

**20-21**

**Parent/Student/Athletic Handbook**



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## Mission Statement:

***Mission:*** Nixyaawii Community School is dedicated to recognizing all students' abilities to achieve academic outcomes that will better their future. Our school provides a safe learning environment to empower our students to better understand their educational, cultural, economic, and social goals.

**Nixyaawii Community School is a sponsored charter school of Pendleton School District 16R and is governed under the state of Oregon and its laws.**

## School Board Members

- **Randall Melton**, Chair
- **Corinne Sams**, Co-Chair
- **Andi Scott**, Member
- **Candice Patrick**, Member
- **Marissa Baumgardner**, Member
- **Sally Kosey**, Member

**School Phone: 541.966.2680 or 541.429.7900**

**Staff Directory:** email = first initial and last name @pendletonsd.org example = [rheinrich@pendletonsd.org](mailto:rheinrich@pendletonsd.org)

- **Ryan Heinrich**, Principal/Athletic Director
- **Carrie Phinney**, Administrative Assistant
- **Lynette Minthorn**, PE/Health
- **Zach Gaulke**, Math
- **Jewel Kennedy**, Science Teacher
- **Michelle Van Pelt**, Career and Post-Secondary Counselor
- **Zack Brandsen**, Social Studies
- **Ken Mayfield**, Sped Assistant
- **Charity Dotson**, Language Arts

## BELL SCHEDULE

	Begins	Ends
<b>Breakfast</b>	7:30am	7:55 am
<b>1<sup>st</sup> Period</b>	8:00	8:55
<b>2<sup>nd</sup> Period</b>	9:00	9:55
<b>3<sup>rd</sup> Period</b>	10:00	10:55
<b>4<sup>th</sup> Period</b>	11:00	11:55
<b>LUNCH</b>	11:55	12:25
<b>5<sup>th</sup> Period</b>	12:30	1:25
<b>ADVISORY</b>	1:30	1:45
<b>6<sup>th</sup> Period</b>	1:50	2:45
<b>7<sup>th</sup> Period</b>	2:50	3:45

## **ACADEMICS**

### **Graduation Requirements**

To graduate from Nixyáawii Community School, a student will successfully complete **all** 25 credits and meet **all** essential skills requirements as per the State of Oregon. Seniors wishing to participate in the graduation ceremony will need to have successfully completed **all** requirements by Thursday at 4:00 pm, the day before graduation. All requirements are outlined below:

#### **Nixyáawii Community School Graduate**

- English (4 credits)
- Math (3 credits)
- Geography and History (2 credits)
- Tribal History (.5 credit)
- Native Language (2 credits)
- Government, Civics, Economics, and Personal Finance (2 credits)
- Wellness (1 credit Health and 1 credit P.E.)
- Science (3 credits)
- Career Education (1 credits) and Success 101 (.5)
- Electives (5 credits)
- Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5).

#### **Native Language**

- The Oregon Graduation Credit Requirement for Applied Arts, Career Education, and Foreign Language is three credits.
- Nixyáawii requires two credits of a Native Language of Walla Walla, Nez Perce/Cayuse, and /or Umatilla Languages.

#### **Service Learning**

- Students are encouraged to perform and document 120 hours of service learning hours sometime during their high school careers. The Principal or staff member must approve hours prior to completion.

#### **Essential Skills**

- Students must meet benchmark on one of the following: Smarter Balanced, Workkeys, Compass, ACT/SAT, or earn a passing score on (2) work samples in reading, writing, math

#### **Minimum required classes**

- All students attending NCS must be registered for and actively attending five classes per quarter.

### **College/Workforce Information**

Thinking About College after High School?

Students will be advised throughout their high school career regarding their progress towards their academic goals of continuing education beyond high school. This includes information on college entrance applications and exams. Parents and students are encouraged to make an appointment with their advisor to discuss the process and progress toward higher education plans.

Nixyáawii Community School provides services for students to support the following areas:

#### **College Readiness:**

- FAFSA
- Scholarship opportunities
- Academic camps (Upward Bound)
- Dual Credit
- Opportunities to take college courses (online) while in high school

#### Workforce:

- Connect with employment opportunities
- Resume creation
- Filling out job application

#### Grades/Grading/Friday School

##### Grades

- Students' progress in academic classes will be based on classwork, participation, exams, and proficiency.
- Core classes will be graded on a scale of A, B, C, D, F
- Electives can be graded on a Pass/Fail basis.
- Teachers keep up to date records of student progress.
- Parents/guardians can access these records via the Home Access Center link on the school website, or by contacting the teacher, or the school office.



### *Friday School*

Fridays will be used for students to make up missed class time. These will be assigned by the teachers, TOSA, or the principal.

## ATTENDANCE

### **Attendance Policy**

Nixyáawii Community School believes that success in high school is greatly affected by attendance and punctuality. The purpose of the Nixyáawii Community School Attendance Policy reflects our desire to have each student attend all classes and arrive on time. The NCS Attendance Policy has been approved by the Nixyáawii School Board.

#### Excessive Excused or Unexcused Absences

- **3 total absences** in a class, in a quarter: Students will be notified and may have a parent/guardian meeting with the principal.
- **4 total absences** in a class, in a quarter: Students will be notified and will have a meeting with the principal and parent/guardian. Students may be placed on an attendance contract which will be designed to support the student with their attendance problems. Students may be referred to community agencies for assistance.
- **6 total absences** in a class, in a quarter: Students will be notified and have a *required* meeting with the eligibility team and parent/guardian. Students will be placed on an attendance contract which will be designed to support the student with their attendance issues. Students will be required to make up missed class time/lessons on Fridays via the assigned teacher or on-line classroom assignments. After 6 total absences, the student may receive a grade no higher than a "C". Students may also be referred to community agencies for assistance.
- **Once a student has exceeded 6 absences they will become ineligible for extra-curricular activities until class time has been made up on Fridays with the assigned teacher.** They will remain ineligible for the remainder of the quarter, or until the *required* meeting and make-up time has taken place and all work has met teacher and principal expectations. After this eligibility will be determined.

It is the parent's responsibility to support their student in attending **on time, every day**. Regardless of the adult-status of the student, parents are still responsible for student attendance. Parents play a major role in influencing their son or daughter to regularly attend school.

### **Absences and Excuses**

Parents are responsible for notifying the attendance office when their son/daughter is absent from school. It is preferred that the parents call the school before or on the day of the student's absence.

***Parents need to call the attendance office (541) 966-2680 or (541) 429-7900 or write a note for their student.***

Students are responsible for making up any schoolwork missed during an "excused" absence. Absence from school or class will be excused under the following circumstances:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;
- Pre-arranged college visitations;
- Court appointments;
- Family commitments ;(i.e. including funerals, memorials)
- Other reasons deemed appropriate by the school principal when satisfactory arrangements have been made in advance of the absence.

NOTE: State of Oregon school law gives the school the right to make the final decision and interpretation as to whether an absence is excused or unexcused. Students forging notes or falsifying phone calls to obtain an excused absence will be subject to disciplinary action.

### **Pre-Arranged Absences**

Students who know in advance that they will be absent from school for one or more days need to complete a Pre-Arranged Absence form and turn it into the office prior to leaving school. To obtain a Pre-Arranged Absence form, the student must either bring a note to the office explaining the date, time, and reason for the absence or have his/her parent/guardian telephone the school to arrange for the absence. The student must have each teacher whose class they will miss sign the Pre-Arranged Absence form and return it to the office the day preceding the pre-arranged absence. The school makes the final determination as to whether a pre-arranged absence is "excused" or "unexcused".

### **Late arrival/early dismissal**

Students arriving late to school must sign in at the school office. Students leaving school before the end of the day must notify the secretary and sign out before leaving campus.

### **Excessive Absences**

Students who are absent for 10 consecutive days will be dropped as per Oregon state law.

### **Suspended Students**

Students who miss school because of suspension will be provided with the work they missed while gone. Teachers have the option of awarding credit for daily work and smaller assignments. Students will have the opportunity to earn full credit on tests, projects, work samples or other larger assignments.

