

Mist Elementary School  
 Vernonia Elementary School  
 Vernonia Middle School  
 Vernonia High School  
**STUDENT HANDBOOK 2025-26**



<b>VERNONIA ELEMENTARY</b> 1000 Missouri Avenue Vernonia, OR 97064 Phone: 503 429-1333 Fax: 503 429-0588 Open 7:30 a.m.—4:00 p.m.	<b>MIST ELEMENTARY SCHOOL</b> 69163 Hwy. 47 Mist, OR 97016 Phone: 503 755-2486 Fax: 503 755-2213 Open 7:30 a.m.—3:30 p.m.
<b>VERNONIA MIDDLE SCHOOL</b> 1000 Missouri Avenue Vernonia, OR 97064 Phone: 503 429-1333 Fax: 503 429-0588 Open 7:30 a.m.—4:00 p.m.	<b>VERNONIA HIGH SCHOOL</b> 1000 Missouri Avenue Vernonia, OR 97064 Phone: 503 429-1333 Fax: 503 429-0588 Open 7:30 a.m.—4:00 p.m.
<b>VERNONIA SCHOOL DISTRICT 47J          DISTRICT OFFICE</b> 1201 Texas Avenue (mailing address) 1000 Missouri Avenue (physical address) Vernonia, OR 97064 Phone: 503 429-5891 Fax: 503 429-7742	  <a href="http://www.vernoniak12.org">www.vernoniak12.org</a>

## **TABLE OF CONTENTS**

TABLE OF CONTENTS	2
Welcome to Vernonia School District!	6
Board of Directors, Administration and Staff	7
School Schedules:	10
School Year Calendar 2025-2026 - Vernonia School District 47J	11
General Information	11
Animals	12
Assembly of Students	12
Bilingual Students	12
Building Safety	12
Bus Routes	12
School Bus Regulations	13
Complaint Procedure	15
VERNONIA SCHOOL DISTRICT COMPLAINT FORM	16
Counseling and Drug & Alcohol Prevention	17
Directory Information	17
Distribution of Materials	17
Drills	17
Field Trips	18
Fines, Fees and Charges	18
Food Service	19
Guidance Services	19
Homeless Students – McKinney-Vento Homeless Education Assistance Act	20
Honor Roll	20
Illness or Injury	20
Immunizations	20
Infection Control / HIV, AIDS, HBV	21
Insurance	21
Lost and Found Items	21
Medications	21
Every Student Succeeds Act (ESSA)	21
Parent / Teacher Conferences	21
Parental Rights	21
Program & State Assessment Exemptions	22
Responsibilities of Students, Parents, and School Staff	22

Special Education	23
Student Records	23
Ten Day Drop Requirement	23
Title I Services	23
Title IX / Office of Civil Rights	24
Transfer of Students	24
Video Taping & Photographing	24
Video Surveillance	24
Visitors	24
Volunteers	24
Withdrawal from School	25
Academics and Athletic Information	25
Concussion Protocol (Max's Law)	27
What Is a Concussion?	27
Signs & Symptoms of a Concussion:	27
If a Concussion Is Suspected:	27
Return-to-Play Protocol (Gradual Steps):	27
Follow-Up Care at School	27
After a concussion, some students may need help during recovery at school. The school can support students by:	27
Athletic Mandatory Drug Testing	28
Attendance and Truancy	28
Grading	29
Homework	30
Media Centers	30
Progress Reports	31
Special Services	32
Spectators	32
Talented and Gifted Program - T.A.G.	32
Textbook Guidelines	32
Student Behavior Expectations	33
Bullying/Hazing/Harassment/Intimidation/Cyberbullying/Menacing	33
Cell Phones / Electronic Devices	33
Cell Phone Rules	34
Hours of Restriction	34
Storage	34
Family & Student Communication	34

Exceptions & Accommodations	34
Staff Responsibilities	34
Consequences for Violations	34
1st Offense	34
2nd Offense	34
3rd Offense and Beyond	34
Exceptions	35
Prohibited Devices	35
Legal Compliance – Oregon Executive Order 25-09	35
Closed Campus	35
Dance Guidelines	35
Dress Code Guidelines – What is Appropriate?	36
Detention Policies	37
Food and Drink	37
Hall Passes	37
Late Arrival/Early Dismissal	37
Laser Pointers	38
Lockers	38
Public Display of Affection	38
Searches	38
Sexual Harassment	39
Sexual Harassment Complaint Procedure: See Complaint Procedures in this handbook.	40
Skateboards/Scooters/Bicycles/Hoverboards/Other Wheeled Equipment	40
Skipping-Unexcused Absences	40
Student Related Policies	40
Alcohol and Drug Policy	40
Denial of Admission to Regular School Program	41
Denial of Admission to Regular School Program and Alternative Education Program for Weapons Violation	41
Search and Inspection	41
Tardy Policy / Unexcused Absence / Skipping	42
Policy Guidelines:	42
Attendance Policy for Dances & Extracurricular Activities	43
Purpose	43
To promote consistent school attendance and ensure that participation in dances, clubs, sports, and other extracurricular activities reflects a commitment to academic and personal responsibility.	43
Eligibility Requirements	43

Consequences	43
Appeals & Exceptions	44
Technology Misuse	44
Students must adhere to the following criteria in using electronic communication:	44
Violation of ethical standards -	44
Tobacco-Free Environment	45
Valuables	45
Weapons in Schools	45
Examples of Weapons (Prohibited for Students)	46
Student Discipline	46
Discipline of Disabled Students	50
Behavior Discipline Consequence Guidelines:	51
Elementary Consequences Matrix Guidelines/Parameters	52
Middle School/High School Consequences Matrix Guidelines/Parameters	56
Discipline Matrix Flow Chart	57
Level 3 Major Offense Matrix:	58
Middle School Student Information -	63
High School Student Information -	63
Graduation Requirements -	65
Incomplete Grade	66
Make-Up Exams	66
Make-Up Work	67
Oregon University System Requirements	67
Pass/Fail Grade Option	67
Retaking Classes	67
Scheduling Guidelines	67
Skip Day	67
Summer School	67
Student Body Officers 2025-26	68
Vehicles on Campus	68

# Welcome to Vernonia School District!

On behalf of the Vernonia School District staff, welcome! We are thrilled to have you as part of our learning community and look forward to a school year full of growth, achievement, and memorable experiences.

At Vernonia, we believe every student plays an important role in our shared success. Each of you brings unique talents, perspectives, and energy that make our schools stronger, and we hope you will take pride in being a valued member of our team.

This handbook is designed to help you and your family become familiar with Vernonia School District. Inside, you will find important information about expectations, school climate, and the procedures that guide our work together. By understanding and following these guidelines, you will be empowered to make the most of your learning opportunities and reach your full potential academically, socially, and personally.

While no handbook can address every possible situation, this guide serves as a foundation for a positive and productive school experience. The district may update or adjust procedures as needed, and the handbook is reviewed and revised annually to ensure it remains current and helpful.

Thank you for taking the time to read this handbook and for committing to making Vernonia a safe, respectful, and inspiring place to learn. We are confident that your time here will be challenging, rewarding, and enjoyable.

Sincerely,  
Jim Helmen  
Superintendent

---

## Vision Statement

- “We will open the doors for all to discover the world of endless possibilities.”

## Guiding Principles

- We believe in providing a safe, caring environment which celebrates and honors differences.
- We believe our schools inspire our students to become life-long learners through quality instruction based on meaningful, challenging, and exciting experiences.
- We believe in preparing students to become confident, productive citizens in the global community.
- We believe in building a collaborative relationship with our community based on respect, trust, honesty, and open communication.

## “Discovering Endless Possibilities...”

## **Equal Opportunity, Non-Discrimination, and Student Rights**

Vernonia School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title II, Title VI, Title VII, Title IX, Title X and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. If you have questions about the District's compliance with federal programs please contact the appropriate individual below at 503 429-1333 or 1000 Missouri Avenue, Vernonia, OR 97064. The Vernonia School District is an equal opportunity educator and employer:

- Title I – Kendra Schlegel
- Title III – Kendra Schlegel
- Title IX – Jim Helmen
- Title X – Jim Helmen
- Special Education/Section 504 – Susanne Myers

Vernonia School District students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

## **Board of Directors, Administration and Staff**

### **Board of Directors**

Position #1 Tony Holmes

Position #2 Greg Kintz

Position #3 Amy Cieloha

Position #4 Lisa Curry

Position #5 Joan Jones

Position #6 Javoss McGuire

Position #7 Alica Mahoney

### **District Office**

Jim Helmen - Superintendent

Marie Knight - Business Manager / Human Resources / District Safety

Barb Carr - Superintendent & School Board Administrative Assistant

Cherise Harbour - Fiscal & Payroll Assistant / Purchasing

### **Administration**

Michelle Eagleson - Principal K-5 Vernonia & Mist Elementary Schools

Susanne Myers - Special Education Director

Nate Underwood Principal - Vernonia Middle & Vernonia High School

Justin Ward - Dean Of Students

### **Custodial / Maintenance**

Mark Brown - Director of Maintenance

Debbie Johnston - Custodian / Grounds Maintenance

Travis Lawler - Custodian

Ben Fifield - Custodian

Jared Heckathorn - Custodian

## **Food Services**

Julie James - Food Service Director  
Robin Knutson - Assistant  
Gretchen Stelzenmueller - Assistant  
Dianne Weller - Assistant

## **Vernonia Schools Staff**

Stacy Adams - Secretary / Registrar  
Jennifer Adkins-1st Grade  
Satori Albee- Social Science  
Caroline Alexander - Special Education  
Jared Alexander, Instructional Assistant  
Charise Ash - 4th Grade  
Cecilia Barrie-MS Music/Band  
Katreasa Beattie-Instructional Assistant/VFA Secretary  
Julie Benes- School Nurse  
Doug Bilodeau-MS Math  
Justin Benassi - Wood Shop  
Katreasa Brown - Instructional Assistant / VFA Secretary  
Rachel Brown - Social Science  
Angela Budge - Instructional Assistant  
Bret Bunke - Language Arts  
Malin Campbell - Language Arts  
Gienah Cheney - Special Education  
Nick Console-MS Science  
Jen Cooper - School Psychologist  
Lee Costanzo - Metals  
Brett Costley - Engineering  
Glenda Delemos - Library / Technology  
Camrin Eyrrick - Instructional Assistant  
Courtney Ferguson - Vernonia Family Academy  
Kristen Godinho - Instructional Assistant  
Summer Gonzales - Instructional Assistant  
Sara Goodman- 1st Grade  
Stacy Grady-Instructional Assistant  
Theresa Gray - Instructional Assistant  
Kristin Hansen-HS Math  
Allisa Hartman - Instructional Assistant  
Kimberly Hathcoat - Special Education Compliance Officer  
Jamie Holmes- Instructional Assistant  
Dawn Jay-Elementary STEAM  
Dakota Jackson, Structured Learning Center  
Julie James, Instructional Assistant



Hillary Jenson-Instructional Assistant  
Olivia Keister - Foreign Language/6th Grade Language Arts/Theatre  
Jessica Kintz - Art  
Sarah Law - Instructional Assistant  
Victoria Leonetti - Instructional Assistant  
Tiffany Little-Instructional Assistant  
Mike Lowry- Elementary PE  
Raynett Mann - Tier 3 Classroom Teacher  
Kara Maslen-Instructional Assistant  
Allison McLeod - 3<sup>rd</sup> Grade  
Luke McCallum-MS/HS Physical Education/Health  
Robin Murphy-District Mentor  
Karla Myatt - 4th Grade  
Angel Ortiz- 5th Grade  
Corey Parker - Instructional Assistant  
Rachel Plummer, Secondary Tier III  
Ashli Ray- Instructional Assistant  
Heidi Rice- 3rd Grade  
Karen Roberts - Attendance / Front Desk Reception  
Brittanie Roberts-5<sup>th</sup> Grade  
Denise Rowland - K-5 Behavior Specialist  
Juliet Safier - Language Arts/Leadership  
Kendra Schlegel - Title I Director  
Jennifer Schram-MS Science  
Chasity Smith- Instructional Assistant  
George Spaulding - Physical Education, MS/HS  
Terri Ann Stavens -2nd Grade  
Sylvia Stravreva-Youth Transitions  
Jana Titus - Library  
Kyndra Wall - Kindergarten  
Ashley Rogers Ward - School to Career Specialist  
Justin Ward - Dean of Students  
Brianna Warren-Instructional Assistant  
Peter Weisel - Counselor  
Elizabeth Woolsey - Instructional Assistant  
Teresa Williams - Secretary / Athletics  
Lindsey Zeller - SLP (OnLine)

### **Mist Elementary School**

Tabetha Groshong- K - 2<sup>nd</sup> Grade  
Katie Budge- Instructional Assistant  
Sena Wilmoth - 3<sup>rd</sup> - 5<sup>th</sup> Grade

## School Schedules:

### Mist Elementary School:

8:00 a.m. - 2:15 p.m. Monday (early release)

8:00 a.m. – 3:00 p.m. Tuesday, Wednesday, Thursday, Friday

Students may enter the building 15 minutes prior to the start of school. Lunch is at 11:00 a.m.

### Vernonia Elementary School:

8:00 a.m. - 2:15 p.m. Monday (early release)

8:00 a.m. – 3:00 p.m. Tuesday, Wednesday, Thursday, Friday

Breakfast available 7:45; daily

Lunch is at 11:00 am for all K-5 students.

### Vernonia Middle / High School

Students may enter the building 15 minutes prior to the start of school.

(See Bell Schedule Below for class times)

### Cafeteria Schedule – Vernonia Campus

Breakfast K-12: Served 7:45 to 8:00

Lunch Served: See Individual school schedules

Period	MONDAY	Minutes
1	8:00-8:45	45
2	8:50-9:35	45
3	9:40-10:25	45
4	10:30-11:15	45
5	11:20-12:05	45
<b>Lunch</b>	<b>12:05-12:40</b>	<b>35</b>
6	12:40-1:25	45
7	1:30-2:15	45
PD/Meetings (early release)	2:30-3:45	
<b>Tuesday/Wednesday</b>		
Period	Tues/Wed	Minutes
1/4	8:00-9:20	80
Advisory/5	9:28-10:48	80
2/6	10:56-12:16	80
<b>Lunch</b>	<b>12:16-12:56</b>	<b>40</b>
3/7	12:56-2:16	80
Logger Power Hour	2:21-3:00	39

<b>Thursday/Friday</b>		
<b>Period</b>	<b>Thu/Fri</b>	<b>Minutes</b>
1	8:00-8:51	51
2	8:56-9:47	51
AM Break	9:47-9:55	8
3	9:55-10:46	51
4	10:51-11:42	51
Lunch	11:42-12:17	35
5	12:17-1:08	51
6	1:13-2:04	51
7	2:09-3:00	51

<b>Weather Delay/Late Arrival</b>		<b>Minutes</b>
1	10:00-10:35	35
2	10:40-11:15	35
3	11:20-11:55	35
4	12:00-12:35	35
<b>Lunch</b>	<b>12:35-1:05</b>	<b>35</b>
5	1:05-1:40	35
6 ( <i>Monday = 2:15 dismissal</i> )	1:45-2:20	35
7	2:25-3:00	35

## School Year Calendar 2025-2026 - Vernonia School District 47J

**Please visit the district web calendar for school events and calendar updates:**

[www.vernoniak12.org](http://www.vernoniak12.org)

Please visit the District calendar for school events: [www.vernoniak12.org](http://www.vernoniak12.org)

### General Information

This document is meant to be a guide for general operations of the Vernonia School District and student expectations. While it is meant to be comprehensive, it cannot be all inclusive. No student handbook can anticipate every circumstance or question about every one of our procedures. Further, there may be situations where the need arises for us to revise, add, or cancel procedures. Therefore, the district reserves the right to add new procedures, and to change or cancel existing procedures at any time. The handbook will be reviewed and updated annually.

