

ELMIRA HIGH SCHOOL  
2023-2024  
STUDENT/PARENT HANDBOOK  
Information Guide  
Home of the Falcons



24936 Fir Grove Lane  
Elmira, Oregon 97437  
(541)935-8200  
Attendance 935-8200 Ext. 277  
FAX (541)935-8205  
[www.fernridge.k12.or.us/ehs](http://www.fernridge.k12.or.us/ehs)

THE SIGN OFF PAGE FOR RELEASING INFORMATION TO THE MILITARY, DIRECTORY INFORMATION, ETC, WAS PREVIOUSLY ON THIS PAGE. IT HAS BEEN MOVED TO PAGE 5 IN THE FRONT OF THIS DOCUMENT. PLEASE REVIEW THAT DOCUMENT, SIGN AND RETURN TO THE BUILDING SECRETARY.

## Table of Contents

**It is the responsibility of each student to read, understand and abide by the handbook. Furthermore, it is the responsibility of the student to share and review their copy of the handbook with their parent/guardian and return the sign off sheet in the front of this document to the office of Elmira High School.**

<b>Main Office Hours:</b>	<b>7:30 - 4:00</b>
<b>Counseling Office Hours:</b>	<b>7:45 - 3:45</b>
<b>Attendance Office Hours:</b>	<b>7:30 - 4:00</b>
<b>Athletic/Business Office Hours:</b>	<b>7:45 - 3:45</b>
<b>Normal Teacher Hours:</b>	<b>7:45 - 3:45</b>

Principal's Message.....	71
Mission & Belief Statements.....	72
Preface .....	72
Elmira High School Staff.....	73
Student Officers.....	74
Class Advisors .....	74
EHS Fees.....	75
Daily Bell Schedules.....	76

### Academics – Page 77

Grading Policies
Challenging a Course/Credit by Proficiency
Partial Credit
Schedule Changes/Dropping A Class
Repeating a Course
Grade Reports/Conferences
Final Examinations
Academic Honors
Academic Letter
Open Periods
Required Courses
Valedictorian/Salutatorian
Commencement Ceremony
Graduation Requirements
Alternative Education
Options Program
Foreign Exchange Students
Transfer Students
Alternative Education Credit Policy

### Athletics/Activities – Page 83

Athletics
Co-Curricular Activities
Event Conduct
Confidential/Trusted Positions

### Attendance – Page 84

Attendance Policies/Laws/Procedures
Attendance Philosophy
Prearranged Absences

Leaving School During the School Day
Make-Up Work
Withdrawal From School
Program Exemptions

### General Information – Page 86

Academic Integrity
Access/Release of Education Records
Asbestos
Bicycles
Breakfast/Lunch Program
Bullying & Harassment
Cafeteria
CD Players/Radio/Headsets
Child Abuse Information
Classroom Rules
Closed Campus
Communication Devices
Computer Use/Internet Access
Counseling
Distribution of Materials and Meetings
Emancipated/18 Year Old Students
Emergency/Fire/Earthquake Drills
Dress and Grooming
Emergency School Closure
End of School Year Behavior
Field Trips
Food and Beverages
Gender Identity
Hackysacks, Athletic Balls, etc
Hall Passes
Health Concerns
Infection/Disease Instruction
Law Enforcement Agencies
Lockers
Lost and Found
Medication at School
Messages/Deliveries for Students
Off-Limits Areas
Reciprocal Transfer Students
School Sponsored Events
Search and Seizure
Self-Referral for Substance Abuse
Senate Bill 300
Skateboards/Rollerblades/Scooters, etc
Student Fund-Raising Activities
Student Identification Cards
Student/Parent Complaint Procedure
Supervision of Students
Syllabi
Telephones
Transportation of Students
Vehicles on Campus
Video Surveillance Cameras
Visitors
Wellness Policy
<b>Student Code of Conduct</b>
<b>Parent Volunteers</b>

## Principal's Message

Greetings,

As an Elmira High School graduate, it feels so special to write to you from the principal's desk. As you may know, I was hired as the interim principal when Rick Gardner resigned in late spring.

When I parked my car in the high school parking lot during an early visit, I was immersed in nostalgia. My memories of playing volleyball and watching football in the fall came flooding back as I walked to the front steps of the school.

In my experience over the last thirty or so years in education, I've learned that teamwork is a determining factor in creating success for a school. The teachers and staff want to work with families and students to create avenues for success.

Success at school may seem like an impossible goal at this point. If this is the case, please get in touch with me, the assistant principal, or one of the counselors to share your concerns. We can create a plan that supports learning essential skills for a successful future. There is more than one way to complete high school, and we want to help you discover what we can offer.

Having you and your student review and understand this handbook is just one of the many pathways to ensure success during your high school career. We want to emphasize that attendance is the most significant contributing factor between success and failure in school. We want students here every day and know it is essential for a student to feel like they belong. We urge you to get involved with some activity at Elmira High School; finding something you care about outside

the classroom is another great way to help ensure your success.

We are very excited for this school year to begin and look forward to working with you throughout the year. Please do not hesitate to stop by my office if you have questions or suggestions about making our school a better place. Once again, welcome to Elmira High School, and let's work together to make the 2023-2024 school year your best year ever.

**Go Falcons.**

Cydney (Summers) Vandercar,  
Principal

## **Building Mission Statement**

The mission of Elmira High School is to meet state standards through active teaching and learning, and provide all students the academic and social skills to become successful members of our global community.

## **District Mission Statement**

The mission of Fern Ridge School District is to create a safe place where people grow to become caring, ethical, healthy individuals...who can adapt to change, enrich the democratic process and contribute to a global society.

## **Belief Statement**

To increase sensitivity among students and staff towards social responsibility and respect for self and others.

.....

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

While this handbook covers many common issues it is not inclusive. There are issues that may not be covered and in some individual cases there may even be exceptions to procedures listed herein. These situations will be addressed as they arise and decided on an individual basis.

## EHS Staff Listing

### **Principal**

Cyndey Vandercar

### **Assistant Principal**

Joel Smith

### **Counselor**

Brittany McMillan

Court Wirth

### **CTE Coordinator (Measure 98)**

Jon Guldager

### **Leadership Advisor**

Ashley Haag

### **Art**

Tom Edmundson

### **Music**

Matt Taylor-Choir & Band

### **English**

Emmy Erwin

Shannon Hart

Michelle Nelson

### **Health**

Bo Highburger

### **Physical Education**

Robert Lee

### **Mathematics**

Ken Best

Madison Hahn

Jeff McCourtney

### **Science**

Gwen Harper

James Monegan

Debra St. Hilaire

### **Social Studies**

Sarah Wartenbee

Patrick Wondra

DesiRae Wright-Rendon

### **German**

John Wagner

### **Spanish**

Jennifer Snider

### **Special Education**

Teri Moen-Gay

Ian Cooper

### **Vocational Education**

David Johnson

### **Bookkeeper**

Lorie Haffner

### **Custodians**

Michael McLaws

Victoria Thoms

TBD

### **Instructional Assistants**

Ashley Haag

Ethan Davis

Kelley Keller

Courtney Peeler

### **Testing Lab Assistant**

Ashley Haag

### **Secretaries**

Angela Baker (Registrar)

Tammy Eutsler

### **Media Assistant**

Tessa Slager

### **YTP Specialist/ School to Work**

Candice Stansell

### **Athletic Director**

Joel Smith

### **EHS Coaching Staff**

#### **Head Football**

Assistant

Assistant

Assistant

Assistant

#### **Head Volleyball**

Assistant

#### **Head Boys Soccer**

#### **Head Girls Soccer**

#### **Cross Country**

#### **Head Boys Basketball**

Assistant

Assistant

#### **Head Girls Basketball**

Assistant

#### **Head Wrestling**

Assistant

#### **Head Track Coach**

Assistant

Assistant

Assistant

Assistant

#### **Head Baseball**

Assistant

#### **Head Softball**

Assistant

#### **Equestrian**

Justin Peeler

Bo Highburger

James Monegan

John Rhodes

Patrick Wondra

Tessa Slager

Emmy Erwin

Karson Laing

Maddie Lee

Eric Carman

Trevor Daniels

Jamal Wilson

Mike Lay

Jeff Greene

Rich Jones

Justin Peeler

TBD

Pat Wondra

Tessa Slager

Bo Highburger

Emmy Erwin

Emily Brink

John Rhodes

Trevor Daniels

Paul Witt

Sarah Stout

MaryJo Clark

## Student Officers

**All class officers will be selected in the fall from the students who signed up for the leadership class for the 2023-24 school year.**

### Site-Council Representatives

**President/Admin:** Vandercar  
**Parent Reps (3):** TBD  
**Certified Reps:** Erwin, Monegan, St. Hilaire, Edmundson  
**Classified Rep:** Haag  
**Student Board Reps:** Tristom Woods, Gavin Snell

### **Class Advisors**

<b>FRESHMEN</b>	<b>SOPHOMORES</b>	<b>JUNIORS</b>	<b>SENIORS</b>
Madison Hahn Gwen Harper James Monegan Sarah Wartenbee Michelle Nelson	Emmy Erwin Jennifer Snider Matt Taylor Rob lee David Johnson	Ken Best Jeff mcCourtney Debra St. Hilaire Pat Wondra Shannon Hart	DesiRae Wright-Rendon Bo Highburger Tom Edmundson Teri Moen Ian Cooper  <b>Brittany McMillan,            Court Wirth,            Jon Guldager            = Always with Senior            class</b>

## ELMIRA HIGH SCHOOL FEES

Materials that are part of the educational program are provided without charge to a student. A student is expected to supply their own basic school supplies. This includes, but is not limited to the following: pens, pencils, paper, notebook, calculator, etc.

All students will receive a student body card for identification purposes. For free admission to all home athletic events, students must purchase an activity sticker that is permanently affixed to the student body card. The cost for this sticker is \$20. Dances will have a reduced admission price with the purchase of this sticker.

### **Recommended Fee:**

\$20.00 Student Body Activity Sticker: (Non-refundable 2 weeks after purchase)

NOTE: I.D. card is required for EHS activities and computer lab use.

