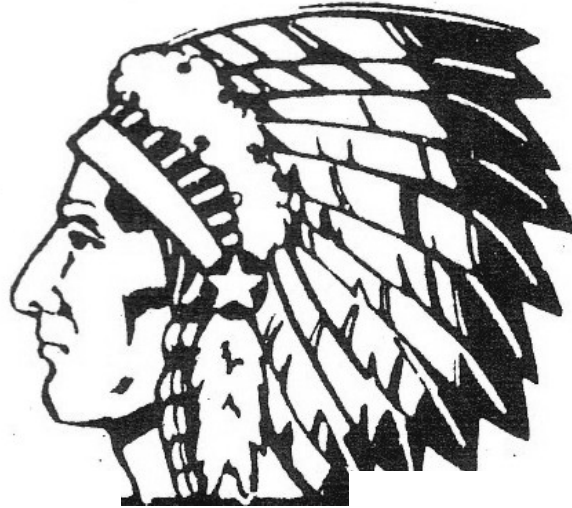


Amity School District 4J



Warriors

Amity High School  
Student-Parent  
Handbook  
2016-2017

## BUILDING HOURS

### Monday through Thursday

#### Elementary School (503-835-3751)

Building opens 7:30 am  
Assembly 7:50 am  
Tardy Bell 7:55 am  
School Ends 3:05  
Building Closes 4:00

#### Middle School (503-835-0518)

Building Opens 7:30 am  
Tardy Bell 7:55 am  
School Ends 3:10 pm  
Building Closes 4:10 pm

#### High School (503-835-2181)

Building Opens 7:30 am  
Tardy Bell 7:50 am  
School Ends 3:25 pm  
Building Closes 4:10 pm

#### District Office (503-835-2171)

7:00 am to 5:00 Monday-Thursday

## EMERGENCY SCHOOL CLOSURE

In case of inclement weather or other emergencies that might result in a late start, an early release, or a complete closure of school, you can tune into the major radio and/or TV stations to find out the status of Amity Schools.

The following are the major TV & Radio stations only:

KATU channel 2	KGW 620 AM
KOIN channel 6	KEX 1190 AM
KGW channel 8	KLYC 1260 AM
K 103 FM	KSLM 1390 AM

The schools and well as the district office, are now equipped with automated answering systems. Closure information will be available by calling the buildings. The phone messaging system will also be utilized. You can go to our website at:  
[www.amity.k12.or.us](http://www.amity.k12.or.us)

It is a good idea to make arrangements ahead of time with a neighbor, relative, or friend to receive your child in case there is an emergency early school closure and you can not get home before they do. Let your child's school know of these arrangements so the school can make sure the child gets home safely. Also, be sure to talk with your children about these arrangements (especially the young ones) so they will not become upset if their routine is changed.

## MEAL PRICES

### Elementary School

Breakfast	
Adults.....	\$2.30
Students .....	FREE
Milk .....	\$.50
Lunch	
Adults.....	\$3.70
Students .....	\$2.60
Milk .....	\$.50

### Middle School

Breakfast	
Adults.....	\$2.30
Students .....	\$1.60
Milk .....	\$.50
Lunch	
Adults.....	\$3.70
Students .....	\$2.90
Milk .....	\$.50

### High School

Breakfast	
Adults.....	\$2.30
Students .....	\$1.60
Milk .....	\$.50
Lunch	
Adults.....	\$3.70
Students .....	\$2.90
Milk .....	\$.50

Note: Milk is included with meals

If your child eats hot lunch or buys milk regularly, please pay weekly or monthly. Checks should be made payable to your child's school.

## SNOW ROUTES

**ROUTE 1**—No Skyline or Walnut Hill Rd  
PU at Lafayette Hwy & Walnut Hill Rd  
at 6:45

PU at Eola Hills & Skyline Rd at 7:10

**ROUTE 3**—No Bethel Heights Rd  
PU at Bethel Rd & Zena Rd at 7:00

**ROUTE 6**—No Jerusalem Hill Rd, Lone Star Rd, or Kirkwood Rd  
PU at Lone Start and Hopewell Rd 7:15  
PU at Kirkwood Rd & Hopewell Rd at 7:20  
PU at Jerusalem Hill Rd & Hopewell Rd at 7:25  
PU at Oak Rd & Hopewell at 7:30

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### BOARD MEETING SCHEDULE 2016-2017

August 10, 2016	-	6:30 pm
September 21, 2016	-	6:00 pm*
October 12, 2016	-	6:00 pm
November 9, 2016	-	6:00 pm
December 14, 2016	-	6:00 pm
January 11, 2017	-	6:00 pm
February 8, 2017	-	6:00 pm
March 8, 2017	-	6:00 pm
April 12, 2017	-	6:30 pm
May 10, 2017	-	6:30 pm
June 21, 2017	-	6:30 pm

### Amity School District Mission Statement

The mission of Amity School District is:

*Provide an educational system that enables each of our community's students to reach their greatest potential for the lifelong benefit of each student and the betterment of our community and our country.*

### Amity School Board of Directors

Ray Bottenberg  
Paul Dauenhauer  
Matt Foertsch  
Ryan Jones  
Barbara Rowe

### Amity District Office Staff

Jeff Clark, Superintendent  
Ann Adams, Deputy Clerk  
Diane Aschim, Student Services Secretary  
Tod Butterfield, Special Education Director  
Jerry Compton, Technology Coordinator  
Steve Park, Custodial Maintenance Supervisor  
Judy Tanzi, Administrative Secretary

### Amity School District Custodial Staff

Kevin Broom	Custodial Maintenance
Jeff Buczynski	Custodial Maintenance
Jammy Clements	Custodial Maintenance
Joy Martin	Custodial Maintenance
John Trunde	Custodial Maintenance
Dennis Woods	Custodial Maintenance

### Amity High School Staff

Chris Daniels	Principal
Neikola Ashby	American Sign Language
Derek Barnett	A.D./Health
Cara Benfield	Science
Linda Crafton	Math
Julie Dodge	Paraprofessional
Andrew Dyer	Spanish/ELL
Alyssa Green	Paraprofessional
Mona Hatch	Secretary
Julie Horn	Secretary
Mark Keen	Math
Sharon Krotzer	Paraprofessional
Julie Louderback	Music
Joel Magill	Social Science
Melinda Moorefield	Librarian
Nancy Ojua	LRC
Karla Peterson	Paraprofessional
Shanna Ramos	Paraprofessional
Katie Richardson	Paraprofessional
Taralynn Rogers	Math/Science
Kimberly Romey	Language Arts
Lauren Sawyer	Physical Education
John Stables	Vocational Agriculture
John Stearns	Industrial Tech/Computers
Pilar Swanson	Art/Online Credit Recovery
Alice Thompson	Language Arts
Alec Vandehey	Language Arts
Mundana Vrell	Cook's Helper
Debra Whiting	Counselor

# AMITY HIGH SCHOOL

## WELCOME BACK

Students have great potential when they take responsibility for their actions towards their own success. I've always believed this and have brought this philosophy to Amity. By the time students reach high school, adults can help facilitate and to an extent motivate young folks to reach their dreams. At every instance, I try to convince students to advocate for what they need to be successful. When high school students make the decision to be successful and stick with it, they usually do. However, high school students with no developed dream or goal have a difficult time seeing success and staying motivated to achieve in the classroom.

As we enter the 2016-2017 school year, it is my wish that all students will have a developed dream or goal. With that, we can all work together to help them achieve at their highest potential.

Principal Chris Daniels

## SCHOOL PHILOSOPHY

The aim of Amity High School is to provide an environment where all students have the opportunity to develop into well-adjusted and intellectually well-informed citizens. To provide such an environment, an orderly atmosphere conducive to all phases of learning must be maintained. A necessary requirement is a clear and concise code of the student rights, responsibilities, and discipline. This code should not be repressive nor violate the student's constitutional rights. It should encourage the students to respect the rights of others and hold them responsible for their own actions.

## AMITY HIGH SCHOOL BELL SCHEDULE

### Regular Schedule

7:50 – 8:47	1st Period
8:51 – 9:48	2nd Period
9:52 – 10:50	3rd Period
10:54 – 11:51	4th Period
11:51 – 12:21	Lunch
12:26 – 1:23	5th Period
1:27 – 2:24	6th Period
2:28 – 3:25	7th Period

## AMITY HIGH SCHOOL GENERAL STUDENT REGULATIONS

### MODIFIED CLOSED CAMPUS AT LUNCH

The high school campus is closed for Freshmen and Sophomores at lunch time. Juniors, and Seniors will have open campus during lunch. To encourage the continuation of this open lunch policy, students must not litter in the community; loiter on the streets, school parking lot or sidewalks; or in any way behave in such a way that is offensive to the neighborhood. Students must be back to class on time. Being consistently tardy will result in the loss of this privilege. **If you do not want your student to have open campus privileges at lunch, please notify the front office in writing.**

### SCHOOL-WIDE CLASSROOM POLICY

1. Respect each other.
2. Respect school property.
3. Respect yourself.

## TEXTBOOK (OR MATERIALS) CHECKOUT

Students are responsible for the upkeep and care of all textbooks and materials checked out in their names. Before the books are checked out to students, they will be appraised and any damage will be noted. Teachers will re-examine and assign appropriate fines when the books are checked in.

## STUDENT FEES

Fees are to be paid upon incurrence. If fees cannot be paid at the time they are incurred, arrangements must be made with the office. The fees that are charged for specific classes entitle the student to take home projects that are required in class. All additional projects will be at the student's expense. Students shall not receive report cards if they have outstanding fees. Graduating Seniors will have their diploma held until all fees are paid.

## STUDENT BODY FEES

Student Body Card	\$15.00
Yearbook	\$45.00 (After December 1 <sup>st</sup> - \$60.00)
Parking Permit	\$5.00
Class Fees	Amount determined by project and/or class – see curriculum guide
Sports Participation	\$85.00 per sport
	Sports Participation Fee Refunds:
	◆ If the student participates in one or more contest, NO refund will be made.
	◆ Request for a refund MUST be made in writing by the end of the sport season for which the fee was paid.

## CLASSROOM GUIDELINES

1. Class begins when the bell rings and ends when the teacher dismisses the class. Be in your class and in your seats when the bell rings. If the dismissal bell rings while your teacher is directing an activity, wait until the teacher dismisses the class.
2. Bring required materials to class every day: three-ring notebook, textbooks, paper, pen/pencils, materials required of all teachers.
3. Abide by behavior expectations of all teachers.

## LIBRARY REGULATIONS

The library will be open before school, at breaks, at lunch, and after school. All students in the school are entitled to use the library and check out books provided that they abide by the rules posted in the Library. Library is closed 5th period. The computers in the library are for academic use only. Any use deemed inappropriate by any staff member will result in your immediate removal from the computer. Repeated offenses will result in the loss of computer privileges.