## **Animals**

Animals are not allowed on school grounds at any time unless previous approval has been granted by the principal for instructional purposes or they are performing a task as a service animal.

## **Assembly of Students**

Freedom of expression and assembly are important elements in the learning process. Students may meet at school to express their views. The time and place of the meetings should comply with school rules and not interfere with school programs. Students should check with the principal to determine the places and times appropriate to meet.

Students need prior administration approval to distribute or display materials. Students are not to distribute or display materials which are defamatory, which are obscene, which physically disrupts the orderly operation of school, which violate laws including existing attendance regulations, which violate dress expectations or which are racially or religiously offensive.

## **Bilingual Students**

The school provides a special program for limited English proficient students. A student or parent with questions about these programs should contact the building principal.

## **Building Safety**

The District Safety Committee meets regularly, conducts inspections, makes recommendations, and coordinates all safety requirements. Their goal is to make every attempt to keep the students, staff, and community safe from potential accidents or injuries at all times in school facilities and on school grounds. If you have a safety concern, please contact the Superintendent's office.

## **Bus Routes**

There will be a 5-minute window of time allowed for pickups on routes and all route times are subject to change due to additional stops and unforeseen traffic issues.

Special needs and in town small buses will be determined at the start of school pending notification of riders. Special Needs and out of town small buses will be determined at the start of school pending notification of riders. These routes change often as they carry our smallest number of riders and they can vary daily.

The following Vernonia K-12 School Building morning route times are approximate and subject to change due. Route pick-up times and all other questions, including Mist Elementary, please contact Curl School Bus Services at 503 429-0507. ( Move over)

## **Please see Transportation information on VSD Website**

**<https://www.vernoniak12.org/transportation>**

**Small Bus Routes / Special Needs Bus Routes** - These routes are determined by specific need and will not be set until school starts. These routes are subject to change as needed.

**Van Routes** - These routes are determined by specific need and will not be set until school starts. These routes are subject to change as needed.

**Snow Routes** - During inclement weather we may announce that our buses are on "snow routes." This announcement would mean that the bus routes will require adjustments for your student to be picked up for

school and to be transported after school. If you live past the following turn around or junction, you must transport your student to and from those locations when we are on "snow routes."

1. Timber Route: Students to be picked up at Clear Creek Road
2. Pebble Creek Route: This route will be a two bus run. Students on the lower end of McDonald Rd. walk to the intersection of McDonald Road and Hwy 47 for pick up. Students on Pebble Creek Road wait for the small bus or van.
3. Birkenfeld Route: No Birkenfeld area pick up. Students picked up at Mist/Birkenfeld Fire Station
4. Keasey Route: Students picked up Nehalem St. & 1<sup>st</sup> and Bridge St. & 1<sup>st</sup>. No pick up on the hill.
5. Scappoose/Vernonia Hwy. Route: No Stoney Point Road pick up.
6. In Town Route: Roseview Heights picked up at bottom of hill. No Noakes Road pick up.
7. Fishhawk Lake / Small Bus Route: No Fishhawk Road pick up.

All out of town van transportation will be canceled. Although we will make our best effort, some stops may be late due to the inclement weather. All school closures, delayed openings, and snow routes will be announced on all local and metro area radio and television stations as well as notifications going out through the District's automated calling system. Whenever there is a weather related school decision, we will act on the side of safety.

1. If school has a delayed start or is closed for the entire day:

When emergency conditions cause school to be closed for the entire day, announcements are made on the official school district Facebook page as well as through the Blackboard Connect system via telephone calls to each student's main contact number. Local radio / TV stations are also notified. No other announcements are considered official. If school is delayed we ask that students do not report to school until 10 minutes before the announced late opening time.

2. If school opens normally, but must close during the day:

You should develop a plan with your child so he/she knows where to go if school closes early. This plan should not involve using the school telephone. A neighbor or friend's home, to which your child could be supervised, is suggested. Please share the plan with all the people involved.

3. In the event of school closure, all school activities will be canceled for the entire day.

## **School Bus Regulations**

### **Rule 581-053-0010: Rules Governing Pupils Riding School Buses and School Activity Vehicles**

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency exit only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals on the bus.
7. Pupils shall remain seated while bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or body parts through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of driver.
14. Pupils shall keep the bus clean, and must refrain from damaging it.

15. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
  16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride buses.
  17. Rules Governing Pupils Riding School Buses and School Activity Vehicles must be kept posted in a conspicuous place in all school buses, type 20, and type 21 activity vehicles.
- \*\*Coaches, teachers and chaperones (1) must have a copy of the bus regulations and know them before going on a field trip and (2) must position themselves on the bus as to be in control of discipline at all times.**

## **Disciplinary Procedures for Bus Violations**

### **1. First Citation – Warning\*:**

The driver verbally restates behavior expectations and issues an initial warning citation.\*

### **2. Second Citation\*:**

The driver verbally restates behavior expectations and issues a second warning citation.\*

### **3. Third Citation\*:**

The student receives a 5 day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor and Vernonia School District, has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal (or designee). At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

### **4. Severe Violations\*:**

Any severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal (or designee).

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

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

## **Appeal Procedure: Bus Discipline**

If a student or parent wishes to appeal the application of the bus discipline policy, the steps outlined below should be used. If the student or parent wishes to complain about a school employee's decision, use policy KLD – Public Complaints about District Personnel.

**STEP I** The student or their representative will discuss the issue with the transportation supervisor and principal.

**STEP II** If the student or their representative is not satisfied with the outcome of the discussion, they may file a written statement with the principal and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, transportation supervisor, principal conference with the goal of resolving the issue.

STEP III Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.

STEP IV If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student or their representative may submit the matter in writing to the superintendent. The superintendent will meet with the student or their representative within three school days and will respond to the issue, in writing, within five school days after the appeal.

STEP V If the issue is still unresolved, the student or their representative may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

## Complaint Procedure

**Step One – General Complaints:** Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved (teacher, counselor, assistant principal, secretary, etc.) It is the intent of the district to solve problems and address all complaints as close as possible to their origination.

**Step One – Bullying, Hazing, Harassment, Menacing and Sexual Harassment Complaints:** Any hazing, harassment, intimidation, bullying, menacing or sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

**Step Two – General Complaints:** If unable to resolve a problem or concern at step one then the complainant should work with the building principal or program director to resolve the complaint or concern.

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

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

**Step Three - All Complaints:** If such a discussion at the building level does not resolve the complaint or if such discussion is not practical under the circumstances, the complainant, if he or she wishes to pursue the action shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. A complaint form is available, but is not required.

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of their findings and their conclusion. (approximately one week in most cases will be required.) Additionally, if the complaint or appeal concerns curriculum/instructional materials or alleges a violation of state standards, the superintendent may refer the matter to a committee

established for such purposes for a recommendation prior to rendering a decision. The time line for responding to the complainant in such instances will be adjusted as deemed appropriate.

**Step Four - All Complaints:** If the complainant is dissatisfied with the superintendent’s findings and conclusion, the complainant may appeal the decision to the Board. All such appeals shall be submitted in writing to the board chair. The Board shall hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and to take such other evidence as it deems appropriate. Generally, all parties involved, including the school administration, will be asked to attend such meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

**VERNONIA SCHOOL DISTRICT COMPLAINT FORM**

TO: \_\_\_\_\_  
Name of School: \_\_\_\_\_  
Date: \_\_\_\_\_  
Person Making Complaint: \_\_\_\_\_  
Nature of Complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Correction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide contact information  
Mailing Address: \_\_\_\_\_  
City State Zip: \_\_\_\_\_  
Phone(s): \_\_\_\_\_  
Email Address: \_\_\_\_\_

\_\_\_\_\_



Office Use: Disposition of Complaint: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

## **Counseling and Drug & Alcohol Prevention**

- School counselors are available to talk with students and parents about any issue. If parents need information, referral resources are available from the school counselors.
- Groups will be formed for students to work on issues such as family loss, anger management, crisis management, and behavior concerns.
- Other groups may be established for students on a regular basis to discuss issues such as trust, drug and alcohol issues, and communication. The emphasis on these types of groups is to teach young people alternatives for coping with stress so that they do not need to turn to drugs, and to have a safe environment to talk about feelings.

## **Directory Information**

Directory information is personal identifiable information from the educational records of students. The following categories are designated as directory information and may be made public by Vernonia School District and at the high school upon request by military recruiters.

1. Student's name.
2. Student's photograph.
3. Participation in recognized sports and activities.
4. Weight and height of athletic team members.
5. Degrees and awards received.

Exclusions from any or all directory category names as directory information must be submitted in writing to the school principal by the parent/legal guardian within 15 days of annual public notice.

## **Distribution of Materials**

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

## **Drills**

ORS 336.071 Emergency drills and instruction

- 1) All schools are required to instruct and drill students on emergency procedures so that the students can respond to an emergency without confusion or panic. The emergency procedures shall include drills and instruction on:
  - a) Fires;
  - b) Earthquakes, which shall include tsunami drills and instruction in schools that are in a tsunami hazard zone; and
  - c) Safety threats.
- 2)
  - a) Drills and instruction on fire emergencies shall include routes and methods of exiting the school

- building.
  - b) Drills and instruction on earthquake emergencies shall include the earthquake emergency response procedure known as “drop, cover, and hold on.” A school may drill earthquake emergency response procedures in addition to “drop, cover and hold on” when the school determines, based on evaluation of specific engineering and structural issues related to a building, that “drop, cover and hold on” may not be the most effective earthquake emergency response procedure to prevent or limit injury or loss of life.
  - c) Drills and instruction on tsunami emergencies shall include immediate evacuation after an earthquake when appropriate or after a tsunami warning to protect students against inundation by tsunamis.
  - d) Drills and instruction on safety threats shall include:
    - i) Procedures related to lockdown, lockout, shelter in place, and evacuation; and
    - ii) Other appropriate actions to take when there is a threat to safety.
- 3)
- a) At least 30 minutes in each school month shall be used to instruct students on the emergency procedures described in subsection (1) of this section.
  - b) At least two drills on earthquakes shall be conducted each year.
  - c) At least two drills on safety threats shall be conducted each year.
  - d) In schools in a tsunami hazard zone, at least three drills on earthquakes and tsunamis shall be conducted each year.
- 4) All schools shall maintain all exit doors so that the doors can be opened from the inside without a key during school hours.
- 5) Units of local government and state agencies associated with emergency procedures training and planning shall:
- a) Review emergency procedures proposed by schools; and
  - b) Assist schools in the instruction and drilling of students in emergency procedures.
- 6) As used in this section, “school” means any:
- a) Kindergarten through grade 12 public or private school; or
  - b) Educational institutions having an average daily attendance of 50 or more students. [1995 c.312 §2 (enacted in lieu of 336.072); 1997 c.521 §9; 2013 c.463 §1; 2015 c.421 §1]

In accordance with ORS 336.071, Emergency Drills and Instruction, monthly drills will occur in all buildings for all emergency situations. All drills include a building evacuation practice. Occasionally, local law enforcement agencies will participate in the training drills. Vernonia Schools uses the Standard Response Protocol model. All emergencies and drills fall under one of five responses:

HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER.

More information can be found at: <https://iloveguys.org/The-Standard-Response-Protocol.html>

## Field Trips

Field trips may be taken to enhance classroom activities. Parents will be notified of field trips prior to their occurrence. The classroom teacher and parent volunteers will provide supervision.

## Fines, Fees and Charges

Materials that are part of the basic education program are provided without charge to a student. A student is expected to provide their own supplies of pencils, pens, paper, eraser, notebooks, and calculator, and may be required to pay certain other fees or deposits, including:

- Club dues; student body fees (must be paid prior to participation in any extra-curricular activity)
- Security deposits;
- Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;

- Personal physical education and athletic equipment and apparel;
- Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
- Student accident insurance and insurance on school-owned instruments;
- Instrument rental and uniform maintenance;
- Student identification cards;
- Fees for damaged library books and school-owned equipment such as chromebooks;
- Lock or locker deposits;
- Field trips considered optional to the district's regular school program;
- Admission fees for certain extracurricular activities;
- Participation fees or "pay to play" for involvement in activities/athletics.

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

## **Food Service**

Information regarding free and/or reduced price lunches will be sent home at the beginning of each school year and may also be obtained at the school office or on the District Website ([www.vernonia.k12.or.us](http://www.vernonia.k12.or.us)). All inquiries are confidential.

Breakfast will be served in the cafeteria daily beginning at 7:45 a.m. Students eating breakfast at school are expected to be to class on time. Students purchasing meals and/or milk should make checks payable to Vernonia School District. Payments should be made before school and not during meal time.

House Bill 3454: Districts that participate in the U.S. Dept. of Agriculture lunch or breakfast program must provide meals to students regardless of whether the students can pay for the meal or owe money to the district's meal program. Districts may not throw away or take away a student's meal for lack of funds or provide an "alternative" meal. If a student owes money for five or more meals, the district must make attempts to determine the student's eligibility for free or reduced meals. If the student is eligible, the district must determine if the student is categorically eligible for free meals or contact the parent or guardian (at least twice, if necessary) to fill out a free and reduced lunch application. The bill prohibits publicly identifying students who owe meal money (such as with a stamp or sticker) and prohibits requiring students to do work to pay off meal debts. Districts must direct communications about unpaid meals to parents or guardians and may not charge fees to collect meal debts.

The District will make every effort to notify parents when student meal account balances are low. Student account balances and transactions are also available by logging into the Mealtime Pay Online System available on the district website [www.vernoniak12.org](http://www.vernoniak12.org).

## **Guidance Services**

Guidance Services focus on providing information and counseling in the areas of academic, social and emotional development.

The Guidance Program includes academic counseling, career & college counseling, referral to outside agencies as appropriate and coordination of the school testing program.

The Student Study Team (SST) is an integral part of the Guidance Program and is comprised of representatives from administration, special education, teaching, and counseling. The primary function of SST is to receive referrals from teachers, parents and students regarding issues of concern. The team discusses referrals and provides recommendations for addressing the concern. Issues include, but are not limited to, attendance, academic performance, attitude, drug or alcohol involvement, and emotional or social difficulties.

Staff members, parents or students may request a SST referral form from the office. Counseling office hours are held daily and students are encouraged to schedule an appointment to discuss any issues pertaining to their educational, personal, or social well-being.

## **Homeless Students – McKinney-Vento Homeless Education Assistance Act**

Homeless children and youth are minors who lack a fixed, regular, and adequate nighttime residence. The district provides full and equal opportunity to students in homeless situations as required by law; including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in their school of origin for the duration of their homelessness or until the end of any academic year in which he/she moves to permanent housing.

