and state competitions. This club has OHSET dues and stall fees.

**Drama****Mr. Murray****Journalism****Mr. McIntire**

Students are encouraged to be involved in school-sanctioned clubs. To be sanctioned, a club must meet the following criteria:

1. Must be related to school curriculum and/or activities.
2. Obtain approval from the Activities Director.
3. Obtain an advisor who is a member of Sandy High School's staff.
4. State purpose and activities.
5. Draft a club constitution and submit it to the Activities Director.
6. Submit names of proposed club members.
7. Obtain approval from the Student Council.
8. Follow district procedures for student fund acquisition and disbursement.

9. Meet once a month during the school year under advisor supervision. This can be done before school, during break, during lunch, or after school.

(Secret societies are not allowed; suspension or expulsion may result from membership.)

## **SCHOOL DANCES**

Various activity groups and clubs sponsor dances throughout the year. These dances are for Sandy High School students. Students must have a current student body card to attend. A validated student body card will allow admission at a reduced rate if purchased in the first week of ticket sales. Guests with current photo ID are allowed only for the Homecoming and Winter Court Dance if they have a valid student body card from another high school, or have graduated from Sandy High School in the last two years. Guests with current photo ID for Prom are not required to have a student body card from another high school. Guests must be under the age of 21 and accompanied by a student from Sandy High School. Guests must complete guest request from the last school attended. Outside guest registration forms are located in the Activities Office. No outside beverages are allowed. **Students and their belongings will be searched before entering a dance.** Do not bring bags or backpacks to the dance. No glow sticks are allowed. There are no secure checkrooms.

## **DANCE DRESS CODE:**

\*General Dances: School appropriate attire as stated in the Oregon Trail District dress code.

Homecoming: Theme based – semi formal.

Winter Court: Semi-formal - collared shirt and dress pants (no jeans), dresses or skirts.

\*Prom: Formal - tuxedo or suits, prom type dress.

## **DANCE CONDUCT:**

- Once you leave the dance, you are not allowed to come back.
- Physical displays of affection are not appropriate.
- On the dance floor, absolutely NO explicit dancing. You will be removed from the dance immediately with no refund.

If a student chooses to wear anything other than the set dress code, he/she must get the Activities Director approval one week prior to the date of the dance.

\*When a student is participating in special activities, dress and grooming shall not substantially disrupt that activity or constitute a health or safety hazard to the individual or other students.

## **TEXTBOOKS**

Textbooks are checked out through the textbook depository. A student must have his or her school ID card present to receive a textbook. When finished with a textbook or when checking out of school, students must return their textbooks to the textbook depository. Fines may be assessed for damaged books checked out to students. Students will be charged a textbook fee for textbooks not turned in. Books that are lost or damage beyond use will be charged to the student account unless the student replaces the book with a new or an accepted used version of the lost book. A bill will be included with grades and must be paid or the book returned before a new book is issued. **DO NOT LOAN YOUR TEXTBOOKS TO ANY OTHER STUDENT. YOU ARE RESPONSIBLE FOR THE TEXTBOOKS CHECKED OUT IN YOUR NAME.**

### Book Charges

Bar Code Damage.....	1.00
Book Spine Damage .....	20.00
Writing/Drawing in book.....	12.00
Missing CD.....	20.00
Cover Damage Minor .....	3.00
Cover Damage Medium.....	5.00
Cover Damage Major .....	10.00
Water Damage Minor .....	5.00
Water Damage Medium.....	10.00
Water Damage Major .....	15.00
Late Textbook Fine.....	5.00
Mold .....	Cost of Book
Destroyed Book.....	Cost of Book

#### **LOST TEXTBOOKS:**

Cost of textbook is charged to student's account

#### **TEXTBOOKS FOUND AFTER BEING DECLARED LOST:**

Returned in current school year.

- Credit for cost of book, less any damage charges, applies to student account
- If book has been paid for, the credit applied may be refunded to the parent / guardian of record, minus any other fees due on account.

#### **LOST TEXTBOOKS PAID FOR IN PRIOR SCHOOL YEAR:**

- A currently enrolled student who returns a textbook that was lost and paid for in the previous school year will receive a credit to his/her account less a \$5.00 book fine.
- Parent / guardian of record may receive a refund less any textbook damage fees and less any other fees on the students account.

#### **Lost/paid textbooks and graduated or withdrawn students:**

When book is returned the following year.

- Upon request a parent / guardian of record may receive a refund less any textbook damage fees and less any other fees on the students account.
- The book must still be in use at SHS.

#### **SANDY HIGH SCHOOL MEDIA CENTER**

The SHS Media Center is here to support students developing into responsible digital citizens, life-long learners, and effective users of ideas and information. Students can access online databases from anywhere on the district website, through the Students tab.

