
Grant Union Junior/Senior High School

Student and Family Handbook

2023-2024

(Amended 9/12/2023)



#wearegrantunion

MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

I am excited to welcome you to a new year at Grant Union Junior/Senior High School! We have an amazing staff that is dedicated to creating a caring environment where students thrive. Our goal is to help ensure every student is safe and succeeds both academically and socially. The purpose of this handbook is to bring together policies, procedures, and information that will make your experience at Grant Union Junior/Senior High School a positive one.

This year will have some changes. Grant Union is an AVID school. This program will create the framework in providing students with a successful pathway into a career that meets both their interests as well as their aptitudes. We have worked hard to expand Career Technical Education at Grant Union with the addition of a Health Careers Pathway. . We are committed to supporting every student to earn their diploma and develop a strategic plan for post high school.

I hope this handbook will help you with your planning and to better understand our policies and procedures. If you have any questions or concerns, please know that we have an open door and we welcome your thoughts and ideas. We hope you have a great year! Go Pros!!

Respectfully,

Mark Witty

Principal Grant Union JR/SR High School

"COMMON EXPECTATIONS"

PROSPECTOR P.R.I.D.E.

At Grant Union Junior/Senior High School we strive to develop individuals of integrity by reinforcing the following pillars of character:

Participation: We want our students to have strong attendance and be actively engaged in the school and events.

Respect: We want our students to have respect for their school and their community while making choices that values themselves and others

Integrity: We want our students do what is right even when no one is looking.

Discipline: We want our students to learn to consistently control their words and actions and to be conscience of those around them.

Excellence: We want our students to always strive for excellence and encourage themselves and others to succeed.

GRANT UNION JR/SR HIGH SCHOOL HANDBOOK

“Working together to be the best.”

CODE OF CONDUCT

Grant School District #3 students:

- Take responsibility for their learning and their actions.
- Respect the rights and needs of others.
- Act in a safe and healthy way.
- Treat all property with respect.

TRADITIONS

Grant Union is known for its friendliness as we make a point to be friendly to everyone. Grant Union students place scholarship and citizenship first and display the highest standards of sportsmanship. We are good winners and can accept defeat knowing we gave our best. Grant Union students stop and stand at attention when our nation’s flag appears or the “Star Spangled Banner” is played. All assemblies are opened with the Pledge of Allegiance or the National Anthem. We give courteous attention to all assembly programs. Seniors leave assemblies first; the remainder classes stay seated until the seniors have departed, followed by the juniors, sophomores, the freshmen, and then middle school. We respect each other, our teachers, and the school property.

SCHOOL SONG:

Onward Prospectors our faith is in you

**Show that we are fighters
Players of stature, through and through.
RED, BLACK, WHITE!**

**These are our colors valiant, loyal and true;
So fight for school and glory forever
This will be our chant to you.**

**We've got that spirit, 'cause we're from Grant High,
May our strength and courage show that
We will do or die...Rah! Rah! Rah!**

**Working together for this is our aim;
We'll never stop – till we're on top;
Come on and cheer Grant Union's name.**

Accountability

Students will show responsibility by:

- Attending school regularly, arriving on time, and being prepared.
- Working hard to gain knowledge.
- Knowing and following the school rules.
- Respecting the rights, feelings, and property of other students and the school.
- Helping to keep the school safe.
- Behaving properly at school and all school functions including the bus stop.
- Reporting violations of school rules.

Parents and families will help children take responsibility by:

- Having high expectations for their children in the classroom and while attending school events.
- Ensuring that students attend school on a regular basis and in a timely manner.
- Attending parent-teacher conferences and communicating with teachers when needed.
- Helping enforce the school rules.
- Helping to keep the school safe.
- Respecting school staff and school rules.
- Helping their children learn by supporting the educational process.

School staff will help parents and student by:

- Respecting and encouraging all students to succeed.
- Believing that all students can learn and be successful in the classroom.
- Showing they care about the students.
- Creating a safe and positive environment for students to learn.
- Communicating with students and parents.
- Creating clear guidelines and expectations for students.
- Enforcing school rules.
- Helping to keep the school safe.

District Policies and Procedures

Attendance

Policy Reference: JEA, JED

ATTENDANCE REGULATIONS:

To obtain an adequate education, it is necessary that each student attend class unless unable to do so because of unavoidable circumstances. A single absence from regular class can seriously affect student progress and grades. Consequently, students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

Regular Attendance-----95% or better (missing 8 days or less over a school year)

Acceptable Attendance-----90%-94%

Chronic Attendance----- 80%-89%

Severe Attendance-----less than 80%

Learning-important skills and concepts are taught every day. It can be difficult to make up missed work.

Friendships/Belonging-Hard to have friends if you miss a lot of school. Sense of community.

Good Attendance is building the foundation for a successful future/life.

Rights and Responsibilities

- As provided in ORS 339.010, all children between 6-18 years of age, who have not completed the 12th grade are required to attend a public full-time school in the district in which the child resides, except provided in ORS 339.020.
- Every person having control of any child between 6-18 years of age who has not completed the 12th grade is required to send and maintain such child in regular attendance during the entire school year.
- School officials must enforce the compulsory attendance laws for the State of Oregon.
- Classroom teachers are responsible for maintaining and reporting accurate student attendance record.
- Students have the right to know the conditions that determine grades in a class, including the effects of absenteeism.
- Students who are absent (excused or unexcused) for a long period of time may have to repeat the course if insufficient work is completed to warrant a grade.
- The school, by law, must drop the student from the membership rolls after 10 days of successive absence.

ATTENDANCE PROCEDURES:

All absences must be excused with a written note or a direct phone call to the office. The note must include the student's name, the date/s of absence, a specific explanation of the reason and the parent's signature. The school will only accept notes from a parent or legal guardian; we do not accept notes for students or from a non-parent. The parent/guardian must excuse the absence within two days. A note/phone call after two days will result in an unexcused absence. A doctor's verification may be requested for an extended absence.

Absences will be excused for the following circumstances: illness of the student, illness of an immediate family member when the student's presence at home is necessary, emergency situations that require the student's absence, field trips, and school-approved activities, medical and dental appointments (confirmation may be required), and other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Procedures for pre-arranged absences: All absences other than illness and emergencies should be planned for in advance. Forms are available in the office and must be completed in order for the arranged absence to be excused.

- The student's parents must notify the office of a pre-planned absence with a note/phone call. The student can pick up this form in the office.
- The parent/guardian/student understands that the student will complete the assigned work and turn it in on the day of return and acknowledges the possible negative effects from being absent from class.
- The form needs to be returned to the office by the end of the day preceding the intended absence in order for the absence to be excused. The principal may deny requests to excuse a student's absences.
- For medical appointments: In lieu of prearranging for medical appointments, student can bring back a signed note from the doctor's office excusing the absence.

Unexcused absences: An unexcused absence is an absence where a parent or guardian did not excuse the student for excusable reasons within two days or the principal deemed the excuse as inexcusable. Per Oregon law, parents/guardians are not given unilateral permission to excuse their child from school. When an absence is unexcused, all assignments due on the day of the absence, as well as anything assigned by the teachers that day, will be given the grade of zero and will not be excused in the teacher's grade book. Students will also receive an attendance consequence per attendance code of conduct.

The school will notify the parent/guardian of an unexcused absence by the end of the day via the School Messenger phone service.

Tardy: A student is tardy if they arrive up to 15 minutes late to class; after 15 minutes the student is considered absent and will be marked unexcused absence.

Any tardy student entering class without a written note from the office or from the teacher of that student's previous class will be marked unexcused tardy. Students will also receive an attendance consequence per attendance code of conduct.

Checking out of school process: Any student leaving the school grounds during the regular day must check out of the office before leaving (except during lunch for high school students, 9th grade students need parent permission slip). Permission will be granted only under the following conditions:

1. For school business only. Must submit pre-approved check out form to Administration for approval. Teachers may not approve student check out.
2. A note or phone call from a parent which justifies an excused absence (illness, medical appointment, etc.)
3. Pre-arranged absence form submitted at least one day prior. Student must still sign out before leaving campus.

Leaving campus without permission and signing out in the office (even with pre-arranged form) will result in an unexcused absence (see attendance code) which cannot be excused by the parent/guardian.

EXCESSIVE ABSENCES (TRUANCY):

Absences are considered excessive when a student misses 10% or more of the school days at any given time period in the school year.

Attendance Intervention Steps:

1. 90% Attendance: Letter home from school to discuss interventions; student conference/contract

2. Less than 90% Attendance: Letter home from Assistant Principal, conference with student, interventions as needed
3. Less than 85% Attendance: Letter home, conference with student, other interventions as needed
4. 80% Attendance: Letter home.
5. Less than 80% Attendance: referral to Mr. Robert Waltenburg, Truancy Officer, Superintendent of ESD

Bullying and Harassment

Policy Reference: JFCF

All GU students have the responsibility for creating and sustaining a harassment-free environment (by example, by training, by reporting to school officials and by other means). All students must take immediate action to stop harassment including hazing, intimidation, menacing, bullying, cyberbullying, teen-dating violence and domestic violence), to protect the people targeted by harassers, and to take all reasonable steps to ensure that no further harassment occurs where employees or students work, study or where work-related activities happen, including bus trips.

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person (race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability), having the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- Creating a hostile educational environment including interfering with the psychological well-being of the student.

Individuals who believe they are being harassed or retaliated against should exercise one or more of the following options: (1) Immediately tell the harasser how you feel and ask the person to stop the offensive conduct; and/or (2) Immediately tell a teacher, counselor or principal about the conduct and how you feel about it. (3) Report concerns to administration who will conduct an investigation. The report may be made anonymously. The complainant will be notified of the finds of the investigation.

Students who engage in harassment will face consequences ranging from verbal warnings and letters home up to and including law enforcement involvement, suspension and possible expulsion from school depending upon the seriousness of the misconduct. Visitors who harass may be removed from any school area of activity and prevented from returning.

Child Abuse

Policy Reference JHFE, JHFF

ORS 419.B.010 and ORS 419.B.015 require any public or private official having reasonable cause to believe that any child with whom he or she comes in contact has suffered abuse or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report of child abuse to be made to the local office of the state office for Services to Children and Families (SCF) or a law enforcement agency

within the county where the person making the report is located at the time of contact. The district will conduct an annual training to all staff on the prevention and identification of the abuse of a child.

