

## **TABLE OF CONTENTS**

INTRODUCTION	2
EMERGENCY SCHOOL CLOSURE	3
FEE SCHEDULE	5
ACADEMIC INFORMATION	5
ACADEMIC PROGRESS	
DIPLOMA REQUIREMENTS	
GRADING POLICY & PROCEDURES	
STUDENT RIGHTS AND RESPONSIBILITIES	10
GENERAL STUDENT INFORMATION	12
STUDENT AUTOMOBILES	
LUNCHROOM RULES AND EXPECTATIONS	
DRESS AND GROOMING	
ACADEMIC INTEGRITY	
HIV/AIDS/OTHER COMMUNICABLE AND BLOOD BORNE DISEASES	19
HAZING/HARASSMENT	21
STUDENT BEHAVIOR	22
STUDENT CONDUCT	
CLASS ATTENDANCE, DISCIPLINE, STUDENT SUPPORT	
SPORTS AND SPECIAL ACTIVITIES ELIGIBILITIES	28
SPECIAL EVENTS	30
LIBRARY	30
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	31
STUDENT RECORDS	32
COMPLAINTS	33
PUBLIC CONDUCT ON SCHOOL PROPERTY	35
DRUGS/ALCOHOL/TOBACCO	35
SEARCH AND SEIZURE/INTERROGATIONS/WEAPONS	37
STUDENT RIGHT TO DUE PROCESS	38
FIRE AND EARTHQUAKE DRILLS	38

## **TO PARENTS FROM YOUR HIGH SCHOOL STAFF**

Our main goal for students at Falls City High School is for them to become increasingly self-directed, competent learners. They will achieve proficiency in education standards through an increased opportunity to use problem-solving skills and higher-order critical thinking skills. This will enhance student ability and self-confidence. We will partner with students to help them become life-long learners.

We believe parents are vital to the education process. By showing continual interest in and support for their children's education, parents can contribute to greater academic success and overall student contentment in the school program.

We believe in a fair and consistent code of discipline that encourages young people to be responsible for themselves. We try to create an environment where courtesy and kindness prevail, and where there is respect for all people, regardless of differences in customs and cultures. The staff at Falls City High School has therefore adopted a character education program built on three principles: Safe, Respectful, and Responsible. These character traits will be emphasized throughout our school including but not limited to all extra-curricular activities, field trips, sporting events, dances, and the normal high school day.

If problems arise, we will work positively to find solutions. If a child has difficulty assuming responsibility at school, we will ask parents and caregivers to help us teach an alternative set of behaviors. Adults and students may be asked to conference with us, and/or support us in developing an appropriate plan for greater success. Please share any information regarding special needs and/or issues with teachers and staff. We believe that communication among parents, students, teachers, and administrators is critical in maximizing student success.

Each student at Falls City High School will be given a copy of this handbook and be expected to have read and understood the contents within. If you need assistance or do not understand an area of this book please do not hesitate to call or come in and ask questions.

Sincerely,

Sid Hobgood  
Principal

## Statement of Non-Discrimination

The Falls City School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status or sex in providing education or access to benefits of educational services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans With Disabilities Act.

The following have been designated to coordinate compliance with these legal requirements and may be contacted for information on compliance issues:

Discrimination in Employment	Lynn Love, Administrative Assistant
Discrimination in Educational Programs	Peter Tarzian, Ph. D., Superintendent
Discrimination Because of Disability	Peter Tarzian, Ph. D., Superintendent

---

**“SCHOOL” DEFINED:** The term “school” found throughout this handbook means the entire school premises including the science and shop buildings, the main classroom/office building, the gymnasium, the athletic field, and all grounds and parking areas associated with these locations. “School” is conducted from 7:45am to 3:05pm but also includes any event at any time on school grounds conducted under the auspices of Falls City High School. “School” also includes all athletic, social, and academic events conducted in association with FCHS, whether on campus, on the bus, at an event center, on some other campus, during a field trip, or anywhere else.

## **EMERGENCY SCHOOL CLOSURE**

It may be necessary to send students home early or cancel part or all of the school day because of extreme weather conditions or other emergencies. To protect the safety of students during such time, we urge parents/guardians to do the following:

1. Choose a “second home” in the neighborhood where your child could stay in the event that you are away and school is cancelled or students are sent home early. This information must be provided to the school office.
2. Tune your radio and/or television to the stations listed below. These stations have agreed to broadcast emergency school information.

### **Procedure for Sending Students Home Early**

If weather conditions or emergency situations arise during the school day, the school district administration may send students home early. Depending on the kind of emergency, children may be kept at school until conditions improve, or they may be sent home directly. The safety of students will be the deciding factor.

If parents wish to come to school personally to pick up their child, they must check in with the school office before going to the classroom.

## Delayed Morning Opening or Cancellation of the School Day

Emergency conditions may occur during the night or prior to the beginning of the school day. If such circumstances indicate hazardous road conditions for school buses, the school administration will usually make one of two decisions:

1. Cancel the entire school day including all bus transportation and all school sponsored events, or
2. Delay the opening of school and bus service for one or two hours. If road conditions do not improve at that time, the remainder of the school day will also be cancelled. Listen to radio stations or visit the websites listed for special announcements.

## Radio Station Announcements

The following radio and television stations have offered to provide free public service announcements during severe weather times. We urge you to tune into these stations or visit their websites for school conditions during potential or announced emergency circumstances.

News Media Receiving School Closure information as of 8/05/09

Station	Channel/ Frequency	News Release Zone	Website
KATU*	2	Portland	www.katu.com/weather/closings
KOIN*	6	Portland	www.koinlocal6.com/content/weather/schoolclosures/default.aspx
KGW*	8	Portland	www.kgw.com/weather/schoolclosures.html
KPTV*	12	Portland	www.kptv.com/closings/index.html
KEX*	AM 1190	Portland	www.1190kex.com/common/content/school_closures_2.php
KFXX*	AM 910	Portland	
KPOJ	AM 620	Portland	www.620kpoj.com/common/content/school_closures_2.php
KXL AM*	AM 750	Portland	
KPAM*	AM 860	Portland	(redirects to) www.flashalertportland.net
KKRZ (Z100)	FM 100.3	Portland	
KINK	FM 101.9	Portland	www.kink.fm/School-Closures/445835
KKCW (K-103)	FM 103.3	Portland	

You can also visit **www.flashalertportland.net** to view the most updated closure information. This is the first place changes are made and this is also where the news stations get their information about your school.

## TELEPHONING THE SCHOOL

We expressly urge parents and students to tune into the above resources for school closure information.

**PLEASE** do not call the school during such times except in extreme emergencies. Such a large volume of calls floods telephone lines making it impossible for the school to use the telephone for school emergencies. It also exceeds our capacity to answer all calls.

## **VISITORS**

Parents and other district citizens are encouraged to visit Falls City High School to observe the work of students, teachers, and other employees. To minimize disruptions to learning activities, visitors are requested to make advance arrangements for visits to instructional programs.

To ensure school security, all visitors must sign in at the school office upon entering the building. The visitor will then receive a visitor's pass giving them authorization to visit elsewhere in the building.

Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Police will be called if the situation warrants such measures.

Students will not be permitted to bring visitors to school.  
(Board Policy Code: KK)

## **FEE SCHEDULE**

The following fees have been set for this school year. Students should pay all fees due the school before the end of the second week of school with the exception of mandatory athletic fees which are due no later than 45 days after the first practice begins. Fees must be paid to the school secretary. The district may withhold the grade reports, diploma, or other records of students who owe fees, fines, or damages until those fees, fines, or damages are paid.

<b>Book Deposit</b>	\$35 per student	Cap of \$70.00 per family, refundable when books are returned and student no longer utilizes public school services in the district
<b>Athletics</b>	\$25 per sport	Cap of \$100.00 per family
<b>Padlock Fee</b>	\$5	Refundable when padlock is returned
<b>Family Sports Pass</b>	\$35	Optional
<b>Student Body Card</b>	\$15	Required

## **ACADEMIC INFORMATION**

### **ACADEMIC PROGRESS**

Content proficiency and the ability to apply knowledge in an extended application are expected of all students who attend Falls City High School. The District offers an Honors Diploma, a Regular Diploma, a Modified Diploma, and a Certificate of Completion. New graduation requirements have also been adopted, and are being phased in through 2014. Those requirements appear in the table below.

Falls City High School has a full staff of highly qualified teachers who are ready to assist and support students with their learning and their academic progress. The goal of the school and the District is for every student to stretch beyond their own academic expectations, and to be fully prepared to continue their education well beyond high school.

Falls City School District acknowledges that new state and local requirements could be difficult for some students, but that the district’s teaching staff is eager to help students meet these new standards. We believe that the high school requirements reflect what students will have to know and be able to do to be successful citizens. The changes bring the district into alignment with the expectations of both state and federal education agencies.