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

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations. Local area contact: Jim Helmen 503-429-5891. Contact State Coordinator via The Oregon Department of Education (ODE). If you need further assistance, call the National Center of Homeless Education at the toll free helpline number: 1-800-308-2145.

## **Honor Roll**

All students are eligible for placement on the school Honor Roll. Middle and High School students who achieve a 3.00 to 3.24 GPA will be placed on Honorable Mention; students with a 3.25 – 3.49 GPA will be placed on Honors; students with a 3.50 – 3.99 GPA will be placed on High Honors; and students with a 4.0 GPA will be on the Principal's Honor Roll.

## **Illness or Injury**

For the well-being of the rest of the students, please do not send your child to school if they are ill. Please notify the school of the illness by phone or in writing upon their return to school. Conditions that require exclusion include:

- \* high fever \* diarrhea
- \* stiff neck or headache with fever \* head lice
- \* new onset of rash \* pink eye/conjunctivitis
- \* jaundice (yellow color to skin or eyes) \* skin lesions that are weeping or pus filled \*
- vomiting

Extended absences due to illness may require a doctor's note.

## **Immunizations**

Oregon law requires that school children be fully immunized or have a medical/religious exemption against diphtheria, tetanus, polio, measles, rubella, mumps, and hepatitis B, and that the school have accurate immunization records for each incoming child. If you have questions about immunization requirements contact the school secretary.

## Infection Control / HIV, AIDS, HBV

Although HIV, AIDS, and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

HIV: Human Immunodeficiency Virus

AIDS: Acquired Immune Deficiency Syndrome

HBV: Hepatitis B Virus

## Insurance

Vernonia School District does not provide any type of accident or athletic insurance for students. Optional student insurance is available through programs offered by independent insurance carriers. Optional insurance forms are available in the school offices. If you do not already have medical insurance covering your child you may want to purchase student insurance. Insurance coverage is required for all students participating in athletics. Information regarding participation in the Oregon Health Plan is available in the school offices.

## Lost and Found Items

For easy identification, please mark your child's coats, hats, jackets, gloves, shoes, boots, etc., with first and last names. Lost and found articles are kept in a designated area in each school. **Items not claimed after 90 days will be donated to local charities.**

## Medications

Only approved school personnel may assist a student to manage medication required to be taken during school hours, but such assistance may be provided only with the written order of a physician and the written permission of the student's parent or guardian. School personnel may not give any over-the-counter drug without a parent or guardian's written permission **on a Medication Permission Form which may be obtained from the school office.** Students must keep medication, prescription or over-the-counter, in the school office. **STUDENTS ARE NOT ALLOWED TO CARRY ANY MEDICATIONS ON THEIR PERSON...THIS INCLUDES ANY OTC MEDICATION SUCH AS COUGH DROPS OR ADVIL (for example).**

## Every Student Succeeds Act (ESSA)

Vernonia School District receives Title I funds through the ESSA federal legislation. As a requirement of the law you may request information on your child's teachers' qualifications. If you desire more information, see your child's building principal.

## Parent / Teacher Conferences

Each year parents are invited to attend a parent conference. Parents are strongly encouraged to attend this very important event where they can discuss the progress of their student. Appointments with individual teachers will be scheduled through the school offices.

## Parental Rights

Parents of students may inspect any survey created by a third party before the survey is administered or

distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with who respondents have close family relationships;
- Legally-recognized privileges or analogous relationships such as those of lawyers, physicians, or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parent;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular business hours.

## **Program & State Assessment Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may or may not be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

Parents are allowed to excuse their child from taking the statewide summative test for any reason. The School District will notify parents twice each year of their right to opt their student out of the test. One notice is to go out at the beginning of the year and the second notice thirty days prior to the assessments. Notice must include the purpose of the assessments and how the results will be used; the specific days the assessments will be administered; the amount of class time required for the assessments; the learning targets that make up the assessments; the difference between good and poor performance on the assessments; when the results of the assessments will be available to students; and access to the opt out form.

## **Responsibilities of Students, Parents, and School Staff**

Effective educational programs and effective discipline are the results of cooperation among the students, parents, and the school staff. All schools are committed to ensuring a positive learning environment. The following positive actions should help to prevent discipline problems from developing.

### **Responsibilities of Students**

- Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework.
- Strive for academic growth.
- Respect the rights, feelings, and property of fellow students, school personnel, and the District. Follow discipline guidelines of the District and the school.
- Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the rights of other students to learn or school personnel to perform their job.

### **Responsibilities of Parents/Guardians**

- Show interest in your student's school experience. Get involved and attend conferences and open houses.
- Provide encouragement and assist your student in completion of their homework. In the evening ask to see their homework assignments.
- Act as partners with the school staff by sharing appropriate ideas for improving student learning and by preventing or resolving student discipline problems.
- Provide supervision for the student's health, physical and emotional well-being, and punctual and regular attendance at school.
- Provide the school with written or verbal explanations for student absences or tardiness and to attend parent conferences. **NOTE:** Enrolled students that are 18 years or older are still required to have a parent or guardian excuse to dismiss them from school.
- Promote and help enforce student compliance with school rules and guidelines. · Provide appropriate supervision of students before and after school.
- Any time a student's after school pick-up routine changes, a note or phone call is necessary.

#### **Responsibilities of School Staff**

- Provide a positive learning environment that is safe and secure.
- Inform parents/guardians of student behavior and academic progress.
- Protect and respect confidentiality of students, parents, and school staff.
- Work toward preventing and solving student discipline problems.
- Provide the school rules to parents, students, and school staff.
- Cooperate with public agencies in matters involving students.
- Comply with the District School Board policies, state, and federal laws.

## **Special Education**

According to Federal and State law, each school district must establish procedures which ensure that all children residing within the jurisdiction of the school district who are disabled, regardless of the severity of their disability, and who are in need of special education and related services are identified, located and evaluated, including a practical method of determining which children are currently receiving needed special education and related services and which children are not currently receiving needed special education and related services.”

The Vernonia School District does not discriminate on the basis of any disability as outlined in Policy CA Nondiscrimination and Policy JBAA Section 504 students. Personnel in Columbia county ask that you notify your school district, the Head Start office, or the Early Intervention coordinator for the County if you have the name of a child suspected to have a disability.

Additional information regarding special services in the Vernonia School District should be directed to the Special Services Coordinator.

## **Student Records**

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Parents or legal guardians may request to see their own child's records.

## **Ten Day Drop Requirement**

In conjunction with Oregon law, any student who is absent 10 consecutive days, regardless of the reason, will be dropped from active enrollment.

## **Title I Services**

Vernonia Elementary School is a Title I School-Wide Program. The school provides special services for

disadvantaged learners. All parents are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of the school's participation in and requirements of Title I. Students or parents with questions should contact the building Principal or the Title I director.

## **Title IX / Office of Civil Rights**

Jim Helmen, Superintendent, is the Title IX and OCR Coordinator for Vernonia School District. Title IX and/or OCR complaints must be filed with the Coordinator following the district approved complaint policy. Vernonia School District does not discriminate on the basis of sex in the educational programs or activities it operates. The District does not discriminate on the basis of sex in admission to or employment in its educational programs or activities.

## **Transfer of Students**

Parents may request a transfer of their student to another school, in the same grade level, in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact the building principal for additional information.

## **Video Taping & Photographing**

During the school year, students may be photographed or video-taped as part of extra-curricular activities or classroom instruction. We understand that some parents may wish to limit the amount of information about their child that is posted to District social media or website. Our policy is the students first and last names and photographs are sometimes published as well as some students work. If you object to the videotaping or photographing of your student, please notify the school office. Every effort will be made to ensure that your student is not photographed. However, realistically, a school cannot guarantee that a student will not be photographed by news media. Students are not allowed to photograph and/or video tape classmates or staff members for any reason without specific permission to do so. ORS 165.540 – Illegal to secretly record in-person conversations without consent; ORS 163.700 – Prohibits recording in places with a reasonable expectation of privacy (e.g., bathrooms, locker rooms); FERPA (20 U.S.C. § 1232g; 34 CFR § 99.3) – Covers student photos/videos as education records when "directly related" to a student and maintained by an educational institution

## **Video Surveillance**

The School Board has authorized the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras are in use in locations deemed appropriate by the Superintendent. Board Policy: ECAC

## **Visitors**

Student Visitors - We **DO NOT** allow student visitors during the instructional day **including lunch time**.  
Adult Visitors - We encourage adult visitors in our school. If you are planning to visit a classroom, please make arrangements with the teacher in advance. When you arrive, please check in at the office and obtain a visitor's badge. Adult visitors are welcome to have lunch with their students.

## **Volunteers**

Volunteers are a treasured resource in our schools. The needs are great; from reading with students to chaperoning field trips. All volunteers are required to complete and pass a background check, must follow



all school dress code guidelines, and serve as positive role models for our students. More information on volunteering can be found on the district website.

## Withdrawal from School

Whenever a student plans to withdraw permanently from school for any reason, the following steps should be followed:

**A.** The parent or guardian must contact the school either in person or by telephone authorizing the withdrawal. A written request for drop or transfer must be provided by the parent/guardian. **B.** The student must contact the office and procure a “Withdrawal Slip” which must be signed by all persons involved. Teachers will enter grades at time of leaving and sign for the return of any school property. The media center staff will sign for the return of all books and materials. When the form has been completed it is to be turned in to the school office. Unless these details are cleared before the student leaves school there may be considerable delay in the transfer of credits to other schools or recommendation for future employment.

## Academics and Athletic Information

### Athletics

All students participating in any of the after-school sports sponsored by the school district must obtain, read, and sign copies of the **Athletic Code of Conduct**. To participate, a student needs to have a physical in grades 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grades as well as first time participants. Physicals are valid for two years. All participants must have insurance for the entire time of participation. Student insurance information is available at the school office.

High School Boys’ sports offered: football, cross country, basketball, wrestling, baseball, and track.  
High School Girls’ sports offered: volleyball, cross country, basketball, wrestling, softball, and track.

High School Club sports may be offered: Golf, Boys Volleyball, Soccer, Equestrian and Cheerleading (also abide by OSAA rules)

Middle School Boys’ sports offered: football (7<sup>th</sup>-8<sup>th</sup>), basketball (7<sup>th</sup>-8<sup>th</sup>), and track (6<sup>th</sup>-8<sup>th</sup>).  
Middle School Girls’ sports offered: volleyball (7<sup>th</sup>-8<sup>th</sup>), basketball (7<sup>th</sup>-8<sup>th</sup>), and track (6<sup>th</sup>-8<sup>th</sup>).

**\*\*Depending on how many athletes are available, 6th graders may be able to participate in football, basketball, and volleyball.**

OSAA Academic Eligibility Rule states that an eligible student must be enrolled full time and making satisfactory progress. For purposes of this rule, a full time student is one who is enrolled in high school, attending regularly, and passing in courses offered by a high school, college, work experience or other school approved educational activities (including summer school or night school) equivalent to at least the quantity listed on the appropriate line of the chart below. In addition, a full time student shall have been enrolled in school, attended regularly and passed subjects equivalent to at least the quantity listed on the appropriate line of the chart below during the immediately preceding transcribed grading period.

**Satisfactory Progress Toward Graduation.** In addition to the specific credit requirement identified to be scholastically eligible, a student must be making satisfactory progress towards the school’s graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year.

Vernonia High School falls on the OSAA Minimum Satisfactory Progress Requirements chart as follows:

<b>Credits to Graduate</b>	<b>24</b>
Credits Per Year	6.0
(70%) – Prior to Grade 10	4.5
(80%) – Prior to Grade 11	10
(90%) – Prior to Grade 12	17

### **Communicable Disease Precautions**

While the risk of one athlete infecting another with HIV/AIDS is close to non-existent, there is greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Precautions for reducing the potential for transmission of these infection agents should include, but not limited to, the following:

1. Before competing, cover any open wounds you/your players have to reduce the transfer of blood from one open wound to another.
2. Athletes should render first aid to themselves and cover their own wounds, whenever possible. This reduces the risk of transmitting a blood borne virus from one person to another.
3. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated. Clean gloves should be worn for each athlete or recurrence of an injury with the same athlete if any practice or competition has occurred following initial treatment.
4. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
5. If blood or any other body fluids containing visible blood are present during practice or competition, play should be stopped, the injured athlete removed from the activity and given proper attention, and any contaminated surfaces should be cleaned. Any open wounds should be cleaned, the bleeding should be stopped, and the wounds covered before the athlete is allowed to continue participation. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
6. Clean all blood-contaminated surfaces and equipment with a solution made from a 1-100 dilution of household bleach or other disinfectants before competition resumes.
7. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
8. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
9. Athletic Trainers/Coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
10. Contaminated towels should be properly disposed of/disinfected. Do not use common towels to clean surfaces contaminated with blood. The use of common towels at any time during athletics is a very poor health habit.
11. Wash all soiled uniforms, towels, and other dirty linen in warm or hot, soapy, water. Any detergent containing bleach (chlorine or non-chlorine) would be appropriate.
12. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.
13. In general, use good hygienic practices. Shower after each practice or competition, using a liberal amount of soap and water. Avoid the sharing of towels, cups, and water bottles.

A packet for cleaning up blood and body fluids is available from the Athletic Director (AD), coaches, and activity supervisors.

## **Concussion Protocol (Max's Law)**

**Max's Law** is an Oregon law that requires schools to take specific safety steps when a student is suspected of having a concussion during sports or physical activity. Concussions are serious injuries, and our school is committed to keeping students safe during recovery.

### **What Is a Concussion?**

A concussion is a type of brain injury caused by a bump, hit, or jolt to the head or body. Even if symptoms seem small, a concussion can affect how a student thinks, feels, and learns.

### **Signs & Symptoms of a Concussion:**

- Headache or “pressure” in the head
- Dizziness or balance problems
- Nausea or vomiting
- Feeling confused, foggy, or slow
- Blurry vision or sensitivity to light/sound
- Mood or behavior changes
- Difficulty with memory or concentration

### **If a Concussion Is Suspected:**

- The student will be immediately removed from the activity.
- No same-day return to play, even if symptoms go away.
- A parent or guardian will be contacted.
- The student must be evaluated by a licensed healthcare provider.
- A written medical clearance is required to return to sports or PE.

### **Return-to-Play Protocol (Gradual Steps):**

Once medically cleared, students must complete the following progression, one step per 24 hours **without symptoms**:

1. Light activity (e.g., walking, schoolwork)
2. Moderate exercise (e.g., light jogging)
3. Sport-specific drills (no contact)
4. Non-contact training (increased intensity)  
Full-contact practice (with medical clearance)
5. Full return to games, practice, or PE

If symptoms return, the student must stop and notify the school nurse, coach, or doctor.

### **Follow-Up Care at School**

After a concussion, some students may need help during recovery at school. The school can support students by:

- Modifying classwork (shorter assignments, extra time)
- Limiting screen time (if light sensitivity or headaches are present)
- Providing breaks during the day

- Reducing workload or delaying tests/quizzes  
Excusing from PE or physical activity until fully cleared

\*These supports are temporary and based on recommendations from the healthcare provider. Students and families should stay in touch with the **school nurse, counselor, or 504 coordinator** to adjust accommodations as needed.

## Athletic Mandatory Drug Testing

All students participating in inter-league sports will be subject to random tests throughout the season. More information about this program can be obtained by consulting the Athletic Director.