Complaint Procedure

Policy Reference: KL(AR)

Students or parents with complaints regarding the following issues should contact the person listed as a first step:

*Discrimination—Principal/Teacher

*Educational standards—Superintendent

*Instructional material—Principal

*Harassment—Teacher/Principal

*Educational records—Principal

Complaint Process

Step 1: A person having a complaint should meet with the affected employee and attempt to resolve it at this step.

Step 2: If the complaint is not resolved at step 1, the procedure for further resolution is on file in the principal's office and will be made available to the complainant on request.

Education Records

Policy Reference JO/JOA/JOB

STUDENT RECORDS (OAR 581-21-220): A parent or eligible student has the right to:

1. Inspect and review the student's education records;
2. Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that OARs authorize disclosure without consent;
4. Pursuant to OAR 581-21-410, file with the U.S. Department of Education a complaint under 34 CFR Section 99.64, concerning alleged failures by the agency or institution to comply with the requirements of the family, educational rights, and privacy act; and
5. Obtain a copy of the school district regarding release, transfer and correction of student records.

The school district shall forward education records within ten (10) days of receiving the request from a student or an educational agency. The District policy regarding a transfer, retention disclosure, and correction of student educational records shall be kept in the principal's office at the high school. If a parent of eligible student requests an opportunity for a hearing to challenge the content of the student's educational record, the school district shall hold a hearing with the parent or eligible student within a reasonable time after it received the request for the hearing.

Directory Information: The following directory information may be released to the public through appropriate procedures: student's name, student's address, student's telephone number, student's address, student's photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, grade level, degrees, honors, and awards received, and most recent previous school or program attended. **Parents/guardians or eligible students shall notify the school principal in writing within 15 days of receipt of this notice if they DO NOT want directory information released.**

Directory information for juniors and seniors can be requested by military recruiters and institutions of higher education as mandated in the Federal Elementary and Secondary Education Act. **Parents/guardians or eligible students shall notify the school principal in writing within 15 days of receipt of this notice if they DO NOT want directory information released.**

Health Services

Policy Reference: Immunizations (JHCA/JHCB);
Medical Administration (JHCD/JHCDA)

Immunizations: Per school board policy, proof of immunizations must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the district. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization of religious, philosophical beliefs, and/or medical exemption.

Medical Administration at School: District policy allows for the administering of certain nonprescription medications and prescription medications at school. A log will be kept of when the student received the medication. If the medication is provided to the school by the parent/guardian, the medication must be picked up within five days of the end of the school year or medication period or the medication will be permanently disposed.

- Prescription medication administration must include an authorization for medical administration form to be kept on file along with the prescription in the original container with the pharmaceutical label attached. All medication will be administered based on the directions on the label.
- Nonprescription medication (acetaminophen, ibuprofen, cough drops) can be administered by completing the medical history form as long as the medication is necessary for the student to remain in school. The form must be updated each year and signed by the parent.
- Individual health care plans will be developed for those students who with life threatening health concerns such as asthma, diabetes, and allergies.

Self-medication: A student may be permitted to self-administer medication for asthma, diabetes, severe allergies, or prescribed by a health care professional. The parent/guardian must submit a self-medication administration form unless a student is allowed to seek medical care without parental consent in which the student will sign the form. It is the responsibility of the student to only have, in possession, the amount of medication needed for that day. The student may not share the medication with any other student. For medical issues such as asthma and diabetes, the parent shall provide backup medication for emergency use by the student. If students violate the agreements of the board policy, the student will be disciplined as appropriate and rights to self-medicate will be revoked.

Relations with Law Enforcement Agencies

Policy Reference: KN (AR)

Districtwide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools and for safeguarding district property. The school district has a partnership with the Grant County Sheriff's Department to provide a school resource officer.

When law enforcement officials find it necessary to question students during the school day or during extra-curricular activities, the school principal or designee will be present when possible. An effort will be made to contact the parent or guardian so that the responsible adult may be notified of the situation.

Student Fees

Policy Reference: JN

Fees will be charged each school year to help fund school and classroom activities. Fees may also be charged for lost or damaged books, locks, materials, supplies and equipment. Students and parents/guardians will be informed of such fees each year during registration or enrollment as well as an updated list in this handbook. Fees should be paid prior to the start of the year to the school secretary. Student accounts must be cleared prior to registering for the next school year or graduation whichever comes first.

Student body fees will be \$25.00 which will include a student body card. This allows students to attend athletic events free of charge and attend dances/assemblies. Student body cards will not be distributed until fees have been paid in full.

Additional fees will be charged:

Spanish	\$8.00
Art (9-12)	\$15.00
Metals or Woods (9-12)	\$15.00
MS art/woods/metals (7-8)	\$5 per class
Family Activity Pass	\$100
Lost locks	\$10

Student Rights

Policy Reference: JF/JFA

1. Civil Rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public school; the responsibility to attend school regularly and to observe school rules essential for permitting other to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy with respect to the student’s educational records.

Student Searches

Policy Reference: JFG (AR)

The school seeks to ensure a learning environment which protects the health, safety, and welfare of the students and staff. District officials may search a student’s person and property. Such searches may be conducted at any

time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

- The school shall have reasonable suspicion of violation of law, board policy, or a school rule.
- The search has be reasonable to include information that dangerous circumstances exist.
- Routine inspections of district property (including lockers) can be conducted at any time.
- Use of drug detection dogs and metal detectors may be used.
- District officials may seize any item which is evidence of a violation of law, board policy, or school rule.
- Students may be searched on district property or when the student is under the jurisdiction of the district upon the request of the law enforcement official.

Lockers:

Lockers are for your convenience and are issued to you during registration. If, at any time during the year, you wish to change lockers, you must get permission from the office. The school district carries no insurance to cover loss or the theft of property from your lockers. DO NOT KEEP VALUABLES IN YOUR LOCKERS. Locks will be provided and should be used to secure lockers at all times. Lockers are school property and are issued to you for your convenience. They are subject to search and inspection at any time. Periodic locker cleanings and inspections will take place during the school year.

Search and seizure:

- Searches will be conducted by an administrator and/or law enforcement.
- Student may be permitted to be present during the search; however, the student's presence is not required.
- Searches will be conducted in privacy, out of the view of other students, staff, and others, and in the presence of an adult witness.
- Any item removed from the student as a result that is not evidence of a violation of the law, board policy, or school rule may be returned to the student, as appropriate.
- Property that seized in which violates a law, board policy, or school rule will be returned to the parent or turned over to law enforcement or destroyed as deemed appropriate by the principal.
- Stolen property will be returned to the rightful owner.

Discipline action based on results of search and seizure can be found in the code of conduct.

<h2>Student Vehicle Use</h2> <p>Policy Reference: JHFD</p>

All students who drive vehicles to school are subject to parking and driving rules. The student agrees to the following:

- The student must have a valid driver's license.
- The vehicle must be registered.
- The student driving must be insured in compliance with Oregon State Law.

The school is not responsible for the vehicle or its contents. All vehicles are to be parked properly, and there is to be no parking that blocks hydrants and fire or bus lanes. Local and state driving laws and other traffic regulations shall be abided by. Students are not to loiter in or near parked vehicles anytime during class hours.

Parking privileges can be revoked by administration.

Technology Use/Electronic Devices and Social Media

Policy Reference: IIGBA(AR), JFCEB

Grant School District #3 has Internet services for its students and believes that access to electronic communication is essential for all students. All students will be given a grantesd.org email address that allows the students to log in to the Internet, access Google Apps for Education, and use other computer programs. The Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Staff will supervise student use of the Internet, but we cannot guarantee that students will not gain access to inappropriate material. Inappropriate internet use will result in loss of computer privileges. **Parents/Guardians may deny Internet/Google Apps for Education access by submitting a written request to the principal within 15 days of receipt of this notice.**

The Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research.

The Network has not been established as a public access service or a public forum. Grant School District #3 has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district student conduct regulations and the law in your use of the Network.

You may not use the Network for commercial purposes. This means you may not offer, provide or purchase products or services through the Network.

You may not use the Network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

Use:

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing”.
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

- You will not post information that could cause damage or a danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending the messages, you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.
- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.
- Respecting Resource Limits
- You will use the system only for educational and career development activities and limited, high-quality personal research.
- You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development as determined by your instructor.
- Plagiarism and Copyright Infringement
- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
- You will not use the Network to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.
- If you mistakenly access inappropriate information, you should immediately tell your teacher or another Grant School District #3 employee. This will protect you against a claim that you have intentionally violated this policy.
- Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. Grant School District #3 fully expects that you will follow your parent’s instructions in this matter.
- Your right to free speech, as set forth in the district student conduct regulations, applies also to your communication on the Internet. The Network is considered a limited forum, similar to the school newspaper, and therefore Grant School District #3 may restrict your speech for valid educational reasons. Grant School District #3 will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
- You should expect only limited privacy in the contents of your personal files on the Grant School District #3 system and records of your online activity. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy, the district student conduct regulations, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the district student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.

Grant School District #3 will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.

In the event there is a claim that you have violated this policy or the Grant School District #3 student conduct regulations in your use of the Network, you will be provided with notice and opportunity to be heard in the manner set forth in the district student conduct regulations.

If the violation also involves a violation of other provisions of the district student conduct regulations it will be handled in a manner described in the district student conduct regulations. Additional restrictions may be placed on your use of your internet account.

Grant School District #3 makes no guarantee that the functions or the services provided by or through the Grant School District #3 system will be error-free or without defect. Grant School District #3 will not be responsible for any damage you may suffer, including but not limited to loss of data or interruption of service. Grant School District #3 is not responsible for the accuracy or quality of the information obtained through or stored on the system. Grant School District #3 will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse. The extent of parental financial responsibility will be the number of hours needed to restore the system multiplied by the amount of \$50.00.

Electronic Devices and Social Media: Students may have electronic devices on school grounds and during school sponsored activities as long as the device is not used in a manner that disrupts the educational process, school activity/program, or in a manner that violates a school rule or the law. Devices cannot be used during instructional time including assemblies and field trips. The district is not responsible for the loss, theft, or damage of any electronic device.