## **The NEW Oregon High School Diploma**

### **TIMELINE AND PHASE-IN DATES**

The changes to the diploma will be phased in over the coming five years to allow students, families, schools, and teachers to prepare adequately to meet these new requirements. The chart below shows when each change will come into effect and what you can expect for your child. This information can be found at: <http://www.getreadyoregon.org/newrequirements.aspx>

<b>State Requirements</b>			
<b>Subject</b>	<b>Current Credits 2010</b>	<b>Graduating Class of 2012</b>	<b>Graduating Class of 2014</b>
English/Language Arts	4	4	4
Mathematics	3	3	3 - all at Algebra I level and above
Science	2	3	3
Social Sciences	3	3	3
Physical Education	1	1	1
Health	1	1	1
Second Language	1	3 – any combination	3 – any combination
Arts			
Career and Technical Education (CTE)			
Electives	9	6	6

## Graduation Plan Worksheet for FCHS Requirements

Class of:	2010	2011	2012	2013
<b>English</b> -Research paper required -10th grade benchmark required	4	4	4	4
<b>Social Studies</b>	4	4	4	4
<b>Foreign Language</b>	1	1	1	1
<b>Science</b> -10th grade benchmark required	3	3	3	3
<b>Health</b>	1	1	1	1
<b>Physical Education</b>	1	1	1	1
<b>Math*</b> -10th grade benchmark required	3	3	3	3
<b>Arts/CTE**</b>	1	2	2	2
<b>Electives</b>	6.5	8.5	10.5	13
<b>Senior Project</b>	0.5	0.5	0.5	0.5
<b>Total Credits Needed for Graduation</b>	<b>24</b>	<b>28</b>	<b>30</b>	<b>33</b>
<p>* Starting with the Class of 2014, all 3 credits of math must be at the Algebra 1 level and above</p> <p>** In any combination</p> <p>NOTE: Each student must complete 40 hours of approved and structured community service as a graduation requirement.</p>				

Students excused from the district requirements above because of disabilities or barriers will be granted a modified diploma. All other students must meet all requirements, and will receive a regular diploma. **Students maintaining a 3.50 average or better in their last three years of high school, or a 3.0 cumulative GPA overall, will receive an honors diploma.** Credit by demonstrated proficiency will utilize State recommended standards, and will be judged by faculty jury, with superintendent certification.

### Proficiency Classroom Grading Policy

Basis for Grade:

- Students must pass all standards in order to receive a final grade for a course.  
Students will receive grades based on evidence of their level of proficiency in a set of standards:

Proficiency Score	What It Means	Similar to Letter Grade	Grade Range
4	Mastery	A	3.7 – 4.0
3	Exceeds	B	3.0 – 3.69
2	Proficient	C	2.0 – 2.99
1	In Progress	I	0 – 1.99

- Standards may require more than one piece of evidence to pass the standard, including but not limited to passing tests, quizzes, projects, and/or papers.

3. Students who do not meet all standards on their final assessment will need to provide more evidence of proficiency in order to receive a passing grade.

4. Students who are not passing all standards by the end of the trimester will receive an In Progress. They will have two weeks to make up the deficient standard(s) and have the In Progress changed to a passing grade. If the standard(s) are not made up within the two-week period, the student (along with the teacher and a parent/guardian) will enter into a contract. When the student fails to demonstrate proficiency in the standard(s) after two weeks the grade will become an F. The contract will specify the way in which the student will demonstrate proficiency in the deficient standards:

1. Set a timeline in which to make up the deficient standard(s).

--or--

2. Repeat the course.

Note: A student who receives an In Progress may NOT make up the course on PLATO. PLATO may be used as a tutorial for a course but the student must complete assessments with the teacher.

5. Any student who has not met one or more of his/her standards or learning targets must complete the following steps to reach proficiency:

1. Attend 7th period to get help.

2. Make an appointment with a teacher to get help.

3. Complete an alternate assessment.

6. Career-Related Learning Standards (CRLS) will be graded by teachers throughout the year and students must earn .25 credit each year by demonstrating proficiency in CRLS. Students will be expected to behave in a way that is respectful, responsible, and safe. Students will demonstrate personal management and teamwork skills:

- Plan, organize, and complete assigned tasks accurately and on time.

- Exhibit work ethic and performance, including the ability to be responsible and dependable.

Complete lists of CRLS are posted at FCHS and online with Oregon Department of Education.

***Homework and Daily Assignments will be turned in for verbal or written feedback and is integral in becoming proficient in the standards.***

Parents may make an appointment with the teacher if they desire to find out what the progress has been on any of the course work used to determine the grade.

## **GRADING PROCEDURES**

Grades will be presented to parents at least once during the trimester and at the trimester end. In addition, reports or verbal communication will be made to all parents on an intermittent basis.

## **HONOR ROLL**

Students will be encouraged to be successful academically, and will be supported in their efforts. Falls City High School has two levels of Honor Roll based on GPA:

Purple Honor Roll: 3.00 – 3.49

Gold Principal's Honor Roll: 3.50 – 4.00

All students with a 3.00 and above grade average will be placed on the Honor Roll.

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to their earned credits and age.

## **PERSONAL EDUCATION PLAN (PEP) PROGRAM**

The staff at FCHS believes that all students who graduate or leave our school should have a personal post-secondary plan (what they will do after high school) and be ready to use it. We accomplish this in our advisory and other classes. Students will be supported in the following ways:

- Practice Positive Behavior: Safe, Respectful, and Responsible
- Develop tools for handling tough work-like situations
- Research careers including post-education needs and/or job shadows
- Prepare a current résumé, letters of recommendation, a working portfolio of experiences in work-related fields and a track sheet of volunteer hours.
  - If volunteering, please fill out a class release form which can be picked up at the high school front office.
- Take part in testing, including career inventories and state and national assessments.
- Plan for college and visit colleges
- Achieve personal accomplishments

## **QUALITY OF OUR INSTRUCTION**

The quality of our instruction and our success at guiding the learning experience for each of our students is of greatest importance to the school staff. This experience in learning requires cooperation from all students in the following:

1. Attendance
2. Participation in all classroom instruction
3. Completion of practice work
4. Meeting standards

## **TALENTED AND GIFTED**

District policy regarding the talented and gifted program is available from the principal.

## **ONLINE COURSES**

One of the newest and most innovative ways small high schools maximize educational opportunities for their students is to use technology to bring quality instruction to their schools. Falls City High School offers free to students advanced placement, core, and elective classes in a supervised setting. Students are also able to extend their learning by working through these courses from sites outside of the school environment. Online instruction is a standard for college work, and our students are required to take and pass at least one online class.

## **STUDENT BODY CARDS**

Student Body Cards are available only if a student has received class pictures from FCHS. The fee for a Student Body Card is \$15. Student body cards will be required for all regular education students. Hardship waivers are available for student body fees.

## AWARDS AND SCHOLARSHIPS

A student recognition program for excellence in academics and excellence in citizenship shall be established at each school.

Each school shall identify the activities necessary to qualify for special recognition. (*Board Policy Code: JIA*)

## SENIOR HONORS

Valedictorian: Seniors with a cumulative G.P.A. of at least 3.5 will be considered for this honor.

Salutatorian: Seniors with a cumulative G.P.A. of at least 3.25 will be considered for this honor.

For information regarding scholarships, contact your advisor.

## STUDENT RIGHTS AND RESPONSIBILITIES

The board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. With these rights come responsibilities that must be assumed by students.

<b>Rights</b>	<b>Responsibilities</b>
★ Civil rights, including equal educational opportunity and freedom from discrimination.	★ Do not discriminate against others.
★ Due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights.	★ Attend school regularly and observe school rules essential for permitting others to learn at school.
★ Free inquiry and expression.	★ Observe reasonable rules or legal precedents regarding student rights.
★ Privacy, including the student's school records.	★ Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
★ Have access to student's own records within appropriate guidelines.	★ Strive for academic growth.
★ Study and learn in a positive atmosphere free from verbal and physical threats and harm.	★ Have proper conduct on school grounds, school buses, at bus stops, at any school related activity, and in the classroom, so as not to interfere with the rights of other students to learn.
★ Receive fair discipline without discrimination in every aspect of the educational system.	★ Follow discipline guidelines presented in this handbook.
★ Discuss educational concerns with teachers and other school staff.	★ Discuss educational concerns with teachers and other school staff.
★ Receive a copy of this handbook.	★ Be familiar with handbook and know the behavior standards and consequences for misbehavior.

Student's rights and responsibilities, including standards of conduct, will be made available to students and their parents through information distributed annually. (*Board Policy Code: JF/JFA*)

## **ACADEMIC INTEGRITY (Copyright and Plagiarism)**

Engaging in various forms of cheating, plagiarism, copyright infringement, or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential and violates district policy and/or state/federal/international law.

Students are encouraged to converse with others and assist other students when it is in a manner that is consistent with testing or assignment instructions. This dialogue or exchange of ideas both inside and outside the classroom helps facilitate learning by everyone. Assisting others is prohibited, however, when it would constitute academic dishonesty. Prohibited events include but are not limited to using or sharing prohibited study aides or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Plagiarism is defined as presenting someone else's work or ideas as your own and is prohibited. This would include accurately citing sources used in documents. Furthermore, students are expected to put forth their best effort and not deliberately under-perform on tests or assignments.

Violation of this policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense. Discipline may involve the district prohibiting the student from participating in school-sponsored activities or events; denial or revocation of school-conferred titles, distinctions, honors or privileges; or suspension or expulsion. (*Board Policy Code: IKI*)

## **CORPORAL PUNISHMENT**

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

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

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

## **PHYSICAL RESTRAINT AND REMOVAL**

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming self, others, or doing harm to district property. Physical force shall not be used to discipline or punish a student.

(*Board Policy Code: JGA*)

## **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district. An alternative program or activity for credit may be provided. All requests for program exemptions must be directed to the principal by the parent, must be in writing, and must include the specific reasons for the request.