### **Optional Fees:**

\$ 50.00 Yearbook

\$ 40.00 Parking Pass (per year) - Non-refundable 2 weeks after purchase

Fees for the following programs will be paid/provided by district fund (SIA dollars).

\$ 15.00 Each Class: Ceramics, Acrylics, Art 1, Water Colors, Drawing

\$ 20.00 Food & Nutrition & Intro to Film & TV Production

\$ 25.00 Vocational Education Classes (metals-woods-auto-construction)

\$ \$150 Athletic Participation Fee

\$ 40.00 Instrument Rental Fee \$40/semester

\*If you voluntarily drop a class after the first day it is in session, for which a fee has been paid, you will forfeit your right to receive a refund (not applicable as long as class fees continue to be paid by district SIA dollars)

All past due fees (**including library fines**) must be paid prior to student participating in sports or attending extra-curricular functions. Students will be presented with a statement of past due fees at registration every year, in addition to receiving the bill at the completion of each semester.



## Daily Bell Schedules 23-24

### Regular Bell schedule M/T//F

Period 1: 8:25 a.m. to 9:16 a.m.  
Period 2: 9:21 a.m. to 10:13 a.m.  
Period 3: 10:18 a.m. to 11:08 a.m.  
Period 4: 11:13 a.m. to 12:03 a.m.  
**Lunch: 12:03 p.m. to 12:35 p.m.**  
Period 5: 12:40 p.m. to 1:30 p.m.  
Period 6: 1:35 p.m. to 2:25 p.m.  
Period 7: 2:30 p.m. to 3:20 p.m.

### Two Hour Delay

Period 1: 10:25 a.m. to 10:58 a.m.  
Period 2: 11:03 a.m. to 11:36 a.m.  
Period 3: 11:41 a.m. to 12:14 a.m.  
Period 4: 12:19 a.m. to 12:52 p.m.  
**Lunch: 12:52 p.m. to 1:22 p.m.**  
Period 5: 1:27 p.m. to 2:00 p.m.  
Period 6: 2:05 p.m. to 2:38 p.m.  
Period 7: 2:43 p.m. to 3:20 p.m.

### Wednesday Early Release with Homeroom

Period 1: 8:25 a.m. to 8:57 a.m.  
Period 2: 9:01 a.m. to 9:33 a.m.  
HRM: 9:37 a.m. to 9:59 a.m.  
Period 3: 10:03 a.m. to 10:35 a.m.  
Period 4: 10:39 a.m. to 11:11 a.m.  
Period 5: 11:15 a.m. to 11:47 a.m.  
Lunch: 11:47 a.m. to 12:18 p.m.  
Period 6: 12:22 p.m. to 12:54 p.m.  
Period 7: 12:58 p.m. to 1:30 p.m.

## Academics

### Grading Policy

A = Superior Academic Achievement  
B = Exceeds Academic Standards  
C = Meets Academic Standards  
D = Below Average Academic Standards  
F = Does Not Meet Minimum Academic Standards  
I = Requirements of class have not yet been satisfied  
P = Minimum Standards Met  
NP = Minimum Standards Not Achieved

### Incomplete Grades (I)

If a student receives an incomplete grade at the end of a grading period, he/she should make arrangements with their teacher to complete the course requirements and set time limits not to exceed three weeks. Incomplete grades will automatically change to an F three weeks after the grading period is complete. If there are extenuating circumstances that would require more than three weeks, arrangements need to be approved by the administration prior to the third week after the end of the semester.

### Pass (P)/No Pass Grades (NP)

Students may request to take one elective course per term pass/no pass. Students must make this request no later than the last day of the fifth week of the semester. A required class may only be taken pass/no pass with administrative approval.

### Grade Level Placement

An Elmira High School student's grade level is determined by the number of credits earned toward the graduation requirements as of September of each school year. Placement will be as follows.

	<u>Class of 2024-2027</u>			
Grade	9	10	11	12
Credits	6	12	18	

### Grade Reduction/Credit Denial

Punctual and regular attendance is essential to academic success. Teachers may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. At the beginning of each semester, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject/course. Due process will be provided to any student whose grade is reduced or credit denied for attendance related issues.

### Partial Credit & Late Enrollment or Early Withdrawal

Partial Credit is not issued at Elmira H.S. Situations that arise such as a student un-enrolling prior to the end of the semester or starting a semester late are not allowable exceptions. A student must be enrolled for the appropriate number of seat hours to earn credit. Credit is only issued in ½ credit increments.

### Challenging a Course/Credit by Proficiency

Process: Submit a one page written request detailing the reason for the challenge to the principal, counselor and teacher. The request must include a follow up plan that addresses what will occur after a successful challenge, e.g. replacement course, other course, etc....If the student is enrolled in the class they are challenging then the request must be submitted within the first week of the class and the test must be taken by the end of the second week of the course.

Core Class: A student that would like to challenge a core content class, will take a sample final exam administered by the teacher. A student that passes the final with an A or B will have their challenge considered by a committee that includes the class instructor and building administrator. Any successful challenge will result in the grade of Pass and the appropriate # of credits being added to the student's transcript. A student that has previously failed a core content class will not be allowed to challenge it.

Elective Class: The student provides documentation of prior learning activities or experiences which demonstrates proficiency or mastery of identified standards (knowledge and skills) (e.g., certification of training, letters, diplomas, awards, etc.). A student that submits such material will have their challenge considered by a committee that includes the class instructor and building administrator. Any successful

### \*GPA Calculation

97% - 100%	A+	4.3
93% - 96.99%	A	4.0
90% - 92.99%	A-	3.7
87% - 89.99%	B+	3.3
83% - 86.99%	B	3.0
80% - 82.99%	B-	2.7
77% - 79.99%	C+	2.3
73% - 76.99%	C	2.0
70% - 72.99%	C-	1.7
67% - 69.99%	D+	1.3
62% - 66.99%	D	1.0
60% - 62.99%	D-	.7
0% - 59.99%	F	0.0

**\*AP classes receive an additional 1.0 grade point. The weighted grade system will be used to determine valedictorian and salutatorian.**

challenge will result in the grade of Pass and the appropriate # of credits being added to the student's transcript.(OAR 581-022-1131)

**AP Course:** A student that does not take an AP Course, but passes the AP exam with a score of 4 or 5, can be granted upon request the following number of elective credits.

Score of 3= no credit

Score of 4= .5 credit

Score of 5= 1.0 credit.

### **Schedule Changes/Dropping A Class**

Student initiated schedule drop/changes will be allowed through 2:30 p.m. of the second Friday at the beginning of each semester. Following this date, up to the first progress report (approximately 4 ½ weeks), courses may be dropped without an F penalty only with teacher approval. After 4 ½ weeks, all course drops will result in an F penalty. The only exception to this will be for AP courses. With the teachers' and administrators approval, AP courses may be dropped prior to the 9 week report card being issued. Students desiring a schedule change must sign-up in the counseling center and continue attending their assigned class until contacted by a counselor and the schedule change process is completed. Freshmen and sophomores must be enrolled in seven classes and juniors and seniors in a minimum of four classes. Exceptions to this rule must be approved by the administration.

### **Repeating a Course**

A student is permitted to retake a course at EHS to improve a grade of DX, D or D-. This does not include an F as the course was failed and if retaken would be credit recovery, possibly to complete graduation requirements. If a student retakes a course to improve a D grade, the course must be the same as the original course with the same curriculum. If the original course was taken in person then the retake must be in person as well. The same course taken at a different school would not count as an improved grade. In instances where a student retakes a course to improve a "D" grade, then the original grade is replaced with an "R", meaning the course was repeated. The credit is removed and then applied to the repeated course.

### **Grade Reports/Conferences**

Credit and GPA are determined by the semester grades only. **Progress reports will be sent home with students and report cards at the end of each semester will be mailed.** Parent/teacher conferences are scheduled approximately 1/3 through each semester. (See Calendar) School personnel may request a conference if (1) the student is not maintaining passing grades or achieving at the expected level; (2) the student is not maintaining behavior expectations; (3) in any other case the teacher/administrator deems necessary. A parent or student who wishes to confer with a staff member should call the school to arrange a mutually convenient time with the principal and staff member. A parent who wishes to confer with several teachers should contact the counseling office to arrange a staffing before or after school.

### **Open Periods**

Juniors and Seniors that are on track to complete the minimum credit requirements needed for graduation have the option of scheduling an "open period" if they do not want to take an additional elective. The only restriction for open periods is that they may not occur within the middle of a student's school day unless there is no other options based on the master schedule. Open periods must be scheduled as either a late arrival or an early release. This means students could elect to have an open period either the first or last period(s) of the day. In addition, it should be noted that students are expected to be off campus during an open period. To be on campus a student must check in at the office and either be in the library, the cafeteria, or under the direct supervision of a staff member.

**Required Courses:** The State of Oregon requires 11<sup>th</sup> grade students to pass certain exams demonstrating essential skills in order to earn a Regular H.S. Diploma. Any student that has not passed the appropriate exam may be required to take a remedial course in the specific content area.

### **Final Examinations**

Students will not be allowed to take finals early and there will be no make up of end of year finals. Please review the school calendar at the end of this handbook to assist you in making end of year vacation plans accordingly. Classroom teachers as a rule will administer finals only during the times identified by the "Finals schedule" that will be created at least 2 weeks prior to the end of each semester. If a teacher would like to request that a final be given outside of the identified "finals schedule", that request will be made to the building principal or curriculum director, and students will be notified. In addition, all final exams for EHS classes will be comprehensive in nature and count for at least 10% of the students overall semester grade. Exceptions to this must be approved by the principal or building curriculum administrator.

### **Academic Recognition (end of each semester)**

Academic Excellence	4 point or better
Academic Achievement	3.5 or above
Honor Roll	3.0 or above

### **Academic Letter**

Students wishing to earn an academic letter must have a non-weighted cumulative GPA of 3.5 or higher and satisfy at least three of the following criteria:

- Three years of a second language
- Chemistry or Physics
- AP or College Now course of the student's choice
- Pre-Calculus

The first opportunity to apply for an academic letter is the Fall of a student's 12<sup>th</sup> grade year. However, the GPA that will be used is the GPA accumulated following 1<sup>st</sup> semester of a student's senior year.