Use agreement:

- Electronic devices (including cell-phones and other internet connected devices, watches etc,) will be left in lockers during all instructional time. Students may access their devices during passing time, before and after school, and at lunch. Accessing internet connected devices or having a device out of a locker outside of acceptable times will result in discipline. Students may/will bring school provided computers or chromebooks to class.
- Sending messages, data, or information that would pose a threat to academic dishonesty is strictly prohibited.
- Devices may not be used to violate the confidentiality or privacy rights of another individual.
- Devices used in violation of the law, board policy, or school rules may be confiscated and returned to the student or parent following conference, detention, suspension, or referral to law enforcement as designated in the code of conduct.

Transportation

Policy Reference EEA, EEACCA (AR)

School transportation services will be provided for students who live in the school district boundaries to and from school, to and from curricular and extracurricular activities sponsored by the district, from one school or facility to another, and for school-sponsored field trips that are extensions of classroom learning experience. Transportation will be provided for homeless students to and from the student's school of origin as required by the Every Student Succeeds Act of 2015 (ESSA). These services shall be provided throughout the regularly

scheduled year and during the regular school day as determined by the Board. Elementary students in grades K-8 who live more than one mile from school will be transported. Secondary students in grades 9-12 who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan.

Students will have specifically assigned route buses, pick-up stops, and drop-off stops. For any changes, students will be required to have a bus pass signed by their school's authorized staff. Requests for said passes must be received in advance in writing or via fax by the school office from a student's parent or guardian. Phone requests for changes are only accepted in case of emergencies. While a student is on a bus, Grant Union's Code of Conduct will be adhered to.

Rules:

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
4. Not fight, wrestle or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet or objects from windows or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. Not damage school property or the personal property of others;
10. Not threaten or physically harm the driver or other riders;
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order; *
12. Not make disrespectful or obscene statements;
13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

Video Cameras:

The District has installed video recording equipment on school buses to monitor school transportation and will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes shall be reviewed on a routine basis by the Transportation Supervisor and evidence of student misconduct will be documented. Students found to be in violation of the District's bus conduct rules, as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for District-approved transportation.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply.

1. Tapes shall remain in the custody of the Transportation Supervisor;
2. Parents access to view a videotape in response to disciplinary action taken against a student must request such access under the policies and procedures set out by Grant School District #3 in compliance with Oregon Administrative Rules and Statutes for pupil transportation and student records.
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

By acknowledging this document, I understand and acknowledge the District's procedures concerning the use of video recorders on school buses. All students shall be held accountable for their conduct on District transportation, and for the consequence outlined in the District's discipline procedures for District-approved student transportation.

Visitors/Loitering

Policy Reference: KK

Parents are encouraged to visit school to get a total picture of the work that is being expected and accomplished. All visitors please check in at the office and receive a visitor's pass. Visiting school by a sibling, friend, or another child is not allowed unless prior approval is received through the administration and pre-arranged with all teachers.

No individual may loiter in or near a school building or school grounds. Loitering means not having any reason or relationship involving custody of or responsibility of a student, or upon inquiry not having a specific, legitimate reason for being there. This school shall not be responsible for injuries to students on school grounds before 7:45 AM or after 3:45 PM. Students on school property on or after those hours or non-school days assume the risk. No supervision shall be provided other than between 7:45 AM and 3:45 PM on school days when school is in session.

Others:

ASBESTOS:

The district has complied with the Asbestos Hazard Emergency Response Act by having their building inspected by accredited inspectors and through the development of a management plan for the control of this substance.

COMMUNICABLE/INFECTIOUS DISEASES: The school has the responsibility to safeguard the health of all students and employees of the district as well as to respect their right to confidentiality to the extent that the right of confidentiality does not interfere with the need to prevent an individual from placing others at risk, and so as not conflict with relevant Oregon Revised Statutes relating to this subject. If the District has received an expulsion order, or if the student's principal has reason to suspect that the student is afflicted with or has been exposed to any communicable disease or condition required by the rules of the Oregon Health Division to be excluded from school, the student shall be immediately excluded by the principal, and the student shall remain excluded until the student presents a certificate from a physician stating that the student is not afflicted with nor a carrier of any communicable disease or condition.

DISCRIMINATION: Grant School District #3 does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex in providing education or access to benefits of education services, activities and programs, in accordance with Federal Law.

FREEDOM OF EXPRESSION: The use of libelous, profane or obscene language, intimidation, threats of harm, or sexual harassment of persons or property are prohibited by law and do not receive constitutional protection.

INFECTION, DISEASE, AND DRUG/ALCOHOL INSTRUCTION: An age-appropriate plan of instruction about infections/disease including AIDS, HIV, Hepatitis B, drugs and alcohol is required, by law, annually for each student. Any parent may request that his/her student be excused from that portion of the instructional program required. Contact the principal for additional information and procedures.

LEGAL NOTICE: The material contained in this handbook is for information only. The school reserves the right to revise policies, amend rules, alter regulations and change financial charges at any time in accordance with the best interests of the school. District policies, which govern the conduct of the school, are available on the district webpage or at the district office.

RELIGIOUS EXCLUSION FROM LEARNING: 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. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

TITLE IX: Title IX of the Educational Amendments of 1972, 20, 20 U.S.C. 1968 (a) prohibits sex discrimination and exclusion from participation in any educational program on the basis of sex by any program or activity receiving federal funding. Please contact the Superintendent at the District Office if you have any complaints or concerns regarding Title IX.

Athletics and Extra-Curricular Activities

EXTRA-CURRICULAR/ACTIVITY RULES AND REGULATIONS:

Any students participating in athletic/activity programs at GU will do so on a voluntary basis and must comply with the standards of conduct as listed below during the school year, which for academic year 2021-2022 is defined from the first day of practice through the end of the academic calendar year (last scheduled school day). This also includes but not limited to any school sponsored event such as team camps, summer league, exchange programs, etc. Each coach/advisor has the right to formulate additional requirements for conduct under his/her direct supervision. These rules apply for the entire school year.

Supervisors of extra-curricular activities have the right to make rules specific to their activity. Such rules must be submitted to the athletic director and the principal before they are given to the students. This must be done at the beginning of the activity. Any disciplinary action above the minimums may be appealed to the Review Board. Any and all disciplinary action stemming from breaking training or eligibility rules must be reported to the athletic director and the principal as soon as possible.

ASSOCIATION OF STUDENT BODY (ASB): The student council is responsible for serving the best interests of the students at Grant Union Jr./Sr. High School. A copy of the Constitution can be found in Appendix A.

ACTIVITIES/PARTICIPATION: Students are encouraged to participate in school activities as Grant Union offers many clubs and sports programs. When participating in these activities, all school rules apply including dress code, code of conduct, and transportation. Many of these activities happen in our community, and it is important to always represent Grant Union with the highest of honor. Home school students are welcome to participate in sports. Home school students who are taking one or more classes at Grant Union may fully participate in Grant Union activities. They may participate in activities; however, they may not represent the school on courts or committees.

ASSEMBLY OF STUDENTS:

Students shall be able to hold meetings on school property under the following conditions of responsibility: the meeting shall be scheduled two weeks in advance and must be approved by the building principal or his representative. The meeting or party shall incite no hazard to persons or property. Any groups of students that wish meetings shall request meetings through the office and group advisors. Meeting places will be announced over the P.A. system. Students are requested to hold all meetings during the time allotted. Meetings or party plans that do not meet these conditions may be canceled.

ASSEMBLIES:

Assemblies are presented to further your education. You will be expected to be courteous and appreciative. The seating arrangements for assemblies are as follows: 8th grade at the south end, 7th grade next to them, freshmen next to the 7th grade, juniors in the south central section by the freshman, seniors in the north central section, and sophomores in the extreme north seating section. Please observe aisles when sitting in the gym bleachers.

CALENDAR: All school events must be scheduled on the web calendar. These events should be placed on the calendar at least (2) two weeks prior to their occurrence and only after receiving written consent from the advisors, athletic director, and the principal.

DANCES: School dances are for GU students and their approved guests and are not open to the public. Guests at school dances must be at least of high school age and be under the age of 20. Students who bring guests are responsible for them. Guest passes must be approved no later than two school days prior to the dance and can be denied by administration. Students who leave the dance may not return to the dance. All school rules apply at dances. See the code of conduct for disciplinary actions. In order to attend dances, students must meet academic eligibility. All students may attend prom.

GUESTS: Guests from outside our student body will be allowed to attend on a limited basis based on information gathered in screening prior to dance establishing permission to attend or not. Students of elementary age (grade 8 or below) will not be permitted. Allowance of guests at dances must be by written application and submitted/registered in the office two days prior to the day of the activities. Activity plans must be completed and filed with the office prior to any dance or similar activity.

HOMECOMING: Homecoming is a great time to show your school spirit by participating in a variety of activities. All academically eligible students are encouraged to participate in homecoming activities.

STUDENT ACTIVITY FUNDS: Any moneys raised or collected by and/or in the name of any school approved group are to be deposited in the office. This excludes moneys budgeted in the District #3 general fund. All money collected and spent shall be for the purpose of supporting the school's activity program. The advisor/s and the principal shall be responsible for the administration of the activity funds. All student activity funds shall be deposited and receipted with the school office according to District policy and acceptable accounting practices and procedures.

STUDENT BODY PURCHASES: Any purchase must be accompanied by a Purchase Order from the office signed by the advisor and principal. All purchases must be first cleared through your advisor. The school and the student body will not assume obligation for any purchases made contrary to the above.

THEATER, BAND and CHOIR: All activity codes and eligibility requirements apply, except the need for a physical exam. There is particular emphasis on grades, attendance on days of performance, and conduct in classes. Students that participate in these activities need to be enrolled in the appropriate classes.

ATHLETICS:

CONDUCT FOR ELIGIBILITY: All student participants must be good citizens demonstrating good conduct at school and in the community before being allowed to represent GU at any home or away contest. As such, any disciplinary action taken by the school will result in some penalty in activities. Any student assigned to detention is ineligible to participate in any activity until the detention is completed, or arrangements are made to complete it. A suspension from school (either out of school, OSS or in school, ISS) means no activity practice or participation in any contest during the period of suspension.