To log into OSLIS databases from home, use the username: ortrail  
password: oslis.

**Library Materials Fees:**

**Regular Checkouts**

- Check out for three weeks
- Late returns are charged \$0.05 per day overdue
- After 40 overdue days, unreturned books are declared lost and the replacement cost and overdue fines are charged to the student.

**Overnight Textbooks:**

- A limited number of textbooks from classroom sets are available for overnight check-out only for students who need to finish assignments or do make-up work.
- Overnight textbooks are checked out at the end of the school day on a first-come, first served basis.
- Overnight textbooks check-outs in the library are due back in the library at the beginning of the next school day.
- Overnight textbooks returned late are charged \$1.00 for each day overdue.

**2017/2018 Fee Schedule**

**The following fee schedule is pursuant to School Board Policy JN**

*“Any fee or charge due and not paid at the end of a school year is payable and due prior to the student’s enrollment or registration in the fall of the next school year. Any fee or charge not paid may prohibit the student from participation in school privileges and extra-curricular activities.”*

- Parking Permit .....20.00
- ASB Activities Discount Sticker.....25.00  
For free admissions to regular season home athletic events and discounts on dances.
- Replacement ASB Card..... 5.00
- Replacement Student Planner/Handbook ..... 6.00
- Replacement elevator pass ..... 5.00
- Athletic/Activity Participation (per sport/activity) .....170.00  
Maximum for family for high school athletics only .....680.00
- Yearbook (price 55.00 after winter break) .....50.00

**ART CLASS FEES:**

- Art Lab, Drawing and Painting, Intro to Art (per semester) ....15.00
- Digital Arts all levels (per semester) ..... 25.00
- Ceramics (per semester) .....25.00

**INDUSTRIAL TECHNOLOGY FEES:**

- Plant and Soil Science, Greenhouse management (per semester)10.00
- Arch/Civil Engineer, Intro Engineer (per semester) ..... 5.00
- Auto Tech all levels (per semester).....10.00
- Manufacturing (All levels)..... 25.00

**SCIENCE CLASS FEES**

- Anatomy / Physiology (per semester) .....20.00
- AP Chemistry, Chemistry Lab (per semester) ..... 2.50
- Botany/Zoology (per semester).....20.00

**MISCELLANEOUS FEES**

- Student Transcripts (each transcript) ..... 2.00
- Former Student Transcript (each transcript)..... 5.00
- Credit Recovery Courses (per course).....95.00
- Initial credit online.....145.00
- Parking Violations.....20.00
- Lost elevator replacement cost ..... 5.00
- These fees are subject to review and change.
  - College Credit Classes maybe subject to additional fees due to MHCC requirements.
  - Consistent with proper fiscal management practices, the district charges a \$10.00 handling fee for all NSF/returned checks.
  - There may be additional material requirements for selective courses i.e.: safety glasses, calculators, discs, etc.

**Yearbooks** that have been paid for will only be held for a school year.

**OREGON TRAIL SCHOOL DISTRICT  
STUDENT CODE OF CONDUCT**

**ALTERNATIVE EDUCATION REQUIREMENTS (BOARD POLICY IGBHC)**

It is the policy of the district to provide alternative education opportunities to students who are not benefiting from the district’s regular education program because of behavior and/or attendance problems.

Alternative programs shall be considered and proposed in the following situations:

1. When the district finds a student’s attendance pattern to be so erratic that the student is not benefiting from the education program;
2. When the district is considering expulsion because of repeated severe disciplinary problems;
3. When a student is expelled pursuant to subsection (c) of ORS 339.250;
4. When the student or the student’s parent or legal guardian notifies the district of intent to withdraw from the program as provided under ORS 339.250 (7).

When one of the above situations exists, the district shall notify the student and parent or legal guardian of the availability of alternative programs. Notice shall be written and delivered personally or by certified mail. Notice shall include the following:

1. Student action, which is the basis for consideration of alternative education;
2. Listing of alternative programs for this student for which the district would provide financial support (district not responsible for financial support if the student is 16 or older and withdraws from school);
3. The program recommended for the student based on student’s learning style or needs; and
4. Procedures for enrolling student in the recommended program.

**STUDENT RECORDS (BOARD POLICY JO; JOA; JOB)**

Student records are kept by the schools for the student’s benefit and to supply information to interested persons about students as may be required by federal law, state law or school board policy.

Student Educational Records consist of: The Permanent Record; Health Records; all Special Education Records; and Behavioral Records. The school district forwards education records requested under OAR 581-21-340 within ten days of receiving the request without consent of the parent(s) or eligible student.

All records are confidential and may be examined only by appropriate school personnel, parents and others who have written parent permission to examine records (see Family Education and Privacy Act, Public Law 93-380, as amended by Public Law 93-568; 45 CFR Part 99).