## LOCKERS

Lockers are assigned when student registers at AHS. Students must use the locker that they are assigned. Students should be aware that lockers are not tamper-proof. Valuables should not be left in lockers. In general, valuables should not be brought to school. It is the responsibility of the student to keep the locker in an orderly and sanitary condition. Students will be required to pay for damage to lockers. If the locker does not open or close properly it SHOULD NOT BE FORCED. Report it immediately to the office. All lockers are inspected frequently for cleanliness, neatness, contraband and damage during the school year. Students are responsible for cleaning lockers at the end of the year.

## **DRUG DOG SEARCHES**

During the school year a trained, drug-sniffing dog will periodically be brought into the common areas of the school campus by police authorities. Common areas of the school include, but are not limited to: hallways, lockers, locker rooms, the gym, classrooms, the cafeteria and parking lots. The visits will be unannounced by school officials. The purpose of the drug program is to keep Amity School District free of drugs so that all students are educated in a safe and wholesome school environment.

## **USE OF TELEPHONE**

Office telephone may be used only during lunch or break for an approved call concerning school business or an emergency.

## **PERSONAL ELECTRONIC DEVICES**

Students are discouraged from bringing any electronic devices to school other than a calculator. If a student must have a cell phone at school, the phone must remain off and out of sight. Students are welcome to make phone calls with approval in the main office. All other devices other than a calculator must remain off and out of sight. Allowed calculators are those with no communication capabilities.

Violations of the personal electronic devices rule will result in the following:

- 1st time = Student can get the device back at the end of the day.
- 2nd time = Parent needs to pick up the device.
- 3rd time = Device is no longer allowed on school property.
- 4th time = Suspension

**Note: Under no circumstances are cell phones or any other recording device allowed in locker rooms, restrooms, or lunchrooms.**

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

## **STAYING AFTER SCHOOL**

All students shall **leave the school building by 4:10 p.m.** unless there is a home game or they are under the direct supervision of a teacher or activity leader for study or activity. Students who stay after school should not be in the halls, but in the lobby, classroom or gym. The building will be locked at 4:30 p.m. daily. You are expected to leave the grounds. No loitering.

## **RELIGIOUS ACTIVITY**

In accordance with state law and in cooperation with the churches of the district, students, whose parents so desire, will be excused from school five hours per week for the purpose of attending class in religious instruction. Contact the office for further information or to arrange such a class. Under Oregon Law, ORS 327.109, AHS is prohibited from sponsoring, financially support, or being actively involved with religious activity. It is the district's intent to comply with the laws of the State of Oregon regarding religious activity in schools, and students are to be aware of their responsibilities in this area.

## **TRANSPORTATION**

### **STUDENT TRANSPORTATION SAFETY**

The school is concerned for the safety and conduct of students on the way to and from school and for the protection



of neighboring property. All pupils on the way to and from school and during school hours are subject to the jurisdiction and reasonable control of the school.

## **AUTOMOBILES AND MOTORCYCLES**

Students who drive will be required to come to the office and fill out a form to receive a parking permit. Parking Permits will be issued after the student pays the required \$5.00 parking fee. Students are required to park their vehicles in the designated spot which they were assigned in the parking areas. Squealing tires, excessive speed, reckless and careless driving is prohibited on and around the school grounds. Students parking or driving improperly may receive ONE warning before loss of driving privileges. Additional disciplinary procedures may be enforced as deemed appropriate. Students must have their parents sign a permission form in order to drive or ride in cars during the school day. **Students are not allowed to loiter in cars during the school day including lunch.**

## **BICYCLES**

Students riding bicycles to school must know and practice the safety rules. The following have been established for students riding bicycles in an effort to avoid accidents and to help the students develop good riding habits. These guidelines are in addition to the regular rules for safe bicycling:

1. Any student shall be eligible to ride a bike to school.
2. Bicycles are not to be ridden on the school grounds during school hours or during the hours of after-school activities.
3. Riding double on a bicycle is not safe.
4. The bicycle rack on the school grounds is to be used by students. Bikes should be placed in racks when space permits.
5. The principal, school staff, or parent may make penalties for unsafe bicycle conduct or failure to follow the rules.
6. It is recommended that all bicycles be locked while on the school grounds.
7. While every effort is made to provide a secure place for bicycles during the school day, students should realize that they bring their bicycles at their own risk.

## **SKATEBOARDS AND SCOOTERS**

Skateboards and scooters are **NOT** to be used on the school grounds. Failure to follow this rule will result in confiscation of the skateboard or scooter. Skateboards and scooters should not be brought to school if they can not be stored out of sight and securely.

## **ACADEMICS**

### **EXPANDED OPTIONS PROGRAM**

Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the District will grant credit to a student. By February 1, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the District no later than March 1 of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

## **HONOR ROLL**

Students who receive a 3.5 GPA and above will be listed on the term honor roll, if they have no **incomplete** grades. Celebrations will be held for the appropriate term.

## GRADES

Grades will be indicated as follows:

- |                                            |                |
|--------------------------------------------|----------------|
| A - Excellent or superior achievement      | I - Incomplete |
| B - Above average achievement              | P - Passing    |
| C - Average accomplishment                 | NG - No grade  |
| D - Below average                          |                |
| F - Failed minimum requirements, no credit |                |

An "I" on the grade report indicates that the student's work for that period is incomplete and must be completed within **TWO** weeks or the student will receive an "F". It is the student's responsibility to see that the necessary arrangements are made with the teacher to complete the work.

## ACADEMIC HONOR CODE

It is the purpose of our school to develop effective methods of thinking, useful work habits, study skills, and constructive social attitudes. Each student is expected to do his/her own work. Copying, borrowing or in any way presenting some one else's work as ones own, without prior teacher permission, could subject that student to immediate discipline.

Honor Code Policy:

The Honor Code Policy includes the following:

- A. Plagiarism – copying parts or all of another student's assignment that was to have been done individually, or loaning an assignment to another student to copy or using published materials (quoting, paraphrasing, summarizing, ect.) without giving credit.
- B. Copying during a test, such as:
  - a) Using hidden notes.
  - b) Copying from another student's paper.
  - c) Asking another student for an answer.
  - d) Giving answering to another student verbally or by letting him/her see a test answer.
  - e) Changing answers on a daily assignment when given responsibility for correcting that paper.
  - f) Changing answers on a test paper after it has been returned (unless instructed to make correction).
  - g) Theft and/or use of stolen examinations.

Consequences for the above observations by a teacher will be as follows:

1. Parent contact by the observing teacher.
2. Explanation that the grade on the specific exam, quiz, or daily work will be come an "F" or a "0".
3. Repeated incidents may result in class failure for the grading period.
4. Use of a stolen examination will necessitate a conference to include the teacher, administrator, parent and student. The conference resolution may include a failing semester grade.

## GUIDANCE AND COUNSELING

The services of the guidance and counseling office are:

1. To counsel with students and provide information, when appropriate, about referral agencies to meet the student's needs.
2. To meet with students, parents, and staff and conduct conferences as requested.
3. To schedule and orient new students to AHS.
4. To assist students and parents as to the choice of curriculum to accomplish goals and objectives of the student.
5. To keep parents and students aware of the student's progress toward graduation.
6. To maintain informational files, catalogs, etc. on vocational, trade, two- and four-year colleges, and make them available to students.
7. To arrange for post-high school visitations for students, both on and off the AHS campus.
8. To provide up-to-date information on scholarships and federal financial programs available to assist students in their post-high school education.
9. To confer with parents and students about post-high-school opportunities at work, in college, and in the military.

10. To coordinate the testing program and to help interpret the results to students, parents, and staff.
11. To coordinate the eighth-grade high school visitation and orient the eighth graders to the high school educational programs and facilities.

## **SCHEDULE CHANGES**

Schedule changes should be kept to a minimum. With the approval of the principal, the teachers concerned, and the student's parents, necessary changes may be made after the start of school. All such changes must be completed by the end of the first week of each semester.

## **ACADEMIC PROGRESS**

Students (not on track to graduate) and their parents will be notified.

## **SCHOLARSHIPS**

Each year, Amity High School receives information regarding scholarships for students wishing to attend various types of post-high school programs. The counselor visits classrooms to disseminate information. A financial aid night is offered each year to inform students and their parents of those processes.

### **It is the student's responsibility to:**

1. Fill out the applications for colleges and/or scholarships following the exact instructions.
2. Use a word processor when filling out all applications unless otherwise directed.
3. Ask for recommendations from staff, employers and community members at least seven (7) days before they are needed. A resume of school extracurricular activities, awards and honors and community activities is helpful. The writer of the recommendation may leave out very important information without resumes about you.
4. Mail applications and scholarships well before the due date. It is the student's responsibility to assemble the scholarship materials, make copies of all submissions, and pay for the postage.

## **PINNACLE INTERNET VIEWER**

Pinnacle Internet Viewer (PIV) allows you to view your student's grades and attendance in a real-time atmosphere. By using your student's id number and the password assigned by your school district, you will be able to view your student's current information as well as information from previous marking periods. You can access the PIV through the district website: [www.amity.k12.or.us](http://www.amity.k12.or.us)

## **CELEBRATION OF SUCCESS**

AHS has instituted ways in which students may be recognized for their academic achievements and good behavior. Students deserve to be honored for their diligence, efforts, improvements and achievement. The AHS staff appreciate those efforts and wants to express their positive support of students through the Celebration of Success Program.

**Students of the Month:** Each month staff members select one or two students from their classes to be recognized for good citizenship, participation, grades and attitude. These students will be honored at an all-school assembly. One student out of the group is awarded the status of "Honorary Warrior" for the month.

**Honor Roll Celebration:** Students receiving a 3.5 or higher GPA are eligible for the Honor Roll. The Honor Roll is calculated after each semester. Students receive a certificate of achievement during the in-school celebration. A special breakfast will be prepared for honor roll students after the first semester.

**Academic Letter:** Students earning a 3.5 or higher GPA during any school year are eligible to receive an academic letter. Letters will be awarded during the opening assembly on the first day of school.

**Recognition Night:** Each year in May, the staff at AHS recognize students that have earned excellence in specific subject areas. Students are awarded certificates and praised for their outstanding achievement. Parents are invited to attend this special evening.

**Honors Diploma:** After the 1st semester of the senior year, students are encouraged to apply for and honors diploma. See the counselor for more information. Application must be turned into the Counselor by Spring Break of the senior year. Minimum expectations:

1. Have at least a 3.5 cumulative GPA and no grade lower than a C in the identified curriculum areas
2. Students must meet or exceed all State Testing Assessments including Mathematics, Reading, Science and Writing.
3. Evidence of advanced course of study in multiple subject areas.

**OSAT (Oregon State Assessment Testing):** Students who meet the state assessment standards in any content identified for their graduating class as assessable will be given progress awards. When all assessable areas are met the student will receive an award or recognition.