## **GENERAL STUDENT INFORMATION**

### **NAME AND COLORS**

The Associated Student Body of Falls City High School shall be the name of this organization. Its colors are purple, gold, and white. The mascot is MOUNTAINEERS.

### **BUSES/TRANSPORTATION**

#### **School Bus Rules**

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

#### **Disciplinary Procedures for Bus Rule Violations (per school year)**

**First Citation (Warning):** The driver verbally re-states behavior expectations and issues a warning citation.

**Second Citation:** Parents contacted. Written citation signed by principal and parent. Conference with student, parent, driver, and principal may be required.

**Third Citation:** Two (2) day suspension from riding the bus; conference with student, parent, driver and principal before riding privilege will be restored.

**Fourth Citation:** Five (5) day suspension from riding the bus; riding privilege may be restored following a conference with student, parent, driver and principal.

**Fifth Citation:** Indefinite suspension from riding the bus. Student, parent, driver and principal conference will be held. This citation may result in a transportation suspension for the rest of the year.

**NOTE: 1) CONSEQUENCES MAY BE ASSIGNED OUT OF THE ABOVE ORDER IF THE INFRACTION IS SEVERE.**

**2) SEVERE INFRACTIONS MAY RESULT IN SUSPENSION FROM SCHOOL.**

## **MEMBERSHIP**

Any student enrolled at Falls City High School, grades 9-12, is a member of the Associated Student Body (ASB) of Falls City High School. All students are encouraged to participate in extracurricular activities, voting, and holding an ASB office.

## **ACTIVITY AND/OR CLASS/GROUP FUND REQUEST FORMS**

An activity or field trip request form must be filled out and turned in to the office before a class or club conducts an activity or fundraiser. This must be approved prior to the activity taking place.

To request funds, a requisition must be completed and signed by the class/group advisor. Following completion of a purchase order, funds will be dispersed.

## **STUDENT INSURANCE**

Student accident insurance is available through the office. Forms will be available during registration.

## **TELEPHONE USE BY STUDENTS**

The telephone in the office is available for student use ONLY WITH PERMISSION FROM OFFICE PERSONNEL and NOT DURING CLASS. Please keep calls brief to avoid tying up the phone line for long periods.

## **CELL PHONE POLICY**

Cell phone use is limited to use prior to the first bell that begins the school day, during our lunch periods if off campus, and after students are released at the end of the day.

Cell and texting devices must be OFF when classes or school activities are being conducted. This includes passing time for students. The exception to this rule is students may have their phones on NO RING during home sports events; texting only is permitted on the bus unless it becomes a distraction for the driver. Away game rules for these devices are governed by the hosting district or school, not Falls City School District, so check the rules for away games.

Non-compliance with these district-wide rules may result in losing the use of the phone. Instructional and administrative staff are authorized to confiscate these devices if improper possession is suspected, and that if improper use cannot be verified by phone records (such as the phone was on, but no evidence of calling or texting can be seen on the record), we have the right to require that the phone not be brought to school for a period of time to be determined by the superintendent.

## **NON-STUDENT LOITERING**

Loitering, when subjected to inquiry, means not having a specific legitimate reason for being on the school premises. Loitering of non-students on school grounds is prohibited.

To help students, to protect school property, and to prevent disruptive behavior, school officials must manage persons who are inside the buildings on school grounds.

Persons without legitimate reasons to be on school property may be charged with trespassing.

## **SIGNS AND POSTERS**

Signs in the halls should be put up only after permission has been granted from an advisor or teacher. Students should use the provided sign/poster display strips. Signs and posters should be designed to appear neat and attractive rather than gigantic and sloppy. Signs may be no larger than three feet by three feet, without special permission.

## **LIMITED OPEN CAMPUS**

### **Instructional Day**

Falls City High School has a closed campus during instructional hours, and students are not allowed to leave the campus without written permission from the office. To leave campus during the instructional day, a student must have written permission from a parent or guardian, and if the student is under the age of 18 the student must be escorted from the campus by a parent, guardian, or other individual designated by the parent or guardian who can assume direct responsibility for the care and safety of the student. Students cannot be released from school to go home to pick up homework or personal items, or to run personal errands.

### **Lunchtime**

Students may leave campus during the established lunch period. Students leaving campus may go home to eat lunch, or may go to the local market to purchase a lunch. Students may not go to other students' houses. Students may not drive or ride vehicles out of the city and may not ride with other students even in town. The only purpose for allowing students off the closed campus during lunch is to allow them to eat lunch at home or in Falls City.

***Students leaving the community during lunch will be considered to be skipping school, and will be subject to disciplinary action. Students breaking any of these lunchtime rules may lose off-campus privileges.***

## **DMV PROOF OF ENROLLMENT**

To receive proof of enrollment from Falls City High School, you must submit a written request to the high school secretary. Grades will affect the eligibility of this request due to ORS 807.066. It states that the department of transportation shall not issue driving privileges to a person under 18 years of age who has not either graduated from high school, or received a General Education Diploma (GED), unless the person is currently making satisfactory progress towards a high school diploma.

## **SUSPENSIONS / EXPULSIONS AND YOUR DRIVING PRIVILEGES**

Your driving privileges may be suspended if you are at least 15 years of age and are expelled from school for bringing a weapon to school. Your driving privileges may also be suspended if you are suspended twice or expelled twice for: (DMV Manual of Oregon)

- Assaulting or menacing a school employee or student;
- Willful damage or injury to school property;
- Use of threats, intimidation, harassment, or coercion against a school employee or student; or,
- Possessing, using, delivering, or being under the influence of any controlled substance on school property or at a school sponsored activity, function, or event.

## **STUDENT AUTOMOBILES**

Driving to school is a privilege, and is linked to the student's degree of responsibility. When a student's use of an automobile reflects irresponsibility, this privilege may be suspended or totally removed.

Park on the street. Do not park in blue or yellow zones. Do not park directly in front of the school as that is the faculty parking area. Do not park behind the school.

The speed limit on school property is 10 MPH. Students are expected to observe the traffic laws on the public roads in the vicinity of both the high school and the elementary school. Students observed speeding or otherwise driving dangerously in the vicinity of the school will be reported, without prior warning, to the appropriate law enforcement agency.

## **LUNCHROOM RULES AND EXPECTATIONS**

### **Rules and Expectations**

1. **Be Safe:** Refrain from horseplay or other activities that would be unsafe.
2. **Be Respectful:** Treat everyone with courtesy and respect.
3. **Be Responsible:** Use garbage cans provided in the lunchroom and around the outside of the school for all trash and litter. If you spill something, clean it up.

## **HALLS AND PASSING PERIODS**

### **Rules and Regulations**

1. **Be Safe:** Move safely through the hallways. Do not engage in aggressive physical contact with others. Walk calmly through the building. Do not run or jump. Students are not allowed to use the fire escape except for emergency evacuations. Students shall not have access to the stairs above the second floor.
2. **Be Respectful:** Treat everyone with respect and courtesy. With many people in the halls at the same time, there is going to be noise. Please talk quietly rather than shouting. Close lockers quietly.
3. **Be Responsible:** Use passing periods to arrive at each class in a timely manner.

## **FOOD AND DRINKS ON SCHOOL GROUNDS**

Pop is not allowed in high school buildings. Food is not allowed unless the teacher has given permission for his/her room only. Food will be allowed outside the building and in specified indoor areas before and after school and at the lunch period. Beverages on school grounds must be in clear plastic containers and must not be pop. Students are expected to place used containers in appropriate receptacles. Food is not allowed in the computer lab at all.

## **ASSEMBLIES**

From time to time, Falls City High School will have assemblies on various topics and activities. Students are expected to attend assemblies unless excused by a teacher or administrator. Appropriate, courteous behavior is expected at all times. Good assembly behavior requires that the audience be attentive and quiet, and treat the speaker with proper respect, regardless of the quality of the program. Disruptive behavior during assemblies may result in suspension from all assemblies or other disciplinary procedures.

## **CARE OF SCHOOL PROPERTY BY STUDENTS**

It is each student's responsibility to show respect for all school property. Any student who willfully damages or defaces school property will be disciplined to the extent allowed by law and Board policy.

The Board declares its intent to hold students and their parents responsible for loss or damage of district property. (*Board Policy Code: JFCB*)

## **DANCES**

Dances are held for the enjoyment of Falls City High School students and dates with approved guest passes. Dress attire for dances is school dress, except Homecoming and Spring Prom when more formal attire may be required. Only high school student may attend high school dances. Recent high school graduates may attend high school dances. Except for the Prom, guests must be under the age of 21.

## **DISPLAYS OF AFFECTION**

School is a place of business; therefore, displays of affection are not appropriate at school. No body-to-body contact that may be construed as a display of affection is allowed.

## **DRESS AND GROOMING**

Student dress is expected to be clean, in good taste, and appropriate to a school setting. The dress code is based upon the fact that clothing worn by students does not detract from the academic atmosphere, or have the potential to create a safety hazard. Half shirts or muscle shirts are not allowed. Footwear must be worn at all times. Inappropriate clothing, decorations or items will need to be removed immediately. The following is a partial list of items, attire, and dress styles that are not allowed in Falls City High School, or in connection with school-sponsored extracurricular activities.