School districts include in directory information (which is released without getting permission from parents) a student's address, telephone number, and/or photograph. (Annual notice of directory information must be made.)

If a parent asks to review school records, a certified staff member will be available to explain the contents of the files. If the parent believes that part of the behavioral file obstructs a student's rights, the parent may ask that the part be destroyed. If the school refuses the request, the parent has the right to a hearing.

## **STUDENT ASSEMBLIES AND MEETINGS**

### **ASSEMBLY OF STUDENTS**

Students in the Oregon Trail School District shall have an opportunity, with the written permission of the school principal, to meet on school property, provided such meetings do not disrupt the orderly operation of the school or violate the rights of other students or staff. Students shall request permission of the building administration for meetings in advance and there shall be a mutual agreement on time, place and supervision. Informal student gatherings shall not disrupt the orderly operation of the educational process or infringe upon the rights of others to pursue their activities. No speakers shall be allowed to advocate breaking the law. Invitations to speakers shall be approved by the principal or designated representative.

### **FREE EXPRESSION (BOARD POLICY JF/JFA; JFC; JG)**

All students have the right to free expression under the First and Fourteenth Amendments to the United States Constitution and also under the State Constitution. Students, as citizens, have the right of free expression and must also bear the responsibility for the consequences of such expression.

Students are encouraged to participate in and contribute to school publications (any publication sponsored or in any way funded by the school shall be known as a school publication). Students are encouraged to express personal opinions in these publications but shall follow the written policies of the school. Obscene or profane materials, knowingly or recklessly false libelous statements, or any material which would disrupt classes or other school activities, are prohibited from all school publications (ORS 339.250).

Students may hand out printed material to inform the community of school activities, but care shall be taken to avoid false, libelous or obscene material designed to harm the school or members of the community.

The principal/assistant principal must choose a time and place for the distribution of material and he/she will apply this policy in a manner which is nondiscriminatory.

Students may refuse to participate in patriotic exercises as long as the manner of such non-participation does not deny other students their right to participate, nor disrupt the educational process. Students may wear distinctive insignia as long as they do not violate the rights of others, interfere with the orderly operation of the school, or violate the Dress and Grooming code.

## **COMMUNITY RELATIONSHIPS**

Students and other community residents have the right to privacy, private property and freedom from abusive behavior. Students must not loiter, litter, trespass, or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students en route to and from school or bus stop, school personnel will make reasonable efforts to help resolve problems. School personnel have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

## **STUDENT GUIDELINES AND EXPECTATIONS**

### **CLOSED CAMPUS**

All school campuses are closed from the time of arrival on campus until classes are dismissed at the end of the school day. No student is to leave at any time, for any reason, with the exception of a specific need verified by parent and approved by the administrator or designee.

### **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA - STUDENTS**

Student possession or use of personal electronic devices on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Personal electronic devices are not to be used during school hours unless given explicit permission by the teacher or an administrator. This restriction includes during instructional or class time, during passing times between classes, or at any other time where such use of the device would cause a disruption of school activities.

Exception at Sandy High School: Personal devices may be used during passing time, lunch and before/after school. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications. The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. Students may not access social media websites (e.g., YouTube and Twitter) using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative. The district will not be liable for information/comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student's individualized education program (IEP).

Students in violation of this policy will be subject to disciplinary action up to and including expulsion. The superintendent shall ensure that the Board's policy is communicated to students and parents. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise

(commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law.

Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

## **PHONE AND ELECTRONIC VIOLATIONS**

### **Consequences for violations are as follows:**

- First Offense                      Turned into office / warning
- Second Offense                    Turned into office / parent required to pick up
- Third Offense                      Turned into office / parent required to pick up /detention
  
- Fourth/Excessive                Turned into office / parent required to pick up/suspension
  
- Further Offenses                 Suspension

## **SKATEBOARDS & HOOVER BOARDS**

In order to assure a safe environment, skateboards will not be allowed on buses and must be stored in your locker during the school day. Skateboarding/Hooverboarding will not be allowed on campus.

## **USE OF LOCKERS (BOARD POLICY JFG)**

1. Equipment, such as lockers and desks, belongs to the school district. Students are allowed to use this equipment as a convenience. The school may insist that such equipment be properly cared for and not used for the storage of illegal items. An individual's locker and/or desk may be searched by a building administrator. At the time of locker and/or desk assignments, students will be informed how the equipment may be used and the following guidelines will be in effect.
2. Illegal items (firearms, weapons, etc.) and other possessions determined by the proper school authorities to be a threat to the safety or security of the student or others will be seized by school officials.
3. Items that may be used to disrupt or interfere with the education process may be temporarily removed from the student.
4. From time to time, general inspections of school properties, including, but not limited to, lockers or desks may be conducted. Items belonging to the school may be seized.
5. All items seized shall be returned to the proper authority or true owner.
6. Students shall be given the opportunity to be present when a search of personal possessions is conducted, if they are in attendance at school, and if there is no reason to believe that their presence would endanger their health and safety.
7. The Oregon Trail School District is not responsible for lost or stolen items left in a locker or classroom.
8. Lockers that appear to be damaged beyond what would occur under normal wear and use, may have a repair charge and/or painting charge assessed to the student assigned to the locker.