## **DANCE RULES**

1. After game dances start promptly following the game.
2. Students are admitted for **one half hour** following the game. Players MAY be admitted late. Homecoming, Winter Formal and Prom are exceptions to this rule.
3. No student may leave the dance and return, except under emergency circumstance approved by the gate chaperone or principal. Students who violate the above rule will be disciplined.
4. Students are admitted to dances in school clothes except for special dances for which particular attire must be worn.
5. All music is hired through the principal or designated representative.
6. Guests/alumni are permitted to attend the Homecoming Dance, Winter Formal and the Prom. Guests must be approved by the office two days prior to the dance.
7. In the case of more than 50 students, adequate adult chaperones must be present for the entire event. Chaperones may be parents or staff.

## **STUDENT BODY CARDS**

Student Body Cards entitle the student to free admission to home games and reduced admission to dances and other activities. To be eligible to participate in activities and sports, students must pay for their card. All students are entitled to receive a school newspaper and vote on student body elections.

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the administration 10 days before the event. An approval form is available in the office.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The head secretary is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

## **FUNDRAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the administration 10 days before the event. An approval form is available in the office.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The head secretary is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

## CLUBS AND ORGANIZATIONS

Band	Mrs. Louderback
Concessions	Junior Class Advisors
Dance Team	Mrs. Rider
FFA	Mr. Stables
International Club	TBA
Leadership	Ms. Romey
NHS	Mr. Vandehey
Robotics	TBA
Sigma Club	Ms. Sawyer
Student Council	Mrs. Crafton
Thespian	Mr. Lund
Yearbook	TBA
Ecology Club	TBA

## BOOSTER CLUB

The Amity High School Booster Club is one of the most active and successful parent-school organizations. It is one of our school's most valuable assets. The purpose of this organization is to create better understanding between the school and community for the betterment of our students.

All parents are automatically members of the Booster Club and are invited to attend meetings held at the high school library. The schedule of meetings are posted in the high school office and on-line newsletter. Please come and get involved.

## ATTENDANCE

### 339.020 DUTY TO SEND CHILDREN TO SCHOOL

Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12<sup>th</sup> grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school year. School staff will monitor and report violations of the state compulsory attendance law.

We are concerned about your student's safety in getting to school. To avoid confusion about your student's whereabouts, please call the office at your child's school by 8:30 am if your student is going to be absent for any reason. **All the schools have automated answering systems to aid in reporting absences early in the morning or the night before. To excuse an absence, a note or phone call is required from parents/guardians within 48 hours of the absence.**

As a courtesy, on the day of a student's absence, if the office has not heard from you, every effort will be made to contact you notifying you of your student's absence.

### Excused Absences

According to Oregon State law absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

**When your child is absent:**

Parent/guardian should call the office at 503-835-2181 or

Send a note with your student upon their return.

In either case, please describe the reason for the absence.

**The school must receive this notification within 48 hours of the absence or the absence will remain unexcused.**

Students who arrive at school late or leave school during the day **must** check in/out (**before they leave**) at the office. Parents should call the office, if possible, or send a note with the student. Please describe the reason for the absence.

**Homework:** A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. If your child misses more than 1 day of school, parents or the student, should contact the teacher directly by email, if possible, to arrange for the collection of homework assignments. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.

**Unexcused Absences**

These are absences that do not meet the criteria set down by state law and/or are not in accord with the high value we place on education at Amity School District. Absences will also be deemed unexcused for:

Absences which are not pre-arranged:

Failure to notify the office within 48 hours after an absence.

Failure to get clearance from the office prior to leaving school during the school day. **All class work missed during an unexcused absence will receive a zero.**

We feel however, that every educational assignment made is worth doing. Students will, therefore, be required to make up worked missed. Teachers are encouraged not to allow extra credit work until all assignments are satisfactory completed or to design some other incentive to ensure missed work is done.

Students who leave school during the day without the authorization of the office will be considered as truant and will be subject to disciplinary action.

**Absences and Extra-Curricular Activities**

Students must be present in school at least one-half day before they can attend any extra-curricular activity outside of the school day. Students may participate if they have a prearranged absences. If an activity is scheduled for Saturday, the attendance requirement goes back to the previous day (Friday). However, with administrative approval, a student may attend extra-curricular activities scheduled on a Saturday **only** if the absence on the previous day was pre-arranged or if it meets the criteria of "excused". **Any unexcused absences during the day will result in the inability to participate in activities.**

**Tardies**

Start your student's day off on the right foot. Please get your student to school on time. Coming in late is disruptive to the individual, other students, teachers and the entire class. To excuse a tardy, a note or phone call is required from parent/guardians or another teacher.

**Leaving School Early**

Students who become ill or are injured during the day or need to leave school for some other reason must check out in the office. **Parent/guardian contact is required before a student may leave.**

**Age of Majority**

Students eighteen and older that are living at home are considered to be their parents' responsibility and are, therefore, bound by the school's attendance procedures. Students who are eighteen and not living with parents or guardians are considered legally emancipated from parental control. These students may write their own excuses and/or call the office, if given permission by the administration. These students must follow all procedures and are subject to school discipline policies. Privileges may be revoked if abused.

**Truancy**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

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 district will notify the parent in writing that, in accordance with law, the superintendent/principal will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;  
A citation may be issued by the district;
3. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

### **Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than ten consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

## **STUDENT CONDUCT**

### **RACISM/HARASSMENT**

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

### **DISPLAYS OF AFFECTION**

Physical displays of affection have no place in a public school building. Excessive displays of affection are a form of sexual harassment. Student demonstration of affection **will** be limited to holding hands. Students displaying excessive affection will be disciplined as follows:

- 1st incident: warning and parent contact
- 2nd incident: morning detention and parent contact
- 3rd incident: one to three day suspensions

## **FREEDOM OF EXPRESSION**

Freedom of expression is a constitutional right guaranteed under the 1st and 14th amendments. It is guaranteed in the school within a context that recognizes other basic rights of students in obtaining an education. An opportunity must be provided for self-expression and responsibility for what is expressed. The time and place for selling and soliciting, meeting, and the passing out of materials will be designated and approved by the principal in order to maintain the orderly educational process. To insure that the rights of all are protected, and that a safe, healthy, and orderly educational process is not disrupted, the following code is outlined:

**Freedom of Speech** - Symbolic and Actual: Students are entitled to express their personal opinions, but they shall not be allowed to interfere with the freedom of others to express themselves. The threat of harm to persons or property and the use of profane or obscene language are prohibited.

**Financial Solicitations:** Students shall obtain the authorization of school authorities prior to selling materials or engaging in activities that solicit students' financial contributions. place for selling and soliciting, meeting, and the passing out of materials will be designated and approved by the principal in order to maintain the orderly educational process. To insure that the rights of all are protected, and that a safe, healthy, and orderly educational process is not disrupted, the following code is outlined:

**Writing:** Students are encouraged to express personal opinions when writing for school publications. Students must assume full responsibility for the material that they have written. All written material is subject to approval by the faculty advisor. Articles or comments that are embarrassing, demeaning, profane, libelous, or obscene toward any person or institution are prohibited from all publications.

**Patriotic Exercises:** Students may refuse to participate, as long as such participation does not significantly infringe upon (violate) the rights of others or does not disrupt the educational process.

## **DISCIPLINE AND DUE PROCESS**

Discipline at Amity High School is based on a design to promote behavior that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. The major objectives of discipline are to follow the fundamental concepts:

1. Respect for the rights, dignity and safety of all individuals.
2. Respect and understanding of laws, rules, and regulations.
3. Respect for public and private property.

In some cases, a telephone call or written notice to the parent will assist the parent to help the student correct his/her behavior. However, in more serious cases, or with repeated misbehavior, the administration may resort to after-school detention, suspension, or recommendation for expulsion.

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

**ALCOHOL AND DRUGS:** The use, possession, sale or being under the influence of alcohol, drugs, marijuana, or other intoxicants.

**ARSON:** Use of fire to destroy or the attempt to use explosive devices.

**AUTOMOBILE MISUSE:** Inappropriate use of an automobile on school property includes parking, speeding, and unsafe driving.

**BUS MISCONDUCT:** Not following bus rules and regulations.

**DEFIANCE OF AUTHORITY:** Refusal to follow the reasonable requests of school personnel.

**DISORDERLY CONDUCT:** Language, behavior, or dress, which is disruptive to the orderly educational procedures of the school.

**DISPLAY OF AFFECTION:** Physical demonstration of affection will be limited to holding hands.



**EXPLOSIVE DEVICES:** The use or threat of use, possession, or sale of explosive devices.

**EXTORTION:** Demanding money, or something of value (e.g. lunches) from another person, in return for protection from violence or threat of violence.

**FIGHTING:** Having or threatening physical contact with another person with the intent to inflict harm.

**FORGERY OR LYING:** Writing or giving false or misleading information to school officials.

**GAMBLING:** Participation in game of chance for the purpose of exchanging money.

**HARASSMENT:** To persistently act in a manner (verbal or physical), which serves to distress, annoy, or torment another person. As defined, but not limited to, the following:

**SEXUAL:** Unwanted sexually motivated conduct toward anyone, which had the purpose or effect of creating an intimidating, hostile and/or offensive working or educational environment.

**DISCRIMINATORY:** Negative conduct toward an individual or a particular group based on race, religion, gender, age, economic status, abilities, or ethnic or cultural background which has the purpose or effect of creating an intimidating hostile and unfair working or educational environment.

**KNIVES:** Students are not to be in possession of any kind of knife.

**PHYSICAL ASSAULT:** Physical attack by one person or a group of persons on another who does not wish to engage in conflict.

**TARDINESS:** Arriving late to class or school.

**THEFT:** Taking, giving, or receiving property not belonging to you.

**TOBACCO:** The use of tobacco in any form.

**THREAT OF HARASSMENT:** Statements or actions, which intimidate another person(s).

**UNEXCUSED ABSENCE:** Any absence, which has not been excused by parent or legal guardian and appropriate school official.

**VANDALISM:** Intentional destruction of objects or materials belonging to the school, school officials, or other persons.

**VERBAL ASSAULT:** Verbal attack or threat which places another in fear.

**WEAPONS:** Knowingly possessing, transmitting or selling any firearm, explosive or other dangerous instrument which could reasonably be considered a weapon, replicas of weapons which give the impression of a weapon and which is of no reasonable use to the student at school.

AMITY HIGH SCHOOL  
STUDENT CONDUCT CODE  
Matrix for Infractions and Possible Consequences  
2016-2017

Any student committing any of the following acts while under the supervision of the school or while on school property and/or at school sponsored activities shall be in violation of District and Amity High School rules and will be subject to disciplinary action. Acts that violate the law will be turned over to the police for legal action. For a suspendable offense, parents will be immediately notified before being released from school. Consequence is determined by situation and prior occurrence of incidents.