NECESSARY FORMS: The following forms must be signed and on file in the athletic director's office before a student may practice or participate:

1. Grant Union Participation form, which gives Parent Permission for School Trips, Authorization and Consent for Treatment of Minors and Verification of Insurance Coverage (Mandatory Student Health Insurance)
2. Physical Form indicating that the student athlete is cleared for athletic participation.
3. Signed Student Handbook/Athletic Handbook (Office)

4. Co-curricular/Extracurricular Student Drug Testing policy JFCIA-AR

PHYSICAL EXAMINATIONS: District #3 requires physical exams for all athletes, cheerleaders, and dance team members. These must be on file before a student may practice or participate in any activity. New physical forms must be submitted before the first season of competition for Junior High students (either 6th or 7th) and when a student starts High School (Freshman). Additionally, physicals are required every two years after the first physical is submitted for both Junior High and High School. For typical students, this is 6/7th (8th if the first physical was in 6th), 9th grade, and then 11th.

Typical Schedules:

6th Grade Physical (First year JH requirement)

8th Grade Physical (2 year requirement)

9th Grade Physical (First year HS requirement)

11th Grade Physical (2 year requirement)

7th Grade Physical (First year JH requirement)

9th Grade Physical (First year HS requirement)

11th Grade Physical (2 year requirement)

New students must submit a physical from previous school or a new physical according to the policy.

FEES: Any student participating in the athletic program at Grant Union Junior/Senior High School must purchase a Student Body Card (\$25 per year).

STUDENT INSURANCE: A low cost school plan of insurance is being offered. All necessary information may be obtained in the office. If you wish this coverage, please sign up for it during the first week of school. All injuries must be reported to the office at once. All athletes, cheerleaders, dance team members, etc. must show proof of insurance before they may begin practice.

ASSOCIATION YEAR: All school policies regarding athletics are in effect during the OSAA Association year (from first practice dates until final contest for spring sports).

DROPPING AN ACTIVITY: Participants quitting/dropping an activity must have an interview with the Athletic Director before that student may begin another activity. Any student dropping an activity will not be considered for a letter, unless there is a valid medical reason validated by a doctor's note on file in the Athletic Director's Office. Late turn out rules apply as if it were a new sport season.

LATE TURN OUT POLICY: Late turn outs will be allowed up to a three-week period starting with the OSAA official starting date, unless individual approval is made by the athletic director in agreement with the head coach. If the late turn out is the result of a valid medical excuse or a transfer case, then the three-week period can be waived. Late turn out rules apply as if it were a new sport season.

CONFLICTS OF ACTIVITIES: If a student has a conflict of activities or practice for an activity (scheduled at the same time), the following steps are to be taken:

Step 1. The two advisors try to resolve the conflict by a schedule change.

Step 2. If a schedule change is not possible, the advisors shall try to reach a mutual agreement that will most benefit the student.

Step 3. If the two advisors cannot reach a mutual agreement, the student and parents will make the decision.

**When a conflict between a family activity and school activity arises and the student has submitted a written request from a parent two weeks in advance, then that student will be excused from the activity without consequence. Parents and participants in activities recognize that there are possible negative effects from being absent from activities.

TRANSPORTATION: A student must ride to all contests with the team on school provided transportation unless prearranged with the Athletic Director one day in advance. Students may return from a contest with a parent after providing a note to the coach. Students may not ride home with anyone other than a parent without a request submitted by a parent to the Athletic Director or Principal one day in advance either in writing or via direct communication (physical note or email). Parents must ensure that their communication was received and approved prior to planning for students to travel home with an adult other than their parent. Exceptions will be made for emergency situations. A student may not stay overnight after a contest/game and meet the team the next day for the next contest without administrator consent.

DRESS: Students representing the school on activity trips must be dressed in a manner reflecting credit on themselves and the school. This means, no less appropriate attire than that required of students during regular school hours. The judgement will be made by the coach/advisor.

PRACTICES: BEGINNING DATES

1. Football, volleyball, cross country, basketball, wrestling, track, baseball, golf, cheerleading, and dance team—all practices begin on dates established by OSAA.
2. Ten days of athletic practice are required before a player may participate in a contest unless the athlete was an active participant in a sport the previous season involved with post-season play.

LETTERING: Students will be given the requirements for lettering in an activity when they turn out for that activity.

ADDITIONAL RULES: Supervisors of co-curricular activities have the right to make rules peculiar to their activity. Such rules must be submitted to the Athletic Director and the Principal before they are given to the students. This must be done at the beginning of the activity. Any disciplinary action above the minimums may be appealed to the Review Board. Any and all disciplinary action stemming from breaking training or eligibility rules must be reported to the Activity Director and the Principal as soon as possible.

ATTENDANCE:

Participation in or attendance at school activities or Practices:

- a. Any school-sponsored activity, including field trips and job shadows, will not be counted as absences for participating students.
- b. Students who fall under 90% attendance for the school year (calculated after each 3 week progress report) must attend the equivalent of one full day of school immediately prior to participating in extra-curricular activities. (i.e. students must attend 7 periods Monday to participate in a Tuesday activity, or ½ day on Monday and ½ day Tuesday morning to be released for a Tuesday afternoon activity, regardless it must add up to a full day of attendance). Exceptions will be made by the Athletic Director for students who have legitimate medical or family emergencies that cause attendance to be below 90%.
- c. Students will be allowed to compete on non-school days regardless of attendance level or absences.

**Unexcused absences during the 7 periods before a school related activity will result in suspension for the next contest for all students, regardless of their overall attendance record

GRADES FOR ELIGIBILITY:

To be eligible to represent the school in athletics or extra-curricular events students must be making adequate academic progress. Student eligibility will be checked at the end of weeks 3, 6, 9, 12, and 15 of each semester. If a student is failing one or more classes, they will be added to the Athletic/Activity Intervention List. Students will remain on the intervention list for 3 weeks. To remain eligible while on the Intervention List students will be expected to meet with the teachers who have identified the student on the Intervention List and complete the Athletic/Activity Intervention Form. It will be the responsibility of the teacher, coach/advisor, and student to meet the terms of the intervention planned on the form. If a student is passing all courses at the end of a three-week intervention period, they will be removed from the Athletic/Activity Intervention List.

Process

On weeks 3, 6, 9, 12, and 15 of each semester teachers will have until Friday at noon (or Thursday at 4:30 if no Friday School) to submit the name of any student that is failing to the Athletic Director for inclusion on the Intervention List.

On Monday of weeks 4, 7, 10, 13, and 16 of each semester, students who are on the Intervention List will be confidentially informed by their teachers in each class of their status.

At the end of that school day, students will meet with a coach or advisor from their in season program. The coach will then hand out intervention forms to their students.

At the end of that school day (Monday) students will meet with the teacher of any class for which they are on the Intervention List to complete the Intervention Plan and Form.

After the student meets with the teacher to complete the Intervention Plan and Form it will be returned to the Coach. Coaches will submit those forms (signed by teacher, athlete, and coach) to the Athletic Director or Principal in the Athletic Director's absence.

AD or Principal will make 4 copies of the intervention form:

1. To be returned to the teacher by the student/coach.
2. Retained by the athlete
3. Retained by the coach
4. Retained by the AD

The coach will confirm with the AD that they have addressed all Intervention Forms for failing students who are present at school and will make certain any absent student completes the Intervention Forms prior to their participation in contests or practice.

In the event that a teacher is absent, the coach and student will note that on the form and submit to the AD. They will then meet together after school on the next day the teacher is present to complete the Intervention form.

No student will be allowed to practice or participate in contests until Intervention forms have been submitted to the Athletic Director. Exceptions will be made if a teacher is absent from work. Students will be allowed to participate in practices and games until the absent teacher returns to work and completes the Intervention Form.

Responsibilities

Teachers will provide the interventions listed on the Intervention Plan form.

Athletes will be responsible for completing the interventions on their Intervention Form for each week of the 3-week period.

Coaches will be responsible for encouraging and facilitating their students' completion of the interventions as required on the plan.

Intervention plans have a week to week expectation. Failure to complete interventions for a given week (Monday-Friday) will result in ineligibility for the following week. Teachers will communicate student failure to complete interventions by Monday at noon. The ineligible period will begin the following Tuesday and run through the following Monday. Example: Student "A" is reported on Monday at noon as having failed to complete his Friday School tutoring session. Student A has a game on Monday night. The student will be allowed to compete at the Monday game, but will be ineligible from Tuesday through Monday of the next week.

If a student brings their grade up to passing at any time during the 3 week intervention period, they will be removed from intervention for the remainder of the 3 week intervention period.

Academic or Citizenship Ineligibility shall prohibit a student from traveling or representing the school in any school activity. Ineligible students will attend and participate in practice sessions in the hope that they will be motivated to work toward regaining their eligibility for contests or events. Students have until noon on Friday to submit work to the teacher(s) whose class they are failing in. By noon on Monday of every week, teachers will submit a list to the building principal of any student failing in their class based on a cumulative grade record for each quarter. Student hardships will be taken into account and be evaluated on a case by case basis.

Students who have not made arrangements for the completion of detentions with the Principal or Assistant Principal are subject to ineligibility for both practices and events/contests.

In order to maintain eligibility, students must pass 5 classes each semester **and** meet satisfactory progress by being on track toward graduation. On track to graduate is defined by rule 8.1 designated by the OSAA. Credits required to establish satisfactory progress towards graduation are as follows: Entering sophomores – 4.5 credits, entering juniors – 10.5 credits and entering seniors – 17.5 credits (*updated 2020 OSAA*).

MAKEUP/HOMEWORK: It is the student's responsibility to contact their teachers when they return from an absence regarding make-up work. Some films, labs, lectures may be difficult to make up but it remains the *responsibility* of the student to obtain the information missed or complete the assigned exercises. Teachers are responsible/encouraged to provide work in a *timely manner*. If the absence is unexcused, homework due on the day of the unexcused absence and any assigned the day of the unexcused absence will be recorded as zeros. If the absence is for an illness, the length of time for makeup is equal to the *number of days absent plus one*. Any student missing school due to an extra-curricular activity will be required to turn in that day's homework *prior to departure* and should check with teachers on work that will be assigned the day they will be missing. Any assignment/s given on the day of absence due to an activity will be due on the *day of return* to school. Any work not turned in will result in the equivalent of a "0" being recorded in the grade book. Exceptions may be granted *at discretion of* individual teacher. Any assignments given with a specific due date is the responsibility of the student to meet the deadline regardless of the absences.