## Attendance and Truancy

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. All children 5 years of age who have been enrolled in a public school are required to attend regularly.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The school may grant an exception from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor under special circumstances. All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Students with excessive unexcused absences and/or tardies will not be allowed to participate and/or attend extra-curricular activities. Chronic absence is defined as missing 10 percent or more of school days and is highly correlated with poor literacy skills and low academic performance.

Oregon Revised Statutes (ORS) 339.065 Estimates of attendance; irregular attendance; excused absence. (1) In estimating regular attendance for the purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. (2) An absence may be excused by a principal or teacher if the absence **is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency**. A principal or teacher **may** also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

COMPULSORY SCHOOL ATTENDANCE 339.010 School attendance required; age limits. (1) Except as provided in ORS 339.030, all children between the ages of 6 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school during the entire school term. (2) All children five years of age who have been enrolled in a public school are required to attend regularly the public school while enrolled in the public school. (3) For the purpose of subsection (1) of this section, a child is considered to be six years of age if the sixth birthday of the child occurred on or before September

1 immediately preceding the beginning of the current school term. (4) For a child who is six years of age, the requirement of subsection (1) of this section is met if the child regularly attends any grade of a public full-time school during the entire school term. [Amended by 1965 c.100 §274; 2012 c.91 §13; 2015 c.234 §1] 339.020 Duty to send children to school. (1) Except as provided in ORS 339.030, every person having control of a child between the ages of 6 and 18 years who has not completed the 12th grade is required to send the child to, and maintain the child in, regular attendance at a public full-time school during the entire school term.

Absences will be defined as any time a student misses a class period for a non-school related event, regardless if it is excused by a parent/guardian. Regardless of the reason, the student missed a day of instruction. The following are guidelines for communication between the school and parents when students are chronically absent.

1. Teachers communicate with the parents of all students that are chronically absent at the end of the first quarter. This would be all students who have four or more absences. The teachers will:
  - Inform parents that their child is chronically absent. Explain that chronically absent means absent 10% or more of school days and that we are monitoring our chronically absent students' attendance and achievement closely. Counselors will provide teachers with a few talking points that highlight the data on how attendance can affect current and future achievement.
  - a. Inform parents that they can expect future contacts from a counselor as long as their child is chronically absent.
  - b. Record the contact on a tracking sheet and pass the sheet on to a counselor
2. The counselor, or designee, will contact parents at least every four weeks to update the parents on the child's attendance progress. Those whose attendance improves, such that they are not chronically absent will no longer be monitored. Those whose attendance does not improve will be informed of incentive programs that might be tried to improve attendance and possible administrative action if chronic absence continues.
3. The counselor, or designee, will check school attendance records every two weeks. Any new students that become chronically absent will be referred to the teacher by a counselor to go through step one, above.
4. Students who reach 12 or more absences any time in the first three quarters of the school year will be discussed with the Principal, or designee, to determine if administrative action is needed. These discussions will take place every two weeks. Considerations will include excused versus unexcused absences, medically excused absences, frequency of tardies, suspensions and possible extenuating circumstances. Any further action taken will be based on the particular data that the students' attendance profiles show. This action may include working with the NWRESA Attendance Advisor and levying truancy fines against the parent(s).

If the above steps fail to deter student truancy, the student will receive zero (0) credit in the class related to the truancy. It is the student and parent/guardian's responsibility to contact the teacher of the class in question to propose a plan to regain credit. Any plan must be agreed upon by the classroom teacher and counselor, with final approval being granted by the principal.

## Grading

Grades are determined by teachers. Parents having questions about grades received by their students are encouraged to contact the teacher directly. Any parent encountering difficulty in making such contact should contact the principal.

- **Grades K-5 are as follows:**
  - E = Exceeds grade level standards
  - M = Meets
  - NM = Nearly Meets
  - DNM = Does Not meet
- **Grades 6 -12 are as follows:**
  - 100 - 90 A = Superior
  - 89 - 80 B = Above Average
  - 79 - 70 C = Average
  - 69 - 60 D = Below Average
  - 59 and below F = Failing

- I = Incomplete (*Established time frame, typically two weeks, to correct or I becomes F*)
  - P = Pass (does not affect GPA)
  - U = Unsatisfactory (does not affect GPA)

## Homework

Assigned work will only be accepted for full credit if it is turned in on time. If assignments are turned in late, a penalty in grade may result. Amount of homework will vary from type of class, style of teacher, time of assignment, and effort of student. Any alternative late work policies will be clearly communicated to students and parents prior to implementation.

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Each class should be accompanied by a syllabus which outlines expectations, including homework policies. Some homework may be available for some classes online on the District website.

**Homework requests will only be processed for pre-arranged absences and for medical absences that last more than two days.**

## Homework Suggestions

1. Help schedule a time to do homework, showing that it is an important priority and that you value its worth.
2. If possible, provide a quiet area for your student to work.
3. Help set up this area so there is good lighting and materials to work with (pencils, a ruler, a dictionary).
4. Let your student work on his or her own, but let him or her know you are available for help.
5. Be aware that there is a difference between being a resource or consultant and hovering over a student with constant advice.
6. Be available to check work as needed and to check whether the assignment has been completed.
7. If possible, help your child see how this particular assignment or skill relates to everyday life and life skills.
8. **Remember, nothing can help like a hug, smile, and a word of approval. Be encouraging and supportive. Your attitudes are contagious.**

## Media Centers

The Media Center includes a wide variety of materials for your enrichment and enjoyment. Items available are magazines, newspapers, DVDs, cassette tapes, and an excellent collection of fiction and non-fiction books.

## Technology

The Media Centers use a variety of resources to help students and staff meet their informational needs. The Media Center assistant is always interested in assisting students and staff to find the information which they need. Please refer to the Technology Misuse section of this handbook for more information on internet services.

## Checking Out Materials

#### A. Books

- a. Most books are lent for fourteen days and are renewable. Reference books are lent overnight. Reference books may be checked out after the last period of the day and are due the following morning before the first class period.

#### B. Chromebooks

- a. Students will not be assigned an individual Chromebook this year. Students will use Chromebooks assigned to the classroom. Students needing one at home for use on schoolwork will check one out overnight through the media center. Students will be charged replacement value for damaged or lost Chromebooks and/or chargers.

### **Returning Materials**

- A. Place materials to be returned in the book drop at the circulation desk. Return Chromebooks directly to Media Center staff

#### **Lost Materials**

- A. Students who don't return materials that have been checked out will be charged the replacement cost.

#### **Use of the Media Center**

- A. The media center is for student use of books and other media center materials. The media center is a place for quiet study. The media center is not a place to visit during class periods. Students must have permission if they plan to utilize the media center when they have an unscheduled period in their day.
- B. All students are required to move quietly and be considerate of others. Students who are not studying, researching, or using the media center for academic activities will be sent back to their teachers.
- C. Students may use the media center during class with a pass from the teacher. The pass will indicate the type of research/study for which the media center will be used. Students without a pass, will be sent back to their classroom.
- D. The area behind the circulation desk is off limits except to student assistants and media staff.
- E. No eating or drinking is allowed in the media center.
- F. Each student is responsible for cleaning up their area and returning all materials used before leaving the media center.
- G. Student phone use in the media center is prohibited.
- H. Cell phones, iPods, CD players, etc. with or without headsets are prohibited (unless given specific permission to use by authorized staff).
- I. Students' use of personal laptops will be granted or denied on a case-by-case basis.

### **Progress Reports**

These reports will not be mailed home. Please refer to Synergy ParentVue for updated grades. If any grades on the report seem unsatisfactory or if you have questions, parents/guardians are encouraged to follow up with a phone call, email, or request an in person conference with the appropriate teacher. In person conferences can be set up by appointment through the school office.

Hard copy report cards will be provided at parent-teacher conferences after the 1<sup>st</sup> quarter for grades K-5, and will be printed and mailed after each other quarter. Hard-copy report cards will be printed and mailed at each quarter for grades 6-8 and each semester for grades 9-12.

## Special Services

Special services include: \*Speech and hearing therapy \*Developmentally disabled classes \*Adaptive physical education \*Health monitoring

***For further information, contact the Special Education Director.***

## Spectators

For all activities held in the gym, student spectators and children unaccompanied by parent or guardian will be expected to remain in the gym; except during half-times and intermissions. Anyone choosing to loiter in the hallways instead of watching the events will be asked to leave the premises. **Because of safety issues, our staff cannot satisfactorily conduct the event and provide necessary supervision of wandering, restless youngsters.** We would appreciate parents that are attending with their children providing proper supervision.

## Talented and Gifted Program - T.A.G.

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

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

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

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the Superintendent who will arrange for a review committee to meet within ten (10) school days of receiving the written complaint to review all pertinent information.

## Textbook Guidelines

Students are responsible for their books. We strongly suggest/encourage students to use book covers for their textbooks to minimize any damage. Textbooks may cost \$60.00-\$100.00.

Textbook fines:

- Lost Textbook - Replacement Value
- Cover Damage - \$5.00 - \$15.00
- Water Damage - \$5.00 to Replacement Value
- Writing Inside/Outside of Book - \$5.00 to \$15.00
- Spine Repair - \$5.00
- Torn Pages - \$5.00
- Missing Barcode - \$3.00
- Mold - Replacement Value



## **Student Behavior Expectations**

### **Bullying/Hazing/Harassment/Intimidation/Cyberbullying/Menacing**

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying and menacing.

Definitions:

- 1) “Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.
- 2) “District” includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.
- 3) “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
- 4) “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
  - a) Physically harming a student or damaging a student’s property;
  - b) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
  - c) Creating a hostile educational environment.
- 5) “Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.
- 6) “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity.

#### **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Cell Phones / Electronic Devices**

*(In Response to Oregon Governor’s Executive Order 25-09)*

## **Policy Purpose:**

To ensure a safe, focused learning environment by limiting cell phone use during school hours while maintaining clear channels for essential communication.

## **Cell Phone Rules**

### **Hours of Restriction**

- Monday: 8:00 AM – 2:00 PM
- Tuesday – Friday: 8:00 AM – 3:00 PM
- Passing Time & Lunch: Cell phone use is not allowed.

### **Storage**

- Phones must be kept in lockers or backpacks during restricted hours.
- Phones must be off and out of sight during the school day.

### **Family & Student Communication**

- Families may call the school office to leave messages for students.
- Messages will be delivered once per class period to reduce interruptions.  
Students may use classroom or office phones for urgent needs.  
Grades 6–12: Students may check email at designated times.
- Families are encouraged to schedule non-urgent check-ins before or after school.

### **Exceptions & Accommodations**

- Allowed for students with documented needs in their IEP or 504 Plan (medical, translation, educational, or social supports).
- All accommodations must be formally documented.

### **Staff Responsibilities**

- All staff and substitutes will enforce this policy consistently.
- Staff phone use is limited to:
  - Educational purposes (ClassDojo, documentation, etc.)
- Personal phone use by staff during instructional hours is prohibited.

### **Consequences for Violations**

#### **1st Offense**

- Phone confiscated.
- The student may pick it up from the principal's office at the end of the day.

#### **2nd Offense**

- Phone confiscated.
- Parent/guardian meeting required before the phone is returned.

#### **3rd Offense and Beyond**

- Phone held in principal's office for five (5) school days.
- Returned only to the parent/guardian during a scheduled meeting.
- Students may not bring other electronic devices during this time.
- Further violations may result in:
  - 10-day confiscation

- Cell phone restriction added to a behavior contract

## Exceptions

- Only for documented medical needs, IEP/504 accommodations, or administrator-approved emergencies.

## Prohibited Devices

- Smartwatches, earbuds/headphones, iPads, or other devices used for internet access or texting are not allowed during restricted hours.
- Exceptions must be included in an IEP or 504 Plan.

**Extracurricular & Sports:** Students may use phones outside school hours due to long travel distances. While on the bus for field trips, students may use their personal devices while traveling to extracurricular activities or field trips at the discretion of District staff. Any use restrictions are subject to a student with an exception to this policy. Once at the location of an extracurricular activity or field trip, students may use their personal devices at the discretion of District staff. Any use restrictions are subject to any exception a student has under this policy.

## Legal Compliance – Oregon Executive Order 25-09

- No loss of instructional time as a consequence.
  - *This does not include a student's refusal to surrender their phone to the administration, which will be considered insubordination.*
- Proportional and reasonable enforcement.
- Maximum confiscation periods: 5–10 school days.
- Parent/guardian involvement is required for repeat offenses.
- Exceptions for documented needs and emergencies.

\*A building principal or their designee may, at their discretion and in accordance with the accommodation or exception justifications listed in Policy JFCEB, issue a temporary exception to these policies to a student at their discretion. Such limited exception may not last longer than ten (10) days students are required to attend classes.

VSD cell phone practice is subject to change

## Closed Campus

Vernonia schools are a closed campus. This means that students are not allowed to leave school during the school day. Exceptions may be granted (pending **both** parental and administrative approval) for: school-to-work, individual class schedules, extenuating circumstances, and individual considerations. Students who drive to school, may not leave campus or visit their vehicle during the school day; including lunch.

## Dance Guidelines

1. Rules of the dance will be posted at the entrance to the dance.
2.
  - a. A minimum of ten chaperones must be submitted to the Principal for approval two days before the dance. All chaperones must report to the supervising staff member 15 minutes prior to the start of the dance. At that time, they will receive a copy of the dance rules, briefed about what is and is not acceptable behavior at the dance, and receive their locations to monitor. Chaperones are required to report any incidents to the supervising staff member.
  - b. Chaperones are to assist the supervising staff member in securing the building after the dance is over. Door / windows in the area serving students must be locked and secured. Custodial staff will

assist in securing the building. A clean-up crew must be organized and clean up after the dance is over.

3. Student conduct and behavior at the dance are the same as their school rules. Students must comply or leave the dance.
4. Once students enter the dance they are there for the remainder of the dance time. **If they choose to leave, they will not be allowed to return for any reason.** No telephone or transportation will be provided.
5. Students are not to loiter in halls during the dance. Students who are not attending the dance are not to hang out in school parking lots or on campus.
6. Shoes are allowed on gym floor only if they are acceptable footwear that will not damage the floor. (i.e. basketball, volleyball or gym shoes). Chaperones will determine whether shoes meet the acceptable criteria.
7. No student shall be in possession of or under the influence of tobacco, alcohol, or drugs of any kind.
8. Doors will be locked ½ hour after the start of the dance. No one will be allowed to enter after this time.
9. Students requesting a guest pass will need to get approval from the principal no later than two days before the scheduled dance. List of approved guests will be made available. Only those guests who are on the approved list will be admitted to the dance.

## **Dress Code Guidelines – What is Appropriate?**

Dress Code Guidelines – Dress Codes are a preparatory piece for the future success of our students. Students' dress and grooming is the responsibility of the individual and his or her parents. Dress codes in all of our district schools provide that student dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices, and shall not disrupt the teaching/learning process (in addition, see District Dress Code Policy JFCA).

Students are prohibited from wearing articles of clothing with the following:

- Display or advertising of substances illegal for students.
- Content that has inappropriate language, offensive messages, gang membership or symbols, sexual themes, sexually demeaning pictures, sexual innuendo, etc.
- Messaging that state, imply, or depict hate speech, hate symbols (noose/Swastika imagery, etc.) **targeting** groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. Display or depict, including jewelry or accessories, gang symbols, dangerous attachments, inappropriate nicknames, weapons, or illegal substances.