ACT	MINIMUM CONSEQUENCE	MAXIMUM CONSEQUENCE
Classroom rules infraction	Staff talks to student and detention assigned	Two detentions assigned; Behavior Contract Implemented; Administrative referral.
Unintentional use of profanity		
Misuse of property	Restitution, parent contact, referral to school counselor or proper authority;	Suspension up to 10 days, recommendation for expulsion and/or other educational placement.
Use of profanity, vulgarity, abusive, obscene language		
Disorderly conduct	1 to 6 hour detentions; In-School Suspension,	Police are notified.
Fighting I/horseplay		
Inappropriate dress	Suspension out of school for 1-5 school days	Police are notified.
Minor insubordination		
Truancy/tardies	Removal from class or activity; behavioral contract	Police are notified.
Leaving school grounds without proper permission		
Inappropriate public display of affection	Restitution, parent contact, referral to school counselor or proper authority;	Suspension up to 10 days, recommendation for expulsion and/or other educational placement.
Cheating		
Defiance of authority	1 to 6 hour detentions; In-School Suspension	Police are notified.
Computer misuse		
Possession of stolen property	Suspension out of school for 1-5 school days	Police are notified.
Forgery		
Trespassing	Removal from class or activity; behavioral contract	Police are notified.
Vandalism, graffiti, malicious mischief		
Hazing, harassment, intimidation, bullying	Restitution, parent contact, referral to school counselor or proper authority;	Suspension up to 10 days, recommendation for expulsion and/or other educational placement.
False fire alarm		
Possession of alcohol/drugs	1 to 6 hour detentions; In-School Suspension,	Police are notified.
Dangerous item		
Extortion, Coercion	Suspension out of school for 1-5 school days	Driver's license may be suspended.
Theft, burglary, robbery		
Fighting II/Assault	Restitution, parent contact, referral to school counselor or proper authority;	Suspension up to 10 days, recommendation for expulsion and/or other educational placement.
Possession, use of tobacco		
Lewd conduct	1 to 6 hour detentions; In-School Suspension,	Police are notified.
Internet pornography		
Gang behavior	Suspension out of school for 1-5 school days	Driver's license may be suspended.
Violent behavior, threats of violence		
Sexual harassment	Restitution, parent contact, referral to school counselor or proper authority;	Suspension up to 10 days, recommendation for expulsion and/or other educational placement.
Arson		
Bringing, possessing, using a weapon	1 to 6 hour detentions; In-School Suspension	Police are notified.
Bomb threats		
Burglary	Suspension out of school for 1-5 school days	Police are notified.
Selling, or use of alcohol or drugs		
		Driver's license may be suspended

## **IN-SCHOOL SUSPENSION**

In-school suspension is the denying of the students privileges of attending class or school activities, but the student remains in the school building. He/she is segregated from the student population during the suspension period. All other provisions are the same as those described for suspension.

## **RESTITUTION**

When a student willfully destroys or vandalizes school property, he/she will be asked to pay for repairs or replacement.

## **BEHAVIORAL CONTRACTS**

This is an agreement between students/staff/school for a student to academically improve performance or improve personal behavior.

## **ADMINISTRATION OF CONSEQUENCES**

In the case of grievous and/or aggravated offenses, those which cause mental pain, such as harassment and intimidation, or those which cause physical pain to another, the school is not limited to the first time consequence, but rather, may move directly to the maximum consequences up to and including expulsion.

## **POLICE INVOLVEMENTS**

These areas also involve state law. For minor offenses, school officials may notify appropriate law enforcement officers. For serious offenses, school officials shall notify appropriate law enforcement officers. School Officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, telephone or certified letter will contact parents. Any action taken by law enforcement officers will be in addition to action taken by the school.

**HEALTH AND SAFETY**—Amity High School is in compliance with Oregon Safe Employment Act (ORS Chapter 645)

## **GENERAL SAFETY REGULATIONS**

1. Every injury and accident, regardless of its nature or extent, shall be reported to your immediate supervisor.
2. Do not remove, displace, or destroy any safety device, safeguard, notice or warning furnished for use at any school-owned building or facility.
3. Good housekeeping shall be maintained in all work areas. Clean up scrap or spilled materials promptly, completely and immediately.
4. Do not block aisles, passageways, corridors, escape ways, or exits.
5. Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help.
6. Do not carry sharp objects in pockets or clothing.
7. Never leave a piece of equipment, or part, in such a condition that it could endanger the physical well being of the next person.
8. When working with machines or equipment provided with guards, operate machines or equipment only when such guards are in place and operational.
9. Labels shall not be removed from chemical containers unless the containers are empty and have been thoroughly cleaned. Clean, empty containers may be used for other materials only if new labels are affixed.
10. Have students know the location of fire extinguishers in your immediate area and know how they are to be used.

***Persons making false alarms can be liable for the cost of dispatching all emergency equipment.***

## **EMERGENCY PROCEDURES AND INFORMATION**

Emergency care procedures are reviewed and updated annually by the school staff. These procedures, as well as a list of qualified first aid cardholders and emergency phone numbers, are posted at various locations throughout the school. Qualified first aid personnel are available in each building and one on each school bus.

Emergency medical information is obtained from each student and staff member at the beginning of each school year. This information is readily accessible in cases of emergency and is released to emergency medical personnel as needed. This information identifies name, address, phone number, parent's names, location of employment, additional emergency numbers, and pertinent medical information. It is important that this information is kept current. Please notify the office of any changes.

Periodic surveys are made of health facilities and supplies. The school has a central location for providing first aid and emergency care for students. This area allows for students who are suspected of having a communicable condition to be separated from other students.

First aid supplies and equipment are readily accessible in a central location. Additional first aid kits are located in areas such as the kitchen, gym, art room, shops, and home economic rooms. School buses are all equipped with first aid kits. Each classroom is equipped with a kit for managing blood spills. First aid supplies are available from the office. The secretary is responsible for ordering these supplies from the various vendors. School staff is responsible for requesting supplies needed for each room.

## **GENERAL EMERGENCY PROCEDURES**

1. **DO NOT** move the injured person unless the location is life threatening to the injured person or others.
2. Never leave the injured unattended.
3. Immediately notify the teacher of the class or the supervisor of the activity and/or the front office.
4. Cover the injured person when weather is inclement
5. Check and maintain:
  - a) Open-air passageway by lifting head back to make breathing easier.
  - b) Breathing and pulse (artificial respiration or CPR if necessary)
  - c) Control of severe bleeding.

## **PROCEDURES FOR MINOR BLEEDING PROBLEMS IN ATHLETICS**

1. It is important that any time there is blood present that it be treated with respect regarding its ability to transmit infectious disease.
2. If a student sustains a minor bleeding problem, he/she should be temporarily removed from the activity, or in case of wrestling, the match should be stopped until preventive action is taken.
3. The bleeding should be stemmed and a fresh disinfectant solution used to remove blood from the athlete's skin, clothing, or playing area.
4. The disinfectant solution should also be used to remove blood from officials, opponents, or their clothing.
5. The injured area should be covered with an outer cover bandage where possible.
6. If the bleeding problem is severe enough, competition should not be permitted to continue, not only from the standpoint of possible disease transmission, but also for the health and safety of the injured competitor.
7. Gloves should be worn at all times when dealing with blood spills.

Amity School District 4J does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sex orientation, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the District Office for additional information and/or compliance issues:

Jeff Clark, Superintendent

## **STATEMENT OF UNDERSTANDING REGARDING STUDENTS' RIGHTS AND RESPONSIBILITIES**

**Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.**

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

The parent and student signatures on the registration form acknowledge the following:

I have been given a copy of the Student Handbook. I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address (including electronic address), telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have given a list of those types of directory information listed above to the building principal that I wish the district to withhold.

**I also understand that the district is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information.**

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes, but is not limited to: the student's name or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden name; information requested by a person who the district reasonably believes knows the identity of the student whom the educational records relates; or other such information that would make the student's identity easily traceable.

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA - Directory Information.

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the District Office and the District website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

## **ADMISSION**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

## **ALTERNATIVE EDUCATION PROGRAMS**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

### **In-District Alternative Education Programs**

1. Tutorial instruction;
2. Instructional activities provided by other accredited institutions;
3. Expanded Options Program (Winema West)
4. Independent study;
5. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

## **Nondistrict Alternative Education Programs**

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in nondistrict alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program.

## **ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

## **ALTERNATIVE EDUCATION NOTIFICATION**

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;\*
4. When a student is expelled;\*
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be **hand-delivered** or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;

3. The program recommendation based upon the student's learning styles and needs;
  4. Procedures for enrolling the student in the recommended program.
- The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.

## **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The maintenance supervisor serves as the district's asbestos program manager and may be reached for additional information

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

## **ASSESSMENT PROGRAM**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

## **ATTENDANCE**

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

Any person 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 339.095.



The district will notify the parent in writing that, in accordance with law, the superintendent will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

We are concerned about your student's safety in getting to school. To avoid confusion about your student's whereabouts, please call the office at your child's school by 8:30 am if your student is going to be absent for any reason. **All the schools have automated answering systems to aid in reporting absences early in the morning or the night before.** To excuse an absence, a note is required from parents/guardians upon the student's return to school.

### **Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

### **Absences and Excuses**

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, or another method identified **in writing** by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who must leave school during the day must bring a note from his/her parent. A student who be-

comes ill during the school day should, with the teacher's permission, report to the office. The office staff will decide whether or not the student should be sent home and will notify the student's parent, as appropriate. A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening. (The only exception is a pre-arranged approval by the building principal.)

### **Unexcused Absences**

These are absences that do not meet the criteria set down by state law and/or are not in accord with the high value we place on education at Amity School District. Absences may also be deemed unexcused for:

- Absences more than one day, which are not pre-arranged: Example: Field Trips, Pendleton, Hunting, Shakespeare Festival, and State Competitions.
- Failure to notify the attendance office within one day after an unforeseen absence.
- Failure to get clearance from the office prior to leaving school during the school day. All work missed during an unexcused absence will receive a zero.

We feel however, that every educational assignment made is worth doing. Students will, therefore, be required to make up worked missed. Teachers are encouraged not to allow extra credit work until all assignments are satisfactory completed or to design some other incentive to ensure missed work is done.

Students who arrive at school late must check in at the office. Parents should call the Office, if possible, or send a note with the student.

Students who get ill or injured during the day or for some other reason have to leave school must come to the office so that parents can be notified. Students who leave without the authorization of the office will be considered as truant and will be subject to disciplinary action.