NOTE: Any student who has an IEP (Individualized Education Plan) who did not pass at least five classes in the immediate preceding semester or who is not currently earning five credits and/or who has not been attending school regularly due to his/her disability may still be eligible to participate if the student's Multi-Disciplinary Team determines that the student is making adequate educational progress towards meeting his/her IEP goals and objectives.

DRUG TESTING: As part of the district's substance abuse prevention efforts (Policy JFCIA & JFCIA-AR), mandatory drug testing will be required of all students, grades 7-12, participating in co-curricular/extracurricular activities in order to:

1. Provide for the students' health and safety;
2. Undermine the effects of peer pressure; and
3. Encourage participation in treatment programs for students with substance abuse problems

Drugs/Alcohol/Tobacco Guidelines

It is the responsibility of the athlete/participant to report any citation/conviction of a violation of the alcohol/drug sections to administration within three school days.

No student may attend or remain at parties or other functions where alcohol or drugs are being consumed or used contrary to the provisions of Oregon law. Once a student discovers that the illegal use of alcohol or drugs is being used, s/he must promptly remove her/himself from the premises. If the student remains or attends functions where drugs or alcohol are consumed or used illegally, then the student shall be suspended from extra-curricular activities as provided in the section of this handbook pertaining to alcohol, tobacco, and illegal drugs. The observation of a coach, a teacher, an administrator, report of any law enforcement officer or admission of a violation by the participant will be sufficient evidence to suspend a participant. The length of the suspension for a violation of the training rules will be made without consideration of season length or number of contests during the duration of the suspension. The suspension must be completed the following school year if it is not completed during the school year the suspension started in.

Participants shall be excluded from traveling with teams to away contests while on suspension due to academic or disciplinary reasons. However, they should be with the team during home contests dressed in clothing designated by the coach but not a team uniform if they are in attendance at school.

TOBACCO: Any possession of any tobacco products will result in a suspension as follows: 1 football game, 2 volleyball matches, 1 cross country meet, 2 basketball games, 1 wrestling match, 1 competitive dance team performance, 1 track meet, 2 baseball games, 2 softball games, golf two 9-hole matches or one 18-hole match, cheerleading is the same as the sport season they represent. Fall cheerleading would be a 1 game suspension and winter cheerleading would be a 2 game suspension. For other activities, the suspension will be from the next activity. For a second violation, the suspension will be for a period of 18 weeks. This includes students who are 18 years of age. NOTE: In addition, any possession of a tobacco product violation is automatically referred to the Grant County Juvenile Department.

Any use or possession of alcohol or drugs during the OSAA Association Year will result in:

First Offense

1. Notify student and parent(s);
2. Meeting scheduled by the principal, with the parent(s) and student;
3. The student will be given the option of:
 - a. Voluntary participation and successful completion of a drug/alcohol assistance program that has been approved by the district. Suspension will be reduced to 4 ½ weeks;OR
 - b. Suspension from participation in contest/competition for a 9-week period.

Second Offense

1. Notify student and parent(s);
2. Meeting scheduled by the principal, with the parent(s) and student;
3. The student will be given the option of:

- a. Voluntary participation and successful completion of a drug/alcohol assistance program that has been approved by the district. Suspension will be reduced to 9 weeks;
- OR
- b. Suspension from participation in contest/competition for an 18-week period.

Third Offense

- 1. Notify student and parent(s);
- 2. Meeting scheduled by the principal, with the parent(s) and student;
- 3. The student will be given the option of:
 - a. The student will be suspended from participating in athletics and co-curricular/extracurricular activities for a 27-week period. To be eligible for further participating student will need to complete a district approved drug/alcohol treatment program.

Fourth Offense

- 1. Student will be suspended from participating in athletics and co-curricular/extracurricular activities for the remainder of the student's high school career.

ARRESTS/VANDALISM: Any arrest/conviction or any stealing or wanton damage committed during the athletic or academic calendar year shall result in a 9-week suspension from activities. A second offense will result in an 18-week suspension. The same procedures apply as to training rules violations in season.

A student may appeal these decisions to the Multi-Disciplinary Team for review, should any extenuating circumstances exist.

Academics

****More information about graduation requirements and courses offered can be found in the Nugget.****

ACADEMIC LETTER AND ACHIEVEMENT AWARDS:

In the spring, an assembly is held to recognize students who have excelled in their class work. Outstanding achievement awards are given to students who excel in a class. The highest award, the Academic Letter, is given to those students who excel in classes and have a specific recommendation for the Academic Letter from at least three of their academic teachers.

ACADEMIC HONESTY:

GUHS owes its students an environment that teaches honesty and integrity. Academic dishonesty (Cheating, Plagiarism) harms the student who is dishonest resulting in a false evaluation of his/her performance concerning the subject matter. Second, it harms other students by lowering the value of their honest achievement. Most importantly, it violates the basic integrity of a high school diploma. When a student misrepresents or falsifies information, or uses unauthorized materials during assessments, as well as helping others to do any of the same. DISCIPLINE *may* include notification of parents, possible loss of credit for the assignment, lowering of the term grade, possible loss of credit, and a referral to school administration.

COLLEGE CREDIT CLASSES: College-level classes are available to students at Grant Union High School during the course of their regular school curriculum. These college credit opportunities are offered to students who have met specific instructor criteria. Credits are often available at a substantially lower cost of regular tuition rates and will be paid by the school. All courses and student enrollment will be preapproved by

administration. Students must receive a final grade of C- or above for consideration of payment. Students receiving a grade less than a C- will be expected to pay tuition costs. Students not enrolled full time at GU electing to take a college level course offered through GU will be required to pay for classes in full and will be proportionally reimbursed upon successful completion of course.

EARLY GRADUATION REQUIREMENTS: See addendum.

GRADING: The philosophy of our grading system will be in accordance with that dictated by the structure of the State System of Education. Effort, progress, and achievement will be the guideposts of the system.

HIGH SCHOOL CREDITS IN JUNIOR HIGH: High school credits can be earned in 8th grade for any High School course completed by a Junior High student that meets the same standard as a High School student.

HOMEWORK POLICY: Homework is necessary to the instructional program of the high school. It is an outgrowth of classroom work and serves to emphasize classroom learning. The classroom teacher will determine the necessary homework for each course.

HONOR ROLL: Honor roll is achieved by obtaining a 3.5 GPA or higher for that semester. Honor rolls will be compiled at the end of each grading period. Honor roll may be published in the local newspaper, the website, and social media.

INCOMPLETES: Incompletes must be cleared within 2 weeks following the incomplete unless additional time is approved by the Principal. Any incomplete not cleared within 2 weeks will be changed to an "F". Students who have an incomplete due to an extended illness/injury may have more time to clear if arrangements are made in the office with the principal.

PROGRESS REPORTS: Progress is available to students and parents on the ParentVue/StudentVue access. It is highly encouraged to check progress on a weekly basis and notify teachers and administration if the system is not updated. Both parents and the student are encouraged to meet with the teacher following a progress report to plan cooperatively the necessary changes for improvement. Parent conferences will be held at the end of the first and third quarter grading periods. Progress reports for the first and third grading period are distributed at this time.

SCHEDULE CHANGES: A student may change classes, without penalty, if s/he can justify the change to the satisfaction of his/her parent, the career coordinator, the teachers involved, and if the change is made within two weeks of the beginning of first semester. Any class change after two weeks will mean the student will be given an "F" in the class. Credit may be given for the second class, if the student passes it considering all make up work is completed. Students who change classes after the two week period will be deemed ineligible for extra-curricular activities. Schedule changes may be made at the end of the first semester without penalty, if the counseling office endorses it. All second semester grade changes must be made prior to the first day of second semester. With the approval of the counselor, and/or principal, special circumstances may dictate withdrawal from a class or classes without penalty when the change/s are considered to be in the best interest of the student. This is reserved for unusual cases and will be based on the merits of the case. When a student is dropped from a class for disciplinary reasons, a NG (no grade) may be recorded on the transcript with no credit granted.

TAG: Grant School District No 3. is committed to an education program that recognizes, identifies and serves the needs of all students for grades K-12, as well as the unique needs of talented and gifted students. The District is dedicated to identifying and providing for the academic, social, emotional and career needs of TAG students. Our goal is to provide educational opportunities to all students of all racial, ethnic and socio-economic groups and to provide consistent challenge for all students. In grades seven through twelve, identified

TAG students are offered a variety of opportunities through curriculum offerings, advanced learning strategies and co-curricular activities. The identification process identifies students scoring at or above the 97th percentile on state and nationally employed tests beginning in the third grade. Parental permission to conduct individual evaluation is required. Parent(s)/guardian(s) will need to contact the district coordinator for more information.

WITHDRAWAL OF STUDENT: The date and reason for leaving school shall be recorded on the permanent student record. Student permanent record shall be forwarded to other public, elementary, or secondary schools upon notice of enrolling of said student, provided that parents are notified of the records to be transferred, and a reasonable time is allowed for review of the records. Parents will be notified through a parent handbook that contains the following statement:

“This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon receipt of notification of the student’s enrolling in said institution. Prior to the withdrawal of your child from our District, you have a right to see your student’s records and have a hearing to challenge the content of the record. Your request for a hearing must allow two days between the request and the hearing. You may receive a copy of the record to be transferred if you desire, but may be required to pay the cost. Any hearing must be held prior to the actual withdrawal of your child.”

Student behavioral records shall be forwarded to their public elementary or secondary schools only upon request of the parents of the student. The parent may sign such a request upon withdrawal of the student or upon entry into the next school. A copy of the student’s permanent record shall be retained in the school or District office. All other student records will be forwarded as requested or destroyed according to the destruction schedule recommended by the State Archivist.

WORK STUDY: Juniors and seniors may have the option to complete a work study program with the approval of the career coordinator and employment supervisor. Students may take up to two credits of work study each year with the option of a third credit for seniors only by principal approval. All work study guidelines in the work study handbook must be adhered to at all times. Students who do not adhere to these rules will be removed from the program with the same consequence as a dropped class.