1. Clothing or material, which advertise or represents tobacco, alcohol, or any controlled substances (through word or design).
2. Clothing or items, which contain inappropriate: language, profanity or obscenity, sexual, gang affiliation, gender messages, or racial references (through word or design). (Clothing and jewelry shall be free of writing, pictures, or any other insignias which are crude, vulgar, profane, obscene, libelous, slanderous or sexually suggestive. Clothing may not depict bombs, weapons, or illegal acts, or religious prejudice, unlawful acts, or tobacco, drugs or alcohol are prohibited.)
3. Brief and revealing clothing are not appropriate apparel in school. (Students shall not wear tank tops, halter tops, garments with spaghetti straps, strapless garments, garments with holes in the back, or large arm holes. Garments that are see-through, cut low, or expose one's midriff or under garments while the wearer is engaged in normal activity are not acceptable.)
4. Tops or shirts that do not cover the shoulders and back, and/or expose midriffs, cleavage, or navel. Pants must be worn with no visible undergarment (no sagging pants).
5. Clothing intended to be worn as undergarments may not be worn as outer garments. No undergarments shall be exposed.
6. Shorts, skirts and dresses that do not reach the end of the student's fingers when her/his arms are resting at his/her side.
7. No spikes or dog chains. Chains on wallets cannot exceed 4 inches. Attire that may be used as a weapon may not be worn. Metal-studded collars, arm bands, wristbands, and/or metal-studded clothing are not permitted. Restrictive devices are not permitted.
8. Gang-related apparel or paraphernalia, including symbols, emblems, insignias, or any other gang identifiers, may not be worn or displayed.

## **GANGS**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities, and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group of two or more persons that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the following of a distinctive belief system that frequently results in criminal activity.

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

No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation while on district property or attending a district activity.

No student shall use any verbal or non-verbal (gestures, hand strokes, etc.) communication signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act of or other violation of district policies.

Students in violation of the district's gang policy will be considered to be in willful disobedience to school rules, and will be subject to discipline in accordance with the district's Student Code of Conduct.

## **LOCKERS**

Student lockers are assigned by the office, and are provided only for the storage of legitimate school-related items and materials. Lockers are the property of the Falls City School District, and as such, are subject to inspection without notice.

*The Falls City School District assumes no responsibility for the safety of personal items of value, i.e., money, stereos, radios, electronic games, headphones, etc. Students are, therefore, discouraged from bringing such items to school.*

The District requires students to use district padlocks on their lockers. Padlocks are issued from the High School office for a \$5.00 deposit, which is refundable on return of the padlock at the end of the school year. If the student will be returning the following year, the deposit will be given when he/she leaves the district, either by moving or graduating, if the lock has been returned each year.

## **LOST AND FOUND**

Lost and found items are kept in the principal's office. If you find an item that does not belong to you, please turn it into the principal's office.

## **CELL PHONES/ELECTRONIC DEVICES**

Cell Phones, radios, MP3 players, CD players, ipods, gaming devices, and other personal electronic devices are not to be used in any classroom. Individual teachers may approve the use of music devices. If use becomes a problem, the Administration has the right to revoke privileges.

The Falls City School District will not be responsible for any damage to or loss of such equipment brought to school.

## **SCHOOL OFFICE**

The school office is available to help students. Students are reminded that the office is a place of business and is not to be used for social purposes. The office is open from 7:30 am to 4:00 pm but may only be accessed with approval from the secretary and with a pass from a teacher.

## **HEALTH ROOM/MEDICATIONS**

If a student becomes ill or is injured while in school, efforts will be made to contact the parent or guardian to take the student to his/her home, or to get necessary medical help if the parent or guardian cannot be contacted. The health room, located on the first floor, is a temporary waiting place for students to rest until parents can be notified and the student is picked up. The health room is not a place where ill students can wait until they are feeling better. Students are to report to the office before going to the health room.

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication signed by the parent along with information as outlined below. If the parent does not provide the required information, the school personnel will notify the parent 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.

### **Administration of prescription medication requirements:**

1. Physician's written instructions to include name of medication, dosage, time interval and method of administration.
2. Medication in original container.
3. Container label clearly showing the students and doctor's name and instructions (either on label or separate communication from physician).

### **Administration of over-the-counter medication requirements:**

1. Parent's written instructions.
2. Physician's written instructions only if other than instructed on the box.
3. Medication in original container.

Over-the-counter medication may include, but is not limited to: vitamins, food supplements, eye/ear/nose drops, inhalants, aspirin, cough drops, and antacids.

**All medications** will be kept in the office in a locked cupboard, drawer, or safe, unless a student *must* carry the medication on his/her person during the school day. A written statement signed by the physician and parent must be provided that instructs the school to allow a student to carry medication.

Students who are emancipated or allowed by statute to self-medicate for sexually transmitted diseases without parent permission must provide a physician's written statement that declares self-medication is needed. Otherwise only designated school employees may administer medications.

Each time medication is administered, a record noting date, time, amount, and name of person administering medication will be made.

Teachers will assist students in remembering when a medication is to be administered. Parents will be notified if a student refuses medication. Notification will be made on the day of the student's refusal. (*Board Policy Code: JHCD*)

## **HIV/AIDS/OTHER COMMUNICABLE AND BLOOD BORNE DISEASES**

### **Basic assumptions**

1. All students in Oregon have a constitutional right to a free public education.
2. Because of ways the disease is transmitted, most students with an HIV infection pose no health risk if appropriate procedures are followed.
3. As a general rule, an infected student is entitled to remain in a regular classroom setting, be eligible for all rights, privileges, and services privileged by law and Board policy.
4. Decisions regarding educational programs and school attendance will be made on a case-by-case basis, taking into consideration all available information on the immediate case.

The need for confidentiality is paramount because of the potential for social isolation should a student's condition become known to others. (*Board Policy Code: JHCC-AR*)

**The district will adhere strictly in policies and procedures to the Oregon Revised Statutes Policy regarding HIV+ Students 6 Years & Older and Without Special Needs:** The District will adhere strictly in politics and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV.

The district recognizes a student (parent) has no obligation to inform the district of an HIV+ condition, and that the student has a right to attend school.

If the district is informed, written guidelines shall be requested of the student (parent). These guidelines shall include who may have the information, which information will be given, how the information will be given, and where and when the information will be given.

When informed of the infection, and with written permission from the student (parent), the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk, as well as any modification of activities. The team shall continue to monitor the student's condition.

Notification of alternative educational programs shall be made if an HIV+ student withdraws from school. (*Board Policy Code: JHCCA*)

**Policy Regarding HIV+ Students Under 6 Years, HIV+ Special Needs Students and All Students with AIDS:** The district shall adhere strictly in policies and procedures to the Oregon Revised Statutes and Oregon Administrative Rules as they relate to a student infected with HIV or AIDS.

The district recognizes a student (parent) has no obligation to report an HIV+ condition or an AIDS diagnosis to the school district. The district also recognizes the student's legal right to attend school. However, if the parent wishes continued educational services, the school superintendent shall be notified.

If the district is informed, written guidelines shall be requested of the student (parent). These guidelines shall include who may have the student information, which information will be given, how the information will be given, and where and when the information will be given.

After the Oregon Health Division or local health department evaluates the child's risks to others, including any restrictions that may be required, this condition will be reported by the parents to the district.

When informed, and with written permission from the student (parent), the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. Monitoring of the student's condition shall be included.

If the parent or student does not notify the school district, the Oregon Health Division or local health department will issue an order to exclude the child from school, or the student (parent) may voluntarily withdraw from school. In either case, the district will notify the student and parent of alternative education programs. (*Board Policy Code: JHCCB*)

### **Communicable Diseases**

The Falls City School District follows both state and local health authorities rules and regulations pertaining to communicable diseases. A student with certain diseases is not allowed to attend school while the disease is contagious.

### **Blood Borne Diseases**

The Falls City School District uses universally recognized precautions at all times for infection control. Each staff member and student is therefore treated as though an HIV, AIDS, or Hepatitis B infection exists.

The district has an exposure control plan that is on file in each school office.

The staff has had, and has yearly, in-service training regarding infection control. First aid kits are readily available in both schools, and in all district vehicles. Correct procedures for cleaning up and disposal of body fluid spills are strictly followed.

## **HAZING/HARASSMENT**

Hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion or referral to law enforcement officials.

Threats of physical violence are not appropriate at any time, and are considered a serious violation of behavior expectations. Any student who threatens to physically injure another student will be subject to serious disciplinary consequences including suspension or expulsion and referral to law enforcement officials. (*Board Policy Code: JFCF*)

## **SEXUAL HARASSMENT**

Falls City School District is committed to maintaining a learning environment that is free of sexual harassment.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature made by a member of the staff to a student, or by a student to another student.

Any student who is subject to, or knows of, sexual harassment should immediately notify a staff member, counselor or administrator. All complaints will be promptly and thoroughly investigated.

### **Sexual Harassment Complaint Procedure**

Any student who believes he/she has been subjected to sexual harassment should immediately report the incident to a staff member, counselor, or administrator. All reported incidents would be documented and forwarded to the superintendent. The superintendent will investigate the complaint and respond to the complainant by scheduling a conference within seven (7) calendar days. A written response will be issued. If this reply is not acceptable to the complainant, he/she may file a formal complaint according to the steps below.

**STEP 1.** If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the Board. The appeal should be filed within seven (7) calendar days of receipt of the superintendent's decision.

**STEP 2.** The Board will consider the appeal at its next regularly scheduled Board meeting. The board will reply to the complaint, in writing, within fourteen (14) calendar days after the Board meeting.

**STEP 3.** If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174- 1099.

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

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment.