### **Exemptions from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such request 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.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

### **Absences and Extra-Curricular Activities**

Students must be present in school at least one-half day before they can attend any extra-curricular activity outside of the school day. If an activity is scheduled for a non-school day, the attendance requirement goes

back to the previous school day. However, with pre-arranged administrative approval, a student may attend extra-curricular activities scheduled on a non-school day only if the absence on the previous day was pre-arranged or if it meets the criteria of "excused" and "pre-arranged" absences. **Any unexcused absences during the day will result in the inability to participate in activities.**

### **Tardies**

Start your student's day off on the right foot. Please get your student to school on time. Coming in late can disrupt such procedures as classroom directions, breakfast, and taking attendance. To excuse a tardy, a note is required from parents/guardians. Each building sets its own procedures for dealing with tardies. Please see individual building sections for detailed information.

### **Truancy**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

### **Leaving School Early**

If your student needs to leave during the school day, please meet your student at the office and sign them out of school. For the student's safety, it is best if they wait for you inside the building. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

### **Withdrawing from School**

If you plan to transfer your student to another school, please notify the office at least one day before your last day so we can help make the transfer as smooth as possible. Parent contact is required. There is a checkout sheet that needs to be completed by the teacher and other departments in the school before your student's last day with us. The new school will ask you to sign a form requesting us to forward your student's records.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. The person responsible must pay for damaged or lost property.

## **CLASS RANKING**

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.

## **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Please see individual school's section for more information.

Amity School District permits non-curriculum-related student-led groups at the secondary level to meet on school premises in accordance with the Federal Equal Access Act.

## **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A student with certain school-restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement

that a recognized treatment has been initiated. These diseases include chicken pox\*, cholera, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\*, tuberculosis and pandemic flu.. Parents with questions should contact the school office.

## **COMMUNICATION WITH PARENTS**

Amity School District staff will communicate with you on a regular basis. Upcoming events will be listed on the reader board outside the elementary school, and high school. A current listing of events are also available on the Amity Web Page at [www.amity.k12.or.us](http://www.amity.k12.or.us), and on the district and each of the school's Facebook pages.

## **CONDUCT**

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

### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

### **Student Code of Conduct**

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

A student's conduct during activities, in assemblies, at athletic events, and while being transported must meet the same standard as in the classroom. A student who does not abide by the District's Student Code of Conduct during activities, in assemblies, at athletic events, and while being transported shall be subject to disciplinary action.

Off campus conduct and outside of school time conduct that violates the District's Student Code of Conduct may also be basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault, as prohibited by Board policy JFCM - Threats of Violence
2. Hazing, harassment, intimidation, bullying, menacing, and/or teen dating violence, as prohibited by Board policy JFCF—Hazing/Harassment/Intimidation/Bullying/Menacing/Teen Dating Violence, Domestic Violence-Student, and accompanying administrative regulation.
3. Coercion
4. Violent behavior or threats of violence or harm, as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*\*\*, as prohibited by Board policy JFCJ - Weapons in the Schools;

7. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual Harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco\*\*, alcohol\*\* or drugs\*\*, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems and JFCG/KGC/GBK - Prohibited Use, Possession, Sale or Distribution of Tobacco Products and Inhalant Delivery Systems..
10. Use or display of profane or obscene language; Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
11. Disruption of the school environment;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

\* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

\*\* In accordance with Oregon law, any person under age 18 possessing a tobacco product or inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

\*\*\* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possess a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Firearm is defined by Federal laws any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon or any firearm silencer, or any destructive device;

Destructive device is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

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

Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury, including but not limited to BB guns and pellet guns;

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, soft air guns, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-

related activities. Prohibited weapons, replicas of weapons, soft air guns, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

## **CONFERENCES**

Regular conferences are scheduled annually in the fall and spring to review student progress. See the current School Calendar for this year's conference schedule.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office (or email the teacher directly) to request that the teacher call the parent to arrange a mutually convenient time.

## **CORRESPONDENCE COURSES**

All correspondence courses taken for credit must be approved by the counselor and principal **prior to enrolling** in such courses. Contact a counselor for correspondence course details.

## **COUNSELING**

### **Academic Counseling**

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Personal Counseling**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

## **CREDIT BY EXAMINATION**

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified standards (knowledge and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

## **CREDIT FOR PROFICIENCY**

In addition to credit by completing classroom or equivalent work in a course, a student may receive credit toward a diploma or modified diploma based on any one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized through:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-1210;
2. Classroom or equivalent work;
3. Passing an appropriate exam;

4. Providing a collection of work or other assessment evidence and/or;
5. Providing documentation of prior learning experiences.

## **CYBERBULLYING**

The District prohibits any form of harassment, intimidation or bullying, though electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

## **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. 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 certain penalties and/or restrictions may be imposed. See Fee, Fines and Charges.

## **DANCES/SOCIAL EVENTS**

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will need to fill out a Guest Request Form 24 hours in advance of the dance and they will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

## **DISCIPLINE/DUE PROCESS**

The Amity School District discipline policy, as well as the individual building policies, in partnership with students, parents/guardians, teachers, and community members, works to hold students accountable for their behavior so they experience success in school and become productive workers and contributing members of our society.

The following rules and procedures are designed to protect the safety, rights, and responsibilities of students, parents, and employees. Every reasonable effort will be made to transform unacceptable behavior into acceptable behavior.

The policy applies to student conduct, which occurs while a student is:

- On school premises before, during or after normal school hours.
- At a school-sponsored event (either on or off school premises) before, during, and after normal school hours.
- Traveling to and from school or a school-sponsored event.
- On school premises at any other time when the school is being used for a school-sponsored event.
- Enrolled in summer school.

A student who violates the Student Code of Conduct shall be subject to disciplinary action. See individual school sections for building specific rules and procedures.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

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

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate. .

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

### **Detention**

A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. **The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.**

### **Suspension**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) will full conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

### **Suspension Procedures**

- A student may be suspended after they have had an opportunity to present their view regarding an alleged act of misconduct before the Principal. If, in his/her opinion, the student's conduct warrants suspension, the parents will be mailed a written notice regarding the suspension. This notice is to include the reason for the suspension and the conditions regarding the suspension and reinstatement.
- The parents or guardians will be notified by phone and letter will be sent home as soon as possible describing the problem and the action taken.
- When parents cannot be contacted, the decision to send the student home, to allow them to remain on school premises, or to refer them to the proper authorities will be made with consideration of student's age, maturity, and the nature of the misconduct that caused the suspension.
- Student suspended under emergency conditions shall be provided with the same procedures as soon as the emergency condition has passed. These procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if the suspension does not take place immediately.
- The parents or guardians may request and be given a conference with the Principal or Vice Principal.
- In all suspensions, the School Board shall have the right of final review.
- The Amity School Board of Directors and Amity School District Staff feel that every educational assignment given is worth doing. Students will, therefore be given the opportunity to turn in the missing assignments when they return from their suspension period. The assignments will be graded with a 25% deduction in grade. It will be the student's (and parent's) responsibility to pick up homework and assignments so that all work is completed and turned in the day the student has his/her re-admittance meeting with the school administrator. The student will be allowed to make up work for credit that covers more time than the period of suspension (OAR 581-21-065) without penalty.
- Suspended students are not permitted on school grounds during the specified suspension time. Nor are they permitted to attend school-sponsored activities including sports practices and/or games.

### **Expulsion**

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. This is the permanent removal from school for the remainder of the semester by the action of the hearing's officer. When expulsion is contemplated against a student, they are permitted to have a hearing unless they and their parent or guardian waive, in writing, this right. By waiving the right to a hearing the student and their parent agree to abide by the lawful



finds of the hearing court.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The principal will be responsible for investigating acts of student misconduct, violations of school policies, or the disregard of Oregon Board Of Education regulations that constitute the reason for recommending expulsion, and will inform the superintendent before making such recommendations.

- The student is suspended pending investigation for a possible expulsion.
- The student is not allowed on district property unless permission is granted by the principal and the student is supervised by a staff member or parent/guardian.
- A report of the student's misbehavior and record is referred to the District Superintendent.
- The Superintendent will mail to the parent by certified mail, a notice stating that the Superintendent has received a report recommending expulsion and inform the parent and/or student that they may appear at a specified time and place to confer with the Superintendent concerning the recommended expulsion.
- An expulsion shall not extend beyond one calendar year.

**In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.**

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

### **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 nondisabled student, the student's parents 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 consequence 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 student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational 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 hearing 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.

## Definitions of Behaviors:

**Aggressive Behavior:** Verbal or physical behaviors directed toward another person, including but not limited to, kicking hitting, biting, shoving, tripping, slapping, attempting to injure, or threatening to injure.

**Attempted Arson** - Any action that may cause a fire.

**Arson** - Intentionally starting any fire or combustion on school property.

**Assault, physical** –To intentionally, knowingly, or recklessly cause physical injury to another.

**Assault, verbal**-To place another person in fear of imminent physical injury by word or conduct.

**Bomb Threats** - The reporting to school, police or fire officials of a bomb on or near school property without reasonable belief that a bomb is present.

**Burglary** - The unauthorized entry into a school building or school records for the purpose of committing a crime.

**Cheating** - The intentional use of other people's work and presenting it as your own. Plagiarism falls into this category.

**Cutting** - The failure to report to class without permission/excuse or leaving the building/assigned area without obtaining prior permission.

**Dangerous Item** - The possession (on person, in locker, in book bag, etc.) of any weapon (may include but is not limited to: toy look alike weapons, fireworks, ammunition, matches, lighter, mace, hot pepper canisters, chains) is prohibited on the school district premises or any other premises where official school functions are being conducted. The dangerous item will be confiscated. The police may be notified.

**Defiance of Authority** - Repeated insubordination or refusal to comply with a direction or instruction of a staff member.

**Deliberate Misuse of Property** - The intentional use without permission of property belonging to the school or any individual for a purpose other than that for which it was intended or in a manner likely to damage the property.

**Disruptive Conduct** - Behavior of a manner that disrupts or interferes with the school educational activities or the learning process.

**Drugs and Alcohol** – Possession, transmitting, selling, distributing, use of, or under the influence of an alcoholic beverage, inhalants, including solvents and other dangerous substances, or any other drug as defined by, but not necessarily limited to, the Uniform Controlled Substance Act, ORS 475.005, possession of paraphernalia, possession of look-a-likes being represented as being a controlled substance and/or misuse of over the counter prescription drugs.

**Extortion** - The forcing of another person to act against their will, such as the demand for money.

**False Fire Alarms** - The reporting of a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

**Fighting** – Engaging in mutual contact in an attempt to resolve differences with physical force.

**Forgery** - The providing of a false signature or altering a school document.

**Gang Identifying** – A group of persons who interact among themselves to the exclusion of other, who have adopted recruitment criteria for eligibility and membership: who use symbols for indication such eligibility and membership: who claim a particular school, neighborhood, or community area as their exclusive territory: and who engage in behaviors, which are criminal, antisocial, or discriminatory.

**Harassment/Hazing** –Written, verbal or physical behavior, which serves to distress, threaten, demean, annoy, or torment another person.

**Inappropriate Dress** - Student dress should be in accord with health regulations and not be disruptive to the educational process. Any form of clothing that depicts drugs, alcohol, or has inappropriate language (Big Johnson T-shirts, etc.)