### **In Addition:**

- Open-toed shoes may not be allowed in some classes and certain areas for safety reasons. Head coverings as allowed according to current school policy, individual schools, and/or individual classroom teachers.
- Chains, including wallet attachments, and dog chains are not allowed.
- Hats and hoods are not permitted for **elementary students** unless it is an approved schoolwide/classwide reward or is included on a student's 504 or IEP.

### **Appropriate dress should:**

- **Cover entire** circumference from armpit to armpit and from armpit to approximately 6 inches down upper thigh. Tops must have shoulder straps. Basic Principle: Certain body parts must be covered for all students which includes exposing stomach region at any time.

**Note: Administration reserves the right to determine what constitutes appropriate dress. Students choosing to violate dress code may be asked to change, cover up, or not wear item again. See discipline matrix for steps for repeat offenders.**

## Detention Policies

Detention can be served during lunch, after school or in the morning before school. After notification of detention, it is the student's responsibility to serve the detention on the assigned day/location and follow all rules and guidelines of the supervising adult. Failure to do so will result in parent notification, additional detention, and/or in-school suspension. If a student is assigned an after school detention it will take precedence over any after school activity; including athletics. It is the athlete's responsibility to share this with their coach. After school detention will start five minutes after the dismissal bell and last for one hour; unless otherwise assigned. Parents will be notified that detention has been assigned. Transportation is the responsibility of the family.

### The following guidelines apply to detention:

- Be on time. Failure to arrive on time will be considered skipping detention and additional consequences may ensue.
- **Lunch detention:** School lunch will be provided as needed or bring sack lunch with you to assigned location.
- Bring needed study materials as appropriate.
- Cannot leave after entering detention space (including locker and media center) unless given specific permission.
- No talking (except with detention supervisor).
- Food by permission only.
- No cell phone use. Stow in locker or turn over to detention room staff.
- Students not working during detention may be assigned another detention or In-School Suspension.
- Failure to abide by Detention Policies will result in further consequences.

## Food and Drink

All food and drink must remain within the Commons. Food and drink will not be allowed in classrooms without teacher permission. Bottled water may be allowed in the classrooms and other parts of the building as long as it does not create a health/safety issue or become disruptive to the educational process. Exceptions must be approved by the Administration or Designee in advance. Damages (spills, school or personal property marred, items rendered inoperable, etc.) that occur in violation of this policy may result in restitution. Responsible snack enjoyment is allowed between classes as long as 1) zero mess is created and 2) snack does not require an excess of cleanup to ingest.

## Hall Passes

Students are not allowed in the halls during class periods unless they are accompanied by a teacher or have a school issued hall pass from an authorized staff member. Students will be questioned when they are in the halls and will be assigned an appropriate consequence if they do not have permission to be in the hall. Students may be asked to sign out/in when using a hall pass to leave the classroom.

## Late Arrival/Early Dismissal

To ensure safety, at all times ALL students will enter through the front doors. Any student with late arrival privileges is not to be in the building more than five minutes prior to the beginning of the first class in which they are scheduled unless other arrangements have been made with school staff. If they must arrive early, they will remain seated outside the front office. A student with early dismissal privileges is to leave campus immediately

following the last scheduled class; unless other arrangements have been made with school staff. Failure to follow these guidelines will result in parent contact. If the problem persists, students will lose the privilege, be scheduled into a class or study hall, and/or receive disciplinary action. Students arriving prior to the release bell will wait quietly by the main office.

## **Laser Pointers**

The Food and Drug Administration has warned parents and consumers that hand held laser pointers may cause serious eye damage if aimed straight into the eye. Due to safety issues and the disruption to classes, laser pointers are not allowed on school premises at any time and will be confiscated.

## **Lockers**

Lockers and other places where students keep things are the property of, and are under the control of the school and may be checked at any time by the school for dangerous and prohibited items. When needed, the school will provide locks; no personal locks are allowed. Students should not share personal locker combinations with other students. Locker combinations will not be changed as a deterrent for unwanted foe in a student's locker. The student may change lockers with admin approval but a top locker is not guaranteed. Best practice is to NOT share locker combinations with others. The District does not provide payment for student property which is lost, stolen, or damaged at school. All items are brought to school at the risk of the owner. Expensive items invite theft and should not be brought to school.

## **Public Display of Affection**

Public display of affection in the school buildings or on the school grounds is inappropriate. Inappropriate bodily contact behaviors include, but are not limited to, kissing, hugging, being together on floors, benches, or furniture, front to front or front to back body contact including sitting on laps. ONLY hand holding is allowed. Repeated warnings will result in a parent/guardian conference and possible disciplinary action. PDA rules apply at school sponsored events including games and dances; unless contact is a reasonable part of dancing.

## **Searches**

A student or their possessions, vehicle, locker, or assigned storage area may be searched if the school has a reasonable suspicion that a prohibited item will be found.

1. A written report of the search is made by the school administration to the Superintendent.
2. Except in an emergency, there should be two (2) adults present during a search. It is recommended that the student be present for the search of their locker or other assigned storage areas.
3. Prohibited items will be held in the office. Items may be returned to the student, parent/guardian or police; whichever is deemed appropriate.
4. Police using police authority can search a student or student storage areas.
5. Inappropriate materials stored in lockers such as photos or lewd materials are unacceptable and will be confiscated.
6. **NEW:** The use of a handheld metal detector wand may be used when there is reasonable suspicion that a student is hiding contraband or dangerous items on their person. If unexplainable metal is discovered, parents and police may be notified in order to assist with the location of the item in order to preserve the student's personal privacy while keeping our schools safe.

## Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes district facilities, district premises and non district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform their job- or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile- the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment- number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report their concerns to the building principal, compliance officer or superintendent, who have overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the District may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all grade 6 through 12 schools. Such posting shall be by a sign of at least 8.5 by 11 inches. The superintendent will establish a process of reporting incidents of sexual harassment.

**Sexual Harassment Complaint Procedure: See Complaint Procedures in this handbook.**

### **Skateboards/Scooters/Bicycles/Hoverboards/Other Wheeled Equipment**

Use of these items is not allowed on school grounds. Students that ride their wheeled equipment to and from school must secure them in the designated area during school hours. Students under the age of 16 must wear a helmet as required by law.

### **Skippping-Unexcused Absences**

Skippping includes not attending class as assigned, not attending assigned lunch detentions, not attending before and after school detentions, not attending Saturday school, not being where assigned, and not returning to class as expected.

Unexcused Absences include being absent from school for all or part of the day without permission or being absent from school without school having parental notification.

### **Student Related Policies**

#### **Alcohol and Drug Policy**

The unlawful possession, use, sale, or supply of any alcohol, narcotics including marijuana, or any other dangerous/illegal drug, or any substance used as a drug that is not medically prescribed for the student is prohibited on the school premises or at any school-sponsored activity. Violations of this regulation will result in



suspension and/or expulsion from school. Appropriate health and law enforcement agencies may be involved and parents will be notified. The process may include assessment, and/or referral for treatment. (Refer to School Board Policy JFCH)

Students who use, possess, distribute, share, or are under the influence of dangerous drugs and/or alcohol on or near (within 1,000 feet) District property during school hours or at any school-sponsored activity are subject to immediate suspension and/or expulsion. The student is also subject to additional educational programs and obligations established by the District.

If it is established that a student is found to be selling alcohol and/or other dangerous drugs to another person, that student shall be suspended with the possibility of expulsion from the School District up to the full extent of school rules and the law.

All regular education students expelled for any drug or alcohol violation will be given the opportunity to choose one of two alternative choices in order to continue their education. Students eligible for special education services under IDEA will be placed in an appropriate program following an IEP meeting. Students who are eligible for services under Section 504 will be re-evaluated and have their 504 plan reviewed prior to placement.

### **Denial of Admission to Regular School Program**

The School District will deny admission to their regular school program to a student who is expelled from another school district and who has moved into the Vernonia School District for the length of the expulsion. The District will provide an alternative learning environment for the student.

### **Denial of Admission to Regular School Program and Alternative Education Program for Weapons Violation**

If a resident student or a student transferring into the District is expelled for a weapons violation, pursuant to Section (6) of ORS 339.250, the District will deny that student admission to the school's regular program for at least one calendar year from the date of the expulsion. In addition, the district will not offer an alternative education program to students expelled for weapons violations pursuant to section (10) of ORS 339.250 for at least one calendar year from the date of the expulsions subject to modifications by the Superintendent on a case-by-case basis.

### **Search and Inspection**

If school officials have reasonable suspicion to believe that an illegal act or violation of school rules has been committed, is being committed, or is about to be committed, they are authorized to search the student and their personal property, or any School District property used by the student, and seize any items deemed injurious or detrimental to the safety, health, and welfare of the students and staff. Students are prohibited from using or possessing dangerous weapons, firearms, dangerous instruments, and/or hazardous or explosive materials or devices. On a random basis, drug sniffing dogs may be used to search lockers and vehicles, to detect contraband and violations of school rules and criminal laws. **NEW:** The use of a handheld metal detector wand may be used when there is reasonable suspicion that a student is hiding contraband or dangerous items on their person. If unexplainable metal is discovered, parents and police may be notified in order to assist with the location of the item in order to preserve the student's personal privacy while keeping our schools safe.

To further protect students and provide a safer school environment, random inspections of lockers and other student storage areas may also occur at any time. These areas remain in the possession and control of the school when they are assigned for student use. Students may use student storage areas for the limited purpose of temporarily keeping items needed for classes and other school activities. Students shall expect that lockers and other student storage areas will be inspected by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items will be removed and held by the school. Any items removed during an inspection will be returned to the student, the student's parents/guardians or held for the police as necessary. Students will be disciplined if any prohibited items are found.

Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or a disciplinary action. Contraband or unlawful items, the possession of which violate Vernonia School District Handbook, Vernonia School District policy, State laws, and/or federal laws shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials.

Other items left unclaimed after an investigation or disciplinary action will be disposed of by the school. Each school may set aside a time period, with reasonable advance notice to students, when all lockers will be inspected for overdue books and prohibited items.

## **Tardy Policy / Unexcused Absence / Skipping**

### **Purpose:**

Timeliness is a critical aspect of student responsibility and academic success. The purpose of this policy is to encourage punctuality, minimize classroom disruptions, and foster a culture of accountability.

### **Policy Guidelines:**

#### **1. Definition of Tardy:**

A student is considered tardy if they are not in their assigned classroom when the bell rings to begin the period.

#### **2. Tardy Limits Per Quarter:**

- Each student is allowed **up to 3 tardies per quarter** without disciplinary consequences.
- Tardy counts reset at the beginning of each new academic quarter.

#### **3. Consequences:**

- **1st–3rd Tardies:** Warning issued; teacher may notify parent/guardian.
- **4th Tardy (and each additional tardy within the same quarter):**
  - The student will be assigned **lunch detention** on the day of or the day after the tardy, depending on scheduling.
  - Failure to attend assigned lunch detention may result in further disciplinary action (e.g., after-school detention or referral to administration).

#### **4. Communication:**

- Parents/guardians will be notified when a student reaches their **3rd tardy** in a quarter.

- Students are responsible for checking their tardy status via the school's attendance tracking system (Student Vue) or communication from school staff.

## 5. Exemptions:

Tardies may be excused at the discretion of school administration for documented medical appointments, emergencies, or other valid reasons submitted in writing or verbally by a parent/guardian or a staff member.

### Note:

Continued tardiness beyond the 4th instance in a quarter may be treated as **chronic tardiness** and could result in additional interventions such as removal from class, loss of credit, parent conference, behavioral contract, or loss of privileges (e.g., participation in extracurriculars or school dances).

Arriving at class ten minutes or more after the bell rings is considered an unexcused absence unless the student presents a legitimate note that they were legitimately detained.

Unexcused Absences – Skipping are governed as follows:

- Lunch detention , after school detention, or ISS and parent notified.

## Attendance Policy for Dances & Extracurricular Activities

### Purpose

To promote consistent school attendance and ensure that participation in dances, clubs, sports, and other extracurricular activities reflects a commitment to academic and personal responsibility.

### Policy Overview

Students must meet minimum attendance requirements to be eligible for participation in school-sponsored dances and extracurricular activities. This policy applies to all students in grades 6–12.

### Eligibility Requirements

#### 1. Attendance Threshold

- Students must maintain **at least 90% attendance** in all enrolled classes during the current semester.
- Absences due to illness, family emergencies, or other excused reasons must be documented and approved by administration.

#### 2. Unexcused Absences

- Students with **more than 5 unexcused absences** in a semester will be ineligible to attend dances or participate in extracurricular events until attendance improves.

#### 3. Day-of Attendance

- Students must be present for **at least half the school day** on the day of a dance or activity to attend, unless prior approval is granted.

#### 4. Academic Standing

- Students must be passing all classes to participate in extracurricular activities. Exceptions may be made for students actively working with teachers or counselors on academic recovery plans.

### Consequences

- Students who do not meet attendance criteria will be notified by administration and may be placed on a temporary activity suspension.

- Reinstatement requires a meeting with a counselor or administrator and a written attendance improvement plan.

### **Appeals & Exceptions**

- Students may submit a written appeal to the principal for special circumstances (e.g., medical leave, family emergencies).
- Appeals must be submitted at least **5 school days** before the event.

### **Technology Misuse**

Electronic Communication Services are defined as including but not limited to: Telephone, FAX, Internet, wifi, school email addresses, and all computer components.

It is expected that Vernonia School District electronic communication services must be used by students in a responsible, efficient, ethical and legal manner. Any violations or misuse of District technology services will result in the loss of privileges for a period of time determined by the school administrator. See Vernonia School District Policy JG.

### **Students must adhere to the following criteria in using electronic communication:**

It is expected that users will understand and comply with all district regulations and with all legal requirements related to the use of electronic communications.

The District's electronic communications system shall be used for educational purposes consistent with the District's policies and procedures. Educational purposes do not include commercial use, use for personal financial gain or political advocacy.

Users shall employ electronic communications in a thoughtful manner that is respectful of the language and content sensitivities of individuals and that is appropriate within an educational environment. All public and private communications shall be positive and constructive in tone.

Users shall work to protect the integrity and reliability of the communications system.

Users shall maintain personal responsibility for all non-approved financial obligations incurred while using the electronic communication system.

Students shall be required to have an Acceptable Use Policy signed by parents before being allowed full access to the Internet.

### **Violation of ethical standards -**

**The following practices are considered a violation of ethical standards and are subject to disciplinary action:**

- Violating the rights to privacy of students and employees of the District.
- Using profanity, obscenity or other language which may be harassing to another user.