**Students shall not conceal evidence of an illegal act or school violation.**

**NON STUDENT VISITORS (BOARD POLICY KK)**

Oregon Trail School District is committed to academic excellence. Visitors from other schools tend to detract from this effort. Consequently, unauthorized visitors are not allowed at schools during the regular school day. (ie. Start time 6:30 am – 3:30 pm)

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

Student dress and grooming is the responsibility of the student and parent under the following conditions:

- An Adequate coverage of the body is required.
- Bare midriff, halter tops, strapless tops, low necklines, backless tops, or otherwise revealing tops, exposed underwear or skin, excessive sagging, holes or tears above mid-thigh in pants or shorts are not allowed.
- Dresses, skirts and shorts must fall mid-thigh or longer (worn without tights). Tops worn with leggings must cover the students' behind.
- Shorts are allowed for classroom wear provided they are mid-thigh length and not excessively tight.
- Clothing decorated or marked with illustrations, words, or phrases that have sexual innuendoes, are vulgar, obscene, ridicule a particular person or group, or promote behavior violating school conduct standards are not allowed.
- Certain clothing and other adornments worn for the purpose of identifying gang membership or gang support are not allowed.
- Clothing and any adornments (i.e. Buttons, necklaces, etc.) displaying drug, alcohol or tobacco symbols or paraphernalia, weapons or bullets, etc. are not allowed.
- Sleeveless shirts and tank tops are allowed provided they cover undergarments and the midriff is not exposed.
- Chains are not allowed.
- Clothing, jewelry, words/graphics on clothing, which interferes with the learning process or school climate, or unclean clothing, grooming, which may threaten the health or safety of students or others is not allowed.
- No trench coats.
- Due to changing fads and fashions, there may be changes during the school year.

**RACISM/HARASSMENT (BOARD POLICY JBA, JFCF/GBNA-AR)**

Any action directed at another person based on race, color, sex, marital status, religion, national origin, age, sexual orientation or disability in any educational program, activity, or employment will not be tolerated in the Oregon Trail School District. Violations of this nature will be responded to in a very serious manner. Violators will be subject to disciplinary action including, but not limited to, suspension, expulsion, and referral to the local law enforcement authorities. It is our intent to establish a "RACISM FREE ZONE" in our school. We believe that all students and staff are entitled to exist in a positive environment based on the belief that everyone can be successful.

Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age.

## **HAZING/HARRASSMENT/INTIMIDATION/MENACING/BULLYING/CYBER-BULLYING/TEEN DATING VIOLENCE (JFCF/GBNA)**

The Board in its commitment to providing a positive and productive learning and work environment will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation, menacing or bullying, and acts of cyberbullying by students, staff or third parties is strictly prohibited. Retaliation against any person, who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

### **Definitions**

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. "District" includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.  
Hazing/Harassment/Intimidation/Bullying/Menacing - JFCF/GBNA 2-4
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status or sexual orientation.
5. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on, but not limited to, the protected class status of a person that has the effect of: a. Physically harming a student or damaging a student's property; b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; c. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.
6. "Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, familial status, source of income, or disability.
7. "Teen dating violence" means: a. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
8. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
9. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.
10. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that bullies, intimidates, harasses or otherwise harms, insults, or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.
11. "Retaliation" means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

## **REPORTING**

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building principal who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the building principal.

## **EQUAL OPPORTUNITY**

Any action directed at another person based on race, color, sex, marital status, religion, national origin, age, sexual orientation or disability in any educational program, activity or employment will not be

tolerated in the Oregon Trail School District (PO Box 547, Sandy, OR 97055). It is the policy of the Oregon Trail School District and Sandy High to that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Contact: Katie Schweitzer 504 Coordinator; Tim Werner, Title II & Title IX Coordinator (503-668-5541)

### **NON DISCRIMINATION COMPLAINT PROCEDURES**

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. Any employee or third party who has knowledge of conduct of this policy, or feels he/she has been a victim of hazing, he/she shall immediately report his/her concerns. Any student who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, is encouraged to immediately report his/her concerns.