### **Honors Graduation Criteria**

A non-weighted GPA of 3.5 or above, the passing of all state assessment tests and 40 hours of community service. Recipients of the honors diploma must have a GPA of 3.5 or above in the following classes: AP English, Second Language (3 years consecutively), Pre-Calculus, 4<sup>th</sup> year or AP Science, additional AP Course *\*The deadline for submitting honors diploma criteria to the Registrar will be the second Friday of May*

**State Test Recognition (White Cord):** Students must pass the State Smarter Balanced exams in both ELA and Math with scores of "4".

**Honor Society (Purple Cord):** Earned by Seniors who are active participating members of Honor Society.

**Quill & Scroll Recognition (Blue & Gold Cord):** Earned by Seniors who are active members of the International Society of Quill & Scroll.

### **Valedictorian/Salutatorian**

The student(s) with the highest GPA will be the class valedictorian(s). The student(s) with the second highest GPA will be the class salutatorian(s). AP classes have a weighted GPA system that is used to determine these awards. The valedictorian and salutatorian are determined after 7 ½ semesters of high school work. In case of a tie for valedictorian, co-valedictorians will be honored. In case of a tie for salutatorian, co-salutatorians will be honored. Valedictorians and salutatorians must earn all credits at an accredited high school or another approved institution such as a community college. Any high school credit earned as an eighth grade student or correspondence courses will not be considered toward valedictorian/salutatorian selection. Students must be enrolled at Elmira High School their junior and senior years. Foreign exchange students will not be eligible for valedictorian or salutatorian. Valedictorians and salutatorians earn the right to speak at commencement at the discretion of the administration. Titles and privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of District policy, administrative regulation or school rules.

### **Commencement Ceremony**

The commencement policy is designated to ensure integrity of the graduation ceremony. Students must complete all requirements for an Elmira High School Diploma or an Elmira High School Modified Diploma and be enrolled in Elmira High School to participate in graduation exercises. To facilitate this process, **all work assigned at Elmira High School must be submitted to the registrar's office at the end of day on seniors' last official day. Official verification of grades of correspondence courses, independent study or charter school work completed for credit recovery must be submitted to the registrar's office by 2:30 p.m. on the Friday before graduation. Such course work not completed on EHS campus must have been pre-approved by EHS administration to be considered towards graduation requirements.** Students must also maintain regular attendance, meet behavioral standards and serve all consequences, and pay all fines and fees accordingly to FRSD Board Policy IKFB. Students must also participate in all rehearsals and dress appropriately for the occasion. Any student not meeting the above standards will forfeit their commencement privileges. Any senior enrolled in and attending an alternative education program will graduate with that program.

Seniors who are continuing to pursue correspondence courses or independent study for credit recovery during the summer after their senior year in order to meet remaining graduation requirements must have official verification of grades submitted to the registrar's office by August 31<sup>st</sup> in order to be considered a graduate of the school year prior. Submission after August 31<sup>st</sup> will result in the student becoming a graduate of the following school year and being responsible for all the graduation requirements of that year.

### **Early Graduation**

A process is in place that would allow a student to graduate early. Please refer to FRSD Policy IKFA and IKFA-AR

### **On-Line Course (Credit Recovery)**

Students seeking credit recovery options will have the opportunity to take on-line classes at Elmira high School through a program called Edgenuity. Edgenuity classes will be offered through a variety of study halls during the school day and will be supervised and administered by a teacher in their specific discipline. Edgenuity will be the first option offered to students who are in need of credit recovery. Students will not be allowed to repeat courses and West Lane Tech classes should only be an option if an Edgenuity class will not fit into a student's schedule.

In addition to credit recovery, students may have the option to pursue further studies in courses that Elmira High School does not offer such as specific AP classes or other similar examples through Edgenuity. Students will not receive credit for a complete course until the fee is paid. Students on free and reduced lunch may be able to receive financial assistance to take an Edgenuity class.

Students taking Edgenuity classes must remain on track to complete the class over the course of the semester. Students who fall behind will be removed from Edgenuity and placed in a study hall. Students who finish early may use the remaining time as a study hall for the remainder of the semester.

### **Extended Semester**

Elmira High School recognizes that sometimes students may require additional time to complete the course requirements for a given semester. In those instances students may have the option of extending their semester by two weeks to attempt to earn credit. Extended semester is offered at the discretion of the teacher and is not a right. Students participating in extended semester will have an F grade entered on their transcripts that will remain until the contract is completed. The following rules for extended semester will also apply:

1. All work must be completed outside of the regular school day.
2. Students are required to attend both homework club and athletic study hall during the two week extended semester period following first semester and from 9:00 AM to 12:00 PM Monday through Wednesday for the two weeks during the extended semester period after the conclusion of the school year.
3. Teachers reserve the right to determine exactly what work must be completed for a student to successfully complete their extended semester contract.
4. Students must have earned at least a 52% in their class to be eligible for extended semester.
5. Extended semester is a privilege and will not automatically be offered when a student fails a class.
6. Student-athletes who are ineligible at the conclusion of the semester will remain ineligible while completing their extended semester contract.

Upon successful completion of the extended semester contract, students will return their contract to their teacher for a signature and the teacher will submit the form to the registrar for a grade change. Any student who has not successfully completed the work by the end of the two week extended semester period will have the F permanently marked on their transcript at that time.

## Graduation Requirements\*

Class of 2024		Class of 2025		Class of 2026		Class of 2027	
Subjects	Credits Needed	Subjects	Credits Needed	Subjects	Credits Needed	Subjects	Credits Needed
Language Arts	4	Language Arts	4	Language Arts	4	Language Arts	4
Math	3	Math	3	Math	3	Math	3
Science	3	Science	3	Science	3	Science	3
Global Studies	1	Global Studies	1	Global Studies	1	Global Studies	1
U.S. History	1	U.S. History	1	U.S. History	1	U.S. History	1
Government	1/2	Government	1/2	Government	1/2	Government	1/2
Health	1	Health	1	Health	1	Health	1
Physical Education	1	Physical Education	1	Physical Education	1	Physical Education	1
Applied Art, Fine Art or Second Language	3	Applied Art, Fine Art or Second Language	3	Applied Art, Fine Art or Second Language	3	Applied Art, Fine Art or Second Language	3
Economics	1/2	Economics	1/2	Economics	1/2	Economics	1/2
Electives	6	Electives	6	Electives	6	Electives	6
Total Required	24	Total Required	24	Total Required	24	Total Required	24

\*Must include at least .5 credit from Civics, starting with class of 2026.

\*.5 credit of “higher edu./career path skills” and .5 credit of “personal finance” required for class of 2027

\*Graduation requirements have been updated as of 8-2-2023

### PERSONALIZED LEARNING REQUIREMENTS

	2024	2025	2026	2027
<b>Plan &amp; Profile:</b> Tracked in Homeroom where students follow academic progress. Completed all 4 years of school.	x	x	x	x
<b>Career-Related Learning Experiences:</b> Students attend a job shadow and a Career Fair-completed as juniors	x	x	x	x
<b>Extended Application:</b> Culminating project/activity-completed as Seniors	x	x	x	x

### ESSENTIAL SKILLS REQUIREMENTS

	2024	2025	2026	2027
Read & Interpret a Variety of Texts	N/A	TBD	TBD	TBD
Write for a Variety of Purposes	N/A	TBD	TBD	TBD
Apply Mathematics in Variety of Settings (2014)	N/A	TBD	TBD	TBD

### **Alternative Education**

Students/parents interested in alternative education options should contact the Elmira High School Counseling Office. Resident students denied regular school admission will be provided with an alternative education option as deemed appropriate by the District. However, students expelled for violation of applicable state or federal weapons laws may be denied a district funded alternative education option.

A student's alternative placement must have the Superintendent's prior approval. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law. If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program. If a student is not successful in an alternative education program, there is no obligation to propose or fund a second program.

### **EHS OPTIONS DISTANCE LEARNING PROGRAM**

Purpose: The OPTIONS program exists to serve students who need or want a different learning experience than the traditional in-person approach.

#### **OPTIONS TRANSFER PROCESS:**

- a. At the end of the first semester, and no sooner than January 15, any student that requests to transfer to Options may apply through the Options Intake Process (see below).
- b. Any time within the first 4 weeks of the 2<sup>nd</sup> semester that a student completes the Options Intake Process, the request will be considered.
- c. Any time within the first 4 weeks of the 1<sup>st</sup> semester that a 10<sup>th</sup>-12<sup>th</sup> grade student completes the Options Intake Process, the request will be considered.
- d. A 9<sup>th</sup> grader wishing to transfer to Options in the first semester would need to request an exception from the EHS Administration as in (e) below.
- e. For any other period of time, following the receipt of a written parent request, an exception may be granted pending the recommendation of a team of District and Options staff. Team members will be comprised of appropriate EHS staff (Admin, CTE Coordinator and counselors), and the Options Director. The team will meet to discuss (or discuss electronically via email) the request. After input is received, EHS Administration will deny or allow the request. The age requirements for students in any grade shall be the same as applicable state law, if any. The EHS population in the Options program is capped at 50.

#### **Intake Process:**

Students must have parent/guardian permission to apply for the Options program, or to transfer back to EHS. Students who are in the Options program and wish to switch back to EHS should do so within the first two weeks of a semester, to avoid the risk of losing the opportunity to earn high school credit for a full schedule.

#### **Campus Activities**

Except for attending in-person classes, Options students on campus will be restricted to the Options facility during the school contact day. Students may drop in to Options by appointment for work or assistance for up to two hours per day, during normal operating hours.

Options students may participate in after school extra-curricular activities, such as athletics. Options students are NOT included in in-person extra-curricular activities during the student-contact day, such as ASB activities, assemblies, or lunchtime clubs. They may attend dances as a visiting guest of an EHS student, by obtaining a guest pass.