- Reposting personal communications without the author's prior consent.
- Using, copying and/or posting commercial software in violation of copyright law.
- Using the network for personal financial gain, for any commercial or illegal activity or for promoting the use of tobacco, alcohol or other drugs.
- Spreading computer viruses, whether intentionally or unintentionally by failing to routinely perform a virus scan on disks or files.
- Attempting to degrade, disrupt or monitor the content or transmissions. This will be viewed as criminal activity under applicable state and federal law.
- Downloading, storing or printing files or messages or images that are profane, obscene or that use language that defames another.
- Wasting or taking supplies such as paper, that is provided by Vernonia School District.
- Accessing the Internet using District equipment or network facilities without agreeing to abide by these guidelines, without the permission or supervision of a District employee (students or non-employees) or without an Internet approval signed by a parent/guardian (students).
- Using hardware, software or network services in violations of copyright or vendor agreements. This includes copying or transmitting software programs for installation on non-District equipment.
- Other uses that have no reasonable basis for improving the teaching or learning of the District curriculum, such as computer games.
- Inappropriate images via cell phone / emails /social media
- Selling products on campus for personal profit is prohibited without first clearing with administration and then **ONLY** if the profit is to benefit the school or to support a school related activity such as a school sponsored field trip or scholastic excursion. In the event a proposal for earning money is approved, then all proceeds **MUST** go through the school for record keeping and then only withdrawn as needed for the scholastic endeavor. Food items must also be cleared through the school meals program so as not to take away from nutritional needs of students as well as risk to allergies, etc.

## **Tobacco-Free Environment**

The use of any tobacco products and paraphernalia, including lighters and vaping devices, on all School District property including buildings, vehicles, and outdoor areas is prohibited. Any student smoking or chewing on or off school district property will be reported to the Vernonia police

## **Valuables**

Students are encouraged to not bring items of value to school. If students find it necessary to bring large amounts of cash or valuables to school they are strongly encouraged to report cash or items to their teacher/coach or to the main office. Do not leave items in classrooms, halls, dressing rooms, or school grounds. Students are responsible for their personal property and school property assigned to their use. Locks on lockers are included with locker fees. Leaving lockers unlocked may invite theft. We encourage all lockers to be locked at all times. The school is not responsible for items missing from lockers.

## **Weapons in Schools**

Students are strictly prohibited from bringing, possessing, concealing, or using any weapon, including firearms, dangerous weapons, deadly weapons, or destructive devices, on district property, at school-sponsored events (on or off campus), or during any activity under the jurisdiction of the district or interscholastic organizations.

## Examples of Weapons (Prohibited for Students)

Weapons include, but are not limited to:

- **Firearms**
  - Handguns, pistols, revolvers
  - Rifles, shotguns
  - BB guns, pellet guns, air rifles, or paintball guns (whether or not they are operational)
- **Ammunition & Explosives**
  - Bullets, cartridges, shotgun shells
  - Firecrackers, fireworks, or explosive devices
  - Homemade explosive materials or devices
- **Knives & Sharp Objects**
  - Switchblades, butterfly knives, gravity knives
  - Daggers, dirks, stilettos
  - Pocketknives or other knives with blades over 2.5 inches (or any size if used or intended to cause harm)
  - Razor blades, box cutters, or similar cutting tools
- **Blunt or Striking Weapons**
  - Clubs, batons, billy clubs
  - Blackjacks, sand clubs, slungshots
  - Metal knuckles or brass knuckles
- **Projectile Weapons**
  - Bows, crossbows, arrows, darts
  - Slingshots
- **Other Dangerous Items**
  - Mace, pepper spray, or tear gas
  - Any item used or intended to inflict harm (e.g., a heavy chain, padlock, or tool used as a weapon)

This policy is enforced in accordance with:

- **ORS 166.370** – Prohibits possession of weapons in schools and makes violations a criminal offense.
- 

## Exceptions

Use of weapons for approved educational or extracurricular programs (e.g., trap shooting teams, lumberjack/axe competitions, metal working) is allowed only under the direct supervision of a qualified coach or instructor and in compliance with all safety protocols.

## Disciplinary Consequences

Violations of this policy may result in disciplinary action up to and including expulsion for not less than one calendar year for firearms violations, subject to modification by the superintendent on a case-by-case basis, as permitted by law.

## Student Discipline

There is a connection between academic success and student management. The techniques of student management will reflect concern of school personnel for the dignity and growth potential of all students. Student management will involve counseling and promote behavioral changes enabling students to function successfully in their educational and social environments. Effective educational programs and effective student management are the results of cooperation among the administration, teachers, parents, and students.

Consequences must be treated as an individual matter. Due process for students will be adhered to in all situations. Students will be responsible for understanding and following the Responsibilities of Students located on page \_\_\_\_ and will be held accountable for any behavior that deviates from the established policies. See Vernonia School District Policy JG.

Managing one's own behavior is the ultimate goal. Student management should be directed toward developing skills necessary for the students to:

1. Solve problems successfully
2. Develop positive relationships with others
3. Take responsibility for own actions
4. Become productive citizens
5. Recognize when their actions are interfering with the rights of others
6. Respect the property rights of others
7. Understand and appreciate other people, other cultures, etc.
8. Develop a sense of responsibility for their actions and an awareness of probable consequences
9. Succeed in school

### **Appropriate Learning Environment**

Students are expected to act in a manner permitting teachers to teach and students to learn without interference or disruption.

### **Expectations and Consequences**

The most effective consequence is the result of prevention rather than punishment. However, when it is necessary to use corrective measures, the actions will be based on an understanding of the student and sound guidance principles consistent with School Board Policies and State/Federal laws. The school and home/family must work as partners to successfully prevent and resolve behavior management problems.

### **Physical Safety and Mental Well-Being**

Students are to behave with respect for the educational climate and to promote respect for the physical safety and emotional well-being of other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and with assistance by staff members. Students are encouraged to contact staff members to assist in resolving any conflicts that occur between students.

### **Protection of Property**

Students are expected to use property (equipment), as well as facilities, only for its intended purposes without damage. Property belonging to others is to be used with permission from the owner or person in charge.

### **Consequences of Inappropriate Conduct**

Disciplinary actions are taken with the air of correcting behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction, and understanding guidance. In order to protect the rights of all our students, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping students overcome behavior problems. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the

behavioral problem, one or more of the following actions will be taken by the school staff. In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines to include the juvenile justice system even for the first offense. If a student's misbehavior is directly related to an identified disability, the school staff will take such conditions into account. For students with disabilities eligible under IDEA and/or Section 504, behavioral consequences will be related to the requirements of IDEA and Section 504 and the student's disability.

### **Informal Talk**

A member of the school staff will talk with the student to reach agreement regarding the student's behavior.

### **Parent Involvement**

The parent will be informed of the problem area. A conference with the student, the parent/guardian, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent/guardian.

### **Conference**

A conference may be held with the student, the teacher, the administrator, and/or other appropriate staff members to develop a plan for improving behavior. This plan may include a written behavioral contract. The parent will be contacted and encouraged to attend the conference. A counselor will receive notice of any referral issued to a student and may become part of the process to overcome the behavioral problem depending upon the seriousness.

### **Loss of Privileges**

The school administration may notify the parent of privilege suspension. These privileges may include removing the student from class participation (including participation in athletics and scheduled field trips) and/or school campus. In addition, they could include the loss of privilege to use the media center and computer labs, to drive to and from school, to park on campus, to ride the school bus, and /or the loss of the student's driver's license.

### **Disciplinary Reassignment/Detention/In-School Suspension (ISS)**

A misbehaving student may be reassigned to a separate, supervised environment away from usual school activities. This could include supervised lunch detention, before or after school detention, time out from the classroom, ISS, and/or an alternative school placement.

### **Saturday School**

When available, Saturday School is an option that the administration may use to improve attendance and/or modify student behavior; especially when behavior is directly related to loss of academic time. In most instances, Saturday School will be assigned in lieu of ISS or OSS.

A student missing any portion of their assigned Saturday School may be given an additional consequence. Failure to serve may lead to OSS and/or other disciplinary considerations.

Rules for Saturday School shall include but are not necessarily limited to the following:

- Students are to follow Saturday School staff directions at all times. Failure to do so will be considered not attending.
- Students are to have sufficient learning activities and materials, including class assignments, for the entire length of Saturday School. Failure to have learning materials will be considered not attending.
- Students are not to communicate with each the others unless given specific permission.



- Students are to remain in designated seats at all times unless granted permission otherwise.
- Students are not allowed to put their head down and/or sleep.
- No food or beverages shall be consumed unless given specific permission.
- Permission to use electronics must be granted before using by Saturday School Staff.
- Transportation to and from Saturday School shall be the responsibility of the family.

### **Due Process**

This handbook explains the major areas of inappropriate conduct and the consequences that may result for those students who do not follow the rules. All students are entitled to due process as it relates to discipline. In general, this means that no action will be taken against a student until the student has an opportunity to explain their version of the event after hearing the charges. There are also procedures which students and parents/guardians must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a disciplinary action, both the student and the parent/guardian, upon request to the principal, will be given a more detailed description of the due process procedure.

### **Suspension Process**

Suspension temporarily removes from a student the right of attending school or school activities on or off School District property. This includes District and State athletic contests. After reviewing available information, suspensions may be made by the principal (or designee with the approval of the principal). The length of the suspension shall be determined by the severity of the act and previous behavior of the student. Minimum out-of-school suspension is a partial day to a maximum of 10 for a one time offense.

Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of the suspension, specification of charges, and an opportunity to present their view of the alleged misconduct. The suspending administrator may postpone these procedures if there is a risk that harm will occur if the suspension does not take place immediately. In all cases, an administrator will notify the parent/guardian by phone or in-person and a followup letter. In addition, the procedure for reinstatement will be explained. There is no appeal process beyond the school principal for OSS.

The period of suspension is not to exceed a maximum of ten (10) school days. In specific circumstances, a suspension may be continued until some specific pending action occurs such as physical or mental examination or incarceration by court action. In cases involving use of alcohol/drugs, possession of alcohol/drugs or being under the influence of alcohol/drugs, up to a ten (10) school days suspension period will be imposed. Suspension may continue beyond the ten (10) school days pending action on the part of the student to participate in a chemical abuse evaluation performed by an approved third party at the parent/guardian expense.

### **Expulsion Process**

Expulsion is the termination of the student's right to attend school, school activities, and/or be on any School District property for a substantial period not to extend beyond one calendar year.

Expulsions shall be recommended only by the school Administration to the Superintendent. District procedures provide for written notification to the student's parents/guardians identification of alternative education options

(in appropriate circumstances) and information concerning the right to an expulsion hearing. The District will provide a translator in the case where a parent/guardian or student has difficulty understanding the English language or has other serious communication difficulties. The student will be suspended by the principal pending expulsion hearing. If the student and/or parent/guardian believe there has been a violation of due process, they may appeal the decision to the School Board.

In cases where the student brings a firearm or dangerous weapon to school or is in possession of a firearm or dangerous weapon at school, the expulsion period will be no less than one calendar year in length unless a modification is warranted.

Special procedures must be followed if a disabled student is suspended or expelled, and a relationship is shown between the behavior and the disability.

The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school district's attorney may be present.

The student will be afforded the right to present their version of the charges and to introduce evidence by testimony, writings or other exhibits. The student will be permitted to be present and to hear the evidence presented by the District. For students with disabilities, the right to due process is extended through IDEA and Section 504 of the Rehabilitation Act of 1973.

### **Restorative / Restitution**

At times it may be appropriate for students to **restore** the relationship damaged by their actions. In this case a plan will be worked out with all involved parties. This could be student to student(s), student to staff, or student to team. A plan might involve formal apologies, volunteer work, hearings, contracts, paying forward, physical damage to property repaired, adding value to campus (in the form of creating a positive addition such as art, seating, etc.), other plans as appropriate. In most cases, a timeline for completion will be established and parents will be involved in the process.

**Restitution** may be monetary or through volunteer work/community service as determined by District officials. The parent/guardian will be informed of the problem area. The student will assume the responsibility for restitution of lost or damaged materials, equipment or other school property. The student and the parent/guardian of the student may be liable for the amount of the assessed damages not to exceed \$5,000, plus costs if legal action is required (ORS 339.270). If a plan is developed to cover restitution, copies will be given to the student and the parent/guardian. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. Restitution may occur in conjunction with any of the above disciplinary actions.

### **Discipline of Disabled Students**

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

determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a result of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current education placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **Behavior Discipline Consequence Guidelines:**

The Administration reserves the right to adjust consequences based on the seriousness of the behavior, repetitive behavior, and/or uniqueness of the behavior and/or situation.

#### **STUDENT SELF-MANAGEMENT**

It is expected that students will be involved in self-management that will be encouraged and supported by staff, counseling, and natural consequences. Our primary goals are to assist each student to gain knowledge and develop self-control in a safe, positive and supportive environment.

Appropriate dress for school functions is also necessary. If students are going to wear clothing that makes doing activities unsafe, they need to bring with them appropriate clothing to participate. For example, shoes with no backing (like flip-flops) will exclude the student from participating in activities that include running, climbing, jumping, kicking or swinging, so different shoes for PE or recess may be needed for the student to participate in those activities. See more dress code section for more information.

Repeated school violations indicate disregard of the education process and the rights of other students to learn and teachers to teach in a safe and supportive environment and will result in a conference with the student, teacher, parents, and administration to devise a plan to address the problem and to apply appropriate consequences.

SEVERE or MAJOR behavior (fighting, violations related to drug, alcohol and tobacco, harassment, insubordination, etc.) will most often result in more severe consequences including Out-of-School Suspension or a Recommendation for Expulsion along with contact of police.

## Elementary Consequences Matrix Guidelines/Parameters

<b>LEVEL 1 – Minor</b> <i>Behaviors managed by staff using reteaching and intervention strategies.</i>  <i>Teacher notifies parents and documents on referral as level 1</i>	<b>LEVEL 2 – Escalating Minor</b> <i>Behaviors managed by staff using reteaching and intervention strategies, resulting in a Synergy Referral (Level Two) to document behavior.</i>  <i>Teacher contacts families regarding the incident and referral</i>  <i>Teacher works with Behavior Specialist to address needs/skill build</i>	<b>LEVEL 3 – Major</b> <i>Behaviors managed by administration resulting in a Synergy Referral (Level Three) to document behavior.</i>  <i>Teacher contacts parents regarding referral, principal will follow up with families</i>  <i>Begin SST process</i>
---	--	--

For incidents involving instructional assistants, the IA will complete a paper referral form and turn it into the teacher. Teacher will notify parents and enter the referral into Synergy and give the paper copy to Behavior Specialist.