# **STUDENT BEHAVIOR**

## **STUDENT CONDUCT**

The Falls City School 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 teachers and school officials, and conduct themselves in an orderly manner during the school day or during school-sponsored activities. This conduct applies to students en route to and from school and school-sponsored activities.

Careful attention is given to procedures used to assure fairness and consistency in discipline to all students. 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. (*Board Policy Code: JFC*)

Students shall be subject to discipline, suspension, or expulsion for misconduct including, but not limited to:

1. Obscene, vulgar or abusive language or actions either aimed directly at any person or expressed in a general way which either creates a disturbance or interferes with the teaching/learning process. (*ie: behaving in an unlawful manner or engaged in inappropriate internet/electronic communications*) This definition shall also include profanities.
2. Harm or bodily injury, other than accidental, to any person or serious threat of harm or bodily injury.
3. Deliberate or willful damage or destruction or theft of school property or the personal property of others.
4. Willful disobedience or open defiance of the lawful and reasonable request of a licensed staff member, a classified staff member acting within the scope of his/her duties, or other designated supervisor acting within the scope of his/her assignment.
5. Inappropriate dress and/or grooming which may disrupt the learning process, affect the individual student, other students or the learning climate of the school.
6. Other actions which may significantly endanger the health and/or safety of others or which result in the material interference with the teaching/learning process or environment.
7. Engaging in actions that are unlawful under the various statutes of the federal, state, county or local governments.
8. Possession or use of alcoholic beverages, tobacco or illegal substances.
9. Possession or use of weapons including, but not limited to: firearms; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs; or anything fashioned with the intent to harm. (*Board Policy Code: JFC-AR*)

## **ATTENDANCE**

Both the Falls City School Board and the State of Oregon consider regular attendance essential for educational success. All students are expected to attend school as required by law and by Board Policy. **Excessive absences may result in denial of credit** (*Board Policy Code: IKAD*).

Oregon School Law 339.010 requires all children between the ages of 7 and 18 to regularly attend school unless they have completed the 12<sup>th</sup> grade or have legally been exempted from attendance. *Parents have the responsibility under the law to maintain their child in regular school attendance at the designated school within the attendance area. (ORS 339.020)*

A district must admit an otherwise eligible person who has not yet attained 21 years of age if the person is shown to be in need of additional education in order to receive a diploma, or is receiving special education and has not yet received a regular high school diploma. The school principal is responsible for assessing and acting upon requests for students to be excused. The principal has the authority to excuse students for absences due to illness, educational/occupational interviews, quarantine, bereavement or serious illness in the family, inclement weather, religious instruction, or emergencies. Physicians, psychiatrists, psychologists, dentists and other similar professionals may request permission for students' excused absences.

Students may be excused on a limited basis from a particular preplanned classroom activity or from selected portions of the established curriculum on the basis of personal, religious or ethnic considerations. A student who is excused is still expected to fulfill school and teacher requirements.

**Violations of the attendance law are punishable, upon conviction, by a fine of not more than \$150 or by imprisonment in the county jail for not more than 30 days or both.**

### **Excused Absences**

*Absences will be excused for the following reasons (ORS 339.065)*

- Illness
- Illness or death of a family member
- Medical/dental appointment
- Emergency
- Authorized school activity
- Approved pre-arranged absence

### **Unexcused Absences**

The following absences will be considered unexcused:

- Unless pre-arranged, absences for reasons not stated in Oregon law or board policy
- Absences where NO NOTE is brought in within three (3) days.
- Truancy or cutting class.
- Oversleeping
- Shopping/haircut appointments
- Birthdays or other celebrations

### **Excused Absence Without Prior Notice**

When the student returns to school, he/she should report to the office with a note from the parent or guardian. If no note has been received, the absence will be entered into the computer as unexcused. The note should contain the following information:

- Date
- Student's name
- Date(s) and/or time of student absence
- Reason for absence
- Parent or guardian signature

Students, at the request of the school administration, may be asked, at any time, to bring a doctor's excuse upon return to school.

An absence must be cleared as excused within three (3) school days in writing. If the parent or guardian to clear the unexcused does not contact the school, the student's absence will remain on their record as unexcused.

**Pre-arranged Absences:** are excused if the student has carried a request for class work to each class prior to the absence. Teachers may or may not assign work for each class.

**Activity Absence:** Students participating in a school activity/field trip will be marked as having an excused absence after the attending coach/teacher turns the slip into the office. The student must be on the eligible list to attend. (See eligibility guidelines).

**Leaving School:** Students who leave school during class hours must check out at the office, and must receive approval to leave school from the office.

**Tardiness:** Students are expected to be in the classroom by the beginning of every period. Being on time is essential for a student's success in school. Tardiness interrupts instruction and shortchanges the educational process for all students. A student is tardy who is not inside the classroom and on the way to his/her seat. *Consequences resulting from one or more tardies are at the sole discretion of the teacher, and may include after school detention or loss of grade points. ORS 339.250 (8) states, "a school district may require a student to attend school during non-school hours as an alternative to suspension".*

### **Class Attendance, Discipline and Student Support**

Our discipline and attendance programs offer a study skills component to our general education curriculum. To facilitate the success of "effective behavior supports in our school, we also impose the following disciplinary structure:

- Any child **tardy** over **5** minutes will be considered absent and must remain in class. If a pattern of tardiness occurs the student will be referred to the principal.
- Three (3) unexcused absences and/or tardy from any class will result in one lunchtime detention. These will be held in our resource room. If a student does not attend lunchtime detention it will result in a referral.
- In cases where students need to be "suspended from class" because a teacher has been unable to help them regain their composure and reengage in learning with the rest of their class, students must arrive at the high school office with both work and a completed referral form. *The office will notify the principal and the student will be visit with the principal.*
- If assignment of a student to our support staff (including counseling staff) is A RESULT OF discipline and/or attendance, that assignment is solely at the discretion of the building administrator, and in special cases, the superintendent. If non-cooperation continues, the student will be suspended by the superintendent and will become eligible for choices per Oregon's Alternative Education law.
- Out-of-school suspensions occur with subsequent consultation with parents, or a student's refusal to follow our guidance in the "suspension from class" participation described above. In **every** case, we as educators have a professional obligation to support the decisions made about the disciplinary action regarding a student, and will refrain from advocating for or against disciplinary actions taken.
- When vandalized or damaged school property, including school physical facilities, textbook and library books, computer and computer programs, and personal student and teacher possessions is suspected, students may be referred to legal authorities and be responsible for any monetary considerations. Theft must be reported to law enforcement.

- Physical, mental, sexual, or racial harassment or bullying is illegal. Serious results include suspension, expulsion, and reports to law enforcement.
- \*\*A neutral, fair and consistent system aimed a student support is our strongest ally, and is required for our staff team to be successful with these troubled students.\*\*

## **IMMEDIATE OUT-OF-SCHOOL SUSPENSION**

The principal or building administrator in charge will immediately suspend and send a student home, or otherwise remove a student from school, for:

- Swearing at a teacher or other staff member/volunteer
- Physical fighting, or real or threatened violence
- Illegal conduct, in the judgment of the building administrator
- Lewd or sexual behavior
- Other actions requiring removal under State/Federal law
- Any behavior that, in the judgment of the superintendent, harasses another individual.

## **EXPULSION**

The principal, after reviewing available information, may recommend to the superintendent that a student be expelled.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agrees to abide by the findings of a hearings officer.

1. Notice of the charges and the specific facts that support them shall be given to the student and the parent/guardian by personal service or certified mail.
2. When notice is sent to a parent/guardian by certified mail the notice shall be mailed at least five (5) days before the date of the hearing.
3. Notice will contain a statement regarding the student's right to counsel.
4. When the student or student's parent cannot understand the spoken English language, the district shall provide an interpreter.
5. A hearing will be held to determine if the student is to be expelled, or if appropriate, what other action will be taken in lieu of expulsion.

### **Expulsion hearing procedure**

1. The superintendent will act as hearings officer for the school board. The district may contract with an individual who is not employed by the district to serve as hearings officer. Student expulsion hearings will be conducted pursuant to ORS 332.061.
2. The student may have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school district's attorney may be present.
3. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits.
4. The student shall be permitted to be present and hear the evidence presented by the district.
5. The hearings officer will determine the facts of each case on the evidence presented at the

hearing. Evidence may include relevant past history and student records. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the board, 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 board, the student and the student's parents or guardians at the same time.

6. The hearings officer or the student may make a recording of the hearing.
7. The decision of the hearings officer is final. However, this decision may be appealed to the hearings officer's decision and will affirm, modify or reverse the decision. Parents of students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision.
8. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent request a public hearing. If the Board or a private hearing by the hearings office holds an executive session, the following will not be made public:
  - A. The name of the minor student
  - B. The issues involved
  - C. The discussion
  - D. The vote of Board members, which may be taken in executive session

Prior to expulsion, the district will present, in writing, alternative educational programs to the student. (*Board Policy Code: JGE*)

## **INCIDENT REPORTS**

If a student's behavior violates classroom and/or school rules, the student may be referred to the office (removed from the classroom) at the teacher's discretion. This action may result in an "incident report" being filed by the teacher and/or other staff members. Students are not admitted back into the class from which they were sent until the following day.

If a student is sent to the office, an "incident report" (referral) will be filed in the office by the end of the day. The Principal will conduct a follow up interview with the student and assign a consequence. This may include a written apology, time spent in the office, individualized instruction, detention, loss of privileges, in-school suspension, out-of-school suspension, conference with parents, or expulsion.