All complaints will be investigated in accordance with the following procedures:

Step I Any hazing, harassment, intimidation or menacing information (complaints, rumors, etc.) shall be presented to the building administrator, compliance officer or superintendent. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records.

### **BUS REGULATIONS (BOARD POLICY EEAB/AR; EEACC; EEACC/AR)**

*BUS RIDING IS A PRIVILEGE THAT IS REVOCABLE AT ANY TIME*

The Oregon Trail School District is implementing a Student Discipline System that will be followed in all school settings, which includes transportation on the bus. The bus driver will be responsible for maintaining safety for all students who ride the bus.

Should a student who is not a regular bus rider need transportation on a regular bus route, he/she must provide prior parental/custodial permission approved by the office prior to riding.

When a teacher is taking a group on a field trip, the teacher shall be in charge of enforcing the rules. The teacher may allow food and refreshments to be consumed during this time.

On special excursions (not regular bus runs) when a teacher does not assist the driver, refreshments may be allowed at the driver's option, if it is not likely to affect the quality of supervision.

In all cases, students are responsible for picking up their garbage and leaving the bus clean and orderly.

### **BUS RULES**

1. Students being transported are under the authority of the bus drivers.
2. Fighting, wrestling, and boisterous activity are prohibited on the busses.
3. Students will use the emergency doors only in cases of emergency. Students shall be on time for their busses both morning and evening.
4. Students will be on time for their busses both morning and evening.
5. Students will not bring firearms, weapons, or other potentially hazardous objects onto the busses.
6. Students will remain seated while busses are in motion.
7. The bus drivers may assign students seats.
8. When students must cross the road, they will cross in front of the bus or as instructed by the bus driver.
9. Students will not extend their hands, arms, or heads through bus windows.
10. Students must have written permission to leave busses other than at home or school.
11. Students will converse in normal tones; loud or vulgar language is prohibited, as are obscene gestures.
12. Students will not open or close windows with permission of drivers.
13. Students will keep busses clean and must refrain from damaging them.
14. Students will be courteous to the drivers, fellow students, and to passers-by.
15. Students who refuse to obey immediately the directions of the driver or who refuse to obey regulations may forfeit their privilege to ride on the busses.
16. Students will not bring animals, except approved assistance guide animals or

### **Disciplinary Procedures for Violations**

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 building principal, has been held with the student, the parent, the bus driver, 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 building principal, has been held with the student, the parent, the bus driver, and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

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 building principal, involving the student, the bus driver, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

*\* All citations must be signed by the parents, the bus driver and the principal before the student will be allowed to ride the bus again.*

### **EARTHQUAKE, FIRE DRILLS AND EMERGENCIES (BOARD POLICY EBCB)**

Drills are held regularly throughout the school year and are under the direction of the Principal or designee. Since fires and earthquakes have occurred in the past and an alarm indicates an emergency situation, all drills must be taken seriously.

Procedures are in place for emergency closure of school buildings to provide safe protection of the students.

It is a violation of State law and School District policy to cause false alarms for fire, bomb threats, or other emergencies. Disciplinary action will be taken that may include expulsion recommendation and legal prosecution to the fullest extent of the law.

### **INAPPROPRIATE USE OF COMPUTERS NETWORK POLICY AND GUIDELINES**

It is the general policy that Oregon Trail School District network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Oregon Trail School District. A student who violates this policy may be denied use of school computers.

### **ATTENDANCE (BOARD POLICY JED)**

It is the responsibility of students and their parents to ensure students maintain regular attendance in all assigned classes. Regular attendance means attendance at 90% or above for every 9 week period during which school is in session. If a student's illness impacts regular attendance as defined, a doctor's note will be required to excuse your student upon return. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. School field trips and school-approved activities;
5. Medical (dental) appointments when confirmed by the parent.
6. Suspension

Students shall be responsible for all content missed during absences, and shall be given a reasonable period of time to demonstrate understanding of content missed. Credit will be given allowed for significant long-term assignments, but unexcused absences that reflect daily assignments will be accepted only at a teacher's discretion.

No excused absences shall be counted against a student in determining exclusion, failure or reduction of grades. Students shall be given an equal number of days to make up any tests and assignments a student misses because of an excused absence.

## **ATTENDANCE DISCIPLINE AND STUDENT CONDUCT**

### **Process to Excuse Absences**

All absences from school must be cleared by parents or guardians within 2 school days.

Methods to excuse absences are:

1. E-Mail to [Barb.Gates@ortrail.k12.or.us](mailto:Barb.Gates@ortrail.k12.or.us) or [Lori.Galindo@ortrail.k12.or.us](mailto:Lori.Galindo@ortrail.k12.or.us)
2. Signed Parent Note
3. Phone Call to Attendance Office

The following information must be included:

- Student name
- Student ID number
- Date(s) of absence
- Time period of absence
- Reason for absence

1. A parent/guardian may also write a note to excuse a student. The note must be turned into the attendance office within two days following the absence. The note must contain the same information as above, but also must include a parent signature.