### **Student Request to Return from Alternative Placement**

In order to be considered for admittance to Nixyáawii Community School after being enrolled at an alternative placement a student must be making sufficient progress in all three areas:

- 1) Academics, 2) Social/behavior, and 3) Regular attendance

\*\*\* Students who were referred to alternative placement due to drug or alcohol violations will also be required to be

enrolled in or have completed an Alcohol and Drug Rehabilitation Program that is approved by Nixyáawii Community School principal.

### **Attendance law**

Oregon Law requires students to attend school until they are 18 years of age, until they graduate from high school, or they complete an approved alternative education program. Alternative education programs require parent/guardian and administrative approval. (ORS 339.010, 339.020, 339.080, 090) Students are expected to maintain regular daily attendance in all of their classes. (ORS 339.065)

\*\*\*In addition to NCS Attendance Policy and Oregon law, CTUIR Attendance Statutes apply to all Native American students, regardless which school they attend, or which tribe they are enrolled.

## STATUTES of the CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION July 1999 COMPILATION

### Chapter 4

#### 4.6 Compulsory School Attendance

1. Except as provided herein, all juveniles between the ages of seven (7) and eighteen (18) years who have not completed the twelfth (12th) grade are required to attend school unless excused from attendance for that day by school authorities. The school attended may be a public school, alternative school, and alternative course of instruction, a private parochial school so long as the source of instruction is accredited by either the State or Tribe.
2. Truancy shall include a failure to maintain at least an 90% attendance rate for each month of school. The intent of this provision is to prevent and correct a pattern of absences which may not violate Section 4.6 (f)'s three-day limit or which may include an excessive amount of excused absences. It is not the intent of this provision to correct absences based on chronic illnesses or serious, extended illnesses or injuries.
3. In the following cases, juveniles shall not be required to attend school full-time: (A) Juveniles between the ages of sixteen (16) and eighteen (18) years who are lawfully employed full-time and in school part-time, or who are engaged in activities equivalent to the preceding; (B) Juveniles between the ages of sixteen (16) and eighteen (18) years who are lawfully employed full-time, who are lawfully employed part-time and in school part-time, or who are engaged in activities equivalent to the proceeding.
4. Except as provided in this section, every person having care, custody and control of a juvenile between the ages of seven (7) and eighteen (18) who have not completed the twelfth grade is required to send such juvenile to and maintain such juvenile in regular, full-time school.
5. Truancy is behavior that endangers the welfare of the juvenile or of others. If the parent, legal guardian or custodian is unable to compel the child to attend school, the court may remove the truant child from the custody of the parents, legal guardian, or custodian.
6. If a child is truant, as defined by this Code, beyond 3 days, the Tribal Department of Education must notify the parents, legal guardian or custodian, in writing, to produce the child at school, on time, on the next school day. If the parents, legal guardians or custodian fail to produce the child as notified, they have committed an infraction. The fine is \$100.00 a day.
7. The school district superintendent or designated truant officers, any Tribal law enforcement officer, or the Tribal Juvenile coordinator may issue a citation to the parents, legal guardian or custodian, for the infraction of failure to produce the child as notified pursuant to Section 4.6 (d). At a minimum, the citation shall contain a time, date, and place for a hearing before the Tribal Court, the amount of the fine, and a notice that continued failure to produce the child as notified may result in additional \$100.00 fines for each day the child is truant.
8. Tribal law enforcement officers may detain a child long enough to determine whether a violation occurred for the purpose of issuing a citation, or to return the child to school, or to return the child to the parent, legal guardians, or the custodians.
9. The Tribal Juvenile Coordinator or the Tribal Prosecutor may petition the court for a hearing, even if no citation has been issued.



10. Any person subject to a hearing before the Juvenile Court must show cause of why the juvenile under his or her control is not attending school. Following a hearing, the Juvenile Court may, in its discretion, (1) enter an order compelling the person to send the child under his or her control to school, or (2) enter an order requiring payment of a \$100 fine for each day truancy, or (3) enter an order requiring community service, or (4) enter an order removing the child from the parents, legal guardian, or custodians' custody, or (5) any combination of the above, which orders may be enforced by the contempt power of the Court.
11. The Court may enforce the payment of fines, or its orders issued pursuant to this Section, by seizing, through a court order, the dividends issued to tribal member parents, legal guardians, or custodians by the tribal government from tribal economic enterprises. The Court may also order the tribal government to not release minor's dividends to such parents, legal guardians or custodians, or to a minor. In addition, the Court may utilize any other remedies available for collecting monetary fines including garnishment of wages

## **REGISTRATION AND ENROLLMENT**

### **Student Education Records**

The information contained below shall serve as the school's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and school 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 school. 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 NCS Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the high school office by the principal.

#### Permanent records shall include:

- *Full legal name of student;*
- *Name and address of educational agency or institution;*
- *Student birth date and place of birth;*
- *Name of parent/guardian;*
- *Date of entry into school;*
- *Name of school previously attended;*
- *Course of study and marks received;*
- *Credits earned;*
- *Attendance;*
- *Date of withdrawal from school;*
- *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.

### **Student Request for records**

Students will contact the office during office hours to request transcripts, report cards, etc. The school will fill the request within 10 days. Students requested report cards, records or diplomas may be withheld for nonpayment of fines or fees.

### **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 school 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 school hours in the principal's office.

**ASB Fees.** Fees will be paid at the school office.

Possible fees:

- ASB Fee \$50 (NCS t-shirt included and ASB Card)
- Athletic Fees \$30 each sport each player (max \$120 per family)
- Club dues
- Fees for extra school materials (Art, supplies, etc.)
- Athletic equipment and apparel
- Voluntary purchases of school pictures
- Class rings, graduation announcements, etc.
- Breakfast and lunch fees
- Fees for damaged library books and school- owned equipment
- Fees for use of towels provided by the school for P.E. classes or athletics
- Field trips considered optional to the school's regular school program
- Admission fees for certain extracurricular activities.

All fees must be paid or arrangements made prior to each activity or students will not be allowed to participate. Any required fee or deposit may be waived by providing to the office a copy of a letter from the State of Oregon entitling the family to public assistance.

**Insurance**

At the beginning of the school year, the school will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the school office. The school shall not be responsible for costs of treating injuries or be liable for any other costs associated with an injury.

Before participating in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance. (2) Has provided proof of insurance; or (3) signed a form rejecting the insurance offer.

**Student supplies**

A student is expected to provide his/her own supplies of pencils, paper, erasers, and notebooks, and personal physical education apparel. Contact the school office if you are in need of basic school supplies.

**PARENTAL INVOLVEMENT / COMMUNICATION**

**Parent/Teacher Conferences**

Parents are encouraged to contact the school any time to learn about student progress in class, behavior, attendance, or any other school-related issues. Teachers are readily available to communicate with parents about the progress of the student's learning at school.

Parent-teacher conferences are held two times per year (fall and spring). Parents are encouraged to attend to support and monitor progress of the student in classes and obtain credits toward graduation.

**Report Cards/Progress reports**

Report cards are sent home at the end of every quarter. Credits will be entered on transcripts at the end of every quarter. One quarter is equal to .25 credits. Students must receive a D or better in order to receive credit for each class.

Progress Reports are sent home periodically throughout the school year. Parents may request a progress report for their student at any time. Parents may check the Home Access link on the school website to see up-to-date information about their student's progress and attendance.

### **School Closure/ Weather delays**

In case of hazardous or emergency conditions, the principal may alter school and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of school, delayed openings of school, and early dismissal of students. School closures due to inclement weather, will be the same as announced for the Pendleton School District. Access any of the following: local radio stations, CTUIR communications, Pendleton School District website, or the IMESD website for announcements of school closure and delays.