Sagging, baggy trousers and bare midriiffs fall into this category.

**Insubordination** – Disobeying or defying the lawful authority of district personnel. Additional behaviors are defined in the policy section.

**Interference with School Personnel** - Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.

**Intimidation** - Using force or threat to prevent another from moving or acting in accordance with school policies or personal choice. **Threats to shoot/kill another person also applies.**

**Leaving School Grounds Without Permission** - Leaving the building/assigned area without permission.

**Lethal Weapon** - The possession (on person, in locker, in book bag, in automobile, etc.) of any lethal weapon (may include but not be limited to: gun/rifle, knives, clubs, brass knuckles, blackjack, explosives) is prohibited on the school district premises or any other premises where official school functions are being conducted.

**Loitering** - The remaining around the school building without permission and staff supervision for purposes other than an educational assignment.

**Menace** – By word or conduct intentionally attempting to place other persons in fear of imminent physical injury.

**Possession of Stolen Property** - The having in one's possession or under one's control property that has been stolen or possession without permission of property belonging to another.

**Profanity/Vulgarity/Abusive Language** - Writing, saying, or making gestures, which convey a message, which is greatly offensive, obscene, sexually suggestive, or ridicules another person.

**Prohibited Items** - The following are considered disruptive to the learning environment and are not allowed:

Dangerous Items: pocket knives, sharp objects, chains, etc.

Toys: skateboards, roller blades, squirt guns, hand-held games, etc.

**Property Offenses** – Deliberate or intentional damage to and/or theft of property belonging to the District, other school districts, or to another individual, including but not limited to, improper care of books, locker and locks. **See Revisions.**

**Racism** – The use of words, power, and /or actions to carry out racist beliefs.

**Substance Abuse** - Student possession or use of tobacco, alcohol, non-prescribed anabolic steroids, or unlawful drugs on the school grounds or while participating in school-sponsored activities is a violation of the District Substance Abuse Policy. Violation of these guidelines may result in a referral to law enforcement officials.

**Tardies** – A tardy is defined as not being in your classroom when the bell rings. **Entering class after 10 minutes is considered an unexcused absence.**

**Tobacco Related Offenses** – (Smoking, possessing, selling, transmitting, distributing, or otherwise using tobacco or tobacco products.) This applies to look-alike tobacco and tobacco products and to those represented as being tobacco and tobacco products.

**Truancy** – A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including, detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

**Weapons** – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement which could reasonably be considered or used as a weapon, attempted to be used, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury, and/or which is on no reasonable educational or foreseeable use to the student.

## **DISTRIBUTION OF MATERIAL**

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

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 nonstudent without the approval of the administration.

Materials not under the editorial control of the district may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, avoid safety hazards, and practice respect for oneself and others..

Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. **Any article of clothing, jewelry, body decoration or hairstyle extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate.**

Examples of inappropriate and unapproved choices of clothing, jewelry, body decorations or hairstyles include but are not limited to:

1. Tank tops, spaghetti straps or low cut clothing (neck or underarm). Sleeveless shirts should cover the shoulder (**Does not apply to AMS**).
2. Clothing that exposes bare midriffs, (example: "Crop tops").
3. Obscene language or symbols, provocative pictures, advertising of tobacco, alcohol or narcotics on clothing, jewelry, or exposed body parts.
4. Symbols on clothing or jewelry that would distract or cause undue attention.
5. See-through, provocative or excessively tight clothing, and halter tops/or backless dresses.
6. Intentionally torn clothing.
7. Excessive or distracting make-up or hair color.
8. Dark glasses (unless prescribed by a physician).

9. Shorts, skirts and dresses must be hemmed and come close to the top of the knee or longer (no short shorts (less than a 5" inch inseam) or skirts).
10. Undergarments uncovered.
11. Pajamas of any kind (May be worn on a Theme Day)
12. Trench Coats, gang-related, or gothic clothing.
13. No yoga pants, or skintight garments (i.e. leggings) worn as pants. **(Does not apply to AMS)**

Shoes must be worn at all times and be conducive to the student's education

Hats may be worn OUTSIDE of the school building. **No hats inside of buildings during school hours. Hats should be worn with the bill facing forward.**

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

**If in doubt, don't wear it.**

### **DRUG, ALCOHOL, AND TOBACCO PREVENTION PROGRAM**

The possession, selling and/or use of illegal and harmful drugs, alcohol tobacco products, and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. The basic policy of the district is that any student who uses, possesses, furnishes, or sells alcohol, tobacco, or drugs on school property or at any school-sponsored activity, shall be subject to the district's appropriate disciplinary code and procedures, and liable for suspension, expulsion, or other disciplinary action in accordance with the Student Code of Conduct. Student in violation of the district's drug, alcohol and tobacco policy will also be subject to referral to law enforcement officials, as appropriate.

The Board of Education of the Amity School District recognizes that the use of alcohol, tobacco and other drugs is both illegal and harmful for students. Furthermore, the use of alcohol and other drug use within the school community is detrimental to both individuals involved and the educational process. The district seeks to ensure the highest standards of learning and recognizes that use of chemical substances – including alcohol – interferes with the learning environment. In addition, the district also possesses a concern for the health, safety, and well-being of students and staff. The Board is committed to achieving an environment free of chemical use, abuse, and dependency within our student/staff community.

The district has developed and implement in grades K-12, inclusive, a comprehensive, sequential, age-appropriate prevention education program.

District employees have been provided with substance abuse information through inservice training and/or other educational materials. School employees have been informed of the district's drug prevention plan and their responsibilities therein.

The district is committed to assist parents in their efforts to learn more about substance abuse issues and the potential impact on their children. You are encouraged to join in the ongoing effort of drug abuse prevention within our schools.

**DRUG TESTING**

Code: **JFCIA**  
Adopted: 8/13/08  
Readopted/revised: 04/09/2014

# Amity School District 4J

## Extra-Curricular Participant Drug Testing

The Board believes that the use of controlled substances poses a serious threat to individuals as well as to the extra-curricular program. Because of this concern the administration is directed to develop rules and procedures to establish a mandatory drug testing program for Amity School extra-curricular activity participants.

This policy is intended to create a safe school environment by:

Providing for the health and safety of all student extra-curricular activity participants;

Undermining the effects of peer pressure by providing a legitimate reason for extra-curricular activity participants to refuse illegal drugs; and

Encouraging extra-curricular activity participants who use drugs to participate in treatment programs.

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12<sup>th</sup> grade students with whom the employee has contact as part of the employee's district duties; or knowingly endorse or suggest the use of such drugs.

END OF POLICY

**Legal Reference(s):**

[ORS 329.095](#)  
[ORS 332.107](#)  
[ORS 336.222](#)  
[ORS 336.227](#)

[ORS 339.240](#)  
[ORS 339.250](#)  
[ORS Chapter 475](#)  
SB 517 (2007)

[OAR 581-021-0050 to -0075](#)  
[OAR 581-022-0413](#)

Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 (1995).  
Bd. of Educ. of Indep. Sch. Dist. No. 92 of Pottawatomie County v. Earls, 536 U.S. 822 (2002).  
Weber v. Oakridge Sch. Dist. 76, 184 Or. App. 415 (2002).

### **Extra-Curricular Participant Drug Testing**

This policy is intended to create a safe school environment by:

1. Provide for the health and safety of all student involved in extra curricular activities;
2. Undermine the effects of peer pressure by providing a legitimate reason for extra-curricular activity participants to refuse illegal drugs; and
3. Encouraging students who use drugs to participate in treatment programs.

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12th grade students with whom the employee has contact as part of the employee's district duties; or knowingly endorse or suggest the use of such drugs.

#### **Definitions:**

"Drug":

Any substance considered illegal under Oregon laws or which is controlled by the Food and Drug Administration; and alcohol.

"Extra-Curricular participant":

Any Amity School student participating as a member in approved activities by Amity School District 4J's Board of Education

"Season":

Fall, winter and spring seasons begin the first day of practice and end the day prior to the next season as determined by the Oregon School Activities Association.

"Positive test":

The presence of any level of illegal drugs other than prescription medications.

#### **Procedures:**

Consent:

Each student involved in extra-curricular activities will be required to provide a signed consent form prior to joining the program. Both student and parent/guardian signatures are required.

#### **Non-punitive nature of Policy:**

Students will not be penalized academically for testing positive for illegal drugs under this policy nor will athlete drug tests be documented in any student's academic records. The information gathered under this policy will only be disclosed to criminal or juvenile authorities in order to comply with lawful court orders or subpoenas. In the event of such legal compulsion, Amity School District 4J will notify parents/guardians at least 72 hours prior to releasing information.

#### **Testing Rules:**

1. All extra-curricular participants may be tested at the beginning of any season at the discretion of the superintendent (or designee). Students joining a program after the season starts will be tested if the rest of the team was earlier;

2. Random testing of extra-curricular participants may occur at any time as determined by the superintendent (or designee).

#### **Procedures for testing:**

1. Selection for testing will be random procedures from a pool of all participants. The superintendent will take due precautions to ensure the integrity and confidentiality of the selection process. No individual involved in the selection process will be able to identify students or to determine the selection of a particular student testing.
2. The school athletic director/administrator will be notified on the day students are selected for testing and will arrange for samples to be taken the same day. Absent students may provide the sample the day they return to school
3. Students who refuse to provide a sample or provide an altered sample will be considered to have tested positive and will be subjected to the procedures listed below.
4. Samples will be collected at or by Willamette Valley Medical Center (WVMC) and split and sealed at the time of collection. One (the original) will be tested at Oregon Medical Laboratory. The other is to be used for confirmation of all positive results at a second laboratory. Original positive samples will be sealed and maintained for one year at the Oregon Medical Laboratory.

#### **Scope of Tests and Confidentiality of Results**

The laboratory will be instructed to test for one or more and this will be determined prior to the student selection process. Samples will not be screened for the presence of any substances other than drugs or for the existence of conditions other than those related to drug use.

#### **Positive Results**

Whenever an extra-curricular participant's results indicate the presence of drugs (positive test), the following steps will be taken:

1. The student will be asked if he/she wished to have the original sample re-tested ( a second positive result will be at the parent/student expense). If not, the results shall be considered accurate.
2. If the original tests negative, the student will be notified and no further action will be taken. If the sample tests positive, a parent/guardian will be notified and a meeting will be scheduled with superintendent (or designee), the student, the parent/guardian and the principal. The purpose of this meeting shall be to implement the procedures noted as follows.

#### **First Positive Result: \***

For the first positive test, the student will be given the option of participation in a drug assistance program and submission to random drug testing (at the parent/student expense) for eight weeks (regardless of whether or not the season ends prior to the eight weeks), or suspension from the extra-curricular program for the remainder of the current season and the next season. If the student elects random testing, positive results after four weeks or inadequate progress in the intervention program after two weeks will be considered failing and the student will be immediately suspended from the extra-curricular program and considered ineligible for the next season.