2. A parent/guardian may also call 503-668-8011 ext. 7105 and speak with attendance secretary or leave a message. This message line is available 24 hours.

- If a parent/guardian knows in advance that he/she will be picking up a student for an appointment during the school day, he/she must send an excused note with the student.
- Include the time the student is leaving and a brief description of the appointment. The student should turn in the note at the attendance office prior to the appointment and receive an off-campus pass.
- If returning to school on the same day, the student should check back in at the attendance office upon his/her return with the off campus pass.

### **Leaving during the school day or arriving late:**

1. Students must check out through the attendance office prior to leaving during the school day for any reason.
2. Students must also check-in at the attendance office if they arrive after the beginning of the school day.

### **Discipline Consequences for Unexcused Absences:**

Students will be held accountable for skipping classes. Consequences will vary according to individual circumstances surrounding a student's irregular attendance.

1. Possible consequences include after school detentions, an Attendance Meeting, and/or removal from class with no credit.
2. In addition, under policy JIIFDA-Suspension of Driving Privileges, the district can report students with 10 consecutive days unexcused absence or 15 cumulative days unexcused absence in a single semester to the Oregon Department of Transportation.
3. Legal action may be taken as per Oregon Law such as fines, driving privileges suspended and/or both.
4. School administration reserves the right to modify any student's schedule (grades 9 - 12) as needed. Students who accumulate more than a total of 15 unexcused absences in any class may lose credit in that class and be dropped from that class.

### **Communication Plan:**

1. An Automated Dialing Service will call home for each missed class the day after the absence. Please make sure to update phone numbers as necessary. Upon request, the Automated Dialing Service can be set up to call a parent cell phone.
2. Parents can view attendance on-line on Parent Vue (contact the registrar for your password).
3. Parents can contact our attendance tracker for attendance.

### **ATTENDANCE ISSUES**

In keeping with the goals and objectives set forth in the attendance policy, the following rules and regulations are established as student responsibilities for attendance at Sandy High School.

1. **Closed Campus.** Sandy High School is a closed campus. Once a student arrives on campus, whether by parent or by bus, or by driving themselves, cannot leave without following the proper check out procedures. Once school has begun students must sign out at the Attendance office.
  - A. In order for a student to check out from school, the student's parent/guardian must telephone the Attendance Office or send written notification to the school prior to checkout of the student.
  - B. A student who leaves the campus without following the correct checkout procedure will be considered unauthorized off campus and will be given the appropriate consequences.
2. **No off Campus Lunch.** Pursuant to school Board Policy JEFA, All school campuses are closed from the time of arrival on campus until classes are dismissed at the end of the school day. No student is to leave at any time, for any reason, with exception of a *specific need verified by parent and approved by the administrator or designee.*
3. **Illness.** A student who is sick and wishes to go home must report to the Nurses Office or make arrangements to leave through the Attendance Office.
4. **Student Pass.** A student's first obligation is to be present in his/her scheduled class. If the student must see a counselor, administrator, or other teacher, he/she should make an appointment; notify the teacher in advance of the appointment.
5. **Tardies per class, per semester.**
  - 1 - Warning
  - 2 - Communication home/conference with teacher
  - 3- Referral

**Tardies may seriously impact the students participation in athletics and activities.**
6. **Work Experience/Early Release.** When a student arranges his/her schedule to include a period release time it needs to be at the beginning or the end of their school day, he/she agrees not to be on campus when he/she is not scheduled for a class. **Students must honor that agreement.**
7. **Finals.** A final exam schedule will be followed at the end of each grading period; closed campus rules apply.

### **PROCEDURES FOR REQUESTING A COMPULSORY SCHOOL ATTENDANCE WAIVER**

Parents who wish to assume the responsibility to instruct their students at home must request a Compulsory School Attendance Waiver annually from the Clackamas County Education Service District Superintendent (ORS 339.030 through 339.035 and OAR 581-21-025 through 581-21-029).

### **DISCIPLINE AND STUDENT CONDUCT (Board Policy JFC; JG)**

A student who misbehaves or disobeys the rules shall be informed what he/she has done which has brought about the action, and the student shall be given an opportunity to explain his/her conduct. Students will be disciplined for such conduct that occurs at school and at school-related or supervised functions (including busing to and from school), or if the behavior damages school property. Controls for

unacceptable behavior will always be appropriate to the student's age, physical condition, and nature of the misconduct. A school district may require a student to attend school during non-school hours as disciplinary procedure. Suspension or expulsion shall be used only in extreme circumstances and shall be subject to specific guidelines described in this booklet. School officials may use disciplinary action including suspension for a maximum of ten school days or expulsion as outlined in this code and in school regulations. Each school will have available consequences for inappropriate behavior (OAR 581-21-055, 050, 060, 065, 070).