### **Foreign Exchange Students**

Students who are attending Elmira High School as foreign exchange students are not eligible to receive the Elmira High School diploma. Foreign exchange students who have senior status and are passing all courses may participate in the graduation ceremony and receive a certificate of participation. Exchange students must be proficient in English to enroll at Elmira High School. In addition, if all paperwork for

foreign exchange students is not completed, approved by administration and on file in our counseling office by April 15 of the preceding year attendance, entry into Elmira High School will be denied. Foreign Exchange students will be required to enter into a binding contract with Elmira High School that will specify expectations and possible removal from Elmira High School. Any infraction of any law by a Foreign Exchange student will result in removal from Elmira High School.

### **Transfer Students and Students Earning Credit by Alternative Methods:**

Students who transfer to Elmira High School from another accredited high school will receive credits earned matched as closely as possible with EHS courses/curriculum. The students rank in his/her respective class will be based upon the transferred GPA except for purposes of determining valedictorian or salutatorian status.

Students who have been home schooled or who enter with a transcript from an unaccredited school or earn credits through independent study may have difficulty earning a regular High School diploma. The complete requirements in regards to credits earned (among others) must be met. Coursework completed through home-school or other unaccredited school will not transfer to EHS for fulfillment of the graduation requirements nor count towards graduation requirements.

When a student enters public school after the start of what would be his/her 9th grade year from home school or an unaccredited school, the family, EHS counselor and principal will attempt to develop a plan for graduating with an Elmira High School Diploma. However, the plan must include all requirements of a regular High School diploma as outlined by the State of Oregon. As such, students may need to take credit recovery courses to assist in meeting the credit requirements.

Students who enter with senior standing from home school or from an unaccredited school will not have the opportunity to earn an Elmira High School Diploma.

### **Alternative Education Credit Policy**

In addition to the regular curriculum and courses offered, students may, with prior administrative approval, obtain credit that can be used to meet EHS Graduation Requirements. The following restrictions apply:

- All fees including test proctoring are the responsibility of the student
- Courses must be pre-approved through the EHS counseling office
- A request for Optional Education form must be filled out through the EHS counseling office
- Official verification of grades of on-line/correspondence courses must be submitted to the registrar's office by 2:30 p.m. on the Friday before graduation in order to participate in the graduation ceremony. Courses must be completed by August 31<sup>st</sup> to receive a diploma from your original graduation year.
- Students that are credit deficient need to have a full schedule at EHS, and may be enrolled in no more than 2 on-line courses at any given time. No more than 3.0 total credits can be earned through alternative means. This rule may be waived at the discretion of the principal for second semester seniors who may need further assistance to complete their graduation requirements.
- Students that are not credit deficient but would like to apply outside credit to EHS graduation requirements must do so with the following restrictions
  - Students can acquire no more than 2 credits from on-line/correspondence courses.
  - Of the 2 credits, only 1 may be for a core content class (Math, English, SS, Science)

## **Activities, Athletics and Student Clubs**

The benefits of involvement in student activities are many. Studies show that students involved in extra-curricular activities tend to have higher grades in high school and have greater post high school success than those who do not participate. Leadership, organization, and time management skills are all developed through student activities. Perhaps the greatest reward for involvement is the friendships which develop.

Student clubs, performing groups and athletic teams may establish rules of conduct and consequences for conduct that are stricter than those for students in general. Performance groups shall abide by established policies and guidelines that govern all performances. If a violation is also a violation of the



Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

## **ATHLETICS**

Students must meet all District and OSAA requirements and complete all prescribed paperwork before participating in athletics. Information may be obtained from the athletic director or athletic secretary. All “competitive activities” fall under the District drug testing requirements.

### **Competitive Athletics/Activities**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Soccer - boys and girls Football - boys Volleyball - girls Cross Country - boys and girls *Equestrian – Coed Cheer - Coed	Wrestling - Coed Basketball - boys and girls *Equestrian – Coed Cheer - Coed	Track - boys and girls Softball - girls Baseball - boys *Equestrian - Coed

\* Sports which are not funded or formally sponsored by the district.

### **Co-Curricular Activities**

Co-curricular activities are school related activities for which credit is not offered or classes for which credit is offered but have a related component where the student performs or represents the school. At Elmira High School these categories currently include but are not limited to the following: journalism, yearbook, leadership, clubs, band, choir, drama/theater and the “Falcon Competition.” Students involved in these activities may be required to sign a contract. Violation of the contract may result in a student’s grade being reduced if a student is unable to participate in the out of class performance or is removed from the class.

### **Event Conduct/Sportsmanship: Assemblies, Concerts, Activities, Athletics**

Assemblies scheduled during the school day have an educational value; therefore, attendance at assemblies is required. However, advanced administrative approval may be granted for an alternative placement if a student has a legitimate concern regarding content. Students who do not attend will be considered truant. Students are expected to conduct themselves in a way which reflects respect for those speaking, performing, participating or attending events. Disrespect, rude behavior, or poor sportsmanship at an event will not be tolerated and students or student sections which exhibit such behavior will be removed from the event and may receive disciplinary consequences. Students shall show respect for game officials, opponents and visiting students and adults at all times. They shall demonstrate a positive attitude in cheering for Elmira High School by providing encouragement and support for our team without participating in negative cheers against the other team.

### **Confidential/Trusted Positions**

Confidential/Trusted positions include any position for which the student is given responsibilities or access not accorded the general student population. Confidential/Trusted positions include but are not limited to the following: Computer support Technicians; Teacher Aides; Office Aides; Media Aides; Mentors; Tutors; STARS. Students in these positions must sign a contract. Any violation of the contract will result in the student being removed from the class with a “NP” recorded for a grade.

## **ATTENDANCE**

### **Philosophy**

Punctual and regular attendance is a learned function that contributes to a student’s academic success and is expected of adults in their careers. Good attendance is being present 95% of the time while an attendance rate below 90% is unacceptable. Absences contribute to students failing to complete course work or causes assignments to be turned in late. In addition, the knowledge and understanding gained

from participation in group projects, discussions, lectures, labs, and demonstrations can not usually be replicated. Students who have unacceptable attendance usually fail to achieve at their ability level and frequently fail their classes.

For the purpose of computing irregular attendance, an unexcused absence for a period during a portion of the day will be considered a half days absence. Additionally, a parent or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

**Absences and Excuses: Attendance Office: 935-8200 Ext. 2200. 7:30 a.m. to 4:00 p.m.;**  
**beyond these hours you may leave a voice mail message.**

The attendance office is located in Elmira High School's front office. When returning to school after an absence, a student must report to the front office before attending class. A parent may call the front office to excuse a student before their return to school or the student must bring a note signed by the parent that describes the reason for the absence. Students must clear all absences the day they return or their absence will be considered unexcused. Students who are truant or unexcused will be subject to disciplinary action. Information needed to evaluate an absence includes the student's name, a detailed reason for the absence, date(s) of the absence, and parent signature. By law, the administration determines if an absence is excused and confirmation of the reason may be required. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day. Attendance on the last day of the school week prior to an event controls a student's right to attend or participate in athletics and activities on non-school days.

Absences from school or being tardy to school may be excused under the following circumstances:

1. Illness of the student.
2. Illness of an immediate family member or when the student's presence at home is necessary.
3. Emergency situations that require the student's absence.
4. Field trips and school approved activities.
5. Medical or dental appointments. Confirmation of appointments may be required. A student will only be excused for the appointment time period not the entire day.
6. **If the student or parent calls in prior to the first bell ringing to share that a problem has arisen that will necessitate them being late.**

\* Students are required to be in class first period when the tardy bell rings. Missing the bus, over sleeping and running late are examples of tardiness that are not required to be excused by Oregon State law. Students who show a pattern of this type of behavior will be subject to discipline up to and including suspension.

### **Prearranged Absences**

A limited number of excused absences for parent-approved activities may be requested and approved by the school administration if requested in advance. Failure to make arrangements in advance will result in the absence being considered unexcused. A Planned Absence Form is available in the front office. This form must be completed, signed by all scheduled teachers, and then signed by the parent/guardian and returned to the attendance office at least one day prior to the absence. Three days should be allowed for this process whenever possible.

### **Leaving School During the School Day**

A student who must leave school during the day must bring a detailed note from his parent and check out in the attendance office. A student who becomes ill during the school day, with the teacher's permission, must report to the attendance office. The staff member in charge of the health room will decide whether or not the student should be sent home and will notify the student's parent as appropriate. Students who leave school without prior approval and/or without signing out will be considered unexcused or truant and may lose parking privileges. This includes students who do not return after lunch. These absences may not be excused after the fact. **See definition of "Closed Campus" on page 18.**

A student may only be picked up and checked out during school hours by a parent/guardian or someone listed on school records as an emergency contact. The person picking up the student must come into the front office and sign the student out. This is required for the safety and security of each student.

### **Check out procedures for students not residing with their legal guardian**

1. Come to the office to check out
2. Get prior approval of the principal, asst. principal or Dean of Students.
3. Failure to follow these steps will result in an unexcused absence.

In addition, note that the same procedures will apply regarding excusing an absence for any reason, the student must receive prior approval. The school administration will follow school and district policy, along with state law, in determining how the absence will be identified (excused, unexcused, etc....)

### **Make-Up Work**

Absences and tardies may directly affect a student's grade. A student may not be allowed credit for late work or work missed as a result of an unexcused absence or truancy violation. Students absent for an excused reason are responsible for all activities/assignments missed while absent and may be given an incomplete or failing grade if the work missed is not completed. Parents should contact the attendance office to arrange for the collection of assignments for a student who will be absent several days. 24 hour notice is necessary. Students will be given a reasonable amount of time to make up work missed due to an excused absence; however, the make up period may not exceed the number of days missed. Prearranged absences, major tests, school related absences, such as athletic/activity and field trips, and long term projects are exempt from this policy. The conditions for make up work including time, place and the assignment are at the discretion of the teacher. Suspended students are responsible for obtaining their assignments and making up the work during the period of suspension.