### **Overt Defiance**

1. Three incident reports for overt defiance or worse = 1.5 school calendar days (SCD) out-of-school suspension
2. Fourth incident report = 3 SCD suspension, out-of-school
3. Fifth incident report = 5 SCD suspension, out of school, with parent alternative education notification
4. Sixth incident report = recommended expulsion/expulsion for remainder of term, 10 SCD suspension (hearing within 10 school calendar days will occur).
5. Subsequent suspensions = expulsion for remainder of academic year.

## **STUDENTS EXCLUDED FROM REGULAR INSTRUCTION**

- Excluded students from instruction will result in consultation with principal, student, and teacher as soon as the teacher and principal can schedule it.
- Current, point-accumulating work will be sent with the student when that student must be excluded from your classroom.

- Not benefiting from classroom instruction is not a basis for exclusion, but in such an analysis should be communicated to our counselors, and Superintendent, so that we can become involved in the problem.
- A lack of success with integrating a student back into the classroom, for whatever reason, will result in a phone call from the teacher to the parent, and one of the things that will be discussed (along with enlisting the involvement and support from home) will be the expectation for a parent/teacher/counselor/principal conference. In that meeting the focus should be prepared for strategies to try, including (but not required), a behavior contract for the student that all will sign off on, and an understanding that if such strategies do not work, an alternative placement in a different school or setting will occur (this procedure is supported by board policy and administrative rule).

## **FREEDOM OF EXPRESSION**

One of the basic purposes of education is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the 1<sup>st</sup> and 14<sup>th</sup> Amendments of the United States Constitution. Student citizens have limited rights of free expression and must bear responsibility for the consequences of and are responsible for such expressions. The matter of free expression for students, however, must be viewed as a part of the learning process in the public school environment, and must be balanced against the school's duty to educate pupils in a decent, orderly and safe fashion to protect the rights of all students. The district's obligation to protect the rights of expression is always based in and guided by current state and federal law.

### **Student rights of free expression:**

1. Students are entitled to express their personal opinions under reasonable circumstances.
2. Students are encouraged to express personal opinions and writings in school publications and participate in publishing school publications under school guidance.
3. Students may refuse to participate in patriotic exercises as long as the manner of such nonparticipation does not disrupt the educational process.
4. Students may wear certain distinctive insignias so long as they do not trespass on the rights of others or interfere with the orderly operation or conduct of the school.

### **Student responsibilities of free expression:**

1. The use of obscenities and threats of harm to person or property are prohibited.
2. Students are encouraged to express personal opinions in writings in school publications. Students must assume responsibility for materials they have written. Libelous and obscene matters are prohibited from all school publications.
3. Student publications may be distributed in the main hall before school, at noon, and after school. Special permission must be obtained for the distribution of school publications at other times.
4. Students shall be permitted to hold meetings on school property. Such meetings shall be scheduled in advance, shall not disturb classes and shall cause no hazard to person or property.
5. Students shall obtain the authorization of school authorities prior to selling materials or engaging in activities that solicit students' financial contributions.

*Failure to comply with the above rules and regulations may render students subject to suspension and/or expulsion under ORS 339.250.*

Any publication sponsored or in any way funded by the school, shall be known as a school publication as opposed to a student publication. Example—a school newspaper should reflect the total life of the school community. Even though the publication may be accomplished by a student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matters are prohibited from all school publications. Faculty advisors shall advise on matters of style, grammar, format and suitability of student publication. The final decisions as to the suitability of material shall rest with the advisor.

## **SPORTS AND SPECIAL ACTIVITIES ELIGIBILITIES**

It is the policy of Falls City School District #57 to require students who participate in District sponsored extra-curricular activities to achieve and maintain a minimum grade in each assigned course as designated by the Board of Directors.

All students will be evaluated at the end of each three-week course period in order to determine their level of academic course achievement. Any student who fails to achieve the minimum level will be placed on Study Table (see below).

In addition, the Oregon School Activities Association (the governing body of Oregon High School Sports) requires that all students be enrolled in and passing five (5) credit classes each trimester along with staying on track according to the OSAA Minimum Satisfactory Progress Requirements sheet. Failure to meet this requirement can mean loss of athletic eligibility for the current and following trimester.

Extra-Curricular activities are defined as:

- Sports
- Dances
- Special Events

### **STUDY TABLE**

Participation in all extracurricular events that occur through Falls City School District is a privilege that is earned by students through high academic and social achievement during the school year. When academic achievement suffers the staff believes in implementing a study table so students can receive one-on-one assistance. Study Table will allow students who are struggling with a subject to become eligible for all extracurricular events that occur via Falls City School District. Study Table conforms to all OSAA and Falls City High School standards. The standards are:

- A student must be enrolled in school, attending regularly and passing in all subjects equivalent to at least five (5) classes of work.
- During the immediate preceding trimester, the student was enrolled in school, attending regularly, and passed subjects equivalent to at least five (5) classes of work.
- In addition, a student must be “on track” to graduate or have a written plan. A student must earn a minimum 2.0 GPA in the preceding three-week grading period.
- A student must maintain at least a 2.0 grade point average or they must attend study table.
- Receive no failing grades.
- Receive no more than one incomplete grade.

Study Table will occur on Wednesday and be directed by our Athletic Director or another teacher in our resource room. Your student is encouraged to use study table to assist them in any subject area. As a parent or guardian, the staff asks you to be supportive to each student and encourage your student to use this time.

The Building Administrator/Athletic Director will determine academic eligibility for students/athletes at the beginning of each sport session. Grade checks will take place at the end of each three-week grading period. Students who fall below Falls City School District board policy will be assigned to Study Table. Teachers will report all grades.

- Students must attend the equivalent of one period of study time each week of the three-week grading period.
- Study Table sessions will be held on Thursday after school for 45 minutes. Sessions will be held in a specified classroom, unless arranged previously with the Study Table supervisor or Athletic Director, in the case of an athlete.
- Students must attend on time and remain for the entire session to be given credit.
- Students who make up **incomplete or failing grades** and meet all other eligibility standards may be pronounced eligible for extra curricular events but **MUST** still attend study table until the next 3-week grades are announced
- The Study Table supervisor is responsible for documenting accurate attendance and time served by students. Teachers are responsible for judging a passing grade.
- Weekly updates of those eligible to participate will be provided to staff/coaches of all activities. Students must be passing as determined by the teacher, to be considered as meeting study table requirements.
- A list of all eligible students will be provided to the Principal/Athletic Director each week.

A student can earn their way off of study table by attending for a 3-week session and improving their grades to a letter grade of C or better in all of their classes. If after a grade report your student is failing one (1) or more courses (**First**) they must attend study table for the next three (3) consecutive Wednesdays to maintain extracurricular eligibility. If after the second grade report they are still failing one (1) or more courses (**Second**) they must continue to attend Wednesday study table but must also submit a weekly grade sheet to the coach to maintain eligibility. After the third grade report, if the student is still failing one (1) or more courses (**Third**) they will only be allowed to practice for the remainder of the sport season. (*See eligibility chart*)

### Eligibility Chart

<b>Eligible</b>	<b>First 3 weeks of Study Table</b> (first grade report)	<b>Second 3 weeks of study table</b> (second consecutive grade report)	<b>Third 3 weeks of study table</b> (third consecutive grade report)
Eligible to Play	Eligible for all games <u>IF</u> attending study table at required time (3:15 - 4:00 on Wednesday).	Eligibility determined week by week.	Ineligible for <u>ALL</u> games for the remainder of the season
Passing all courses	Must attend study table for 3 consecutive weeks  Must be passing in <u>ALL</u> classes at the end of the 3-week session	Still may attend sports practice on a daily basis.  Must attend study table for 3 consecutive weeks	Must attend study table for 3 consecutive weeks  May still attend practice
		Eligible to play by maintaining passing grades in all courses by the end of each week.  Eligibility is maintained on a weekly grade and attendance report.	Will not be eligible for attendance of any school function if student does <b>NOT</b> attend weekly study table.

Sports and activities eligibility – If you are absent for all or part of the day because you are sick, please stay home and get well. Therefore, you will not be allowed to practice for school activities after school on that day nor will you be able to ride the activity bus to attend a game on that day. If you have an excused absence, different rules may apply. When you are ready to attend school for a complete schedule day, you will be ready to do your best in sports and activities.

Parents will be notified through the coach or school administration of their student’s status if placed on probation, he/she becomes ineligible, or is removed from a team or activity for academic reasons.

## **VARSITY LETTERS**

Students participating in athletics will receive their letter after successfully meeting qualification standards set by the coach, and after completing a season playing on the varsity team. After earning the varsity letter, pins will be awarded for each varsity sport played.

## **SPECIAL EVENTS**

### **SPIRIT WEEK**

Held during Homecoming week, Spirit Week consists of a different dress code for each day of the week, costume contest, serpentine and bonfire, a pep assembly and other activities. Each class is assigned a wall to decorate for the wall decoration competition. A semi-formal dance is held at the end of Spirit Week.

### **JUNIOR-SENIOR BANQUET**

The Junior class sponsors the Junior-Senior banquet, which is held in the spring each year. People entitled to attend the banquet include Seniors, Juniors, high school faculty members, school board members, and others invited by the Juniors. Each invited person may bring a guest.

### **SPRING AWARDS NIGHTS**

Sports and academic awards are presented in May to celebrate the achievements of scholars and our athletes.