### **Fundraising for class/athletics**

Any and all fundraising activities conducted in the name of the school, in regards to a class, event, or athletic program will be conducted through the principal or his delegate. These must be pre-arranged one week prior to the fundraising event. Any and all funds raised MUST be submitted to the Administrative Assistant. No funds will be distributed without the following accounting procedures of the school. If gifts are purchased with such funds, they will be held at the school and dispersed when the principal deems necessary. (i.e. graduation gifts)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Students with Disabilities**

The school provides special programs and services for students with disabilities through the Pendleton School District. A student or parent with questions should contact the Principal or Pendleton School District Special Education Director

### **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.
- 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.
- School 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.

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

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **Harassment**

State and Federal law prohibits harassment, bullying and intimidation of all students and adults who attend or work at Nixyáawii Community School. Oregon law defines these behaviors as: "An act that substantially interferes with a student's educational benefits, opportunities or performance that take place on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation or at an official school bus stop, and that has the effect of;

- Verbally abusing, physically harming a student, or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- Creating a "hostile educational environment."

Students found to be guilty of violating our policy are subject to disciplinary procedures, which could include suspension, citation by the police, and expulsion from school.

### Students with Sexual Harassment Complaints

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

Sexual harassment 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 subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

The principal will 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.

**Steps in the report process can be found in the Nixyáawii Community School, School Board Policy Handbook.**

### Complaint Procedures

Nixyáawii Community School is committed to reasonable, effective and timely means of addressing complaints submitted by students, parents, and other concerned citizens of the community. We understand conflict and interpersonal differences are a natural part of everyday life and that conflict can be an opportunity to grow and learn. The goal is to advance mutual understanding and safety of individuals and groups throughout the school community.

A chain of command is expected to be followed in all complaint procedures.

1. Student or parent brings a complaint regarding classroom teacher to appropriate teacher or staff member.
2. Parent/teacher meetings are documented and sent to the principal for records purposes.
3. If the outcome is unsatisfactory, a conference with the principal can be requested.
4. If the conference with the principal is not satisfactory, the student or parent may file a written, signed complaint with the principal, **within 10 calendar days.**
5. The principal will investigate the complaint and render a decision.
6. If the complainant is dissatisfied with the decision of the principal, he/she may appeal to the Board, in care of the principal, with 7 calendar days following receipt of the principal's decision. At which time, the principal will provide the complainant with necessary Board procedures.
7. The appeal will be held at the next regularly scheduled board meeting; **no special meeting will be called except in extreme cases, including complaints filed against the principal.**
8. If a parent/guardian does not show up to the Board meeting after being informed of being included on the agenda, the decision reverts to principal recommendation. **Board decisions are final.**

### **Student Interviewing/Questioning**

When school administrators permit law enforcement officers to interrogate public school students during school hours, on school property, the school officials should exercise discretion as to whether it is appropriate for others to be present during the interrogation.

- The above procedure relates only to the questioning of the students and does not apply to situations in which the proper warrant has been drawn and an arrest is to be made.
- The above procedure does not apply when the law enforcement officer has been summoned to the school by the building administrator to aid the administrator in the fulfillment of his/her responsibilities.
- As appropriate to the situation, a reasonable effort will be made to inform parents or guardians. Parents may be present as long as they do not interfere with the process, and there is not a suspicion of child abuse.
- When potential child abuse is being investigated or when child abuse has been reported, law enforcement representatives or representatives of the Department of Children and Family Services may interrogate students on school property during school hours, and may exclude school officials from being present during the interrogation.

### **Search and Seizure**

Students shall not bring to school firearms or other possessions reasonably determined by the proper school authority to be a threat to the safety or security of any person. Students shall not conceal evidence of an illegal act or school violation.

In search and seizure situation, the following procedures shall be followed:

- Illegal items, (firearms, weapons, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the safety or security of the possessor or others, or evidence of an illegal act or school violation, may be seized by school officials.
- Items, which may be used to disrupt or interfere with the educational process, maybe temporarily removed from the student's possession.
- A general inspection of school properties including, but not limited to, lockers or desks may be conducted on a regular basis. Items belonging to the school may be seized.
- **The school reserves the right to use canine units to search lockers**
- The students shall be given the opportunity to be present when a search of personal possessions is conducted.

### **Physical Restraint**

A teacher, principal or classified staff member is authorized to employ physical restraint when in their professional judgment the physical restraint is necessary to prevent a student from doing harm to anyone. When so employed, physical restraint shall not be considered a form of physical discipline.

### **Discipline of Disabled Students**

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents 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 disabled student 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 hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

## **BEHAVIORAL EXPECTATIONS**

### **Code of Conduct**

Students at Nixyáawii are entitled to a school and classroom environment conducive to learning. There is a climate at Nixyáawii, which assures the safety and welfare of all individuals and their possessions.

### **Student Responsibility**

High School students need to be given freedom to learn by being given responsibility. Students must receive training for everyday activities they will face after high school. Employers expect courtesy, completion of work, timeliness, cooperation, and respect for others' feelings, tolerance, honesty, and acceptance of self.

**To ensure a safe, positive, and productive learning environment, all students, staff, and teachers involved with Nixyáawii Community School are required to abide by the following expectations, which incorporate the Native American values:**

#### **I. RESPECT ALL PEOPLE AND PROPERTY.**

- a. Speak politely and appropriately.
- b. Respect people's privacy, personal property, and personal space.
- c. Comments or teasing which refers to a person's race, religion, ethnic background, culture, age, or sexual orientation will not be tolerated. Culturally accepted humor at times may be misinterpreted and hurtful if not understood.
- d. Horseplay, physical or verbal bullying, fighting, or touching of other students is unacceptable.

#### **II. CITIZENSHIP.**

- a. Attend school daily and be on time for class.
- b. Have needed materials when entering class.
- c. Contribute positively to group, individual, and/or class activities and lessons.
- d. Participate in all cultural aspects of the curriculum, including protocol.
- e. Actively participate in advisory.

#### **III. ACADEMIC HONESTY.**

- a. Complete daily and weekly assignments
- b. Use class time to complete coursework
- c. Submitted work which is copied and/or not the student's original work will not be accepted, and a failing grade will be issued for that work
- d. If you are not clear on direction(s) given to you, or do not understand an assignment, it becomes the student's responsibility to seek additional support from the staff
- e. Work towards and meet goals outlined in the student's education plan

#### **IV. CARING ENVIRONMENT.**

- a. Work toward creating a community of students, staff and teachers where education and individuals are important and valued
- b. Follow the Nixyáawii Community School policy of no drugs, no weapons, and no threats or harassment

### **Disciplinary Actions**

- Discipline of a school age child is the responsibility of the parents and is most effectively handled in school through a cooperative effort by parent and teacher.
- Fairness and consistency in discipline shall be assured to each student.
- Behavior, which impedes the learning of any student, may cause school officials to discipline or remove the student from the formal learning environment for a period of time.
- Teachers and administrators have the authority to invoke disciplinary actions and procedures in maintaining a climate conducive to learning and protection of life and property.
- Disciplinary measures are applied 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 school's weapons policy, as required by law, shall be reported to law enforcement.

### **Student Discipline/ Referral Process**

- When a staff or teacher encounters a student who is not meeting expectations, the referral process outlined below will be implemented.
- The severity of the situation and previous student behavior will determine on which step the staff will begin.
- If issues are resolved at a specific step, the referral process will end.
- If issues continue, staff will move to the next step in the process.
- For students who are on an Individual Education Plan, the Special Education teacher will be informed.