### **EXPECTATIONS FOR EARLY RELEASE OR LATE ARRIVAL**

Students are not allowed on campus unless scheduled in a class or with a prearranged appointment. Gaps in a student's schedule are not allowed. We encourage all students to take seven classes daily.

### **PROCESS FOR SUSPENSION**

The principal/assistant principal (or designee) shall have the authority to suspend a student for up to ten school days. In special circumstances, the superintendent may extend the suspension beyond ten days.

Some specified pending action occurs, as in cases being investigated pending expulsion, or during the period between investigation and recommendation, such as a court hearing, or parental conference. Such an extension shall be requested in writing, explaining the reasons for the request.

When suspension is used, the school authority shall:

1. Place the reason for suspension on the appropriate referral form.
2. Inform the student of the reason and supporting evidence for the proposed suspension and allow the student an opportunity to explain his/her conduct prior to imposing the suspension. However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, notice and an opportunity to respond should follow as soon as possible.
3. Allow the student to present his/her version of the incident.
4. Investigate the matter, and determine and record the facts and fill out a referral form.
5. Notify the parent/guardian of the suspension, giving full details. A reasonable effort shall be made to make a personal contact informing the parent/guardian of the suspension before the student is released from a school prior to the end of the school day. If the parent/guardian cannot be contacted, the decision to release the student from school, to allow the student to stay on school premises, or refer the student to the proper authorities will be made by the principal, with consideration of the student's age, maturity, and the nature of the misconduct that caused the suspension. The principal/assistant principal alone shall be responsible for any decision to release a student from school before the end of the school day if the parent/guardian cannot be reached.
6. In the written confirmation, a conference with the parent/guardian may be requested to enlist cooperation in developing a program to modify the unacceptable behavior of the student.

### **PROCESS FOR EXPULSION**

The principal/assistant principal (or designee), after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

No student may be expelled without a hearing unless the student's parents, guardians (or the student if 18 years of age) waive the right to a hearing, either in writing or by their failures to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or

guardian agrees to abide by the lawful findings of a hearing officer.

When an expulsion hearing is mandated by district policy or regulation and is not waived, the following procedure is required:

- Notice will be given to the student and the parent or guardian by personal service or by certified mail at least five days prior to the scheduled hearing. Notice will include: (1) the specific charge or charges; (2) the conduct constituting the alleged violation, including the nature of the evidence of the violation; (3) a recommendation for expulsion; (4) the student's right to a hearing; (5) when and where the hearing will take place; and (6) the right to representation.
- The superintendent or designee will act as hearing officer and will conduct the hearing.
- In case the parent or student have difficulty understanding the English language or have other serious communication disabilities the hearing officer will provide a translator, if possible.
- The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney, parent or guardian. The school district's attorney may be present.
- The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits.
- The student will be permitted to be present and to hear the evidence presented by the district.
- The hearing officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student records. Findings of fact as to whether the student has committed the alleged conduct will be determined, along with the officer's decision on disciplinary action if any, including the duration of any expulsion. This decision will be available in identical form to the school, the student and the student's parent s or guardians at the same time.
- The hearing officer or the student may make a record of the hearing.
- If the hearing officer's decision is appealed, the Board, at its next regular meeting, will review the hearing officer's decision and will affirm, modify or reverse the decision. Parents or guardians of students who wish to appeal the hearing officer's decision will have the opportunity to be heard at the time the Board reviews the decision.

## **PROCEDURES FOR VICTIMS**

Any student who is the victim of an action by another student that is a violation of the Code of Conduct should report the action to their school administrator. The administrator will take appropriate action, and take steps to protect the victim from any form of recrimination for reporting the violation. Concerns regarding the action of the administration should be addressed to the principal or the superintendent of schools.

## **EXEMPTIONS**

The school district may excuse a student from specific school programs or learning activities, where necessary, to accommodate student's handicaps or religious beliefs (OAR 581-22-415).

Proper student conduct is not only necessary to an orderly operation of the school, but the requisite discipline reinforces positive behavioral patterns that will serve the student later in life. It is the effort and intent of Oregon Trail Schools to discipline students without malice or favoritism and with full observance of both the spirit and letter of the law regarding students' rights, due process, and laws of the State of Oregon, and the Administrative Rules governing

the operation of the Schools. Most discipline in the school is handled by students in their reasoned and faithful compliance with school rules and regulations. Students exhibiting behavior problems will be disciplined by their teachers. Continued disruptive behavior or violation of class rules will lead to the parents or guardians being contacted by the teacher. Students who continue to be disruptive or not following class rules can expect other interventions including suspension and/or expulsion.