## **PRACTICE WORK**

Falls City High School believes practice work is an important part of academic life. The process of studying outside of the classroom is vital in our job market. Because our curriculum is designed to advance all learners toward a post-high school education, we believe that practice work serves many purposes such as continued learning, discipline, and responsibility. The amount of time a student must spend on practice work depends on the course studied; a student’s learning style, and student time on task in class.

Each teacher at Falls City High School will regularly assign practice work. Practice work will be daily or in the form of assignments to be done out of class, research at the community library, or term projects.

## **LIBRARY**

It is the responsibility of students to know and observe all library rules when using the library.

# Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

Two new federal laws require local educational agencies (School Districts) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school that they do not want their student’s information disclosed without their prior written consent.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Falls City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Falls City School District, may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Falls City School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Falls City School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Falls City School District has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- |                          |   |
|--------------------------|---|
| -Student’s name          | -Participation in officially recognized activities and sports |
| -Address                 | -Weight and height of members of athletic teams               |
| -Telephone listing       | -Degrees, honors, and awards received                         |
| -Age, Gender             | -The most recent educational agency or institution attended   |
| -Photograph              |   |
| -Date and place of birth |   |
| -Major field of study    |   |
| -Dates of attendance     |   |
| -Grade level             |   |

\_\_\_\_\_ **No, I do not wish Falls City School District to disclose directory information from my child’s education records without my prior written consent.**

\_\_\_\_\_ **Student Name**

\_\_\_\_\_ **Parent Signature**

\_\_\_\_\_ **Date**

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

## **STUDENT RECORDS**

### **STUDENT DIRECTORY INFORMATION DISCLOSURE**

*School District #57, Falls City, Oregon, intends to classify as directory information available for release pursuant to ORS. 336.175 and 20 USC Sec. 1232 g, the following:*

Student's name; parent's name; address; telephone number; date and place of birth; participation in activities or athletics; weight and height of athletic team members; illness and accident information as required in health and safety emergencies; honors, degrees and awards received; most previous school attended; student's social security number; and photographs appropriate to class or school activities.

Directory information may be released to the media and for use in other local publications upon the direction of the principal. Directory information will not be released without administrative direction, or be given over the telephone.

The District may publish annually a directory of student's names, parent's names, address and telephone numbers for distribution to students and parents. Parents may notify the District in writing of their objection to being published in the directory by signing the following form, available in your child's registration packet or in the office.

### **PARENT NOTIFICATION REGARDING STUDENT RECORDS**

1. Oregon schools maintain two types of student records that are designated as "progress records" and "behavior records." Student progress records, including a copy of the permanent record, shall be forwarded to other public schools upon notice of student's enrollment, provided that parents are notified of the records to be transferred, and a reasonable time is allowed for review of the records.

Student behavioral records shall be forwarded to other public schools only upon request of the parents of the student. The parent may sign such a request upon withdrawal of the student or upon entry into the new school.

2. As a parent or a student who is over 18 years of age or attending a post secondary institution, you have the right to:
  - inspect your child's or your own educational records.
  - a hearing should you choose to challenge the content of such records to insure that the records are not inaccurate, misleading, or otherwise in violation of your child's or your privacy or other rights
  - have an opportunity to delete any inaccurate, misleading, or otherwise inappropriate data contained in the records
  - include in the records a written statement by the parent or eligible student regarding the content of the records. Your statement will remain as a part of the record as long as the disputed portion of the record exists.

Your request to inspect the records shall be complied with within 30 days from the request, but in no case more than 45 days from the request. The same time limits apply for a request for a hearing to challenge the content of such records.

3. The principal has a copy of the district's student records policy that you may examine. You may obtain a copy of the policy on records for the cost of the copy. You have the right to file a complaint with the Office of the Secretary of Education concerning alleged failures of the district to comply with the requirements of Public Law 93.380. The principal is the person in charge of the records in each building.
4. **Withholding of records:** The school district is required to withhold student records, diplomas, or grade reports for nonpayment of school fines or damages until those fees, fines, or damages are paid.

## **NOTIFICATION OF RIGHTS**

The Educational Amendments Act of 1974 (FERPA) requires that parents and students be notified of their rights relating to student records:

1. The right of a student's parents or an eligible student to inspect and review the student's education records and to obtain a copy at cost of photocopy.
2. The intent of the school district to limit the disclosure of information contained in a student's education records except:
  - a) By the prior written consent of the student's parent or the eligible student
  - b) As directory information, or;
  - c) Under certain limited circumstances, as permitted under FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or otherwise in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request.
4. The right to obtain a copy of this policy by requesting one from the building principal.
5. The right to report violations of FERPA to the U.S. Department of Education.
6. The right to be informed about FERPA rights.
7. All rights and protection given parents under FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

**The district will provide translations of this notice to non-English speaking parents in their native language.**

The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records without written consent but requires that a record be maintained indicating specifically the legitimate educational or other interest that the person, agency or organization has in seeking this information. This statement is to become a permanent part of the record only for inspection by the parents or students over 18 and the school official who is responsible for the custody of such records.

## **COMPLAINTS**

### **STUDENT COMPLAINTS AGAINST STUDENTS**

It is recognized that a school official as a public officer shall not be examined as to communication made to him/her in official capacity when the public interest would suffer by such disclosure. In recognition of the special jeopardy in which student witnesses may be

placed, and the possible traumatic effects of adversary proceedings conducted by attorneys, police officers, or court officials, that complaining student is not required to face the accused, nor have their identities revealed. However, the administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony.

### **PARENT COMPLAINTS**

A parent who has a complaint concerning a classroom/teacher issue must first bring the matter to the appropriate teacher. If the outcome of a meeting with the teacher is not satisfactory, a conference with the superintendent/principal can be requested within five calendar days of the event or events causing the complaint. If the outcome of this conference is not satisfactory, the parent may file a written, signed complaint to the Board in care of the superintendent within ten calendar days following the conference with the superintendent/principal, and may request to appear before the school board in accordance with school board policy.

### **DISCRIMINATION ON THE BASIS OF SEX COMPLAINT**

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

### **EDUCATION STANDARDS COMPLAINT**

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

### **INSTRUCTIONAL MATERIALS COMPLAINT**

Complaints by parents or district patrons about instructional materials should be directed to the superintendent/principal. Should the parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a form may be obtained from the school office. The superintendent/principal will be available to assist in the completion of such form as requested. All forms must be signed by the complainant and must be filed with the district office.

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

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

### **STUDENTS WITH DISABILITIES COMPLAINT**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the Special Education Coordinator.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

No person on school property will:

1. Injure or threaten to injure another
2. Damage the property of another or of the district
3. Violate parking regulations
4. Drive a vehicle in an unsafe manner
5. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on school property that has been authorized by the Board, superintendent, building principal or other authorized administrator.
6. Enter any portion of school premises at any time for purposes other than those that are lawful and authorized by school officials.
7. Consume, sell, give or deliver tobacco, drugs or alcoholic beverage.
8. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as any group of 2 or more persons whose purposes include the commission of illegal acts.
9. Willfully violate other rules and regulations adopted by the Board designed to maintain public order on school property.

Persons having no legitimate purpose or business on school property or violating or threatening to violate the above rules may be ejected from the premises and/or referred to law enforcement officials. (*Board Policy Code: KGB*)

## **DRUGS/ALCOHOL/TOBACCO**

### **FALLS CITY SCHOOL DISTRICT POLICY**

It is the school's obligation to protect the health, welfare and safety of students. In the light of scientific evidence that use of tobacco is hazardous to health, and to be consistent with the content of the curriculum and Oregon law, the possession or use of tobacco in any form on the school premises or while attending school sponsored activities is prohibited. The Board of Directors of Falls City School District 57 declares its schools and properties to be tobacco and drug free zones.

Possession of tobacco, **controlled substances and related paraphernalia**, in any form on campus may lead to immediate suspension. Drugs or alcohol use on school property is explicitly forbidden by school policy and/or state law.

Procedures will be developed to implement this policy.

(*Board Policy Code: JFCG*)

### **DELIVERY OF DRUGS/TOBACCO**

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine, or both.(*Board Policy Code: JFCK*)

## **TOBACCO-FREE CAMPUS**

A new rule passed by the State School Board in May, 2004 requires all school district property to be tobacco-free. The intent of this measure is to protect students, staff and visitors from the harmful effects of secondhand smoke to prevent students from using and becoming addicted to tobacco. This new rule comports with Department of Education goals to provide students and those working for them, a safe and healthy environment in which they can learn, work, and grow.

*The policy reads as follows: OAR 581-021-0110, Tobacco Free Schools*

- 1.) For the purposes of this rule "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.
- 2.) No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew, or sell tobacco at any time, including non-school hours:
  - a. in any building, facility, or vehicle owned, leased, rented, or chartered by the school district, school, or public charter school; or
  - b. on school grounds, athletic grounds, or parking lots.
- 3.) No student is permitted to possess a tobacco product:
  - a. in any building, facility, or vehicle owned, leased, rented, or chartered by the school district, school, or public charter school; or
  - b. on school grounds, athletic grounds, or parking lots.

### **Definitions**

**Alcohol** - any substance with alcohol content, no matter what the percentage of that content may be. This includes mouthwashes and over the counter medications containing alcohol.