#### ***STEP 1:***

Warning/Intervention: Teacher will talk with student and provide clear choices on best action and/or Teaching Team will move student to a Quiet Area, if appropriate

#### ***STEP 2:***

Intervention: (any or all options depending on severity or circumstance)

- Student will be assigned to Quiet Area to complete classroom assignments
- Student informed of the referral process
- Incident report completed and routed to office or administrator
- Administration /Staff conference
- Parent/guardian informed via phone call/ email/text
- Staff will review with the student the situation and may ask student to rejoin their class
- Student is sent home (out of school suspension)
- Parent/ guardian picks student up from school

#### ***STEP 3:***

Student is placed on behavior and/or academic/attendance contract addressing pattern(s) of behavior

- Parent/guardian informed
- Parent/guardian meeting
- Possible referral to community agency

#### ***STEP 4:***

- Possible 1-5-day suspension (in-school and out-of-school)
- Parent/guardian informed
- Parent/guardian meeting
- Possible referral to community agency
- Conference with parent/guardian and student prior to return to school.
- Behavior contract may be revised by staff and reviewed with student and parent/guardian upon return to school



**STEP 5:**

- Team decision is implemented regarding appropriate placement
- Behavior contract may be revised by team and reviewed with student and parent/guardian upon return to school.
- Possible referral to community agency
- Possible exit from Nixyáawii Community School

Suspensions: Schoolwork missed by a student while on suspension may be made up upon the student's return to school. A student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

**DISCIPLINE APPEAL PROCESS**

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and principal (see **complaint procedures** section of this handbook).

**Dress Code**

A student's appearance affects daily behavior, purpose for being at school, and productivity in the classroom. We are making a concerted effort to establish good grooming and personal character at Nixyáawii Community School so that our students will be adequately prepared to enter mainstream life.

**Specifics**

- NO HOODS
- All clothing will be worn as the design was intended, no oversized clothing, pants must fit at the waist.
- Shoes must be worn on campus.
- See-through or suggestive apparel, which exposes the body in a suggestive manner, is not acceptable.
- No undergarments may be revealed.
- Straps on blouses or tops are to be at least 2 inches in width.
- Underwear-type sleeveless shirts (camisole tank tops), tube tops, or halter-tops are not allowed.
- Tops must cover the midriff area and chest so excessive cleavage is not revealed.
- Dresses, skirts, and shorts must be at least the length of arms down to sides and fingers extended.
- Gang attire, related symbols or insignias are not to be worn or displayed.
- Clothing or hats with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups may not be worn.
- Anything deemed disruptive by school staff or principal will not be worn on campus.

**Public Displays of Affection**

Public displays of affection are not acceptable during school hours or at any school functions.

**Food in the Classroom**

FOOD in the classroom will be determined according to each teacher's classroom rules! Beverages with twist top only!

Food dropped off at school prior to lunch will be held in the office until lunch. Food dropped off after lunch will be held in the office until after school.

**Cell Phones / Electronic Devices**

- In order to limit class disruptions, Cell phones or electronic devices including headphones and earbuds will be turned off and put away.
- Instructional time is defined as any time that class is in session during the school day, officially noted by the audible bell tones.
- Students are permitted to use Cell phones or electronic devices on school property before and after school, during passing times, and designated lunch times.
- Any student who needs to use a phone during instructional time may use a school phone with permission.



- The use of any media devices (music players) are allowed at the discretion of the teacher, at approved times as designated by the teacher, with sound at a minimum, and will not disrupt the learning of self or others
- Nixyáawii Community School shall not be responsible for loss, theft or damage to personal communication devices or other personal electronic devices brought to district property or school-sponsored events

Students who violate this policy are subject to the following:

- 1<sup>st</sup> offense: the device will be confiscated by teacher and claimed after class
- 2<sup>nd</sup> offense: the device will be confiscated and must be claimed in the office at the end of the school day
- 3<sup>rd</sup> offense: the device will be confiscated and must be claimed in the office by parent
- 4<sup>th</sup> offense: the device will be confiscated and must be claimed in the office by parent at the end of two weeks

\*\*\* Students who refuse to comply with any staff request to relinquish any PED (personal electronic device) are subject to immediate suspension.

Note about electronic device use:

- The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any student taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs may be reported to law enforcement and/or other appropriate state or federal agencies.

### **Gang Behavior**

Nixyáawii Community School prohibits the existence of gangs and gang activities at school. Students on or about school property or at any school activity:

- Shall not wear, possess, use, distribute, display or sell any clothing, hats, bandanas, jewelry, emblems, badges, symbols, signs, or other things, which are evidence of membership or affiliation in any gang.
- Shall not commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang.
- Shall not use any speech or commit any act or omission (e.g. withholding information or concealing contraband) in furtherance of the interest of any gang or gang activity including, but not limited to: (a) soliciting others for membership in any gangs; (b) requesting any person to pay protection or otherwise intimidating or threatening any person; (c) committing other illegal acts or other violation of school district policies; (d) inciting other students to act with physical violence upon any other person.

If the student's dress is in violation of this regulation or policy, the principal or designee will ask the student to make the appropriate correction.

If the student refuses, the parent/guardian may be notified and asked to make the necessary correction and/or the principal or designee will take appropriate corrective and disciplinary action.

## **SCHOOL MEAL PROGRAM**

### **Lunch and Breakfast**

Nixyáawii Community School will provide breakfast and lunch through their own food services.

### **Free and Reduced opportunities**

Families that are eligible for Free and Reduced Lunches should pick up an application at the Nixyáawii Community School office. All information is held in strict confidence. Students who qualify for free and reduced lunch also qualify for a fee- waiver for some exams (such as SAT exams), and for admission fees to some colleges.

### **Limited Open Campus/Closed Campus**

Nixyáawii Community School has a limited open campus policy.

During school hours, including passing time, students are required to remain on campus. If a student must leave campus, he/she MUST check out of the school office before leaving.

#### **Lunchtime:**

- Students are required to follow all campus and school expectations while they are off campus.
- Students may lose their off campus privileges if they do not meet the standards of the school. This will include behavior, attendance, and tardiness.
- All decisions are up to Attendance Team discretion.

## **GENERAL INFORMATION**

### **Transportation of Students**

- A student being transported by *Mid-Columbia Bus Company* is required to comply with the rules of the company, as well as 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.

### **Parking Policy**

- Student parking permits are available in the school office. Students must show copies of a current drivers' license and proof of insurance to be placed on file in the school office.
- Vehicles parked on CTUIR property are under the jurisdiction of the CTUIR. Parking privileges will be governed by tribal policy and enforced by the tribal police.
- 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 school assumes no responsibility or liability for loss or damage to vehicles or bicycles.

### **Computer Use**

All Nixyáawii students must sign the Computer Use Agreement, and adhere to the policy set forth in the agreement. Students who do not follow the agreement are at risk of losing the privilege of accessing school computers, technology resources, access to student accounts and information, and technology equipment. School computers are to be used for school-based purposes only.

### **Visitor Policy**

**All visitors MUST check in at the main office upon entering the building.** Parents and guests wishing to visit classrooms must have prior approval from the school's principal or lead teacher. Parents, community members, and students' guests may be allowed to visit Nixyáawii Community School and must check in at the office. Visitors are prohibited from bringing alcohol, tobacco or firearms onto campus.

### **Loss or Theft**

Nixyáawii Community School is not responsible for the theft of student property. The school does not carry theft insurance nor does it reimburse students for stolen property. The administration and local police department will make a conscientious effort to investigate theft and retrieve stolen property. Students are requested not to bring large sums of money or valuable property to school. A Lost and Found area is located in the main office, and students should inquire there for missing items. Likewise, students finding items should deliver them to the office.

### **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 school-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 supervision.

### **Fund Raising**

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.

All funds raised or collected by or for school-approved student groups will be received, 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.

## **MEDICAL TREATMENT**

### **Health Services / Medication**

If a 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.

Students can be seen by a Yellowhawk clinic nurse, if the medical consent form has been completed and signed by the student's parent or guardian.

Nixyáawii students are not permitted to have any medications with them at school. Any medications taken during the school day must be brought into the school office by a parent with written instructions for administration of the medication. Any doctor prescribed medications must have a prescription with the medication with instructions for administration of the medication.

### **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. It is the parents' responsibility to update this information when any changes have been made.

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 for treatment.

### **Counseling**

#### **Personal or Mental Health Counseling**

Nixyáawii faculty are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency. Staff is encouraged to refer students

for more professional help from local agencies, such as Yellowhawk counseling services, or CTUIR prevention programs.

### **Drug & Alcohol**

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco 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.

Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct and Oregon Law.

The school's drug, alcohol and tobacco prevention program includes prevention materials and referral opportunities for students using drugs or alcohol.