#### **Second Positive Result:**

For the second positive result, the student will be suspended from the extra-curricular program for one calendar year.

#### **Third Positive Result:**

For the third positive result and any subsequent positive result, the student will be suspended from extra-curricular programs for one calendar year.

\*Students wanting to return to participation following a suspension from extra-curricular activities will be required to pass a drug test. (At the parent/student expense.)

**Drug Testing Notification:**

**Amity Schools**

Dear: \_\_\_\_\_

\_\_\_\_\_ Date

You have been randomly selected to participate in the Amity School Drug Testing program.

You will need to follow the directions listed below:

- 1. DO NOT use restrooms, if possible, until you have completed your test.**
- 2. Report to the designated destination at \_\_\_\_\_ today to provide a sample..**

**Amity School District 4J  
Extra-Curricular Drug Testing Consent  
EXHIBIT A**

General Authorization Form

I understand that my performance as a participant and the reputation of my school are dependant, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Amity School District Board of Education and the sponsors for activity in which I participate.

I also authorize Amity School District to conduct a test on a urine specimen, which I provide, to test for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the Amity School District and to the parents and/or guardians of the student.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

\_\_\_\_\_  
**Student Signature**

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

\_\_\_\_\_  
**Parent or Legal Guardian Signature**

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

**ELECTRONIC COMMUNICATION SYSTEM**

Computer skills are essential in today's society. We are taking steps to acquaint all students on the appropriate way to use a computer as an educational tool. Because of this, your child may utilize the school district's electronic communications system, but requires your permission to participate.

As you may already know, the Internet is a computer network system which links smaller networks creating a large and diverse global network. The Internet allow your child the opportunity to tremendously expand their resources to research various subjects and share information with many other people near and distant by sending and receiving messages using the computers and the network system such as the Library of Congress, Oregon State Library, colleges and universities, etc. This is an outstanding opportunity to do research, gather information and communicate with other schools, colleges, organizations and individuals around the world.



With this educational opportunity also comes responsibility. This responsibility encompasses not only the student's appropriate behavior while using the Internet, but also applies to the general use of the district's computers. It is imperative that you and your child read the General System User Responsibilities and agreement form and discuss these responsibilities together. The administrative rules are available at any time for review. Inappropriate system and/or computer use will result in the loss of the Privilege to use these educational tools. Violators will be subject to further discipline in accordance with the district's policies and applicable administrative regulations.

In spite of our campaign to establish regulations for the district's electronic communications system, please be aware there may be material or communications on the Internet that district staff, parents, and students alike would find objectionable. We have made efforts to impede Internet sites that may contain such material by installing software that block such sites. Despite these efforts, we cannot filter all items posted on the connecting computers by others, nor can we monitor student computer use 100% of the time.

**Please acknowledge your understanding** on the signature form located on the student registration form indicating you and your child have read and understand the General System User Responsibilities. Please indicate your permission, or denial of permission, for your child to participate in the district's electronic communications system by checking the appropriate box.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

If you have further questions regarding details of the Internet system, please feel free to contact the district office at 503-835-2171.

## **EMERGENCY DRILLS—FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS**

Instruction on fire, earthquake, safety threats dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill, which include routes and methods of exiting the school buildings, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for

students in grades K-12. Drills and instructions on safety threats shall include procedures related to lockdown, shelter in place and evacuation and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

### **EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter District and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, an early dismissal of students. See inside front cover for more information.

### **EXTRA CURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extra curricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics, and other activities has to offer.

Extra-curricular activities are defined as those school related activities outside the normal school day, where students represent their school either as individuals or as a group. Extra-curricular activities enable the student to develop mentally, socially, and physically. We further feel that the academic areas are of primary importance and that to be involved in extra-curricular activities a student shall expect to first demonstrate good scholastic effort and satisfactory growth in responsible citizenship.

Students and parents will be required to sign a participation agreement found in the back of the Amity School District Coaches & Athletic/Activity Handbook.

For more information on what clubs and organizations are available, see specific building sections..

### **FEES, FINES, AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;

9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the district for P.E. classes or athletics;
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.

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.

The District may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

## **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least one a week by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

## **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 semester. All arrangements for admission in the fall semester must be concluded by, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

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. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

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

## FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least five days before the event.

All funds raised or collected by or for school-approved student groups **must be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures**. All such funds will be expended for the purpose of supporting the school's approved activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

## GANGS

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

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

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

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

### Units of Credit Earned Grade Placement

6	10 (sophomore)
12	11 (junior)
18	12 (senior)

## GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

## **GRADUATION EXERCISES**

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma, or other certificates as may be awarded by the district, may participate in graduation exercises. Students who have not met the district's diploma, or certificate, requirements may, at the discretion of the superintendent be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal. Additional guidelines are listed in the High School section of this handbook.

## **GRADUATION DIPLOMA REQUIREMENTS**

The Board establishes graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian, or by the student if they are 18 years of age or older or emancipated. A student that has completed the requirements for early graduation will no longer be eligible to participate in high school activities.

Students will have onsite access to the appropriate resources to achieve a diploma, modified diploma, extended diploma or alternative certificate at each high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

### **Essential Skills**

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11<sup>th</sup> grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will not allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11 grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

The district will develop procedures to provide assessment options as described in the Test Administration Manual, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified

diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma or alternative certificate in either four years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five or after a documented history to qualify for an extended diploma has been established, the district will annually provide to the parents or guardians of the student, information of the availability of a modified diploma, an extended diploma, and an alternative certificate.

A student who receives a modified diploma, extended diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, extended diploma or alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equal at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the IEP team.

The district awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program ("IEP") completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education ("FAPE") until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**

Hazing, harassment, intimidation, menacing, cyberbullying, bullying or teen dating violence, by students, staff or third parties towards students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who report, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

ties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

“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-sponsor grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subject to hazing consented to or appeared to consent to the hazing

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person having the effect of:

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

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bullying. Students and staff will refrain from using personal communication devices or district equipment to violate this policy.

“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence, and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation.

Building principals will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated, menaced, bullied, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately

report his/her concerns to the building principal who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

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

**Step I** Any hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building principal. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

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

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

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

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

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying, menacing complaints, or acts of cyberbullying and incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

## **HEARING THE ACCUSER**

### **Staff Complaints**

Students may hear directly from the teacher or the staff member specific complaints or descriptions of unacceptable behavior if the student desires.

### **Student Complaints**

It is recognized that a school official, as a public officer, shall not be examined as to communications made to him in official confidence, when the public interest would suffer by such disclosures. For this reason, in recognition of the special jeopardy in which the student witnesses may be placed, the possible traumatic effects of adversary proceedings conducted by attorneys, police officers, or court officials, the complaining student may not be required to face the accused, nor have his identity revealed. However, the administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony. When it is determined that the student ought not face the accused, the school official then becomes the official complainant.



## **HOMELESS STUDENTS**

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 his/her school of origin for the duration of his/her 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 the Superintendent, the district's liaison for homeless students.

## **HOMEWORK**

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.

### **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 corner for your child to work. Help setup this area so there is good lighting and materials to work with such as pencils, a ruler and dictionary.
3. Let your student work on their own, but let them know you are available for help.
4. Be aware that there is a difference between being a resource or consultant and hovering over a child with constant advice.
5. Be available to check work if needed and to check whether the assignment has been completed.
6. If possible, help your student see how this particular assignment or skill relates to everyday life and life skills.
7. Remember that nothing can help like a hug, smile and a word of approval. Be encouraging and supportive. Your attitudes are contagious.

## **IMMUNIZATION, VISION SCREENINGS, AND DENTAL SCREENING**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization will be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

The parents of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that:

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to religious beliefs of the student or the parents or guardian of the student.

The parent of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has, within the previous 12 months received a dental screening.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or

3. The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

## **INFECTION CONTROL/HIV, HBV AND AIDS**

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 nonintact 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 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.

### **Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction**

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

Students or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact their building principal.

### **HIV\*, HBV\*, AIDS\* - Students**

A student infected with HIV, HBV, or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV, or AIDS condition diagnosis to the district.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent

\* HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus.

## **INSURANCE**

Parents are responsible for having their children covered by insurance. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have shown proof of insurance.

## **LOCAL WELLNESS**

Amity School District recognizes the importance of Nutrition, Education, and Physical Activity in building strong minds and bodies. A copy of the Amity School District Wellness Policy and Administrative Regulations is available at any of the schools or the District Office. Parents and students are encouraged to provide input as to how the District can improve our program.

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

## **LOCKERS AND DESKS**

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

## **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

## **LUNCH/BREAKFAST PROGRAM**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free meals based on a student's financial need.

Additional information can be obtained in the office.

Students approved for free meals are entitled to one breakfast and one lunch each day. In addition to a choice of entrees, children may choose from several fruits and vegetables daily. Milk and juice are available with each meal. Extra meals must be purchased at the full meal price.

Milk or juice must also be purchased if it is to go with meals brought from home regardless of free eligibility.

Students are not allowed to charge meals. A student, who doesn't have money in their account and is unable to make other arrangements from home, will be given a sandwich milk and offering bar until a payment is made. A reminder to bring more money is also given to the student. It is the parent's responsibility to know what their child's balance is. Please keep money in the account to save your child any embarrassment, when going through the line.

## **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

**Parents who do not want their student interviewed or photographed should direct their student accordingly.**

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school at school-sponsored activities under the supervision of school personnel, and in transit to or from school or school-sponsored activities.

### **District-Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent..

Written instructions of the physician are required for all requests to administer prescription medication. Such

instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions, with permission of the parent which include the information above are required for all requests to administer nonprescription medication.

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

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

### **Premeasured Doses of Epinephrine**

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

### **Self-Medication**

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request and permission of the parent and building principal permission, subject to age-appropriate guidelines. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician.

Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

## **ONLINE LEARNING**

The district may grant credit for approved online courses offered by district-approved institutions, online courses offered through a charter school or for online courses offered by the Oregon Virtual School District. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation, that student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program.

## PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the districts asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter published monthly, Open House in the fall, "Back to School" in the spring, PTA Meetings, and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

## 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 whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- 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 school hours.

## PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may possess personal electronic devices in district facilities during the school day. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data..

Students may not access social media sites using district equipment, while on district property or at district sponsored activities unless the posting is approved by a district representative.

Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs, or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the building principal or teacher. **Under no circumstances are cell phones to be used in locker rooms, restrooms, or lunchrooms.**

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

**The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. The district will not be liable for information or comments posted by students on social media Web sites when the student is not engaged in district activities and not using district equipment.**

## **PHYSICAL EXAMINATIONS**

Students in grades 6 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation. Participation in football requires an annual examination.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

## **POSTERS**

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

## **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## **PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's

evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the written approval of his/her parent or as otherwise provided by law.