GRADUATION REQUIREMENTS:

English—4 credits

Social Studies—3 credits

Science—3 credits

Mathematics—3 credits mandated Algebra I and higher (4 credits recommended)

Health—1 credit

PE—1 credit

Arts, Second Language, Career Technical Ed.- 3 credits

Electives—6 credits

Total Credits: 24

Essential Skills – Reading, Writing, Math

Senior Project Completion

Honors Diploma Courses:

Language Arts: Honors English I, Honors English II, Honors English III or Honors American Lit, Honors English IV or Honors British Lit or WR 121/LIT 136 (or other college English course)

Social Studies: Honors United States History, Honors Government, or Honors Economics

Mathematics: Algebra II, Pre-Calculus, Calculus, College Algebra (or other advanced math course)

Science: Honors Biology I, Honors Biology II or III, Physics, Honors Chemistry, Advanced Chemistry II

Foreign Language: Spanish III or IV

Fine Arts: Choir 3 or 4 years, Band 3 or 4, Advanced Art (3 or 4)

Industrial/Technical/Vocational: Ag. III , Ag. IV, Advanced Computer Programming, Accounting II and III, Office Procedures, Metal Fabrications (certification status) or Industrial Arts Woods (instructor determination), Autos III/IV

*To receive Honors credit, students must complete the additional “honors coursework” assigned by the instructor. This additional coursework will be established by each department and approved by the Principal.

Honors Diploma Requirements:

Must have a cumulative GPA of 3.25 or above

Must take 9 courses from the honors list

One extra-curricular activity

Must take at least 1 course from 4 of the 7 groups

The Valedictorian/Salutatorian must be Honor Grads

School Rules

DISPLAYS OF AFFECTION: Inappropriate public displays of affection on campus are prohibited. This behavior makes other students and staff uncomfortable. Limits are guided by what is appropriate and acceptable and not distracting to the learning atmosphere of the school. These standards apply anywhere on school property or school sponsored events. Students in grades 9-12 may hold hands. Any affection displayed beyond this is subject to discipline. Students in grades 7-8 are not allowed any public displays of affection.

DISRUPTIVE BEHAVIOR: Students may not disrupt the learning environment/process in a negative way impacting other student’s right to learn and the instructors’ right to teach. Behavior that is deemed disruptive or, inappropriate will not be tolerated by the classroom instructor and offenders will be subject to the consequences in the code of conduct.

DISTRIBUTION OF MATERIALS: All aspects of school sponsored publications are completely under the supervision of the teacher and principal. Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate; poorly written; inadequately researched; biased, not factual; or not free of racial, ethnic, religious, or sex bias. Materials include advertising that is in conflict with public school laws, rules and/or board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

DRESS AND GROOMING

The purpose of a dress code is for students to learn how to present themselves in a professional manner in preparation for life outside the classroom. The goal of Grant Union Jr/Sr high is to minimize lost instructional time while maintaining high expectations of our students. Teachers will make every effort to wait for an appropriate time to address the issue at which time students will be asked to make any changes necessary to meet the dress code. There will be clothing available for student use in the office should the student need them. Students will not be allowed to leave campus to change clothes and will be expected to return to class should

they be waiting for a change of clothes to be delivered to them. The administration at Grant Union Jr/Sr High has the responsibility to deem apparel as unsuitable for an educational facility under the following guidelines.

- Students must wear clothing items that would be appropriate in a professional setting
- All clothing must have fabric on all sides.
- Clothing must cover undergarments except waist bands and bra straps.
- All shirts must have straps or sleeves.
- Cleavage must be kept to a minimum.
- Hooded sweatshirts cannot be worn over the head anywhere on campus. Hats and bandanas are up to the discretion of the teacher in their classrooms regarding hats and bandanas.
- Clothing must be suitable for all scheduled classroom activities including PE, labs, shop, etc. including appropriate protective gear.
- Shirts and pants must cover midriff while the student is in a standing-resting position.
- All bottoms must cover all skin above the mid-thigh, this includes dress, skirts, pants with holes and shorts.
- Clothing with references to alcohol, tobacco and/or drugs, implied or expressed profanity, sexual references, hate speech targeting groups, gang identifiers, weapons or other images or words that have been deemed inappropriate in any legal court are not allowed.
- Students participating in extracurricular activities do so by choice and may be required by their coach or advisor to wear specified attire and may be required to adhere to specific grooming standards.

LIBRARY: This facility in our school is intended for educational, leisure and research purposes. It is not a recreational area. The library is open every day from 7:45 AM to 3:45 PM. No food or drink is allowed in the library, nor is any cellular devices allowed at any time.

LUNCH PERIODS/OPEN CAMPUS: The lunch line will organized as first come, first served. Students will not be allowed to enter the lunch line ahead of other students who arrived before them, regardless of age or year in school. Students who are eligible for free or reduced price meals may pick up an application in the office. Students are not to be in any unsupervised area on campus at any time. Grant Union has an open campus during the lunch break for grades 9 through 12. Students in grade 9 must submit a parent permission form for off campus privileges. The open campus privilege can be taken away from individual students who show lack of responsibility and good judgment at lunch breaks. If a student is tardy for fifth period more than five times in a semester, he/she will lose his/her rights to open campus. The campus is closed for grades 7th and 8th.

PARTICIPATION IN GRADUATION CEREMONIES: Only students who meet the requirements for the diplomas of Grant Union High School will be allowed to participate in the graduation ceremonies. Students will be eligible for the following diplomas:

1. An ACADEMIC DIPLOMA will be awarded to each student who has satisfactorily completed all state and local requirements for units of credit, competence, and attendance.
2. A MODIFIED DIPLOMA will be awarded to each student who has satisfactorily completed an educational program prescribed for the individual, for units of credit, competence and attendance as determined by local school board and state laws.
3. An HONORS DIPLOMA will be awarded to each student who has satisfactorily completed the following requirements: cumulative GPA of 3.25 or above, taken nine courses from the honors list, participated in one extra-curricular activity, and taken at least one course from four of the seven subject groups. The Valedictorian/Salutatorian must have an honors diploma.

PETS ON CAMPUS: Pets are not allowed on campus or on district property. Animals may be brought into the classrooms for educational purposes as long as they are approved by administration. Animals may not be transported on a school bus.

PROHIBITED ACTIVITIES AT SCHOOL FACILITIES: Persons using school facilities, at any time or for any purpose, shall not consume, sell, give, or deliver unlawful drugs, tobacco, or alcoholic beverage on school premises. All persons using school facilities shall take care that damages are not sustained by any buildings or equipment owned by the School District.

TELEPHONE USE/PERSONAL COMMUNICATION DEVICES: Students are welcome to use the telephone in the office provided they follow the office guidelines for telephone use. Except in cases of emergency, no messages will be given to students until the end of the current class period. School district policy prohibits student use of personal communication devices, such as tablets and cellular phones in district facilities during instructional time. The administration may waive exceptions under certain circumstances. Exceptions may be made during lunch. A personal communication device is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Students who are in violation of the above policy will be subject to disciplinary action.

WEAPONS POLICY: Grant School District #3 prohibits any person from possessing a loaded or unloaded firearm or any other instrument used as a dangerous weapon while in or on school property. Knives are not allowed on school campus. Federal and state laws require students who violate this policy to be expelled for a minimum of one year.

GENERAL RULES:

CLASSROOMS

- A. Students will enter and leave the classroom in an orderly manner.
- B. Students will be expected to remain in their seats or learning station in a quiet and orderly manner.
This will include:
 - 1. No sitting on desks, tables or heaters.
 - 2. No feet on desks or tables.
 - 3. No leaning back in chairs.
- C. Students will maintain a quiet voice conducive to a learning environment.
- D. Students will remain in their seats until dismissed by the teacher at the proper time. Teachers release students, not bells.
- E. Radios and CD/tape players/MP3's/I-Pods, (personal electronic devices) are not allowed unless teacher approves them for educational purposes and it has been cleared with administration.

**At no time will cell phones be used in classrooms without approval by the Principal or Assistant Principal for a family emergency. This written permission will be granted for a specific time, place, and purpose. Students will be responsible for submitting this written permission and cell phone to each teacher upon arriving in each class. Teachers will put the phone in a safe, accessible area for students to answer related to the specific purpose of the written permission.

- F. Students will arrive in class with necessary learning materials and equipment.
- G. Students will not be excused from class unless it is an emergency or they are on an errand for the teacher.
 - 1. Students MUST have a hall pass in possession while out of the classroom.
 - 2. Only the number of students required to accomplish the task will be sent. In a majority of cases this will be one student.

RELATIONSHIPS TO OTHERS

- A. Students will address all school personnel in a respectful manor in which they prefer.
- B. Students will treat all school personnel and other students with courtesy and respect during school hours and at all school related activities.

SCHOOL PROPERTY

- A. Students will be responsible for replacement costs of damaged or destroyed school property.

STUDENT RESPONSIBILITY OUTSIDE THE CLASSROOM

- A. Skateboards and scooters are not allowed on school grounds at any time.
- B. MP3 players and cell phones are not allowed in the halls at any time except before school, during lunch and after school. Cell phones may be used before school begins, during lunch, and at the conclusion of a school day. Students may not remove cell phones from lockers during passing periods, but may reach into their lockers to quickly check messages. Additionally, if students have approval from administration for emergency cell phone usage they will proceed immediately to the nearest classroom or the office if they receive a call during passing time.
- C. Students shall conduct themselves in an orderly manner and not engage in roughhousing or general horseplay in the halls or classrooms.
- D. While classes are in session, if a student is in the hallway or moving to another area, they are to remain quiet so as not to disturb other classes.
- E. Students will not bring toy guns or water guns/devices to school.
- F. Grades 7-8 hall is reserved for these grades. Upper classmen are not to hang out in this hall, and if they are consistently hanging out they will receive lunch or Friday school detention time. Upper classmen may use the 7-8 hall for passing only. Subsequently, students in 7th and 8th grade are not to hang out in the upper classman hallway and if found doing so, will receive lunch or Friday school detention time. Students in 7th and 8th grade may only use the upper classmen hallways for passing.

CAFETERIA

- A. Students will conduct themselves in a quiet and orderly manner in the lunch line and in the cafeteria.
 - 1. Students will be responsible to return their trays to the designated place.
 - 2. The floor and table area must be cleaned when leaving.
 - 3. Loud talking, yelling, etc. will not be permitted.
 - 4. Students will consume food/beverage in the cafeteria.
- B. Students will maintain an orderly, single line.
- C. Students will treat all cafeteria personnel with courtesy and respect.
- D. 7th and 8th grade students will be seated at the west tables.