## **ATHLETIC / STUDENT ACTIVITIES**

### **Athletic Code of Conduct**

*Participation in the Nixyaawii athletic program is a privilege. With this privilege come certain responsibilities since student athletes represent Nixyaawii Community School in the classroom, in the hallways, in the athletic arena, and in the community. The Athletic Code of Conduct is in effect 365 days of the year, 24 hours a day and 7 days per week.*

### **Physical Examinations**

Students in grades 9 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.

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

Records 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 sport season.

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

### **Organizations and Clubs**

Student clubs and performing groups such as the native performance drum and dance, chess, poetry, national honor society and athletic teams may establish rules of conduct - and consequences for misconduct that are stricter 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.

### **Dances/social events (JFC)**

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 share responsibility for the conduct of the guest and must obtain a dance pass from the office signed by the principal one week before the event.

Anyone leaving before the official end of the activity will not be readmitted. If a student is asked to leave the dance/social event for any reason, that student will not be allowed to attend the next dance/social event sponsored by the school. If the guest of a student is asked to leave a dance/social event, that guest will not be allowed back for a dance/social event for the rest of the semester.

## **SAFETY**

### **Drills—Fire, Earthquake and Other Emergency Drills**

Student and faculty safety is taken very seriously. Nixyáawii Community School works closely with the CTUIR Police and Fire Departments to ensure communication, knowledge, and practice of emergency situations are understood. Instruction on fire and earthquake dangers and drills for students shall be conducted each school month. 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. Students are to remain on campus during an emergency drill.

### **Supervision of Students**

Adult supervision is provided to students during regular school hours, while traveling on school-provided vehicles to and from school and while engaged in school-sponsored activities.

## **EXTRA-CURRICULAR ACTIVITIES**

The following regulations pertain to extra-curricular participation at Nixyáawii Community School. Extra-curricular activities shall include (but not be limited to) the following:

1. Athletics
2. School Sponsored Clubs (National Honor Society, Poetry, Chess, Drum and Dance)

Review this section if your son/daughter desires to participate in extracurricular activities at Nixyáawii Community School. You have expressed your willingness to permit him/her to participate. Your family's interest in this phase of our school program is gratifying. We believe that participation in these activities provides a wealth of opportunities and experiences, which assist students in personal growth and development. Nixyáawii Community School is interested in the development of young men and women through athletics and activities. We feel that properly controlled, well-organized programs meet student's needs for self-expression, mental, and physical growth. It is our hope to maintain a program that is sound in purpose and that will further each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parent/guardian of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad-based community support to be fully effective. This is achieved only through effective communication between the Athletic Department and the parent(s) /guardian(s) of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents, and coaches.

### **Nixyáawii Parent and Activities Club**

This club will help to promote and assist the student athletes at Nixyáawii Community School. The P and A club are a vital part of the athletic program. Please continue to say, "Yes" when you are asked to help, and consider attending a monthly meeting. Your son or daughter benefits directly from the efforts of this group of volunteers.

## **SPORTSMANSHIP: ADULTS ARE THE KEY**

### **OSAA Sportsmanship Statement**

Interscholastic activities are an integral part of the educational curriculum and experience. High school activities promote the character development of participants, enhance the educational mission and promote civility in society.

Therefore, student-athletes, coaches, spectators and all others associated with high school activities programs and events should adhere to the fundamental values of respect, fairness, honesty, and responsibility. These values should be established as a priority among all OSAA member high schools.

The Nixyáawii Athletic Department and the Oregon Schools Activities Association strongly emphasize sportsmanship in athletics. You may have seen the logo “Be a Good Sport.” We continually emphasize to all our students the importance of good sportsmanship. We are asking for your cooperation and that of the coaches to set the example of good sportsmanship. Unfortunately, the poor behavior of a few reflects badly on all of us.

**Nixyáawii Community School will follow all guidelines set forth by the OSAA.**

### **Parental acknowledgment of extra-curricular policies**

We believe that the responsibility of the athlete to his/her fellow athletes is important; therefore, these policies will be in effect from the signed date until the sport season ends (7 days a week, 24 hours a day), if the student participates in more than one activity during the school year, the policy will begin with the first official day of practice. Each student and parent/guardian shall read all of the enclosed material and certify, by their signatures, that they understand the Drug/Alcohol Policies and other Athletic/Activity Code of Conduct Policies of Nixyáawii Community School. The signed informed consent waiver will be filed in the Student’s file.

### **Extra-curricular philosophy statement**

This philosophy and guidelines are provided to better communicate to students and parents the expectations of the Nixyáawii extra-curricular program. All Oregon School Activity Association rules will be enforced.

Participation in athletics/activities at Nixyáawii Community School is a **privilege and not a right** guaranteed to the student.

Athletics/activities truly is the other half of education. Athletics provide an opportunity for positive student interaction with peers and adults in the school setting, and our community at large. Athletics also help teach our athletes the following skills:

1. Make Decisions: Quickly, accurately in accordance with the team effort.
2. Learn Confidence: In themselves, the coaching staff, and their teammates.
3. Have Courage: Courage when the going is the toughest.
4. Accept a Commitment: Everyone has a job to do if the goal is to be achieved.
5. Keep Physically Fit
6. Follow the practice of good Sportsmanship
7. Fulfill the personal values of Teamwork

Nixyáawii Community School would like to outline the specific role and purpose of each level of competition.

The role of junior varsity sports is to:

- Further develop skills of the athlete;
- Increase the intensity of the competition;
- Prepare for the varsity level;
- Place more emphasis on winning, but not to the extent of the varsity level;
- Instill the virtues of sportsmanship; and
- Develop the concept of teamwork.

The purpose of the varsity level of sports is to:

- Develop skills and physical conditioning of the athlete to its fullest potential;
- Allow athletes the chance to excel;
- Learn to set goals and strive to achieve them;
- Be a role model for younger athletes; and
- Realize that the main focus of the varsity programs is to be successful. At the high school level, the number of athletes allowed on each team will be the maximum number designated for state

competition by the OSAA for reimbursement purposes.

The coach shall determine which players will be retained on the squad. He/she shall make the decision of squad reduction based on the performance skills of players and that impact on succeeding squads to represent Nixyáawii Community School. Coaches will counsel with players prior to the first practice making them aware that players can and may be cut from the team. The coach also has the option of keeping players on the team who may not see much playing time. Notification will be given to those athletes and their parents at a team meeting so that the player's role on the team is understood. As a general rule, senior athletes should not play at a level lower than the varsity level.

### **Responsibilities and expectations for extra-curricular activities**

#### **Academics**

Minimum eligibility rules for participation in interscholastic sports are defined by OSAA in Article 8 of its Constitution.

To participate in any extracurricular school activity, a student must be enrolled in school and meet the OSAA guidelines for grades. (Rule 8.1: An eligible student is one who is enrolled in school, attending regularly and passing in subjects' equivalent to at least (5) credit of work, and who during the immediate preceding semester was enrolled in school, attended regularly and passed subjects equivalent to at least (5) credits of work.

#### **Satisfactory Progress towards graduation**

To be scholastically eligible, a student must also be making satisfactory progress towards the school's graduation requirements, earning a minimum of the quantity of credits indicated on the chart below for the specified year.

Credits to Grad.	Credits Per Year	(70%) Prior to Grade 10	(80%) Prior to Grade 11	(90%) Prior to Grade 12
25	6.25	4.5	10.5	17.5

In addition to the OSAA regulation, each student must maintain a 2.00 G.P.A. each quarter. The 2.00 G.P.A. will be determined at the end of each quarter.

Eligibility for fall activities will be determined by the previous quarter or summer school grades. A student who is not eligible for the quarter, will be allowed to practice, but will not be allowed to participate in any contests until their next quarter grades are verified. Students must pass all classes with at least a letter grade D. No student will be allowed to participate in a contest if he or she has an F on their quarter report card.

Students new to Nixyáawii Community School must meet OSAA guidelines in order to be eligible to participate in any activity. Students who receive incomplete grades will not be allowed to participate in extracurricular activities until the incomplete grade is completed if their G.P.A. would be below a 2.00.