CATEGORY	Determined Behavior Level *		
	Level 1 – Minor Teacher address concerns	Level 2 – Minor Escalating Refer Behavior Specialist	Level 3 – Major- Behavior Specialist will refer to Principal, may result in out of school suspension
Disruptions	-teacher conversation with parent & student -Verbal or written apology -Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup> *Consult with behavior specialist for ideas/support	-Referral form completed -Teacher, behavior specialist, parent and student meet -Verbal or written apology -Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup> -Interventions to address needs *May also be excluded from extra-curricular activities if necessary.	Referral form completed  *Conversation with parent, student and teacher  *May need referral to SST (Student Study Team)
Defiance			
Disrespect			

<b>Inappropriate Language:</b>	<ul style="list-style-type: none"> <li>-Teacher conversation with parent &amp; student</li> <li>-Verbal or written apology</li> <li>-Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup></li> <li>*Consult with behavior specialist for ideas/support</li> </ul>	<ul style="list-style-type: none"> <li>-Referral form completed</li> <li>-Teacher, behavior specialist, parent and student meet</li> <li>-Verbal or written apology</li> <li>-Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup></li> <li>-Interventions to address needs</li> <li>*May also be excluded from extra-curricular activities if necessary.</li> </ul>	<p>Referral form completed</p> <p>*Conversation with parent, student and teacher</p> <p>*May need referral to SST (Student Study Team)</p>
<b>Teasing</b>	<p>(Infraction 1-3)</p> <ul style="list-style-type: none"> <li>-Conversation with teacher, parent &amp; student</li> <li>-Verbal or written apology</li> <li>-Consult with behavior specialist for ideas/support</li> <li>-Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup></li> </ul>	<p>(Infraction 4+)</p> <ul style="list-style-type: none"> <li>-Becomes Pre-Harassment Level 2</li> <li>-Referral written</li> <li>-Teacher, behavior specialist, parent and student meet</li> <li>-Interventions to address needs</li> </ul>	NA
<b>Pre-Harassment</b>	NA	<p>(Infraction 1-3)</p> <ul style="list-style-type: none"> <li>-Conversation with parent &amp; student</li> <li>-Verbal or written apology</li> <li>-Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup></li> <li>*May also be excluded from extra-curricular activities if necessary.</li> </ul>	<p>(Infraction 4+)</p> <ul style="list-style-type: none"> <li>-Becomes Harassment Level 3</li> </ul> <p>Referral form completed</p> <p>*Conversation with parent, student and teacher</p>
<b>Harassment</b>	NA	NA	(Infraction 1+) <b>REFER TO PRINCIPAL</b>

			<b>*Referral completed</b>  <b>*Conversation with parent, student and teacher</b>  <b>*May need referral to SST (Student Study Team)</b>
--	--	--	--

CATEGORY	Level 1 -- Minor	Level 2 -- Minor Escalating	Level 3 -- Major
<b>Hands / Feet / Objects</b>	<b>(Infraction 1-3)</b> -Conversation with parent & student -Verbal or written apology -Consult with behavior specialist for ideas/support -Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup>	<b>(Infraction 4+)</b> -Becomes Roughness Level 2	NA
<b>Roughness</b>	NA	<b>(Infraction 1-3)</b> -Conversation with parent & student -Verbal or written apology -Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup> <b>*May also be excluded from extra-curricular activities if necessary.</b>	<b>(Infraction 4+)</b> -Becomes Fighting / Aggression Level 3  <b>REFER TO PRINCIPAL</b>  <b>*Referral completed</b>  <b>*Conversation with parent, student and teacher</b>
<b>Fighting / Aggression</b>	NA	NA	<b>(Infraction 1+)</b> <b>REFER TO PRINCIPAL / REFER TO PRINCIPAL</b>  <b>*Referral completed</b>  <b>*Conversation with parent, student and teacher</b>  <b>-May need referral to SST (Student Study Team)</b>
<b>Other</b>	<b>(Infraction 1-3)</b> -Conversation with parent & student	<b>(Infraction 4-6)</b> -Conversation with parent & student	<b>(Infraction 7+)</b> <b>Refer to principal</b> <b>*May need referral to SST (Student Study Team)</b>

	<b>-Consult with behavior specialist for ideas/support</b> <b>-Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup></b>	<b>-Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup></b> <b>-May also be excluded from extra-curricular activities if necessary.</b> <b>*Possible behavior plan and/or loss of privileges (i.e. hall pass revoked)</b>	
<b>Vandalism / Theft</b>	<b>-Conversation with parent &amp; student</b> <b>Consult with behavior specialist for ideas/support</b> <b>-Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup></b>	<b>-Referral written</b> <b>-Teacher, behavior specialist, parent and student meet</b> <b>-Interventions to address needs</b> <b>-Restorative practice to remedy the situation (clean, work it off, etc.) <sup>1</sup></b> <b>-May also be excluded from extra-curricular activities if necessary.</b>	<b>REFER TO PRINCIPAL</b> <b>*May need referral to SST (Student Study Team)</b>

1

Must get permission from parent to have student “work” as part of their consequence. Restorative consequence should relate to behavior

2

If transportation is an issue, can look into other options to make up the 30 min (i.e. 15 min before school x 2 days)

3

Aggressive fighting and **Principal unavailable**/out of the building:

Refer 1st - Elementary Principal, 2nd - MS-HS Principal (or designee), 3rd - Superintendent.

**Level 1: Minor Infractions** - Handled by School Personnel supervising the setting in which behavior occurs.

1<sup>st</sup> Offense: Conference with the student and restate and practice behavioral expectations.

2<sup>nd</sup> Offense: Conference with the student, restate and practice behavioral expectations. Contact parent/guardian.

3<sup>rd</sup> Offense: Conference with student, restate and practice behavioral expectations. Contact parent/guardian.

Consult behavior specialist for strategies to support student.

**Level 2: Escalating Minor -**

4<sup>th</sup> Offense for similar behavior

1. Teacher completes “Referral Form” for Level 2 behavior(s) and contacts parent/guardian.
2. Behavior Specialist contacts parent/guardian to explain the behavioral issue and the consequences associated.  
Student placed in intervention to address needs/skill build

**Level 3: Major Infractions**

5<sup>th</sup> minor classroom offense or major offense or Immediate

- Threats of harm to other
  - Property Damage
  - Fighting
  - Theft
  - Drug/Alcohol use
1. If there is immediate danger, Radio for Administration
  2. Clear students from the area if needed
  3. Teacher completes “Referral Form” for Level 3 behavior(s) and contacts parent/guardian by the end of the day
  4. Administration contacts parent/guardian to set up a meeting with parent/guardian

### **Middle School/High School Consequences Matrix Guidelines/Parameters**

**Inappropriate Language:** Students will receive an automatic detention for profanity/swearing (direct or indirect), foul language, or inappropriate gestures. Discipline will increase with multiple infractions. Staff will assign lunch detention unless student has met Level 3 status.

<b>LEVEL 1 – Minor</b> <i>Behaviors managed by staff using reteaching and intervention strategies.</i>	<b>LEVEL 2 – Escalating Minor</b> <i>Behaviors managed by staff using reteaching and intervention strategies, resulting in a Synergy Referral (Level Two) to document behavior.</i>	<b>LEVEL 3 – Major</b> <i>Behaviors managed by office resulting in a Synergy Referral (Level Three) to document behavior</i>
<b>Disruptions</b> -Lack of focus -Noise making	<b>Disruptions</b> -Repeated talk-outs	<b>Disruptions</b> -Stopping the learning process -Unsafe behaviors
<b>Defiance</b> -Initially refusing or ignoring directions	<b>Defiance</b> -Ignoring reasonable requests	<b>Defiance</b> -Refusal to follow directions -Insubordination



<b>Disrespect</b> -Doesn't care if hurts feelings -Isolated instance of disrespect	<b>Disrespect</b> -Has to have last word -Argumentative with staff/peers	<b>Disrespect</b> -Insubordination (i.e. significant back talk and disrespectful body language)
<b>Teasing</b> -Altering names -Annoying on purpose "bugging" -Teasing	<b>Pre-Harassment</b> -Put Downs -Threatening Stares -Mean-spirited teasing -Rumors/gossip	<b>Harassment</b> -Put Downs continue after Level 2 correction -Threats / extortion -Gender, racial, religious, sexual remarks
<b>Hands/Feet/Objects</b> -Poking, pushing, jostling, pinching, hands on others	<b>Roughness</b> -Play wrestling or body holds -Pre-fighting, aggressive posturing, no physical contact	<b>Fighting/ Aggression</b> -Hitting, kicking, punching -Encouraging others to fight
<b>Other</b> -Safety concerns -Wandering -Hallway noise -Spitting	<b>Other</b> -Repeated Level 1 Behaviors -Improper Use of Equipment -Hall Issues / Running	<b>Other</b> -Repeated Level 1 or Level 2 behaviors -Criminal behavior (bomb threat / false alarm, arson, weapons, combustibles, tobacco/drugs/alcohol)
<b>Vandalism / Theft</b> -Careless accidents	<b>Vandalism/ Theft</b> -Thoughtlessly damaging property	<b>Vandalism/ Theft</b> -Taking others possessions to keep -Purposely damaging property

## Discipline Matrix Flow Chart

### Terms:

**DETENTION** = Mandatory Before school, lunch, or after school time assigned. Missing detention is the same as skipping. Except for lunch detention, students must be prepared with coursework or reading material.

**ISS** = In School Suspension: Student is separated from peers and coursework is provided. If full day ISS, lunch detention will also be served.

**OSS** = Out of School Suspension: Student is not allowed on campus, at any time, for any reason during the suspension **UNLESS** absolute specific permission has been given by administration (for example to pick up

coursework). Coursework may be provided at teacher's discretion. A mandatory re-entry meeting is required before student returns to regular classes. Often ISS is assigned for upon return; length of time varies from partial day to multiple days.

**OPPORTUNITY ROOM II** = ORII is used when an immediate need to remove a student from class. If sent to ORII, student will remain until issue is addressed via ORII staff, Dean of Students, or other administrator. Teacher will complete referral form and attempt initial parent contact via phone or other approved methods (such as email ONLY after parent has agreed to be contacted this way).

**UNEXCUSED ABSENCE** = Anytime student is not where scheduled to be, more than 10 minutes late to class, or gone for more than 10 minutes from class WITHOUT PERMISSION TO DO SO is considered unexcused.

**Level 1: Minor Infractions** - Handled by School Personnel supervising setting in which behavior occurs.

1<sup>st</sup> Offense: Conference with the student and restate behavioral expectations.

2<sup>nd</sup> Offense: Conference with the student, restate behavioral expectations. Contact parent/guardian.

**Level 2: Escalating Minor -**

3<sup>rd</sup> Offense for similar behavior

3. Teacher completes "Referral Form" for Level 2 behavior(s).
4. Student is called to office for conference with Administration. Further consequences will be assigned.
5. Administration contacts parent/guardian to explain the behavioral issue and the consequences associated.

4<sup>th</sup> Offense:

1. Student sent directly to the office or Opportunity Room II with a pass
2. Office or ORII will notify Administration
3. Administration contacts parent/guardian to set up a meeting with parent/guardian
4. Teacher completes Referral Form and delivers to the office

**Level 3: Major Infractions**

4<sup>th</sup> minor classroom offense or major offense or Immediate

- Threats of harm to other
  - Property Damage
  - Fighting
  - Theft
  - Drug/Alcohol use
5. If there is immediate danger, Radio for Administration to office
  6. If reasonable, Send student directly to the office and call office to notify of incident
  7. Administration contacts parent/guardian to set up a meeting with parent/guardian

**Level 3 Major Offense Matrix:**

(Level 3 Majors are handled by administration).

Violation	1st Consequence	2nd Consequence	3rd Consequence
-----------	-----------------	-----------------	-----------------

<p><b>Criminal Behavior:</b></p> <ul style="list-style-type: none"> <li>-Caused serious physical injury to another person, except in self-defense. -</li> <li>Possessed any knife, explosive, or other dangerous object of no reasonable use to the pupil.</li> <li>-Possessed any controlled substance.</li> <li>-Committed assault or battery on a school employee/volunteer.</li> <li>-Harassed, threatened, intimidated, or retaliated against a student witness in a discipline case.</li> <li>-Bomb threat/False Alarm, Arson, Gang Affiliation, Use of Weapons/ Combustibles/ Tobaccos/Drugs/ alcohol</li> <li>-Possessed, sold or furnished any fireworks or other dangerous objects such as mace or pepper spray.</li> <li>-Possessed an imitation firearm.</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact.</li> <li>-Police contact.</li> <li>-1 to 10 day suspension.</li> <li>-Recommendation for expulsion possible.</li> <li>-Recommendation for private agency counseling possible.</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact.</li> <li>-Police contact.</li> <li>-1 to 10-day suspension.</li> <li>-Recommendation for expulsion possible.</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact.</li> <li>-Police contact.</li> <li>-5 to 10 day suspension.</li> <li>-Mandatory expulsion hearing.</li> </ul>
<p><b>Severe Physical Aggression / Bullying / Fighting</b></p> <ul style="list-style-type: none"> <li>-Caused, attempted to cause, or threatened to cause physical injury to another person (i.e, fighting resulting in injury).</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact</li> <li>-Mediation</li> <li>-Behavior Plan</li> <li>-Possible Police contact.</li> <li>-1 to 5 day OSS.</li> <li>-Possible Behavior Plan</li> <li>-Possible expulsion recommended</li> <li>-Possible recommendation for private agency counseling</li> <li>-Possible loss of next</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact</li> <li>-Possible Police contact</li> <li>-1 to 5 day OSS</li> <li>-Possible Behavior Plan</li> <li>-Possible expulsion recommended</li> <li>-Private agency counseling recommended</li> <li>-Loss of next two school activities</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact</li> <li>-Possible Police contact</li> <li>-5 to 10 day OSS</li> <li>-Expulsion recommended</li> <li>-Counseling recommended</li> <li>-Suspension from activities for at least two weeks.</li> <li>-Possible alternative placement</li> </ul>

	school activity.		
<b>Physical Contact / Physical Aggression</b> -Playing rough or other impulsive or out-of-control behavior resulting in fighting and/or other physically or verbally aggressive behavior resulting from rough play not involving an actual injury.	-Parent contact. -Mediation. -Loss of independent lunch or other detention. -Possible Behavior Plan -Possible recommendation for private agency counseling -Possible loss of next school activity	-Parent contact -Loss of independent lunch or other detention. -1 to 3 day in-school suspension possible. -Behavior Plan -Private agency counseling recommended -Loss of next two school activities	-Parent contact -1 to 5 day in or out of school suspension. -Behavior Plan -Counseling recommended. -Suspension from activities for at least two weeks. -Possible alternative placement. -Referral for Behavior Testing <b>*Continued violations = 1 to 5 OSS</b>
<b>Sexual Harassment Pornographic Materials</b>	-Parent contact -Investigation and review of District Policy with student and parents. -Documentation of incident. -Possible mediation and/or counseling -Possible detention or suspension	-Parent contact. -Full investigation as per District Policy -Detention or 1 to 5 day in or out of school suspension -Possible placement or schedule change -Possible expulsion recommendation	-Parent contact -Full investigation as per District Policy. -1 to 5 day OSS. -Possible expulsion recommendation. -Possible alternative placement.
<b>Harassment</b> -Committed obscene act or engaged in habitual use of Abusive Language / Inappropriate Language or vulgarity directed toward students, staff, volunteers or opponents/referees during school or extra curricular activities.	-Possible parent contact -possible police contact. -Possible detention, ISS or 1 to 3 day OSS. -Possible Behavior Plan	-Parent contact -possible police contact. -Detention. -1 to 4 day in or out of school suspension. -Loss of next school activity upon returning. -Possible Behavior Plan	-Parent contact; possible police contact. -1 to 5 day OSS. -Possible alternative placement. -Loss of next two school activities upon returning. -Refer to SST for potential Behavior Plan
<b>Harassment</b> - Intimidation, hazing, used profanity / vulgarity to intimidate others.	-Mediation, Conference - Parent Contact-Possible Behavior Plan -Possible detention.	-Parent contact -Possible police contact. - 1 to 5 day ISS or OSS.	-Parent / Police contact -3 to 10 day OSS. -Possible alternative placement -Possible expulsion recommended