OFFICE

- A. Students are to stay in front of the counter unless specific permission is granted to go behind it.
- B. Students are not to go into the work area or faculty room without permission.

Code of Conduct (Discipline)

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The school has created a discipline matrix which creates an intervention plan to teach correct behavior as well as a plan to remove the student from the school due to safety. This matrix provides examples of behaviors and consequences at each level. For level 3 and level 4 offenses, students will receive a referral in Synergy.

DETENTION: Detentions can be assigned during lunch, after school, or on Fridays. Students must have a book to read or homework to work on during the detention time. Students will not be allowed to access technology including computers and personal electronic devices during detention. Talking and sleeping will not be allowed. Students must provide their own transportation for after school and Friday detentions (including Friday afternoon detention). Students who do not comply with detentions may be removed from extra-curricular activities or suspended in or out of school.

Discipline Matrix:

Level 1 – Classroom Managed

Level 1 behaviors are minor which may include violations of the school rules/handbook, classroom rules/procedures, or other rules set forth. The classroom teacher will be responsible for handling these behaviors. The teacher is responsible for documenting the infractions via Google Forms.

Examples:

- Horseplay
- Profanity
- Minor defiance
- Classroom disruption
- Cheating
- Public displays of affection
- Insubordination
- Hall/bathroom pass violation
- Technology violation

Possible consequences:

- Parent/guardian contact
- Assigned seat
- Behavior plan
- Loss of privilege
- Alternative assignment
- Student conference
- Parent conference
- In class detention

Level 2 – Office Managed

Level 2 behaviors are more serious than level 1. They may involve the safety of others or a repeated defiance of rules and policies. The goal of the consequence is to correct student behavior. Administration will contact parent/guardians after conferencing with the student. Repeated level 2 offenses will be considered level 3.

- Off-campus lunch tardies

Examples:

- Major disruptions/defiance
- Harassment/bullying - minor
- Excessive profanity
- Damaging school property
- Cell phone violation
- Attendance violation (Inc. tardies)
- Public displays of affection
- Bus misconduct
- Gambling
- Skipping/leaving without permission
- Hallway violation
- Parking lot violation
- Dress code violation
- Major technology violation

Possible Consequences:

- Parent/guardian contact (required)
- Lunch detention
- After school/Friday detention
- Conference with parents
- Loss of privilege (including extra-curricular)
- School service
- Restitution
- ISS

Level 3 – Office Managed

Level 3 behaviors are severe and deliberate, and they affect the safety of themselves or others. These students will be immediately escorted to the office, or the office will be called to remove the student from the location. Administration will write a discipline referral and will contact parents/guardians.

Examples:

- Harassment/bullying - major
- Threats of harm
- Fighting or physical aggression
- Vandalism
- Skipping class/leaving w/o permission
- Possession of tobacco, alcohol, drugs
- Trespassing
- Cell phone violation - repeated

Possible Consequences:

- ISS/OSS
- Detention
- Parent conference
- Financial restitution
- Loss of privilege
- School service
- Behavior plan
- Change of schedule
- Law enforcement referral

Level 4 – Office Managed

Level 4 behaviors are the most severe and deliberate, and they put the school, as a whole, in danger. These students will be immediately escorted to the office, or the office will be called to remove the student from the location. Administration will write a discipline referral and will contact parents/guardians.

Examples:

- Distribution of tobacco, drugs, alcohol
- Assault
- Theft
- Major vandalism
- Possession of a weapon (including pepper spray)
- Explosive devices

Possible Consequences:

- OSS
- Expulsion
- Law Enforcement citation
- Change of schedule/placement
- Financial restitution

SPECIFIC DISCIPLINARY ACTIONS

ATTENDANCE:

1. Unexcused Absence
 - a. One hour detention
 - b. Excessive unexcused absences or failure to serve detention will result in in-school suspension
2. Tardy-Tardies are managed in the classroom by the teacher.

CELL PHONE VIOLATION:

1. First offense: phone submitted to office; warning; returned at end of the day
2. Second offense: phone submitted to office; one hour detention; returned at end of the day
3. Third offense: phone submitted to office; one hour detention; parent must collect device
4. Fourth offense: phone submitted to office; two hour detention; parent must collect device; phone must be checked in to the office at the beginning of the day for 30 days
5. Fifth offense: phone submitted to office; parent must collect device; out of school suspension; phone must be checked in to the office each morning for the remainder of the year

DUE PROCESS: Due process assures the protection of individual rights in the process leading to disciplinary action. The process meets the criteria of fairness. Fairness includes the following:

- Notice of the charge.
- The right to be heard.
- Privilege against self-incrimination.
- Right to counsel or other representation.
- Right to review by the School Board.

DISCIPLINARY HEARINGS:

A hearing may be required for any severe rule infraction or a pattern of chronic rule infractions as determined by the administration. They are used to determine whether students will be expelled from school or be allowed to continue.

SUSPENSION AND EXPULSION STATEMENT

Suspension (BP: JGD):

1. Suspension temporarily removes from the student the privilege of attending school and all school activities until a reinstatement procedure has been accomplished. In special circumstances, a suspension may be continued until specific pending action occurs, such as a court hearing, a medical or psychiatric evaluation, or a review by a probation officer. Suspensions are made by the principal or his/her designee with the approval of the principal and are not to exceed ten (10) calendar days unless special circumstances exist as mentioned above.
 - a. A student is to be notified of the charge and the reason for the suspension.
 - b. The parent will be contacted by telephone prior to the student's dismissal from school.
 - c. The parents may request a conference with the Principal or the Principal may require a parent conference before re-admission following the suspension.
 - d. Suspended students may not attend after-school activities and athletic events, be present on district property without a parent, or participate in activities directed or sponsored by the district.
 - e. On occasion, there are students who, despite reprimands, parental conferences, or suspensions, still cause loss of much classroom time. In those cases, students may be expelled.

Expulsion:

1. Expulsion denies the student attendance to all school activities for the remainder of the semester or in some cases for up to one calendar year. A School District Board, Superintendent or Hearing Officer shall not expel a student without a hearing unless his parents waive, in writing, the right to a hearing. The following procedure shall be followed:
 - a. The student is notified in writing of the specific charge or charges, when and where the hearing will take place and his/her right to a representative.
 - b. A notice will also be sent to the parent by certified mail citing the specific acts that support the charge or charges.
 - c. Unless otherwise provided by the district School Board, the Superintendent of the school district or his designee will conduct the Disciplinary Hearing.
 - d. Prior to recommending a student for expulsion, the school administrator shall provide the student and his/her parent(s) or guardian(s) information on available alternative education programs.
 - i. The programs shall be registered with Oregon Department of Education as alternative education programs.
 - ii. The programs shall be based on the student's learning styles and needs.
 - iii. The alternative education programs shall be local and accessible to the student.
 - iv. The procedure for enrolling the student in the proposed programs shall be explained.

Appendix A

CONSTITUTION FOR THE ASSOCIATED STUDENT BODY OF GRANT UNION HIGH SCHOOL

We, the students of Grant Union Jr/Sr High School, in order to better serve the interests of responsible student government, participation by students in the democratic process, and the smooth efficient operation of the affairs of the student body of Grant Union High School, do hereby adopt and ratify this Constitution as the supreme authority for the attainment of these goals.

ARTICLE I

SEC. A. The name of this organization shall be the Associated Student Body of Grant Union High School. (ASB)

SEC. B. All regularly enrolled students at GUHS shall be considered as members of the ASB.

1. Student body fee must be paid.

ARTICLE II

SEC. A. The purpose of the ASB Executive Cabinet shall be as follows:

1. To provide maximum opportunity for participation by students of GUHS in school activities.
2. To reflect the wishes of the student body by enacting appropriate rules, regulations, and policies.
3. To promote the general welfare of GUHS, its facility, its staff, and its students

ARTICLE III

SEC. A. The Executive Cabinet of the ASB shall consist of the following Officers:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Activities Director
6. Public Relations Officer

SEC B. These officers shall have specific duties as follows:

1. The President shall be the chief administrator of the rulings and policies of the ASB. They shall preside at all meetings of the ASB and of the Student Senate.
2. The Vice-President shall, in the absence of the President, act as the presiding officer of the ASB and the Student Senate and, in any other way possible, assist the President in the execution of his/her duties. They is also responsible for all the ASB committees and organization of ASB elections.
3. The Secretary shall be responsible to keep and maintain a permanent record of the minutes of Student Senate meetings, returns from ASB elections, and information on any other noteworthy functions of the ASB or the Student Senate. Minutes of Student Senate meetings shall be typed and distributed to teachers by the day following the meeting; and also be read during morning announcements as needed.
4. The Treasurer shall handle the financial affairs of the ASB, and shall, at any meeting of the ASB, or Student Senate, be able to give a full and complete accounting of the financial status of the organization. They shall also act as the chief budget officer of the Student Senate, and will oversee the development of a budget for the following year. Standard accounting practices and books are required.
5. The Activities Director shall be the social and activity chairperson for the ASB and be responsible for keeping an up-to-date calendar for Student Senate use. The Activities Director shall also be responsible for maintaining order at activities. All activities (dances, cake raffles, hoop shoots, fifty-fifty drawings, etc.) will be logged through the Activities

Director and checked through the Principal or his/her designee. They will be responsible for working with the Public Relations Officer to publicize current activities.

6. The Public Relations Officer shall be responsible for keeping the public informed of activities occurring at GUHS and in Student Senate through the local newspaper, the local radio station, the District 3 School Board, and Public Service Clubs. They is responsible for posting articles found in the newspaper dealing with School activities, students, and teachers.

ARTICLE IV.

SEC. A. There shall be President, Vice-President, Secretary, Treasurer, and Activities Director of the Junior and Senior classes. There shall be a President, Vice-President, Secretary/Treasurer, and Activities Director for the freshmen and sophomore classes.