### **Skip Day**

Student organized "skip days" or other unauthorized group absences of students are not considered acceptable educational practices, and permission for absences of this type of activity will not be granted. Days skipped will be dealt with under the discipline policy. In lieu of senior skip day, seniors are released from school several days early.

### **Withdrawal from School**

Students will not voluntarily be withdrawn from school without permission from parents or legal guardians. To withdraw, students need to bring written permission to the attendance office, fill out a withdrawal information form and turn in all books and materials. A locker check will be conducted by a school employee. All fees and fines must be paid before withdrawal is complete.

Elmira High School is required by law to withdraw a student from school after 10 consecutive absences of any type.

### **Program Exemptions**

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

## **GENERAL INFORMATION**

### **Academic Integrity**

Academic integrity is expected of students at EHS. Incidents of plagiarism/cheating will not be tolerated. Consequences will include, but not be limited to, a grade of "F" for the assignment. Using a cell phone to take pictures of assignments/exams, etc. is strictly prohibited and will be consequence at Level 2.

### **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of their student who is under 18 years of age unless the district is provided evidence that there is a court order, state

statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

### **Asbestos**

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

### **Bicycles**

Bicycles may not be ridden in pedestrian areas. Bicycles on campus are to be parked and locked in the bicycle rack. (Level 1 Consequence - Inappropriate Object)

### **Breakfast/Lunch Program**

EHS participates in the National School Lunch and Commodity Program and offers free and reduced-price meals based on a student's financial need. Additional information may be obtained from the District Office.

**Bullying/Harassment: See Student Rights and Responsibilities Handbook.**

### **Cafeteria**

Breakfast and lunch, including a sack lunch, are to be eaten in the cafeteria. Parents can verify how much money is in their child's account and add money to that account online by going to [www.myschoolbucks.com](http://www.myschoolbucks.com). A student ID number is needed. Most students know their ID number, but if they don't parents can call the school office for the number. Money can be added to your child's account in the morning when the kitchen is open or during lunch. Checks should be made out to Fern Ridge Lunch Fund.

Students are expected to use good manners in the cafeteria and to place trays and refuse in the appropriate place when finished eating. Misconduct in the cafeteria may result in student discipline, including loss of cafeteria privileges and work crew.

### **CD Players/Radios/Headsets, etc**

Music devices with headsets are allowed, but may not be played or worn during class time. Occasionally an individual teacher may deem the use of these devices as being appropriate for use during class time. In such cases they may be worn, but only with the prior permission of the teacher. Boom boxes and other amplified devices are forbidden (except as allowed by staff). These items will be confiscated by school authorities and placed in the main office for parents to retrieve. Students who violate this policy will face disciplinary action. (Level 1 - Inappropriate Objects)

**Child Abuse Training: See Student Rights and Responsibilities Handbook.**

### **Classroom Rules**

Classroom regulations are the responsibility of the teacher and are binding upon the student. Each teacher will develop a set of class rules to assist the student in achieving success in that class. Class rules may exceed, but not preclude district and school rules. Students are not to enter classrooms to communicate with other students, nor are they to distract students in other classrooms at any time.

### **Closed Campus**

Elmira High School is a closed campus. This includes breaks, passing times, assemblies and advisor/advisee meetings. Therefore, all students are required to stay on campus upon arrival including before school. Seniors and Juniors are permitted to leave campus only during their lunch period, however any junior or senior not on track for graduation will not be allowed to leave campus for lunch. . Walking off campus during lunch is not permitted. Freshmen and Sophomores may leave campus during the lunch period if they check out and are accompanied by their parent. If it is necessary to leave campus during the school day, students must check out in the attendance office and receive approval from the administration. Failure to receive advanced approval will result in the absence being unexcused. The

administration may periodically or permanently close the campus based on student violations or inappropriate off-campus behavior during the lunch period.

### **Communication Devices**

Cell phones, pagers and other similar devices must be turned off and not be in view or use during class time. The following consequences will result if a student has their phone out in class:

- 1<sup>st</sup> Violation-The teacher will confiscate the phone and return it to the student at the end of the class period.
- 2<sup>nd</sup> Violation-The teacher will confiscate the phone and turn it into the office. The office will call home and have the parent retrieve the device at the end of the day.
- 3<sup>rd</sup> Violation-The teacher will confiscate the device and turn it into the office. The office will either keep the device for one calendar week with parent approval or have the student check the phone in to the office every morning for a week.
- Additional violations will result in the loss of the privilege of having a cell phone on campus.

Students who refuse to turn over their phone to a staff member will face additional consequences. In addition, the use of cell phones to take pictures of exams, assignments or unauthorized pictures that invades a student's privacy is strictly prohibited and may be consequence up to step 3 and expulsion at the discretion of the administrator. **See Student Rights and Responsibilities Handbook for more information.**

**Computer Use/Internet Access: See Student Rights and Responsibilities Handbook.**

### **Examples of Misuse of computers or technology**

Examples of misuse include, but are not limited to, the activities in the following list.

1. Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner
2. Attempting to download unauthorized software, games, applications or music files.
3. Accessing the District network with an unauthorized Computing system.
4. Using the District network to gain unauthorized access to any computer systems.
5. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
6. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms or their variants.
7. Attempting to circumvent data protection schemes or uncover security loopholes.
8. Violating terms of applicable software licensing agreements or copyright laws.
9. Deliberately wasting computing resources.
10. Using electronic mail to harass others.
11. Masking the identity of an account or machine.
12. Posting materials on electronic bulletin boards that violate existing laws or Elmira High School codes of conduct.
13. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Users will notify the school administrator, technology coordinator or supervising teacher when they see a possible security problem.

Students are to obey all copyright laws with regard to downloading of files or reproduction of any material found on the Internet.

Web pages will not contain the full name or identifiable picture of any student without written parent permission. All web pages are to be pre-approved by the appointed District or School Webmaster prior to the web page being published.

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruption of service. This District is not responsible

for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Students are responsible for all activity under their account. Therefore, an account owner shall never share their account name, number, or password with another person or leave an open file or session unattended or unsupervised.

Students complying with the above conditions may use the system. A student must present their student identification card to the staff member in charge of the media center or computer lab if they are accessing the system independently. Violation of any of the conditions of use may be cause for disciplinary action and/or suspension of the system access up to and including permanent revocation. Violations of laws will be reported to law enforcement officials.

### **Counseling**

Guidance services are available for every student in the school. A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns. Students are encouraged to seek assistance when needed. Most discussions with counselors are considered confidential.

Students are encouraged to talk with a counselor, advisor or other faculty member to learn about the curriculum, course offerings and graduation requirements. Students who are interested in post graduate education - community college vocational schools, apprenticeship programs, university/college, or some other advanced education - should work closely with a counselor so that they take the courses that will best prepare them for their goals. In addition to providing information about entrance requirements, financial aid, scholarships and housing for the above, counselors may also provide testing programs which provide students with information about their interests, abilities and achievements, interpret test scores and other information useful to their personal and career goals.

### **Distribution of Materials and Meetings: See Student Rights and Responsibilities Handbook.**

### **Emancipated and 18 Year Old Students**

Students in this category may act as their own guardian. However, students who are 18 and still living at home will need written permission from their legal guardian to leave campus and excuse absences. While attending Elmira High School, all rules and policies are applicable to all emancipated students.

### **Emergency/Fire/Earthquake Drills**

Safety drills will be scheduled monthly during the school year. Students should exit in an orderly fashion with the classroom teacher. Escape routes are posted in every classroom. Once the return signal is given, students are expected to return immediately to class.

### **Grooming & Dress: See Student Rights and Responsibilities Handbook for District Guidelines.**

Responsibility for dress and grooming rests primarily with students and their parents; however, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met. Students may generally dress as they please, but there are some restrictions in keeping with basic health and safety standards, as well as minimizing disruptions to the learning environment. Provisions for dress and grooming for performance, activity-based, career or special activities will arise directly from the needs of the course or activity. Courses in science, career-technical education, music, fine arts, and alike, will outline the specific dress needs for safety, performance or venue in the respective course syllabi and/or safety contracts. Special activities or field trips will have specific dress needs outlined prior to departure so that both students and parents are prepared for both the activity and site location. When student

hygiene impacts the ability of others in the classroom environment to learn, they may be asked by teaching or administrative staff to make use of the bathing facilities or pantry supplies.

### **SPECIFIC GUIDELINES TO BE OBSERVED**

1. Students must wear clothing that includes both a shirt with pants, skirt, or shorts, or the equivalent, and shoes.
2. Undergarments should be worn and should not be visible to others, with the exception of straps associated with sports bras or bralettes. Clothes designed primarily as undergarments may not be worn as exterior, visible clothing. Clothes that are see-through and/or worn in a way that reveal undergarments are not appropriate and may not be worn.
3. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must be kept down while inside the building.
4. Clothing should provide appropriate body coverage.
5. Student religious apparel and head or hair coverings (yarmulke, kippah, kufi, hijab, dupatta, turban, pagri, bonnets, etc.) are allowed.
6. Clothing must be suitable for all scheduled classroom activities.
7. Hoods, scarves, bandanas, facemasks, etc. that obscure a person's face or identity pose a safety hazard/threat and are not permitted on school grounds or during school activities (exceptions may be made for special activities such as Spirit Week).
8. Clothing with illicit drug alcohol or tobacco messages are prohibited as these substances are illegal for minors or are illegal by law.
9. Clothing with vulgar, plainly offensive, profane, obscene or sexually explicit references, graphics or comments are prohibited.
10. Clothing may not advocate prejudice, violence, or depict violence.
11. Clothing that depicts gang affiliation or other hostile messages that could be interpreted as harassment in their message (implied or not) may not be worn.

FRSD staff will make the final decision as to whether a student's dress is appropriate for a school setting. Students who do not follow the above guidelines will be asked to change their clothes and/or will be provided with alternative clothing from the student pantry/school office if the student has nothing readily available on campus. Clothes provided by the office are for temporary use. Hygiene products provided by the office do not need to be returned. Flagrant deliberate or repeated violations will result in disciplinary action.