If there are special circumstances that caused the students grades to be below the 2.00 G.P.A., they may appeal to the Eligibility Team. Students can only appeal once every 12 months. Special education students will be expected to follow the same guidelines; however, the eligibility team will determine the handicapping condition and will determine if the student is achieving at their academic level and if not why and adjust the educational program accordingly.

Special Education students who have fallen below a 2.00 GPA at the end of the first quarter of a grading period will have the opportunity to participate provided they meet the following criteria:

- Meet with the Eligibility Team, this team will consist of Principal, Athletic Director, and Advisor
- Have grades at least at or above a 2.00 GPA in the required time set by the eligibility team.
- Produce grade checks weekly to the Athletic Director to show that a 2.00 GPA is being maintained throughout the current season.
- If at any time the student falls below a 2.00 GPA in the prescribed time, that student shall become



ineligible during that sport season.

### **Grade Check Policy**

Students will need to maintain a 70% (C) in every class in order to play in a contest or participate in a school performance. Students who have a grade between 60%-69% (D) will be allowed to practice but not participate in contests or performances. Students that fall into the 60-69% (D) range will be given a (ONE) week probationary period and will be able to play/perform during this week of probation. **This is a ONE time only grace period per sport a student participates.**

Students with a grade under 59% (F) **will not** be allowed to attend practice/contest/performance.

All teachers will have an updated grade book on Monday morning. Grade checks will be run at 8:00am Monday.

### **Attendance:**

Students may not participate in a scheduled activity or practice unless he/she has attended school all day in a classroom setting on the day of a scheduled event. In the case of a weeknight contest, an athlete must be in attendance the entire following day in order to participate in the next contest.

Students may not participate on the day in a scheduled practice or activity when an unexcused absence or unexcused class period occurs during the day of an event. **Also, students with two or more unexcused tardies during the day will not be able to participate.**

If a student is to miss a class or classes due to participation in an activity, it is his/her responsibility to get missed assignments handed in to the teacher the next scheduled day following the return from the activity. Failure to do so may result in future non- participation.

### **Hazing Policy**

“Hazing” means intentionally taking action or creating a situation that inflicts physical harm, psychological harm, or distress on a student regardless of the consent or location of the participants. Any student-athlete participating in hazing activities or behaviors will be disciplined according to the school code of conduct and may be denied participation.

### **Transportation**

All athletes are required to ride the school bus, when provided, to both the athletic contest and home from the athletic contest or practice unless prior arrangements are made with the coach in charge.

*Practice Transportation: the school will make every effort to provide transportation to and from all co-op practices, but in some cases this will not always be possible. When transportation is not available, parents must provide their own transportation. When transportation is available, students will need to use it, unless they are riding with a parent. The school will not be held responsible for students who do not ride the school sponsored transportation.*

### **Student Quitting**

If a student quits after 2 weeks of practice, he/she meets with the head coach of the next sport, the athletic director, and principal to discuss why they quit. From there they will determine if he/she will be allowed to participate in the next sport he/she chooses. The head coach of the next sport withholds the right to place the student athlete on a contract.

### **Insurance**

Each athlete should be covered by adequate insurance before he/she will be allowed to participate in athletics. This can be either the school time coverage offered for a nominal fee or through each student-athlete's own insurance policy at home. In the event a student-athlete chooses not to carry adequate insurance, Nixyáawii Community School will not be responsible for any injuries incurred while participating in interscholastic sports.



### **Dual Participation**

Some activities may permit students to participate in simultaneous activities and others may not. The coaches will not be expected to modify their programs to accommodate an individual wishing to participate in multiple activities. Athletes participating in multiple activities will be expected to participate at the same level of performance as all other athletes involved in the respective programs.

If a student wishes to participate in multiple activities during the same sport season or seasons, the student must notify the coaches within one week of the OSAA beginning date for these activities. The coaches will discuss with the students their rules, expectations, and conflicts. The coaches will not be expected to modify their programs or rearrange practice schedules to accommodate a single individual. If after the meeting with each coach, the student wishes to participate in simultaneous activities a meeting will be held to discuss the possible conflicts that may arise and determine whether dual participation is possible. The meeting will include the student, a parent or guardian, the respective coaches, the athletic director and/or the high school principal. If mutual agreement can be reached between all parties, then the student will be allowed to participate in both activities. The athlete will designate one sport as the primary activity in case a scheduling conflict should arise. If conflicts cannot be resolved, the student athlete will be asked to choose between the two activities. Documentation of the meeting and results will be kept on file.

### **Uniforms and Equipment**

Athletes are responsible for all school issued athletic equipment and should take pride in its care. Uniforms, warm-ups, and school issued practice gear are to be worn only at practices and games unless prior arrangements are made by the coach. All school issued equipment is to be returned in good and clean conditions within one week of the end of each season. If the equipment or uniforms have been lost or destroyed, they must be replaced or paid for at the end of the season by the student. Failure to comply with this procedure will mean the person involved will not be allowed to participate in any future sport or activity until the matter has been resolved. Grades and transcripts will also be withheld if requested.

### **Team Travel Clothing/Dress Code**

Teams will wear matching travel gear. This must be approved by the Athletic Director.

### **Athletic Lettering Policy**

It is desired that the Varsity "N" be something that the athlete must earn by athletic ability, but not be so unattainable that only the outstanding athlete can achieve it. The qualification for earning an "N" will be determined by the coach in writing before the start of the season. Varsity letters can also be awarded at the coach's discretion. Athletes also must complete the season in good standing and return all school issued equipment.

### **Individual Team Rules**

In addition to the aforementioned expectations and responsibilities, each team will have its own set of rules that coincide with the Code of Conduct. These rules may include, but are not limited to, punctuality, curfew, practice, game, travel dress, and appropriate behavior.

### **Overnight Travel**

Each traveling member must pay a \$15.00 fee on all overnight trips. This must be paid prior to loading the bus for the trip.

### **Travel Curfew**

During any overnight trips the Coaches and Athletic Director will determine a curfew time. When the time is set, each player will be in their assigned room, with their assigned roommates of the same gender. Failure to follow any of the curfew guidelines will be subject to the following corrective actions

1st Offense: One Game Suspension 2nd Offense: Two Game Suspension 3rd Offense: Removal from the team

### **Weeknight Games:**

The bus will not stop to eat after weeknight games. Players are encouraged to bring a sack lunch to eat after the game. This will help ensure that the student/athletes return to the school in a timely manner.

### **Ejection Policy in Regard to OSAA Sanctioned Athletic Contests**

#### **Brief explanation of the OSAA Ejection Policy:**

If an athlete/coach is ejected from an OSAA sanctioned athletic contest, the athlete/coach will be barred from participating in the next scheduled athletic contest. In addition, the school will be subject to a fine of \$50 to be paid to the OSAA. Each subsequent ejection during the sport season will result in increasing fines of \$50 increments. The OSAA and the Nixyáawii Community School take sportsmanship very seriously. We would like to impress upon our athletes and coaches that breaches in sportsmanship will not be tolerated. To ensure that those involved in athletic endeavors are held accountable for ejections, the following sanctions are indicated.

Any athlete ejected from an athletic contest is responsible for paying half of the fine levied against the school and be required to perform 4 hours of work service. In the event that an athlete is unable to pay, the athlete will make arrangements with the athletic director to perform a prescribed number of hours of work service to the school prior to the next game or extra-curricular event.

If the fine is greater than \$50, the athlete will pay half the fine and perform a prescribed number of hours of work service to the school. The number of hours of service would reflect the amount of the fine based upon minimum wage. Fines will be levied on a “per athlete” basis during each athletic season, which means that each athlete will be responsible for his or her ejection fines, not the cumulative fines of others. If an athlete is ejected from more than one contest during a given season, the athlete is responsible for his or her accumulated fine at \$25 per incident.