SEC. B. These officers shall have specific duties as follows:

1. The President of each class shall convene and preside over all class meetings and be the liaison between the class and its officers and ASB officers.
2. The Vice-President of each class shall coordinate all committees within the class, and shall preside over meetings in the absence of the President. The incumbent Vice-President shall direct class elections.
3. The Secretary shall keep minutes of all class meetings and be responsible for all class correspondence.
4. The Treasurer of each class shall be able to give reports of financial status on a moment's notice. They will assist the other officers in preparing a budget.
5. The Secretary/Treasurer will take both the responsibilities of the Secretary and Treasurer.
6. The Activities Director shall be responsible for fund-raising, and recruit participants for class competitions.

ARTICLE V.

SEC. A. The administration body of the ASB shall be the Student Senate.

SEC. B. The Student Senate shall be composed of the following:

1. The ASB officers.
2. The officers of each class.
3. A representative from each club or organization that has a charter in place.

SEC. C. The Student Senate shall meet on regular basis and report outcomes to all ASB members.

SEC. D. Each member of the student Senate shall have only one vote.

SEC. E. Meetings are open to all student and faculty, but they do NOT have to vote on Student Senate projects. At the discretion of the President, meetings may be closed.

ARTICLE VI.

SEC. A. Elections for ASB Officers for each school year shall be completed by the end of April preceding the beginning of the term of office.

SEC. B. Each candidate for office must present a petition of nomination bearing the signatures of at least 10% of the voting members of the ASB to the current Vice-President, at least two weeks prior to the day of the elections.

SEC. C. To be eligible for candidacy, a student must:

1. Be a member of the ASB, and have been a member of the Grant Union High School student body for at least one semester.
2. Possess a cumulative grade point average of 2.5 in all subjects and one letter of recommendation from a faculty member or obtain letters of recommendation from three faculty members.

SEC. D. All candidates for ASB officers are required to attend a candidate's workshop prior to the elections to review each of the different officer's duties.

SEC. E. The Executive Cabinet of the ASB shall be responsible for conducting the campaign and elections, for tabulating the ballots, and posting the election results.

SEC. F. The ASB officers shall be elected by a simple plurality of the votes cast by ASB members of the present freshmen, sophomore, and junior classes.

SEC. G. Election of class officers should be conducted as follows:

1. They shall immediately follow the election of ASB officers and be completed by the first week in May.
2. A petition must be completed as shown in Article VI Section B.
3. Attend a candidate's workshop as shown in Article VI Section D.
4. Possess a cumulative grade point average of 2.5 in all subjects and one letter of recommendation from a faculty member or obtain letters of recommendation from three faculty members.
5. All candidates must present a speech to their class, and will be elected by a simple plurality of votes cast by current ASB members of that class.
6. The incumbent Vice-President runs elections.

ARTICLE VII

SEC. A. Upon presentation to the Student Senate of a petition for removal from office of an ASB officer bearing the signatures of at least 20 % of the ASB membership, the President, or if the President is the subject of the petition, the Vice-President shall immediately (within twenty-four hours, unless it falls on a weekend or holiday, then the next Monday), convene a hearing at which the issues and reasons for the petition shall be presented to the Student Senate. The subject of the petition shall be present, and he/she shall have the right to speak in his/her defense and to question any person who signed the petition.

SEC. B. Following the hearing, an election of recall shall be held by the ASB to decide whether to remove the officer from his/her position. Removal from office shall require a two-thirds majority vote the ASB.

SEC. C. If an ASB officer is removed from office or for any reason an office become vacant, it shall be the duty of the Student Senate to declare that office vacant and to enact Article IV Section A.

SEC. D. Each member of the Student Senate must participate in at least two projects during the school year or will be dismissed from their duties.

SEC. E. Upon election of class officers, they are automatically members of the Student Senate. If they fail to meet the membership requirements of either organization (Class or Student Senate), they will be removed from both positions. New Officers may be elected at the discretion of the Student Senate.

SEC. F. A Student Council member may be removed if he/she has missed three or more unexcused meetings. A member may also be removed if he/she repeatedly does not follow through with responsibilities.

SEC. G. Steps to remove a Student Council member.

1. If any of the above requirements are not fulfilled, fellow officers or ASB members must notify the officer in question.
2. Senior, Junior, Sophomore, freshman class officers that see the need to remove a fellow officer must have a unanimous vote by the remaining class officers for the removal of a member of student senate to proceed. If the vote is unanimous, the officers must get the removal approved by a class advisor. With the approval of the class advisor, the officer in question will be on probation for the rest of the year.
3. If the officer fails to meet any other duties, a petition of 20% of the class body for dismissal of the officer and a recommendation from an advisor must be presented to the ASB officers.
4. A meeting must be held with the ASB members, the officers proposing the removal of a fellow officer, and the officer in question.
5. During the meeting the officer in question will have a chance to defend him/her. Once everyone's opinion is heard everyone will leave the room except for ASB.
6. The ASB must have a majority vote to remove the officer in question.

ARTICLE VIII

SEC. A. The Student Senate shall make all administrative decisions for the ASB, but the principal shall hold absolute veto power over all decisions made the ASB and Student Senate.

ARTICLE IX

SEC. A. This constitution shall become effective upon ratification by two-thirds majority vote of the Student Senate and approved by the principal.

SEC. B. This constitution supersedes and nullifies all previous constitutions for the ASB.

ARTICLE X

SEC. A. This constitution may be amended in one of two ways:

1. Upon approval of two-thirds majority of the Student Senate.
2. Upon ratification by the ASB, following presentation to the Student Senate of a petition for amendment bearing the signatures of at least 50% of the ASB membership.

SEC. B. In either case, a simple majority vote of the ASB membership shall constitute ratification.

SEC. C. Any and all amendments must be approved by the principal.

ARTICLE XI

SEC. A. To obtain money from the Student Senate, students must meet the following qualifications:

1. Must be a GUHS student.
2. Must have been a GUHS student for nine weeks.
3. The activity for which the money is needed must be school related (i.e., Government, leadership, sports, music, drama, etc.).
4. The sum will not exceed \$100.00, but may be less.
5. Must participate in three (3) Student Senate sanctioned activities.
6. Must have request submitted in writing.

BYLAWS

ARTICLE I

SEC. A. For the Student Senate to conduct business, a quorum of at least sixty-percent of the Student Senate must be present.

ARTICLE II

SEC. A. The ASB President shall have the power to appoint any and all committees deemed necessary to carry out ASB business.

SEC. B. All committees shall be directly responsible to the Vice-President.

ARTICLE III

SEC. A. All ASB officers shall be members of the Junior and Senior classes throughout their term in office.

SEC. B. All campaigning is to be confined to the interior of the high school building.

ARTICLE IV

SEC. A. When a vacancy occurs in an ASB office, the presiding officer of the Student Senate shall immediately appoint a committee to accept applications from qualified students for the purpose of filling the vacancy. This committee shall screen the application, and it shall submit the names of all eligible candidates to the Student Senate. The Student Senate must then elect one of these applicants to fulfill the remainder of the term of office. This vote must be a two-thirds majority.

ARTICLE V

SEC. A. These bylaws may be amended at any time by a two-thirds majority vote of the Student Senate and with the approval of the principal.

ARTICLE VI

SEC. A. Parliamentary Procedure (Robert's Rules of Order, Newly Revised) shall govern the proceedings of the Student Senate in all cases where applicable.

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Early Graduation Addendum

Regular early grads (graduating by the end of their junior year) must be declared and plan created and submitted to the Principal by the end of their sophomore year.

Prerequisites: *student pursuing early graduation must have a 2.5 GPA at the point of early grad proposal and must continue to maintain this 2.5 GPA throughout plan.*

Initial steps to the process:

1. Academic Counselor: Initial meeting with student to discuss pros and cons of early graduation.

2. Counselor and Administrator: Counselor and Administrators meet with parent/guardian and student **before plan is created**. We will discuss the pros and cons of early grad, the potential costs to family (additional courses required to fulfill plan), and whether this is a viable option for the student (by consideration of the student's behavioral and academic performance, etc...).

3. Counselor and Administrators: Introduce and explain Early Graduation Agreement Form with parent, emphasizing each section of form. Parent signature is required **before** moving forward to next steps.

4. Counselor, inform:

Parent: before creating plan and before submission to the Office of the Superintendent, parent must write a letter requesting their student be allowed to early grad, and include legitimate reasons for this request.

Student: before counselor creates plan and before submission to the Office of the Superintendent, student must write a letter requesting to be allowed to early grad, and include legitimate reasons for this request.

Student: before the counselor creates a plan and before submission to the Office of the Superintendent, the student must ask a teacher for a letter that includes/confirms legitimate reasons for this request.

5. Counselor: collects Early Graduation Agreement Form, parent letter, teacher letter and student letter.

6. Team – administration and counselor: After all paperwork has been collected, a team (counselor and administrator) will meet to discuss the merit of the early graduation plan. At this point, the team can decide to continue or discontinue the early grad request.

7. Counselor: If a team decides to move forward with an early grad request, the counselor writes an early graduation recommendation letter.

8. Early Graduation Plan is created by the counselor and the student.

- Plan must include:
 - Parent letter
 - Student letter
 - Teacher letter
 - Plan – how to accomplish 25 credits in 3 years
 - Agreement form, completed and signed
 - Counselor recommendation letter

** Reminder to student: The Senior Project requirement must be completed by April 30.

After the plan is created:

1. Counselor: Submits the plan to the Office of the Superintendent for approval. Copies of all paperwork, including parent letter, student letter, teacher letter, plan, counselor letter, will be sent to the District Office.

2. After Superintendent approval: counselor and student update schedule to reflect early grad proposal.

Requirements:

1) Student pursuing early graduation must have a 2.5 GPA at the point of early grad proposal and must continue to maintain this 2.5 GPA throughout plan.

2) A yearly check-in will take place where the terms of this agreement are looked at and where expectations of the student's early grad plan are reiterated, including behavioral and academic expectations. A student's early graduation plan can be canceled/revoked if these expectations are not met.

3) State required testing is required of all early grad students during junior year, and best efforts on test must be maintained as this is a requirement for all juniors. A refusal to take the SB test will nullify early grad plan.

Allowed:

- Take summer college classes (paid for by student) and college classes during year (paid for by student).
- Take senior classes during 3rd year (double up) and/or take junior classes during sophomore year

Not allowed:

- Declare early grad during junior year
- Take online or summer school courses for initial attempt at core courses
- Accept summer work experience hours to gain credits