### **Emergency School Closure (UPDATE)---**

In case of hazardous or emergency conditions, the superintendent may alter transportation and school schedules, as appropriate to the particular condition. Such alterations include closure of schools, delayed openings of schools, early dismissal of students and run limited bus schedules. Such changes will be broadcast on local radio and television stations and will also be available through the Guardline, 485-2000 x7806 and over the Internet at [www.Flashalert.net](http://www.Flashalert.net). **When schools are closed due to these conditions, all extra-curricular activities, including practices, are cancelled.**

### **End of School Year Behavior**

Violation of school rules and policies near the end of the school year may result in suspension from school with final exams to be taken after the school year is completed. If the violation occurs too late to effectively implement consequences, the student will be subject to the consequences at the beginning of the next school year. Seniors may be prevented from participating in graduation activities, including commencement ceremonies.

### **Field Trips**

All field trips must be pre-approved via a planned absence form signed by the student's parent or legal guardian.

### **Food and Beverages**

Food and drinks shall not be consumed in the classroom except under special circumstances. If garbage in the hallways, courtyards or walkways become a problem, vending machines and the coffee cart will be

shut down and all food and drink will be restricted to the cafeteria. Water may be consumed in the classroom at the discretion of the teacher.

**Gender Identity:** Schools across the country strive to create and sustain inclusive, supportive, safe and nondiscriminatory communities for all students. The issues of gender identity and how public schools can implement policies and practices to support students is an emerging and rapidly evolving discussion.

Elmira High School will strive to be in compliance with any best practice following Federal

([http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)),

State ( [http://www.ode.state.or.us/superintendent/priorities/6.d\\_1-transgender-student-guidance-final-5-5-16.pdf](http://www.ode.state.or.us/superintendent/priorities/6.d_1-transgender-student-guidance-final-5-5-16.pdf)) and District guidance, policies and laws on this issue.

### **Hackeysacks, Athletic Balls, etc**

Ball playing of any kind is prohibited in the hallways, classrooms and the cafeteria. Athletic equipment is not permitted in classrooms and the cafeteria.

### **Hall Passes**

If it is necessary for a student to leave the classroom during class time, teachers are to issue a hall pass. A hall pass may be written or classrooms may use specific “objects”. One hall pass may be issued for multiple students if they are going to the same location. Students are to go directly to and from their designated destination. Students should come to class prepared with books and materials and should not need to go to lockers during class periods. The administration reserves the right to deny hall passes to student who violate the hall pass policy and/or abuse or overuse passes, in addition students who are gone for an inordinate amount of time may be issued a tardy or an unexcused absence from class that will result in a Thursday School.

### **Health Concerns**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary. Students will only be allowed to remain in the health room for a short period of time. If a student is too ill to be in class, then he/she should be at home under the care of the parents. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by the parents. A student must check out in the attendance office before leaving campus or the absence will not be excused.

### **Infection/Disease Instruction**

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

Parents with questions about the district's AIDS, HIV and HBV health education program should contact a health instructor or the district curriculum director.

**Law Enforcement Questioning of Students: See Student Rights and Responsibilities Handbook.**

### **Lockers**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers and storage areas. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Students must use a school lock if they choose to use a school locker. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on the district premises is present, maintenance of proper sanitation, mechanical condition and safety and to



reclaim district property including instructional materials. Students are not to change lockers without prior office approval. Defects in locks or lockers should be reported to the office as soon as possible.

### **Lost and Found**

Items found around the school shall be turned in to the main office where students may claim items. Periodically, unclaimed items will be given to public agencies. If you keep or use an item that is not your property, it will be treated as theft.

### **Medication at School**

Students in grades 9-12 will generally be assumed capable of handling self-administered medications following the procedures as outlined below. Parents of students who are unable to self-medicate due to their emotional, physical, and/or cognitive development or other such reasons are to contact the front office for assistance as needed.

Procedures for Self-Administering Necessary Medication (Grades 9-12):

- All medication must be in the original container. Prescription labels are to specify the name of the medication, dosage and frequency. The instructions must include information as to the maximum dosage in a given period of time.
- Over-the-counter medication requirements: To include only nonalcoholic medication such as eye, nose, and cough drops, cough suppressants, analgesics, decongestant, and antihistamines to be taken at school that are necessary for the child to remain at school.
- The student should only have the amount of medication needed for that school day.
- All medication is to be kept with the student or stored in his/her own locker.
- There is to be no sharing or borrowing of medication with another student.
- The right to self-administer necessary medication will be revoked if there are any abuses of such procedures and/or other Board policy and administrative regulations as may be applicable.
- Any violation of this policy may result in suspension.

Request for the school staff to administer medication shall be made by the parents in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included. Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication.

All medication to be administered by the school is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

### **Messages/Deliveries for Students**

Students will receive notification of deliveries/messages (flowers, etc) but are not allowed to pick them up until after their last class of the day. Items necessary for the school day will be delivered when appropriate. Messages will only be delivered from parents and should be limited to emergency situations.

### **Off-Limits Area**

The following areas are off-limit to students unless they are under the direct supervision of a staff member or have been granted permission to be in the area. The administration may periodically or permanently close any area of the campus for security reasons. Students are to enter and exit EHS by Fir Grove and Falcon Drive.

- vehicles and parking areas
- baseball, softball, football, and track fields, grandstands and dugouts
- area between the building and the football field/grandstand (east of building)
- other school campuses and property in the Fern Ridge School District
- wooded area surrounding the campus
- gravel road north of school building
- area to the east of the science and LCC classrooms

- Falcon Drive is closed to all students during school time
- gym hallway and stairwells during the lunch period
- during athletic contest and other school sponsored activities all areas of campus are off-limits with the exception of the immediate area where the event is occurring
- the areas in and around the Vocational-Technical Building during lunch time.

### **Reciprocal Transfer Students**

Refer to Student Rights and Responsibilities handbook (page 114) for practices and policies around student transfers between districts.

### **School Sponsored Events**

Students at all school sponsored activities are governed by school district rules and regulations and are subject to the authority of school district employees whether the events occur on or off the school grounds. A student who is absent from school for any reason may not be allowed to participate in school-related activities on that day. Attendance on the last day of the school week prior to an event controls a student's right to attend or participate in athletics and activities on non-school days. A student who is suspended, out-of-school or in-school, will be ineligible to attend or participate in athletic, activity, co-curricular or social events for a period of five (5) school days. **Students leaving prior to the end of an athletic contest or school activity will not be allowed to re-enter.**

Dances and other social events are for Elmira High School Students. There are no open dances. Students must present their identification card to be admitted. A student may be accompanied by a guest under 21 years of age to Homecoming, the Winter Dance, and the Prom. Guests must be pre-approved via completion of a guest pass by both the administration and the student's parent. **Guest passes must be turned into the front office by 8:00 a.m. the Wednesday prior to the dance's scheduled date** (Guest passes turned in after this time may not be approved). All guests must show a picture I.D. and an approved guest pass at the door. Any person who has dropped out of EHS or who has been expelled from EHS or any other school will not be allowed to attend dances or school events as a guest.

Middle school students are never allowed as guests. Students bringing a guest are responsible for the guest's behavior. Violations of school rules by a guest will result in the student's loss of guest privileges in the future. Students who violate school rules at a school event may have this privilege suspended or revoked. With the exception of Homecoming, the Winter Dance, and the Prom which may end at midnight, all dances will end at 11:00 p.m./11:30 p.m. after game football dance. Chaperones may close a dance at any time for inappropriate behaviors by students. Except for the Prom, high school dances will be held in the cafeteria. The sponsoring organization is responsible for damage to the facility and must properly clean the facility prior to 7 a.m. on the next school day. A one hundred-dollar cleaning fee is to be deposited in advance with the EHS bookkeeper. The deposit will be returned if the facility is clean and all decorations are removed.

### **Search and Seizure: See Student Rights and Responsibilities Handbook**

### **Self-Referral for Substance Abuse**

Students are encouraged to request assistance through self-referral in dealing with substance abuse issues. Students should request a meeting with an administrator or counselor. Students will not be subject to disciplinary action if they agree to a chemical assessment and participation in an abuse prevention program.

### **Senate Bill 300 also known as "Expanded Options"**

The 2005 Oregon Legislators passed SB 300 (Expanded Options); providing eligible high school students early entry into post-secondary education. The Expanded Options Program emphasizes specific provisions for at-risk-students. Key features of the bill and FRSD's Board Policy can be viewed on our website at: <http://policy.osba.org/fernridg/i/igbhe%20g1.pdf>

### **Skateboards/Rollerblades/Scooters, etc**

Due to the inherent dangers both to participants and non-participants, combined with the potential liability assumption, the use and/or possession of skateboards/scooters/rollerblades, etc. on school property is not allowed. These items will be confiscated by school authorities and placed in the main office for

parents to retrieve. Students who violate this policy will face disciplinary action. (Level 1 - Inappropriate Objects)

### **Student Fund-Raising Activities**

With the permission of the administration, students under the direct supervision of their advisors may carry out fund-raising activities in which no outside fund-raising agency or contract is concerned. Where funds are to be raised through an outside agency or contracted activity, the activity must receive prior approval by the Board. Activities concerned with fund-raising for charitable or other causes not relating to school activities may not be carried on without prior approval of the building principal, the superintendent and the Board.

### **Student Identification Cards**

All students are required to have an Elmira High School student identification card while at school or school activities. Students are required to have their pictures taken during registration or on make-up days. Students may not wear a hat for this picture. Students will show their card upon request of a staff member. Students who violate this policy will face disciplinary action.

The activity fee of \$20.00 allows students free admission to all home athletic events and reduced admission to dances. An activity sticker, once purchased, is permanently affixed to the student body card. Students must present this card for entry to school functions including but not limited to athletic and social events including dances.

### **Student/Parent Complaint Procedure**

The following process should be used to address concerns and complaints. An informal conference between the involved parties that may or may not involve the principal should occur in a timely manner. If the problem is not resolved between the involved parties, a meeting may be requested with the building administrator. If the situation is not resolved the appeal process advances to the superintendent and then to the Board. Formal complaints must be in writing.