Any coach ejected from an athletic contest is responsible for paying the full amount of the fine levied against the school *and may be subject to disciplinary actions by the athletic department.*

Nixyáawii Community School athletic director and administration have the right to review any ejection situation and determine if the ejection warrants the athlete or coach’s responsibility for the fine.

### **Drugs, Tobacco and Alcohol Violations**

#### **Article 1. Statement of Policy**

Section 1. No student shall use or be in possession of tobacco in any form, alcoholic beverages, or illegal drugs; nor shall he/she engage in any activity which would be in violation of the student conduct and discipline code sections covered by OAR 21-055, or any activity which could bring embarrassment upon Nixyáawii Community School, the team, club or organization to which they belong.

Nixyáawii Community School has developed a random student drug testing policy for extra-curricular activities for students. All students participating in athletics and school activities such as; **National Honor Society, Chess Club, Poetry Club, Drumming and Dance** will be subject to random drug testing. Board policy JFCIA can be referred to for testing procedures and questions pertaining to the testing. Students and parents must sign a consent form in order for the student to participate in the activity; failure to do so prohibits the student from being involved in activities.

No athlete or activities member should attend or remain at parties or other functions where alcohol, drugs, or tobacco are being used contrary to the provisions of Oregon Law. When an athlete discovers that alcohol and/or drugs are being used illegally he/she must promptly remove him/herself from the premises. The observation of a coach, teacher, or administrator, investigative evidence, the report of a police officer, and/or admission of a violation by an athlete is sufficient evidence for suspension.

## DRUGS, TOBACCO, AND ALCOHOL VIOLATIONS

### SELF ADMITTER - FIRST OFFENSE

#### Violation

- 2 weeks, no competition\* **no participation for in extra school activities mentioned above**
- Parents will be notified of drug test results
- The student will be referred to a licensed/certified A&D Counselor
- A licensed/certified chemical dependency counselor will provide an assessment/screening process and determine the needs of the student and develop a recommended treatment plan. The purpose of the treatment plan is to stop the use of drugs, alcohol, and tobacco. The expert will have broad but reasonable latitude to develop an individual treatment plan to achieve the goal. When developing the treatment plan, the expert will look at each individual case and the treatment plan will be based on individual need. Each plan will have its own unique characteristics. The responsibility for the implementation of the plan of action rests with the student.
- Mandatory random testing for 1 calendar year Must complete the above program
- Further offenses go to second offense Athlete must practice
- Penalty for not completing the program: Ineligibility from participating in any extra-curricular activities, until completed.

### SECOND OFFENSE

- 4 weeks, no competition\* **no participation in extra school activities mentioned above**
- Parents will be notified of drug test results
- The student will be referred to a licensed/certified A&D Counselor
- A licensed/certified chemical dependency counselor will provide an assessment/screening process and determine the needs of the students and develop a recommended treatment plan. The purpose of the treatment plan is to stop the use of drugs, alcohol, and tobacco. The expert will have broad but reasonable latitude to develop an individual treatment plan to achieve the goal. When developing the treatment plan, the expert will look at each individual case and the treatment plan will be based on individual need. Each plan will have its own unique characteristics. The responsibility for the implementation of the plan of action rests with the student.
- Mandatory random testing for 1 calendar year Negative UA required prior to competitive play Athlete must practice
- Penalty for not completing the program: Ineligibility from participating in any extra-curricular activities, until completed.

### THIRD OFFENSE

- Loss of Competition and participation in extra school activities until Program is Complete Parents will be notified
- The student will be referred to a licensed/certified A&D Counselor
- A licensed/certified chemical dependency counselor will provide an assessment/screening process and determine the needs of the students and develop a recommended treatment plan. The purpose of the treatment plan is to stop the use of drugs, alcohol, and tobacco.
- The expert will have broad but reasonable latitude to develop an individual treatment plan to achieve the goal. When developing the treatment plan, the expert will look at each individual case and the treatment plan will be based on individual need. Each plan will have its own unique characteristics. The responsibility for the implementation of the plan of action rests with the student.
- Negative UA whenever random testing takes place for the remainder of the academic year.
- Penalty for not completing the program: Ineligibility from participating in any extra-curricular activities, until completed.

#### **FOURTH OFFENSE**

- No further options to participate in extra- curricular activities

First Offense (Violation) – Third Offense Violations: It is the responsibility of the student and the parents for all the cost incurred for testing and treatment.

- The athlete/participant will sit out of competition for the determined number of consecutive days, starting from the date of notification. If competition has not begun at the time of notification, the total number of days will begin with the first game.
- Competition is defined as any conference, or non-conference game, any performance or club activity.

During the treatment plan if a student has an unexcused absence from any appointment/meeting (group or individual), the student will not be allowed to participate in the following activities until they have met with their counselor.

If the student tests positive or levels of use increase during the treatment plan, the student will be moved to the next offense; for example, if a student is on their first offense for marijuana and during a UA the THC level of the student increases, they will be moved to the second offense.

After the student has meet with the expert and a plan of action is determined, the student will be give one week longer than the length of the plan to complete the plan of action, meaning if the expert decides that the student needs 8 weeks to complete the plan of action, the student will be given 9 weeks to complete the plan of action. If the student fails to meet the timeline, they will be ineligible from participating in any extra-curricular activities until completed.

To ensure that the confidentiality of each student is upheld each student and parent will need to sign the confidentiality sheet so that the school may communicate with the expert that the family may choose to use.

#### **STANDARDS OF STUDENT CONDUCT**

- A. Students shall comply with the written rules of the school district board, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion.
- B. Students shall be liable to discipline, suspension or expulsion for misconduct, including but not limited to:
  - 1. Theft
  - 2. Disruption of school
  - 3. Damage or destruction of school property
  - 4. Damage or destruction of private property on school premises or during a school activity.
  - 5. Assault or threats of harm
  - 6. Knowingly participating in acts of violence via videoing and or staging such an act.
  - 7. Unauthorized use of weapons or dangerous instruments
  - 8. Possession or use of illegal drugs, narcotics tobacco or alcoholic beverages
  - 9. Persistent failure to comply with rules or the lawful directions of teachers or school officials.

#### **Article II. NOTIFICATION OF CHARGES AND EVIDENCE**

Section 1. Students who are accused of violations of the extra-curricular activity code shall be notified of the charges against them.

Section 2. The parents of any student accused of violation of the code shall receive written notification of the charges. The notification shall be as prompt as is reasonably practical. Every effort will be made to have a conference with the parents within 2 days.

### **Article III. HEARING**

Section 1. If requested by the student, a hearing will be held before the Eligibility Council. At this hearing, the charges against the student will be reviewed and their validity will be decided. Students will present their own case.

Parents or parent substitutes may be present at the hearing.

Section 2. During this hearing, the charges will be reviewed, a decision rendered, then reviewed by the principal and/or school board.

### **Article IV. LIMIT OF JURISDICTION**

Section 1. The coaches, administrators, teachers, school officials, and parents are responsible for enforcing the code. The Eligibility Council shall consist of the Athletic Director, head coaching staff, Counselor, Teacher and Principal. Voting members of the Eligibility Council will be the Principal, Counselor, Athletic Director and the head coaches at the hearing. The Athletic Director will preside at all meetings of the Eligibility Council, except when responsible for reporting the violation. In this case the High School Principal will preside at the hearing.

### **TRAINING RULES**

Training rules will be established by each coach or advisor and will include the following:

1. Students will follow the rules pertaining to conduct and discipline while attending school.
2. Students will have all fees paid, and have a parent permission letter, verification of insurance, authorization to test for drugs and a physical examination form on file in the high school office before they may participate in any practice or contest.
3. Students will follow the code and eligibility rules prescribed in the student handbook and the extra-curricular activities handbook.
4. Students will refrain from any form of retaliation when verbally or physically attacked while attending any school function. Students are to immediately report any such activity to a school official for their own protection.
5. Coaches and students that are representing Nixyáawii Community School in competitions will wear the following all day:  
**Boys: approved Nixyáawii clothing Girls: approved Nixyáawii clothing**
6. Students will conduct themselves as good citizens and remember that they are representatives of their school and community.
7. Students will ride the bus to and from all contests unless released to their parents or another adult pre-approved by the Principal/Athletic Director. Verbal and written consent must be given to the coach and/or advisor by the parent or guardian before they are released. Student vehicles may not be used to transport athletes to contests or athletic practices unless they are granted prior approval by the high school principal.
8. Students will be required to return equipment and uniforms within one week of the end of each season. If the equipment or uniforms have been lost or destroyed, they must be replaced or paid for at the end of the season by the student. Failure to comply with this procedure will mean the athlete involved will not be allowed to participate in any future sport or activity until the matter has been resolved.
9. Messages, logos, tattoos, symbols, etc. that are of no traditional value to the sport and/or may be offensive, will not be allowed.
10. Athletes must meet OSAA requirements to be eligible to play, which requires a physical exam every two years.