### **TOBACCO POLICY JFCG/JFCH/ JFCI AND AR)**

#### **POSSESSION AND USE OF TOBACCO (SMOKING OR SMOKELESS)**

The student has the right to a healthful environment. Students shall not smoke or use or possess any form of tobacco on or about school property or at school sponsored activities (OAR 580-21-050 through 075).

Tobacco is defined as any tobacco product intended for smoking, chewing, snuffing, or tobacco substitute. Students who use or possess a tobacco product on the school premises or while attending school sponsored activities are subject to disciplinary actions.

### **ALCOHOL/DRUGS/SUBSTANCE ABUSE**

The District acknowledges that it is illegal for a student under the age of 21 to consume any mind or mood-altering chemical without a doctor's permission, and that it is medically harmful to the healthy development of the young body to be involved in chemical use.

Students shall not use, abuse, possess, purchase or attempt to purchase, sell, or make pretense of selling alcohol, drugs, look alike drugs or any controlled substances, or drug paraphernalia on or about the school grounds, or at any school sponsored activities.

A second offense will result in the student being recommended for expulsion. The administration has the option to recommend expulsion on a first offense. The administration may notify authorities in either offense.

### **RIGHTS OF PARENTS AND ELIGIBLE STUDENTS**

The parent (s) or eligible student (over age 18) has a right to:

- a. Inspect and review the student's educational records within 45 days of the request.

*The parent or eligible student shall comply with the following procedure to inspect and review a student's educational record:*

- *Provide a written, dated request.*
- *State the specific reason for requesting the inspection.*

- b. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;

*The district shall permit such a request unless the educational records of a student contain information on more than one student. In that case the eligible student or student's parent may inspect, review or be informed of only the specific information about the student.*

- c. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the applicable state or federal law authorizes disclosure without consent;

*The school district forwards education records requested under OAR 581-21-340 within ten days of receiving the request without consent of the parent(s) or eligible student. The school district discloses directory information according to board policy and OAR 583-21-390.*

- d. Pursuant to Oregon Administrative Rule 581-21-410, file with the United States Department of Education a complaint under 34 CFR #99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

## **BELL SCHEDULES**

### **Schedule A**

Period 1	7:45 - 8:39
Period 2	8:44 - 9:35
Period 3	9:40 - 10:31
Period 4	10:36 – 11:27
<u>Lunch A</u>	11:27 – 11:57
Period 5	12:02 – 12:53
Period 5	11:32 – 12:23
<u>Lunch B</u>	12:23 – 12:53
Period 6	12:58 – 1:49
Period 7	1:54 – 2:45

# **BELL SCHEDULES**

## **Schedule A**

Period 1	7:45 - 8:39
Period 2	8:44 - 9:35
Period 3	9:40 - 10:31
Period 4	10:36 – 11:27
<u>Lunch A</u>	11:27 – 11:57
Period 5	12:02 – 12:53
Period 5	11:32 – 12:23
<u>Lunch B</u>	12:23 – 12:53
Period 6	12:58 – 1:49
Period 7	1:54 – 2:45

## **Schedule B**

Period 1	7:45 – 8:34
Period 2	8:39 – 9:25
Tutorial/Assembly	9:30 – 10:00
Period 3	10:05 – 10:51
Period 4	10:56 – 11:42
<u>Lunch A</u>	11:42 – 12:12
Period 5	12:17 – 1:03
Period 5	11:47 – 12:33
<u>Lunch B</u>	12:33 – 1:03
Period 6	1:08 – 1:54
Period 7	1:59 – 2:45

## **Schedule Early Release**

Period 1	7:45 – 8:31
Period 2	8:36 – 9:19
Period 3	9:24 – 10:07
Period 4	10:12 – 10:55
<u>Lunch A</u>	10:55 – 11:25
Period 5	11:30 – 12:13
Period 5	11:00 – 11:43
<u>Lunch B</u>	11:43 – 12:13
Period 6	12:18 – 1:01
Period 7	1:06 – 1:49

## **Schedule C: 2 Hour Delay**

Period 1	9:45 – 10:21
Period 2	10:26 – 11:00
Period 3	11:05 – 11:39
<u>Lunch A</u>	11:39 – 12:09
Period 5	12:14 – 12:48
Period 5	11:44 – 12:18
<u>Lunch B</u>	12:18 – 12:48
Period 4	12:53 – 1:27
Period 6	1:32 – 2:06
Period 7	2:11 – 2:45

***NOTE: INFORMATION CONTAINED IN THE STUDENT / PARENT HANDBOOK IS SUBJECT TO PERIODIC REVISIONS.***