	-Possible 1 to 5 ISS or OSS		
<b>Defiance / Insubordination / Non-Compliance</b>	-Possible Parent Contact -Detention	-Parent contact -ISS. -Behavior Plan	-Parent contact -ISS -Loss of next school activity
<b>Disruption / Disrespect</b>	-Parent contact -Detention or 1 to 3 day ISS or OSS -Possible Behavior Plan	-Parent contact -Detention -1 to 4 day ISS or OSS. -Possible Behavior Plan	-Parent contact -possible police contact -3 to 10 day OSS. Refer to SST for potential Behavior Plan
<b>Forgery / Plagiarism / Lying / Cheating:</b> (e.g., giving or receiving answers, non-authorized possession of teacher materials, answer keys, etc. Copyright violations.	-Parent/teacher contact. -Zero credit for assignment or test. -Detention -possible 1 to 3 day ISS or OSS.	-Parent / teacher / administrator conference. -Zero credit -1 to 3 day OSS. -Loss of next school activity	-Parent / teacher / administrator conference -Zero credit -1 to 3 day OSS. -Loss of next activity -Possible alternative placement
<b>Theft, Robbery, etc.</b> Stole or attempted to steal school or private property. Knowingly received stolen school or private property. Committed or attempted to commit robbery or extortion.	-Parent contact -Possible police contact. 1 to 3 day ISS or OSS. -Possible expulsion recommendation. -Restitution (repairs, staff time, replacement) -Possible loss of next school activity.	-Parent contact -police contact. -3 to 5 day OSS. -Possible expulsion recommended. -Restitution. -Loss of next school activity.	-Parent contact / Police contact. -5 to 10 day OSS. -Expulsion recommended. -Restitution. -Possible loss of activities for remainder of year. -Possible alternative placement.
<b>Tardy / Skipping Class / Truancy / Inappropriate Location such as Out of Bounds Area</b> -Leaving campus during the school day without permission. -Being 10+ minutes late to class = Unexcused Absence. Leaving class for 10+ = Unexcused Absence. <b>NOTE:</b> Individual Teacher's Syllabus will indicate if classroom tardy	-Parent contact -Lunch Detention and/or ISS <b>(Tardies will be handled by classroom teacher)</b> -10 minutes late to class or gone for 10 or more minutes = unexcused absence and will be recorded as such.	-Parent contact 1 to 3 day ISS -Loss of next school activity	-Parent contact 3 to 5 ISS -Loss of next two school activities

policy is different (such as must be in seat when bell rings).			
<b>Dress Code Violation</b>	<ul style="list-style-type: none"> <li>-Student / Staff discussion and reminder of dress code</li> <li>-Possible parent contact</li> <li>-Possible detention</li> <li>-Change of clothing or covering up may be required</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact</li> <li>-Possible detention</li> <li>-Change of clothing or covering up required</li> <li>-Possible Loss of next school activity</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact</li> <li>-Detention or 1 to 3 day ISS or OSS</li> <li>-Change of clothes required</li> <li>-Loss of next two school activities</li> </ul>
<b>Cell Phone policy violation</b>	<ul style="list-style-type: none"> <li>-Principal confiscates</li> <li>-Parent contact</li> <li>-Possible return at end of day</li> </ul>	<ul style="list-style-type: none"> <li>-Principal confiscates</li> <li>-Parent contact</li> <li>-Parent pick up of cell required</li> </ul>	<ul style="list-style-type: none"> <li>-Principal confiscates</li> <li>-Parent contact</li> <li>-Parent pick up of cell required</li> <li>-Cell privileges at school revoked for minimum 3 weeks</li> </ul>
<b>Technology Violation</b> -Use ear buds, headphones, music player, or other 'toys' during the instruction day or in the school building without permission. Misusing computer equipment.	<ul style="list-style-type: none"> <li>-Possible parent contact.</li> <li>-Item confiscated and returned at the end of the school day.</li> <li>-Loss of computer privileges.</li> </ul>	<ul style="list-style-type: none"> <li>-Item confiscated. -Parent must reclaim.</li> <li>-Detention</li> <li>-Loss of computer privileges.</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contacted</li> <li>-Parent must reclaim</li> <li>-1 day ISS or OSS</li> <li>-Loss of next school activity</li> <li>-Loss of computer privileges.</li> </ul>
<b>Property Misuse / Property Damage / Vandalism</b> to school; Caused or attempted to cause damage.	<ul style="list-style-type: none"> <li>-Parent contact</li> <li>-Detention</li> <li>-Possible police contact.</li> <li>-1 to 3 ISS or OSS.</li> <li>-Possible expulsion recommended.</li> <li>-Restitution (repairs, staff time, replacement)</li> <li>-Possible loss of next school activity.</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact</li> <li>-police contact.</li> <li>-3 to 5 day OSS.</li> <li>-Possible expulsion recommended.</li> <li>-Restitution.</li> <li>-Loss of next school activity.</li> </ul>	<ul style="list-style-type: none"> <li>-Parent contact</li> <li>-Police contact.</li> <li>-5 to 10 day OSS.</li> <li>-Expulsion recommended.</li> <li>-Restitution.</li> <li>-Possible loss of activities for remainder of year.</li> <li>-Possible alternative placement.</li> </ul>
<b>Public displays of affection.</b> Inappropriate Display of Affection	<ul style="list-style-type: none"> <li>-Student conference</li> <li>-Possible parent contact</li> </ul>	<ul style="list-style-type: none"> <li>-Student conference</li> <li>-Parent contact</li> <li>-Possible detention</li> </ul>	<ul style="list-style-type: none"> <li>-Student conference</li> <li>-Parent contact</li> <li>-Detention</li> </ul>

## **Middle School Student Information -**

### **Class Requirements**

Middle school students are required to take semester classes in the following areas:

- English -----6 semesters
- History-----6 semesters
- Math -----6 semesters
- Science -----6 semesters
- Physical Education -----3 semesters
- Health-----2 semesters
- Additional electives as available

NOTE: Middle School Student class information subject to change.

### **8<sup>th</sup> Grade Promotion Requirements**

8<sup>th</sup> Grade students will be permitted to participate in promotion activities, including an end of the year class field trip, if they earn average passing grades in each core class for the entire year or have demonstrated significant academic improvement in courses for which they do not average a passing grade. Students may also be ineligible for the promotion ceremony for attendance and disciplinary concerns. Final determination of eligibility is determined by the Principal and communicated with parents and students.

### **Leadership**

Leadership team consists of 8<sup>th</sup> grade middle school students. The Team will sponsor a variety of activities and fundraisers.

### **Retention / Summer School**

Passing grades must be attained in language arts and mathematics. Failures in 6<sup>th</sup> and 7<sup>th</sup> grade will result in course make-up through regular school schedule or summer school. Failures in 8<sup>th</sup> grade may result in retention unless student attends and passes the necessary language arts or mathematics course during summer school or a principal approved program of remediation.

## **High School Student Information -**

### **Academic Honesty**

Vernonia School District values academic integrity. Students are expected to be responsible for their own work. Plagiarism will not be tolerated. See matrix for consequences.

### **Adding & Dropping Classes**

Student schedules are developed according to requests made by the students during the forecasting/pre-registration process. Most classes are required courses, while some will serve as electives. Electives are assigned by student request, prerequisites being met, and class and schedule availability. Schedule changes, therefore, will be allowed only under unique circumstances during the first week of each semester. Students needing assistance with their schedule need to utilize the following procedure:

1. Meet with the MS/HS counselor.
2. Complete petition form to add or drop class (petition includes input from student, parent, teacher and counselor.)

3. Principal approves or denies petition request.
4. If approval is granted, add/drop form must then be completed.
5. Students have 5 school days at the beginning of each semester to request a change and students must turn in the Change Request Form with parent signature for the request to be considered.
6. No schedule changes allowed at the end of a 9-week term.

### **Alternative Education**

Students deemed eligible for alternative education options at Vernonia High School may include those who:

- Are not meeting academic benchmark standards;
- Are exceeding standards;
- Have an attendance pattern so erratic that the student is not benefiting from the educational program;
- Are being considered for expulsion or have been expelled;
- Demonstrate a pattern of severe disciplinary problems;
- Are pregnant or parenting;
- Are 16 or 17 years old and whose parent has applied for an exemption from compulsory school attendance;
- Are emancipated or have initiated the procedure for emancipation; or
- Are otherwise deemed eligible according to the district's policies and procedures for placing student into alternative education programs.

Enrollment in Alternative Education is a team approach, involving alternative education staff, counselor, parent, student, and administration; with the administration making final decisions. School districts are responsible for approving and placing students into the alternative programs they operate or with which they contract. A school district is not required to provide a private alternative education program if it can refer students to private alternative programs that are approved by the district board. These private programs must be appropriate and accessible to the referred students.

### **Credit Recovery**

To be eligible for Credit Recovery, students must first retake the failed course in the regular education setting. Exceptions approved by Administration.

### **Credit by Examination**

High school graduation credit by examination can be earned by a student for a limited number of courses offered at Vernonia High School. Students cannot challenge a failed course. Courses that are eligible for credit by examination are:

- Health
- Computer Applications
- Personal Finance/Economics
- Global Studies
- U.S. History
- Government
- Math
- Spanish

**The procedures used for Credit by Examination are:**



- An application for credit by examination must be submitted to the principal prior to course enrollment. The exam must be completed within 3 weeks from notice of approval and during the first two weeks of the semester.
- A minimum score of 75 percent on comprehensive examination is necessary to earn credit. · The student cannot earn credit by examination for a course in which he/she is currently enrolled. · The student cannot earn credit by examination for a math or second language course below the level at which he/she is currently enrolled.
- A student may attempt credit by examination for a specific course only once. · The examination used for credit will be written by the teacher currently teaching the course and approved by the principal. The counselor will coordinate the examination process. · Courses earned by this process will be noted on the student's transcript.
- Exceptions to the above guidelines may be granted by the school principal upon the receipt of a written request from the student's parent/guardian documenting the reason for the waiver.

### **Credits Earned Through Off-Campus Experiences**

Students can earn graduation credits through off-campus experiences. Approval is to be obtained by the counselor or from the principal prior to the beginning of the off-campus experience.

Examples of off-campus credit opportunities: School to Work, Work Experience (paid or unpaid), Volunteer Service, Outdoor School, University Independent Studies, Community College classes, Other courses that meet accreditation requirements.

### **Final Exams**

Final exam schedules, when necessary, will be communicated to students with adequate time to prepare.

### **Forecasting/Pre-Registration**

Prior to the end of the current school year, students will select courses for the upcoming year. Because the schedule of classes is determined according to student requests, it is imperative that all students complete the forecasting and pre-registration process.

### **Foreign Exchange Students**

The school may enroll students from other nations from those exchange programs officially recognized by the Board. Admission of exchange students will be made only at the beginning of a fall semester.

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

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

### **Graduation Requirements -**

1. Attendance: Four years of attendance is required in order to be considered for graduation. Exceptions to the four-year requirement may be made under unusual circumstances and only with approval from the Principal.
2. Credit: Distribution of credits as set forth by the Vernonia School Board is as follows:

<b>Subject Area</b>	<b>Credit Required</b>
ADV-Advisory/Careers	1.00
CV-Civics	0.50

EC-Economics w/Personal finance	0.50
Electives	4.50
FA-Fine Arts/CTE/Foreign language	3.00
GS-Global Studies	1.00
GV-Government	0.50
HE-Health	1.00
LA-Language Arts	4.00
MA-Mathematics (Algebra I or higher)	3.00
PE-PE	1.00
SC-Science: (Biology, Physical Science, Physics, Chemistry, or Environmental Science)	3.00
US History	1.00
<b>TOTAL</b>	<b>24.0</b>

### **Career- Related Learning Experience (CRLE)**

The Career-Related Learning Experience project is a requirement in order to graduate from Vernonia High School. Students must meet each deadline in the process. Some requirements may be completed during scheduled classes. Students must complete Career Related Learning Experiences as assigned. See School to Career Specialist for current information.

### **Community Service Requirement (Subject to ODE mandates and Board requirements)**

In addition to the credits outlined above, students must also perform a set amount of valid community service hours. For current graduation requirements and parameters, see counselor or School to Career Specialists.

*Participation in the graduation ceremony and the senior trip are privileges reserved for those students who complete the above stated graduation requirements.*

### **Incomplete Grade**

If a teacher feels issuing an incomplete is appropriate, students will have 5 school days from the beginning of the next grading period to complete requirements and have a letter grade issued. Exceptions must be approved by the Principal.

### **Make-Up Exams**

Students who have absences due to illness or family emergencies such as death, accident, or medical emergency, may make up semester exams. A parent or guardian must notify the school on the day of the exam if a student is going to miss a final. Students are responsible for making arrangements to complete the exam.

## Make-Up Work

A student who has an excused absence may be permitted to make up those assignments that they have missed. The student is expected to make arrangements with the teacher on their first day back in class for the work missed due to absence. Any student with an unexcused absence will be permitted to make up missed work at the discretion of the teacher.

A student suspended from school will be permitted, as provided by Oregon Administrative Rule, to make up schoolwork upon their return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

## Oregon University System Requirements

The Oregon University System requires the completion of 14 credits in the following areas:

Language Arts	4 credits (Intro to Lit & higher)
Math	3 credits (Minimum Algebra I/Equivalent)
Science	2 credits (One with laboratory component)
Social Studies	3 credits
Second Language	2 credits (2 years of same language)

## Pass/Fail Grade Option

The parent or guardian, teacher, principal and counselor will determine the appropriateness of issuing a Pass/Fail grade option. Under most circumstances, the request and decision will be made by the 4 weeks progress report.

## Retaking Classes

Although credit cannot be issued twice for the same course work, students are always encouraged to improve their academic standing. If the grade was passing, the first grade becomes a “P” (pass) and the grade earned the second time around is the grade used in figuring the cumulative GPA. If the first grade was failing, the “F” will remain on the transcript.

## Scheduling Guidelines

- All students must take at least 5 academic classes (not counting Advisory)
- Students may not take more than 2 School-to-Work per semester.
- Students may only take 1 T.A. (Teacher Assistance) per semester.

## Skip Day

Vernonia High School or Vernonia School District 47J does not sponsor or excuse skip days. We ask parents to support this policy by not condoning or approving skipping or asking VHS to excuse such an activity. The opportunities for accidents, injuries, and inappropriate behavior are greatly increased when groups of young people gather and are unsupervised.

## Summer School

Students that have not demonstrated adequate academic progress may be assigned mandatory summer school. The purpose of summer school is to provide opportunities to make-up lost credits with the goal to ensure all students are on track to graduate.

## **Student Body Officers 2025-26**

President

Vice-President

Secretary

Treasurer

Sgt. at Arms

Public Relations

Foreign Exchange Rep.

Student Body Manager

Fire Marshall

## **Vehicles on Campus**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle's owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In addition, the privilege of parking on campus may require that students apply for a parking permit. Students parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule, and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules. Students not parking in designated parking spots, including those who choose to park in visitor parking, areas that are off limits to students, parking in a manner that disrupts bus traffic, traffic flow, or takes up more than one space may have their parking privileges suspended.

Vehicles / parking lots are off limits during the school day. The district assumes no liability for loss or damage to vehicles or bicycles or other wheeled modes of transportation.

Vehicles on District property may be searched if administration has reasonable suspicion that a prohibited item may be found.