### **Supervision of Students**

Adult supervision is provided to students 30 minutes before and after classes and 15 minutes before and after district sponsored activities. Students and parents should make arrangements for appropriate and timely transportation.

### **Syllabi**

Grading policies are consistent throughout Elmira High School, however, there are differing academic expectations with every classroom teacher. Each teacher will provide every student with a syllabus for the class they are enrolled in that specifically outlines expectations for that particular class. It is the student's responsibility to understand deadlines, formats and other criteria to successfully pass courses.

### **Telephones**

Only in the event of an emergency will students be allowed to use the office or classroom phones. Under no circumstances will school phones be used for personal conversations.

### **Transportation of Students**

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

### **Vehicles on Campus**

The privilege of parking/driving a vehicle on school property is extended to any licensed driver complying with the rules and regulations of the school and all local and state traffic laws. Permission to park/drive a vehicle on district property may be revoked and the vehicle may be towed for violating the vehicle regulations. Examples of violations would be parking on campus without an EHS permit or student vehicles on campus while driving privileges are suspended. These rules are enforced 24/7. Charges for towing and storage will be the responsibility of the owner or operator of the car. Campus/parking privileges may also be suspended for an excessive number of referrals, leaving campus without signing

out in the front office, skipping classes, unacceptable attendance or failure to progress toward graduation and/or violation(s) of the student code of conduct.

Parking/driving a vehicle on school property is a privilege and not a right. The speed limit on school property is not to exceed 10 mph. Vehicles parked/driven on district property are under the jurisdiction of the district. Students may only park in the designated student parking lot on the east side of campus, the gravel lot near the track is off limits, as well as the parking in front of the Orchid Community Health Clinic. As a condition of parking/driving on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a law, policy, rule or procedure violation. The district requires that before parking/driving privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicle Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. It is the responsibility of the parents and students to ensure that any car driven/parked on district property is in safe operating condition. The district assumes no responsibility or liability for loss, vandalism, theft or damage to vehicles.

While driving privileges are suspended a student may not park/drive a vehicle or have another person park/drive their vehicle on district property. Suspensions apply 24/7/365. Failure to comply with a suspension will be considered insubordinate behavior and the suspension of parking/driving privilege will be moved to the next step.

### **Video Surveillance Cameras**

In an effort to increase school security, provide greater safety for students, staff, building visitors, and to reduce vandalism and theft, many areas of the school campus shall be subject to observation and monitoring by video camera. As such, a person does not have the right to expect privacy in connection with their actions and activities while on campus. The recordings of such actions and/or activities shall be available for use by the staff and law enforcement authorities, if necessary, to enforce school rules and the law.

### **Visitors**

Parents and other district patrons are encouraged to visit Elmira High School. To avoid disruption to the educational process, all visitors, volunteers and guest must register and provide a picture I.D. to the main office in exchange for a visitor's pass. Visitors will then be directed to the appropriate area. Casual and/or social visitors are not allowed. Visitations must be for educational purposes and approved in advance by the administration, teachers and parents.

### **Wellness Policy**

Elmira High School will adhere to the guidelines of Fern Ridge School District Board Policy #EFA "Local Wellness Program." This policy can be reviewed at the following website:

<http://policy.osba.org/fernridg/E/EFA%20G1.PDF>

## **Student Code of Conduct**

**(Includes District & EHS policies, regulations, rules and violations of the law)**

### **Basic Student Expectations**

**Be Respectful**  
**Respect Others' Space**

**Be Responsible**  
**Follow Directions**

### **Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

The Board recognizes that acceptable behavior is essential to development of responsible and self-disciplined citizens and integral for providing a safe, positive and effective school environment and program(s). Positive

behavior is based on respect for one's self and for the worth and human dignity of others. Development and reinforcement of such positive behavior in students is a dual function of one's home and of the school system.

In order to fulfill the schools' responsibility, it is necessary that every school activity contribute positively to the creation and maintenance of a climate that is safe and promote a positive working and learning environment. Students may face disciplinary consequences for:

- 1) On-campus behavior that would otherwise tend to disrupt the educational process or the operation of the schools or district or any activity involving a school district;
- 2) Off-campus behavior that would otherwise tend to disrupt the educational process or the operation of a school or district or of a school's related or supervised functions and at a school bus stop; or
- 3) Behavior that occurs while traveling to and from school if the behavior has a threatening effect on student activity or physical or mental health.

All district staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral learning and working environment.

A student code of conduct, developed under the district administration's leadership, will be made available to students and their respective parent(s) or guardian(s) and enforced on each school property and school related activity.

### **Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decision of staff and administrators. The District complaint procedure and any applicable legal requirements apply to this right.

The District's disciplinary options include using one or more discipline management techniques that may include counseling by teachers, counselors and administrators, detention, non-school or after school attendance, suspension, expulsion, loss of driving privileges, loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will also be considered prior to any suspension or expulsion.

**Discipline of Students with an IEP: See Student Rights and Responsibilities Handbook.**

### **Warning**

A warning is defined as a verbal or written notice of a violation cautioning the student to desist an undesirable behavior. This may be substituted for another consequence.

### **Work Crew**

A student may be required to do tasks around the school. This may be substituted for another consequence at the discretion of the administration or Dean of Students.

### **Detention/Wednesday School**

A student may be detained outside of school hours if the student violates the Student Code of Conduct. Students will be notified of the reason for detention and are provided a copy of the referral for parents to review. Students are expected to make arrangements for their transportation on the day(s) of detention. These discipline options are in lieu of suspension. A student who fails to attend one of these options as assigned will be suspended.

**Suspension: See Student Rights and Responsibilities Handbook.**

**Expulsion: See Student Rights and Responsibilities Handbook.**

### **Refractory Status**

A student with unmanageable behavior will receive a suspension for a period not to exceed 10 days pending a mandatory hearing with the parents, student and administrator. The purpose of the hearing is to review the student's behavior pattern to consider an expulsion recommendation.

### **Behavior/Consequences**

Behaviors and consequences include but are not limited to the following:

### **Accessory/Instigate/Socialize**

A student who urges, goads, incites, or helps another person to violate a rule or who aides them after the violation, including lying or withholding information from school authorities, will be subject to the discipline for the offense.

### **Acknowledgment of Consequences**

Students are expected to sign all referrals. Signing a referral is acknowledgment that you have received the information in the document, not an admission of guilt. A student signing a referral does not waive their due process rights. Failure to sign a referral will be considered insubordination.

### **Process/Procedure Violation**

Consequence as stated for the violation.

## **Level 1 Violations**

### **Abusive Language/Inappropriate Language/Use or Display of Profane or Obscene Language**

Messages that include swearing, name calling or use of words in an inappropriate way.

### **Classroom/Activity Disruption**

Behavior causing an interruption in a class or activity. Disruption includes sustained off-task talk, loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, sustained out-of-seat behavior, throwing materials, failure to bring appropriate materials to class, unacceptable classroom effort

### **Closed Campus Violation**

Leaving school grounds during school hours without prior administrative approval and/or without prior parent approval for juniors and seniors. A closed campus violation is also defined as transporting students off campus who do not have off campus privileges or walking off campus (at lunch). Additional Consequences: Sophomores and Freshmen who violate this policy will have their off-campus lunch privileges suspended when they become eligible. Juniors and Seniors will have their off-campus lunch privileges suspended - Step 1: 30 School Days Step 2: 60 School Days Step 3: 120 School Days

### **Computer Violation**

A student's computer privileges may be suspended or revoked

**Display of Affection (Inappropriate):** Examples that are appropriate include hand holding and short hugs.

### **Disruption of the Educational Process**

### **District Transportation Violation**

Violating transportation rules while on district provided transportation. Consequences for this violation may include a level one consequence as well as losing the privilege of riding on district transportation for up to one year.

### **Dress Code Violation**

### **Gambling**

### **Hall Pass Violation**

In addition to the consequences listed below, a student may be placed on the restricted hall pass list. Students on this list must have administrative approval to leave class.

### **Inappropriate Objects**

Bringing, possessing or using - These are items that may disrupt the educational process or learning environment. They include but are not limited to the following: laser pointers; lighters; matches; water devices, legal fireworks, drug paraphernalia, stink or smoke bombs.

### **Leaving Class Without Permission**

### **Leaving School Without Permission**

Students who leave campus without permission and/or without signing out in the front office may lose parking privileges on campus.

Step 1: 5 day suspension of privilege

Step 2: 10 day suspension of privilege

Step 3: Permanent revocation of permit

### **Off-Limits Area Violation (see page 25)**

### **On Campus During An Off-Campus Period**

Students who are scheduled for late arrival, early release, tutoring/mentoring or work experience may not be on-campus unless they check in at the attendance office and are under the supervision of a staff member.

### **Parking Violation**

Students must have a valid parking permit displayed in the front window of their vehicle. Students are not to loiter in the parking lot at any time or visit the parking area during the morning break, lunch period or

class time. Students are to be in the student parking lot only when in the process of entering or exiting campus. All student vehicles must be parked in the student (south) parking lot. Parking in the LCC parking area or the staff parking lot is prohibited. Students may park their vehicle in the auto shop area for academic reasons with the permission of the auto shop instructor. Vehicles must be parked in the marked areas of the parking lot. Parking incorrectly, blocking another car, parking in a no parking zone (yellow) or a fire lane (red) is a violation. In addition to the penalties below, these violations may result in the vehicle being towed at the owners expense and shall result in the loss of driving and parking privileges.

Step 1: 5 School Days    Step 2: 10 School Days    Step 3: 20 School Days

### **Tardy Violation**

A student who is tardy to a class more than two times to a class during a quarter. A student is tardy when they are late to class by five minutes or less. After five minutes, it is considered an absence.

### **Vehicle Violation**

Vehicle violations include but are not limited to the following: leaving school, including truancy without administrative approval; transporting students in the back of open pickups; transporting unauthorized students off-campus, including freshmen and sophomores during the lunch period. In addition to the penalties for a level 1 violation, these violations shall result in the loss of driving and parking privileges.