**Drugs** - any illegal or controlled mood-altering chemical, medication, look-alike drug, narcotic, marijuana, inhalant (such as glue or white-out), mushrooms, habit-forming drugs, unauthorized prescription drugs, abused chemicals, dangerous drugs, non-prescription (over the counter) drugs used in a manner potentially dangerous to the user, codeine, cocaine, heroin, stimulants, depressants, hallucinogens, substances used for mood altering recreational purposes, or any paraphernalia associated with the use of such substances. Tobacco shall be defined as having been processed for smoking or chewing, and as material that is harmful to the body.

**Drug Paraphernalia** - any device that has been used, or could reasonably be used, to facilitate the use of an illegal drug or controlled substance. This includes, but is not limited to: "pot pipes", "crack pipes", "roach clips", syringes, tobacco pouches, cigarette papers, "stash boxes", pill holders, etc.

**Jurisdiction** - on the school grounds, around the school grounds, any time the school has jurisdiction over the student, which would include coming to school in the morning and going from school in the afternoon; any school event at or away from school during the day or evening. This would include field trips and activity trips, including all athletic contests and state athletic events. This section is also meant to include any public or private facility or home that is hosting a school event to which school students are invited as a school approved event. The school district will also consider any vehicle used to transport students to a school event as its jurisdiction for purposes of this policy.

## **SEARCH AND SEIZURE/INTERROGATIONS/WEAPONS**

### **SEARCHES**

The Falls City School Board seeks to assure a climate in the schools which is appropriate for institutions of learning and which assures the safety and welfare of personnel and students. To assist the Board in attaining these goals, school officials may search the person and the personal property, including the facility or property provided by the school. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel if school officials have reason to believe an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

The following procedures will be followed:

1. A search of a student's person may be conducted when there is reason to believe the particular student is concealing evidence of an illegal act or school violation.
2. Illegal items (firearms, weapons, narcotics, etc.) or any other possessions determined to be a threat to the safety or security of the students and/or school, will be seized by officials.
3. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

General search of school properties including, but not limited to, lockers or desks may occur at any time. Items that belong to the school, which are unlawful or are in violation of school policy may be seized. Students will be notified that searches of school property have occurred and will be notified of any items seized.

At the time school equipment is assigned to students for their use, students will be informed of conditions for the use of such equipment of the intent of school personnel to conduct routine searches. (*Board Policy Code: JFG*)

### **INTERROGATIONS**

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present when permitted by the police. An effort will be made to contact the parent so that the responsible adult may be notified of the situation. However, in suspected child abuse cases, Services for Children and Families and law enforcement officials may exclude school personnel from investigation procedures and procedures prohibit school personnel from contacting the parents without police permission.

If custody or arrest is involved, the principal will request that law enforcement officials observe all procedural safeguards prescribed by law. (*Board Policy Code: JFG*)

### **POLICE INVOLVEMENT**

School officials have the option to notify police authorities, and may press charges. If the police authorities are notified, legal guardians will be contacted unless suspected child abuse is involved. Any action taken by police authorities will be in addition to action by the school.

School officials, guided by District procedures, will cooperate fully with police authorities during legal investigations.

## **WEAPONS**

Weapons are forbidden on school property, and their possession by a student will result in disciplinary action up to, and including, expulsion from school for a period of one year. Weapons taken from students will be reported to the student's parents and may be referred to the police for prosecution.

Weapons under the control of law enforcement personnel are permitted.

Weapons shall include, but not be limited to: firearms; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs or anything fashioned with the intent to harm. (*Board Policy Code: JFCJ*)

## **STUDENTS RIGHT TO DUE PROCESS**

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

The due process procedure allows for the following steps:

1. Informal conference between the parties concerned.
2. Written appeal to the principal for a hearing when step one (1) does not resolve the problem.
3. Written appeal to the superintendent, requesting a hearing when step two (2) does not resolve the problem.
4. Written appeal to the Board, requesting a hearing when step three (3) does not resolve the problem.

It is the purpose of appeals and hearings to provide access to appropriate school officials when an informal conference cannot resolve the problem. It is not the purpose of appeals and hearings to provide a forum through which non-related issues are conveyed. It is recommended that as many student problems as possible be handled through informal conferences.

(*Board Policy Code: JFH*)

## **FIRE AND EARTHQUAKE DRILLS**

Fire and earthquake drills are conducted under the direction of the principal. Safety drills will be held monthly to ensure that all staff and students know procedures for evacuating the school in case of emergency.

Every student should know the location of all primary and secondary escape routes.

Consult the chart posted in each room, or ask the instructor. Students are to move quickly and quietly to the exit and out to the designated area, where roll will be taken. **DO NOT RUN.** At the end of the fire drill, students and teachers will return to the classroom.

Teachers will see that all doors and windows are closed, and the lights are off before leaving classrooms. If you happen to discover a fire, report it immediately to the nearest staff member and follow his/her instructions.

## **FALLS CITY HIGH SCHOOL STAFF**

### *Staff Names*

Peter Tarzian  
Lynn Love  
Sid Hobgood  
Lisa Johnstone  
Lynn Bailey  
Gretchen Kirchner  
Art Houghtaling  
Michael Rodriguez  
Shirley Reed  
Paulette Carey  
Kathy Flanigan  
Pam Hassler  
Trina Reynolds  
Juli Fleener  
John Gilbert

### *Position*

Superintendent  
Administrative Assistant, Deputy Clerk  
Principal, Health and PE teacher, A.D.  
High School Office Manager  
Language Arts, Senior Project, Publications  
Math, Computer Applications  
Social Science, Football & Track Coach  
Science, Photography  
Special Education Teacher  
Educational Assistant  
Educational Assistant  
Head cook  
Assistant cook  
Librarian  
Facility Management

## **INDEX**

### **A**

Academic information	5
Academic progress	5
Activity absence	24
Activity and or class/group fund request forms	13
Administration of prescription medication requirements	18
Administration of over-the-counter medication requirements	18
Assemblies	15
Assessment, recording, and reporting	10
Attendance	22
Awards and scholarships	10

### **B**

Blood borne diseases	20
Buses/Transportation	12

### **C**

Care of school property by students	16
Cell phone policy	13
Cell phones/Electronic devices	18
Class attendance, discipline and student support	24
Closed campus	15
Communicable diseases	20
Complaints	33
Corporal punishment	11

### **D**

Dances	16
Delayed morning opening or cancellation of the school day	4
Delivery of drugs / tobacco	35
Diploma requirements for the state	6
District diploma requirements	7
Disciplinary procedures for bus rule violations	12
Discrimination on the basis of sex complaint	34
Displays of affection	16
Dress and grooming	16
Drugs/ Alcohol/Tobacco	35
DMV proof of enrollment	14

### **E**

Education standards complaint	34
Eligibility chart	29
Emergency school closure	3
Excused absences	23
Excused absence without prior notice	23
Expulsion	25

<b><u>F</u></b>	
Falls city high school staff	39
Fee schedule	5
FERPA	31
Food and drink on school grounds	15
Fire and earthquake drills	38
Freedom of expression	27
<b><u>G</u></b>	
Gangs	17
General student information	12
Grade classification	9
Grading policy	7
Grading procedures	8
Graduation requirement for FCHS	7
<b><u>H</u></b>	
Halls and passing periods	15
Hazing/harassment	21
Health room/medications	18
HIV/AIDS/other communicable and blood borne diseases	19
Practice work	30
Honor roll	8
<b><u>I</u></b>	
Incident Reports	26
Interrogations	37
<b><u>J</u></b>	
Junior-Senior Banquet	30
<b><u>L</u></b>	
Leaving School	24
Library	30
Lockers	17
Lost and found	18
Lunchroom expectations	15
<b><u>M</u></b>	
Membership	13
<b><u>N</u></b>	
Name and Colors	12
Non-discrimination policy	3
Non-student loitering	13
Notification of Rights	33

<b><u>Q</u></b>	
Open campus	14
Overt Defiance	26
Online courses	9
Oregon high school diploma requirements	6
<b><u>P</u></b>	
Parent complaints	34
Personal education plan (PEP)	9
Physical restraint and removal	11
Plagiarism	11
Police involvement	37
Practice work	30
Pre-arranged absences	24
Procedure for sending students home early	3
Program exemptions	11
Public conduct on school property	35
<b><u>Q</u></b>	
Quality of our instruction	9
<b><u>R</u></b>	
Radio station announcements	4
<b><u>S</u></b>	
Scholarships	10
School bus rules	12
School colors & mascot	12
School, definition of	3
School office	18
Searches	37
Search and seizure/interrogation/weapons	37
Senior honors	10
Signs and posters	14
Sexual harassment	21
Sexual harassment complaint procedure	21
Signs and posters	14
Smoking on school premises by the public	36
Special Events	30
Spirit week	30
Spring awards night	30
Sports and special activities eligibilities	28
Student automobiles	15
Student body cards	9
Student complaints against students	33
Student conduct	22
Student directory information disclosure	32
Students excluded from regular instruction	26
Student insurance	13
Student records	32

Students responsibility	10
Student rights and responsibilities	10
Students right to due process	38
Student with disabilities complaint	34
Study table	28
Suspension, immediate out-of-school	
Suspensions/expulsions and your driving privileges	14
<b><u>T</u></b>	
Talented and gifted	9
Tardiness	24
Telephoning the School	4
Telephone use by students	13
Tobacco-free campus	36
<b><u>U</u></b>	
Unexcused absences	23
<b><u>V</u></b>	
Varsity letters	30
Visitors	5
<b><u>W</u></b>	
Weapons	38