11. Students new to Nixyáawii Community School must meet all OSAA eligibility requirements and must have the proper documentation on file with the Athletic Director's office before they will be allowed to compete in any athletic contest.
12. A student who is absent from school all day for any reason will not be allowed to participate in school related activities on that day or evening. Students absent for any portion of the day **will not participate in school-related activities or athletics unless pre-arranged by the principal.**

### **MR/MS Golden Eagle**

This award is presented to a male or female student-athlete who demonstrates leadership, positive attitude, and character both in school and on the playing surface. Their character must reflect trustworthiness, respect, responsibility, fairness and be a caring citizen of the school and surrounding community. **(Any student who has quit a sport during the year will not be eligible for this award.)**

The student-athlete must have maintained a 90% attendance rate during the school year, maintained a 3.5 GPA for semester, and received a Varsity Letter in two sports during the year.

**This award will be voted on by both the coaching staff and teaching staff of Nixyáawii Community School.**  
(Students are eligible to win multiple times.)

NIXYÁAWII COMMUNITY SCHOOL      Code: JFCIA

### ***ATHLETIC/ACTIVITY DRUG TESTING***

#### **DEFINITIONS:**

Drug: Any substance considered illegal by Oregon Statute or which the Food & Drug Administration controls. Alcohol is included.

Athlete: Any student participating in interscholastic athletic programs, including cheerleaders, sponsored by Nixyáawii Community School.

Season: Fall, Winter, & Spring seasons begin on the first day of practice and end the day prior to the next season as determined by the OSAA.

Positive Test: The presence of any level of alcohol or drugs other than prescription medications.  
(See Procedure 4).

#### **PROCEDURES:**

##### **1. Consent**

Each student involved in interscholastic athletics or cheerleading will be required to provide a signed consent form prior to joining the program. Both students and parent/guardian signatures are required.

##### **2. 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, the District will notify parents/guardians at least 72 hours prior to releasing information.

##### **3. Testing Rules**

All students' athletes, including cheerleaders, may be tested during any athletic season at the discretion of the

principal. Students joining a program after the season starts may be tested if the rest of the team was tested earlier.

Additionally, random testing may be conducted at least every two weeks throughout each season at the principal's discretion.

**A minimum of 5% and a maximum of 25% of all extra-curricular participants will be tested at each test period as determined by the principal. The total percentage will be split evenly between male and female.**

#### **4. Procedures for Testing**

Selection for testing will be by random procedures from a pool of all current participants. The principal 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 determine the selection of a particular student for testing. The high school athletic director or principal 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. Any student unable to provide the sample at the requested time will be accompanied to a medical facility to obtain a sample that same day. Those selected for testing will be given the option of doing so in private. Students who refuse to provide a sample will be considered to have tested positive and will be subject to the procedures listed in Article 1 under the Nixyáawii Community School Athletic Code for Drugs, Tobacco, and Alcohol Violations. Students who attempt to substitute or adulterate samples as indicated by the lab will be considered to have tested positive and will be subjected to procedures listed in Article 1 under the Nixyáawii Community School Athletic Code.

Students who produce a diluted specimen collection will be considered to have tested positive. A second specimen collection will be taken as soon as possible following a negative, but diluted (specimen criteria unacceptable) result. A second dilute specimen, without legitimate medical explanation, would follow the same consequences as a positive drug test.

#### **5. Prescription Medications**

Students on prescription medications will provide a copy of the prescription or physician's written verification to school personnel at the time a sample is collected. Any information provided in this manner will be sealed in an envelope and forwarded to the testing lab with the sample and instructions to consider the medication in the processing of the sample. Prescriptions or doctor's verifications will not be reviewed by school officials and may be presented in sealed envelopes. Students who do not provide verification and test positive will be subject to the measures specified under the Nixyáawii Community School Athletic Code of these procedures.

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

The laboratory will be instructed to test for one or more drugs at the time of each testing and prior to the student selection process. Samples will not be screened for the presence of any substances other than drugs, alcohol and nicotine. Test results will only be provided to the principal or the principal's designee.

All test information will be treated confidentially.

#### **7. Positive Results**

Whenever an athlete's test results indicate the presence of drugs, alcohol, or nicotine (a positive test), the steps will be followed as stated in the Nixyáawii Community School Athletic/Activity Code for a violation.

Legal Reference:

ORS 332.107 OAR 581-021-0050 to 0075  
ORS 336.222 OAR 581-052-0015  
ORS 339.240 OAR 581-053-0550 (5)(t,u,v)  
ORS Chapter 475

ORS 336.067 OAR 581-022-0413  
ORS 336.227 OAR 581-052-0545 (4) @ (R.S.T)  
ORS 339.250 OAR 584-020-0040  
Vernonia SD 47J v. Acton, 115 S.Ct. 2386 (1995)

**Nixyáawii Community School**  
**Parent/Guardian Handbook Acknowledgement and Consent Form**

- ☐ I understand and consent to the responsibilities outlined in the Parent-Student Handbook/Student Code of Conduct.
- ☐ I 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 school-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.

(initial) I have read and understand the new **graduation requirements** (Page 4).

(initial) I have read and understand the **attendance policy**, and understand I must communicate with the school if my student is absent or tardy (Page 5).

(initial) I have read and understand the **Cell Phone/electronic devices** policy (Page 15).

(initial) I have read and understand the **Nixyáawii Community School Student/Parent Handbook**.

(initial) My **son** or **daughter** (circle please) **will adhere to the policies** listed within this document.

**Student:**

Name: (Please Print)

\_\_\_\_\_

Student Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Parent/Guardian**

Name: (Please Print)

\_\_\_\_\_

(relationship to student)

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Return to Nixyáawii Community School Office ASAP**



**Nixyáawii Community School**  
**Parent/Guardian Permit for Extra-Curricular Activities Acknowledgement and Consent Form**

I hereby give my consent for \_\_\_\_\_ to compete for Nixyáawii Community School in extra-curricular and to go with the coach on any trips. I further certify that \_\_\_\_\_ has not been under a doctor's care for illness or injury during the past year except as noted below \*\*

- |                          | Yes | No |
|--------------------------|-----|----|
| 1. Epilepsy              |     |    |
| 2. Asthma                |     |    |
| 3. Diabetes              |     |    |
| 4. Chronic Heart Disease |     |    |
| 5. Severe Allergy        |     |    |
| 6. Others                |     |    |

\*\*Students participating in extra-curricular at Nixyáawii Community School are required by board policy to have some type of athletic insurance. Our son/daughter \_\_\_\_\_ is covered by medical insurance. Yes No (circle one)

Name of Company \_\_\_\_\_ The law requires physical examinations once every two years. If your son/daughter has not had one he/she may pick up an examination form in the high school office.

Parent or guardian  
\*\* Students who have been under a doctor's care for illness or injury may be required to have a physical examination of doctor's release before participating.

I have read and understand the Eligibility and Athletic Code as outlined in the Extra-Curricular Activities Handbook of Nixyáawii Community School including the Drugs, Tobacco, and Alcohol Violation Policy.

**Student:**

Name: (Please Print) \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Parent/Guardian**

Name: (Please Print) \_\_\_\_\_  
(relationship to student) \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Return to Nixyáawii Community School Office ASAP**