Step 1: 30 School Days    Step 2: 60 School Days    Step 3: 90 School Days

### **Consequences for Level 1 Violations.**

Step 1: Detention/Wednesday School

Step 2: Suspension 1-3 School Days

Step 3: Suspension 5-10 School Days

### **Level 2 Violations**

The following behaviors and violations are considered severe.

### **Bullying/Harassment/Hazing/Tease/Taunt/Intimidate/Extortion**

Disrespectful messages include negative comments based on race and/or national or ethnic origin; religion, gender, age, disabilities or other personal matters. This also includes threatening for the purpose of trying to make a person do something against their will or the use of picture taking cell phones in locker rooms or restrooms when a students' privacy is invaded. Consequences for taking unauthorized pictures will immediately be elevated to Step 3 of this level 2 violation.

### **Cheating**

Cheating is defined as, but not limited to, taking pictures of exams/tests/quizzes with a cell phone or other device, plagiarism, copying another students work, fraud, etc. Consequences may range from loss of a grade for the assignment up to loss of credit for the class.

### **Defiance/Disrespect/Insubordination/Non-Compliance/Profanity Directed Toward a Staff Member**

Refusal to follow directions, talking back, socially rude interactions, *open defiance* and/or swearing at a staff member.

### **Detention or Wednesday School Violation**

### **Driving Violation**

Driving violations include but are not limited to the following: exceeding speed limit of 10 mph; reckless or careless driving. In addition to the Level 2 consequences, these violations shall result in the loss of driving and parking privileges. These consequences are for a student=s career at Elmira High School.

Step 1: 90 School Days    Step 2: Permanent Revocation

Permanent revocation (Step 2) also applies to a student who transports or stores drugs, alcohol, weapons, or any illegal or restricted substance or article on District property.

### **Fighting/Aggressive Physical Behavior**

Actions involving serious physical contact where injury may occur - hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.

### **Forgery**

Signing a person's name or representing one's self to be another person by use of the telephone or e-mail without that persons permission.

### **Gangs**

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs.

### **Theft**

Student is in possession of, having passed on, or being responsible for the removal of someone else's property. In addition to the level 2 consequences a student will be required to pay restitution.

**Tobacco Violation**

Bringing, selling or distributing, possessing, or using any tobacco product. This includes tobacco or non-tobacco simulated smoking devices such as, but not limited to: "vape pens," "cloud pens," "hooka" or "e-cigarettes."

**Truancy/Unexcused Absences**

Student stays out of class or school without permission or the reason is not excused by the administration. This behavior could result in loss of parking privileges.

**Vandalism/Property Damage/Graffiti**

Student participates in an activity that results in substantial destruction or disfigurement of *district* property. In addition to the level 2 consequences, restitution will be expected. Students who damage *district* property accidentally will be liable for expenses related to their behavior.

**Consequences for Level 2 Violations.**

- Step 1: Suspension      1-5 School Days
- Step 2: Suspension      5-10 School Days
- Step 3: Expulsion

**Level 3 Violations**

The following behaviors will not be tolerated. Students who violate these rules will be suspended pending an expulsion hearing.

**Arson**

Student plans and/or participates in the burning of property

**Assault/Menacing/Threat**

A student who physically or verbally attacks another person causing injury or places them in fear of imminent serious physical injury on District property or while attending a school activity or athletic contest.

Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student, District employee or a person on District property or attending a school activity.

**Bomb Threat/Fire Alarm**

Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. This also includes pulling a fire alarm or signaling an emergency when none exist.

**Drugs/Alcohol – See Student Rights and Responsibilities Handbook.**

**Repeated Violations**

Student has three or more Level 2 violations or persistently fails to comply with the school rules and staff directives or a combination thereof.

**Weapons (Imitations Included)-See Student Rights and Responsibilities Handbook.**

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

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

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

**Consequence for Level 3 Violations**

Expulsion



## **Elmira High School Parent Involvement Policy**

It is the goal of Elmira High school to provide frequent, meaningful opportunities for parents and families to become engaged in their child's education. Several approaches are taken in order to achieve this goal. This policy is written to clearly delineate these opportunities as well as describe the process by which they are communicated to parents, methods for such communication, and strategies for program evaluation and improvement.

### **Parent Communication:**

#### **Events/Activities:**

Parents may/will be notified of all activities and events through:

1. Electronic phone call system
2. Reader board in front of the district office
3. District website with school calendar
4. Classroom and other staff blogs
5. Facebook
6. "REMIND" App.

#### **Student Achievement:**

EHS has parent teacher conferences twice a year. All parents are invited to the conferences. Report cards are given at these conferences. Those parents that do not attend will have their report card mailed home.

### **Volunteer Opportunities:**

There are many opportunities to volunteer at Elmira High School. They include but are not limited to:

1. Campus/hallway supervision
2. Site council
3. Field Trips
4. Fundraising Events
5. In-class support
6. Community Service Projects
7. ASPIRE PROGRAM: Contact counseling office

To assist with getting information out about volunteering EHS does several things including:

1. Giving every family a Criminal Background Form to fill out at registration so they can become "authorized" to volunteer
2. Put out information regarding volunteer opportunities.
3. Remind parents that criminal background forms are needed to volunteer and attend field trips, etc....

The purpose of this page is to advise parents and students of legal obligations and to notify parents of the district's responsibilities, as well as serve as a receipt of your student's school's handbook and the Fern Ridge School District Students' Rights and Responsibilities Handbook. Please review the handbook for your child's school as well as the Student Rights and Responsibilities Handbook. The handbooks will be reviewed with students after the start of school. This sign off sheet will only need to be done once during your child's K – 12 career while attending school in Fern Ridge School District. If you decide to make changes at any point during your child's educational experience at any of our buildings, please contact the building secretary for a new sign off sheet.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records as well as gives parents certain rights to their children's records. Please know that certain information about your student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. [I have marked through those types of directory information listed above that I wish the district to withhold.] I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal. More information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes the student's name as well as, but is not limited to the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, student ID number or a list of personal characteristics or other such information that would make the student's identity easily traceable. However, as students participate in school activities, we have opportunities to provide local newspapers and at times, TV stations with photos / video clips (all types of media) of our students participating in newsworthy events. Photos / video clips may be used in local newspapers, school newsletters or on local broadcast stations. Please mark through any information in this paragraph that you wish to have the district withhold.

Parents objecting to the release of directory or personally identifiable information on their student should notify your student's school within (15) days of receipt of the student handbook. (Fern Ridge Board Policy JOB.)

The Every Student Succeeds Act (ESSA) regarding Military Recruitment states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing students' names, addresses and telephone numbers to military recruiters. However, secondary school students or their parents can request that the information not be released by indicating your preference below.

Fern Ridge School District uses "Google Apps for Education" in the classroom for educational use. Google Apps is a suite of free, web-based programs that includes email, document creation, shared calendars and collaboration tools. Google may add additional applications as they are developed. Google Apps runs on an Internet domain purchased and owned by the district. Please know that in addition to Google Apps, the district uses multiple online services for the beneficial educational use for students. If you have any questions regarding these programs, please contact your building principal. Your signature below authorizes the district to allow your student to use Google Apps and other online educational programs throughout their K-12 educational experience in Fern Ridge.

Student Name (Please Print) \_\_\_\_\_ Student ID# \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you leave any box below unchecked, the district will assume you are providing us with permission to proceed

Do Not \_\_\_\_\_ release information to the military. Parent Initials: \_\_\_\_\_

Do Not \_\_\_\_\_ release directory information or personally identifiable information as I have indicated above

Do Not \_\_\_\_\_ give permission to release my child's photograph in any format (website, etc.)

Do Not \_\_\_\_\_ give permission for my child's photograph in class pictures/yearbook only

Information regarding policies will be kept updated at <http://www.fernridge.k12.or.us/technology/studentdata>

I have read the district's Internet policy IIBGA and accompanying IIBGA-AR (<http://policy.osba.org/fernridg/I/IIBGA%20D1.PDF> and <http://policy.osba.org/fernridg/I/IIBGA%20R%20G1.PDF>) I understand that violation of the district's policy will be handled in accordance with district policy, rules and regulations.

\_\_\_\_\_ Parent Initials

# FRSD ATTENDANCE NOTIFICATION PROCEDURES

The relevant policies around attendance, and specifically parental notification of absences, can be found below in the Policy and Administrative Rule.

## **Policy:**

<https://policy.osba.org/fernridg/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =window s-1252&bcd=%F7&s=fernridg&query=attendance>

## **Administrative rule (AR):**

<https://policy.osba.org/fernridg/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =window s-1252&bcd=%F7&s=fernridg&query=attendance>

While the standards above describe the minimum as required by policy and state law, the FRSD will implement this practice in different ways, at the different levels K-12. Below is that description.

## **Elementary Schools (EES and VES):**

- To start the day, building secretaries enter excused absences for any pre-arranged absence, or as the result of any phone calls/messages left on the school phone.
- Attendance is entered by classroom teachers by 8:30 AM.
- By 8:30, building secretaries will begin calling the parents of students that remain with an unexcused absence.
- The phone dialer will begin calling students that still have an unexcused absence beginning at 9:00 AM.

## **Middle School and High School (EHS and FRMS)**

- To start the day, building secretaries enter excused absences for any pre-arranged absence, or as the result of any phone calls/messages left on the school phone.
- FRMS: Classroom attendance for 1<sup>st</sup> period is entered by 9:00. Phone dialer at 9:15.
- EHS: Classroom attendance for 1<sup>st</sup>/2<sup>nd</sup> period is entered by 9:45. Phone dialer at 10:00
- Classroom attendance is entered for the remaining periods of the day by 3:00.
- The phone dialer pulls attendance data for the remainder of the day, and phone calls are made again, beginning at 3:15.

## **SPECIAL NOTES:**

- To verify or change the phone number our phone dialer will call, regarding an unexcused absence, please contact the school secretary.
- It is **EXTREMELY HELPFUL** to building secretaries to receive a phone call, a message, or have a completed pre-arranged absence form filled out. In particular, this limits the number of individual phone calls needing to be made at the Elementary level!