## **REPORTS TO STUDENT AND PARENTS**

Reports of student progress shall be communicated to parents at least annually informing parents of their student's progress meeting toward achieving the academic content standards. Parents will receive reports on their student's absences. Letter grades will be used. Grades and Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the end of the first three to five weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

## **RUMORS**

Someone once said, "If you hear something positive, tell everybody. If you hear something negative, tell me!" Rumors and misunderstandings can be devastating. Please contact your building principal if you hear something that concerns you. Your concern will receive immediate attention.

## **SAFE SCHOOL**

**Amity School District has a zero-tolerance policy toward violence in the school. Weapons, sexual and racial harassment, and any type of physical violence (threats to kill someone) are PROHIBITED and will be strictly enforced. Students deserve and have the right to attend school in an environment free of any and all violence. The administration will determine the seriousness of any threats.**

In order to maintain the stable and serious learning climate necessary for pupils to achieve maximum success, the following rules will apply:

- Students must be in class on time each day with all necessary materials.
- Students will treat other people and property with respect.
- Students will obey all staff instructions the first time they are given.
- Students will not interfere with the teacher teaching or students learning.
- A student's conduct in assemblies must meet the same standards as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action

Because the behavior problems of students vary in the degree of seriousness, the corrective actions to be taken must be determined by the professional judgment of an administrator. Although extreme-mitigating circumstances may dictate more severe or more lenient consequences than usual, the following guidelines will be adhered to in most cases.

## **SEARCHES**

District officials may search the student, his/her personal property, and property assigned by the District for student's use, at any time on district property or when the student is under the jurisdiction of the school.

Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be “reasonable in scope”, that is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities and the area(s) which could contain the items (s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rules, or which the possession or use of is prohibited by law, policy, regulation or rule.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

**District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time.** Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, school rule, or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

## **SECURITY CAMERAS**

May be in place in and on district property, and used to assist in solving discipline and/or criminal cases.

## **SENIOR TRIPS**

The district recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized. In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval.

Private groups and organizations may be permitted to use district facilities and equipment during non-school, non-instructional time to promote senior trips on the same basis as facilities and equipment are provided to others

## **SPECIAL PROGRAMS**

### **Services**

Special services include:

- Speech and Hearing Therapy
- Learning Resource Center
- Developmentally Disabled Classes
- Guidance Counseling Services
- Physical Therapy
- Title 1 Reading and Math Services
- Bilingual Education



### **Bilingual Students/English Language Learners**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
  - Detailing the right to have their student immediately removed from such program upon their request;
  - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
  - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

### **Students with Disabilities**

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education director.

### **Title I Services**

The school provides special services for disadvantaged learners. Parents of eligible students 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 participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

## **STUDENT/PARENT COMPLAINTS**

### **Public Complaints**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 10 working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 10 working days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board within 10 working days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decisions is final.

Complaints against the principal may be file with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

### **Discrimination Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact the building principal.

### **Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district complaint procedures.

After exhausting local procedures or if the district has not resolved the complaint with 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Reevaluation of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

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

### **Students with Disabilities Complaints**

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

### **Placement/Enrollment of Homeless Students Complaints**

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 dis-

pute. 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 superintendent for students in homeless situations.

### **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal 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 his/her 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 subject 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.

Building principals, compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant [in writing] when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

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

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

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

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

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

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

## **STAFF SEXUAL CONDUCT WITH STUDENTS**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.*

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the superintendent shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified

The district will provide **annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.**

## **STUDENT EDUCATION RECORDS**

The information contained below shall serve as the district’s annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records are maintained in a minimum one-hour fire-safe place in the school office by the principal or designee. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student’s progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advance Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP’s, etc.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

### **Requests for Education Records**

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

### **Provision for Hearing to Challenge Content of Education Records**

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent(s); and
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

## **STUDENT RESTRAINT AND SECLUSION**

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others.. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, or to others.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

## **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours while traveling on district-provided vehicles to and from school ,and while engaged in district-sponsored activities. See individual building sections for more information.

## **TALENTED AND GIFTED PROGRAM**

### **Identification of Talented and Gifted Students**

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student 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:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Smarter Balanced or other state adopted assessments.

Identified student shall score at or above the 97th 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.

### **Appeals**

Parents may appeal the identification process services and/or placement of their student in the district's TAG program as follows:

### **Informal Process:**

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared;

3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

#### **Formal Process:**

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

#### **Programs and Services**

The district's TAG program and service options will be developed and based on the individual needs of the student.

#### **Programs and Services Complaints**

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 five school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

#### **TELEPHONE**

Although we want to assist you and your student, the school telephones are for school business and emergency use. Students are expected to make social arrangements prior to leaving home.

Telephone calls from parents will be received in the office and relayed to students. Only in cases of emergency will students be called to the telephone.

#### **THREATS**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

## **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

Student possession, use, sale, distribution including smoking of any tobacco product or inhalant delivery system including any smoking device is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

For the purposes of this policy, “tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, or snuff in any form. This does not include USFDA approved tobacco products or other therapy products used for the purpose of cessation.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

## **TRANSCRIPT EVALUATION**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

The district recognizes the importance of transcript evaluation to determine the value of credits earned, number of years of school attendance and placement for students transferring to district schools from other public, Department of Defense Education Activity (DoDEA) private or alternative schools, including those who have been receiving home-school based courses, online or other distant learning methods.

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules. Validation of credit may be required.

## **TRANSPORTATION OF STUDENTS**

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

### **Transportation Rules**

While riding a school bus, students will:

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



21. Pupils shall not bring animals, except approved assistance guide animals on the bus.
22. Pupils shall not open or close windows without permission of the driver.
23. Pupils shall have written permission to leave the bus other than at home or school.
24. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.

Please note: The bus service provider may have additional rules and regulations.

### **Disciplinary Procedures for Violations of Transportation**

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Referral: Principal holds a conference with the student, the parent, the bus driver, and the principal.
2. Second Referral: The student receives a five day suspension from riding bus. During the time of suspension the principal will hold a conference with the student, the parent, the bus driver, and the principal. At this time, a behavior contract may be made with the student and a bus seat may be assigned.
3. Third Referral: The student receives a 20 day suspension from riding bus. During the time of suspension the principal will hold a conference with the student, the parent, the bus driver, and the principal. At this time, a behavior will be made with the student and a bus seat will be assigned.
4. Fourth Referral: Will result in a suspension from buses for the balance of the school year.

Parents will be responsible for the student's transportation to and from school during any suspension period.

In the event that that the referral was the result of damage or vandalism, parents will be responsible for paying restitution.

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

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

### **Getting to School**

Crosswalks are provided to ensure your student's safety when crossing busy streets. Please teach your student to use these crosswalks at all times. **When delivering or picking up your student from school, do not park in the yellow zones during bus times. DO NOT STOP OR PARK IN THE RED ZONES.**

If your student walks to school, please teach them to use the safest route, use the crosswalks, respect other people's property and yards, know where *Block Homes* are and use them only in case of an emergency.

We request that bikes be parked in the racks provided and that they be locked with a good quality lock. Students are required to walk their bicycles coming onto and/or going off of school property.

Skateboards/roller blades/scooters or similar devices are prohibited on district property during school hours unless special permission is given by the building administrator for a specific activity

Your student may ride a bus if they live more than 1.5 miles from school. Pupils may ride the bus only for transportation to and from school. Exceptions to the rules require written permission to the teacher or a phone call to the office from parents/guardians **prior to 2:00 pm** of the day the child will ride the bus. **Please note that without the permission of the parent/guardian, the student will not be allowed to change their normal routine.** State law stipulates that no animals are allowed on school buses.

## **TRAVEL SERVICES**

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services is may be permitted with approval of the superintendent on school property.

Any district-approved seller of travel must meet the district's criteria for such vendors.

## **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 owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit student will be notified that 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.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

**The district assumes no liability for loss or damage to vehicles or bicycles.**

## **VISITORS**

Parents and other patrons are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

## **VOLUNTEERS**

Adult volunteers and guest speakers are in the buildings many times throughout the year.

150 Teaching Days

148 Teaching Days

Amity School District

4J

2016-2017 School Calendar

Adopted: February 10, 2016

Revised: June 22, 2016

Student

NS = Non Contract Day  
 SS = Start of School  
 K = First Day for Kindergarten  
 NE = No Elementary  
 C = Conference Week TBA  
 NS = No Students

M	T	W	TH	FRI
<b>July, 2016</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	TH	FRI
<b>August, 2016</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

M	T	W	TH	FRI
<b>September, 2016</b>				
			1	2
5	6	7	8	9
NS	SS			
12	13	14	15	16
K				NS
19	20	21	22	23
				NS
26	27	28	29	30
				NS

M	T	W	TH	FRI
<b>October, 2016</b>				
3	4	5	6	7
				NS
10	11	12	13	14
				NS
17	18	19	20	21
				NS
24	25	26	27	28
			NE	NS
31				

M	T	W	TH	FRI
<b>November, 2016</b>				
	1	2	3	4
				NS
7	8	9	10	11
				NS
14	15	16	17	18
				NS
21	22	23	24	25
		NS	NS	NS
28	29	30		

M	T	W	TH	FRI
<b>December, 2016</b>				
			1	2
				NS
5	6	7	8	9
				NS
12	13	14	15	16
				NS
19	20	21	22	23
NS	NS	NS	NS	NS
26	27	28	29	30
H	NS	NS	NS	NS

M	T	W	TH	FRI
<b>January, 2017</b>				
2	3	4	5	6
NS				
9	10	11	12	13
				NS
16	17	18	19	20
NS				
23	24	25	26	27
				NS
30	31			

M	T	W	TH	FRI
<b>February, 2017</b>				
		1	2	3
				NS
6	7	8	9	10
				NS
13	14	15	16	17
				NS
20	21	22	23	24
NS				NS
27	28			

M	T	W	TH	FRI
<b>March, 2017</b>				
	1	2	3	
				NS
6	7	8	9	10
			NE	NS
13	14	15	16	17
				NS
20	21	22	23	24
				NS
27	28	29	30	31
NS	NS	NS	NS	NS

M	T	W	TH	FRI
<b>April, 2017</b>				
3	4	5	6	7
				NS
10	11	12	13	14
				NS
17	18	19	20	21
				NS
24	25	26	27	28
				NS

M	T	W	TH	FRI
<b>May, 2017</b>				
1	2	3	4	5
				NS
8	9	10	11	12
				NS
15	16	17	18	19
				NS
22	23	24	25	26
				NS
29	30	31		
NS				

M	T	W	TH	FRI
<b>June, 2017</b>				
			1	2
5	6	7	8	9
				NS
12	13	14	15	16
				NS
19	20	21	22	23
				NS
26	27	28	29	30



