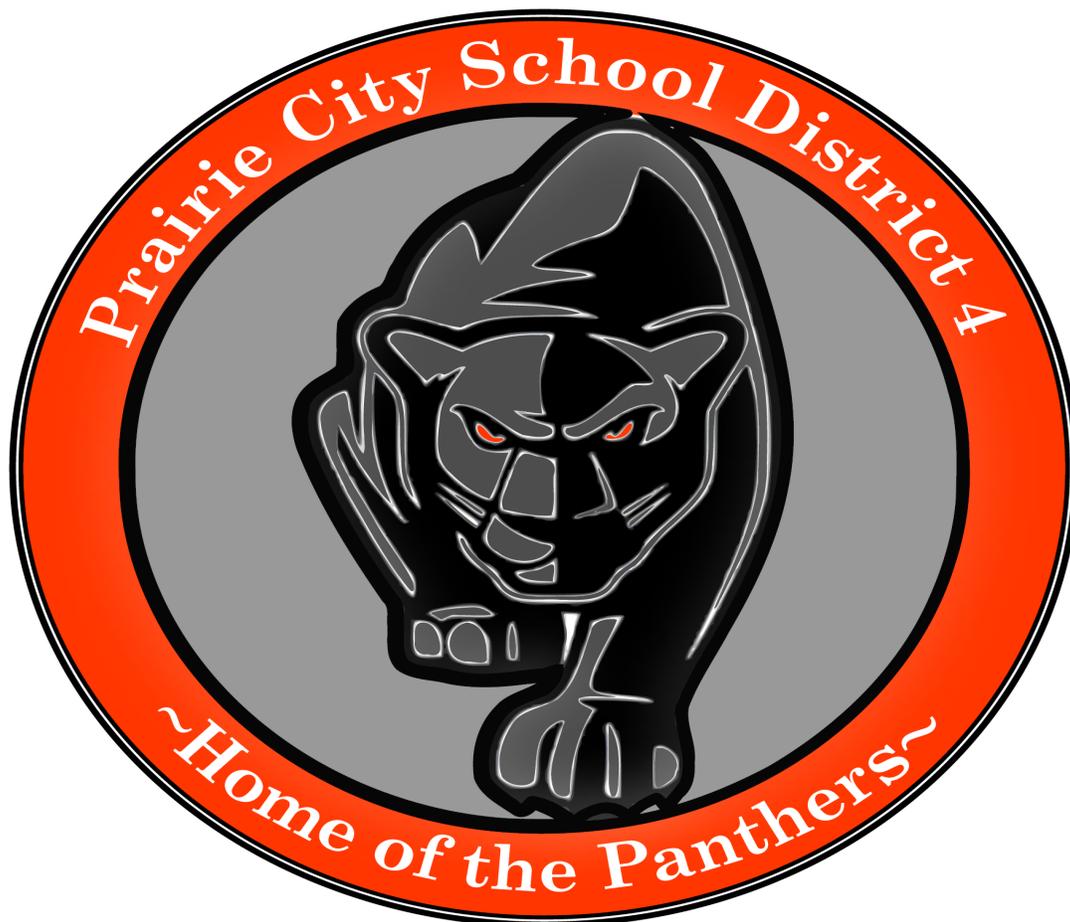


*2022-2023*  
*JR / SR HIGH SCHOOL*



**STUDENT HANDBOOK**

# Table of Contents

## Handbook Sections:

A. Administrative Welcome.....	4	Library .....	14
B. General Information .....	10	Lockers .....	14
C. Definitions, Expectations.....	16	Lost and Found.....	14
D. Activities and Athletics .....	20	Medications.....	13
E. Harassment / Discrimination.....	21	Mission Statement.....	5
F. Attendance Policies.....	23	Office Policy .....	14
G. Behavior Guidelines .....	26	Parent Conferences.....	18
H. Offenses and Consequences .....	28	Pets.....	14
I. Complaint Procedures .....	36	Physical Restraint.....	14
Academic and Class Standing.....	16	Posters.....	14
Academic Definitions .....	16	Promotion and retention .....	19
Activities.....	20	Religion.....	22
Administrative Greeting.....	4	Schedule Changes .....	19
Alternative Education .....	16	School Hours.....	13
Annual Events / Traditions.....	9	Closure.....	13
Assemblies.....	10	Late Start .....	13
Athletics.....	20	Early Dismissal.....	13
Attendance Policies and Procedures.....	23	Search and Seizure .....	14-15
Administrative Probation .....	25	Sick Room.....	15
Attendance Expectations .....	23	Sign Out Procedure .....	24
Clearing and Absence.....	23	Special Education.....	15
Excessive Absences.....	24	Table of Contents.....	2
Make-up Work Excused Absences .....	24	Text Books.....	15
Make Up Work from Suspension .....	24	Tips for Success .....	9
Pre-Arranged Absences .....	23	Valedictorian and Salutatorian .....	15
Sign Out Procedure.....	24	Vending Machines .....	10
Tardies.....	24-25	Food/Beverage .....	10
Unexcused Absences .....	23-24	Visitors .....	15
Bell Schedule.....	3	<b>Disciplinary and Behavior Guidelines .....</b>	<b>26</b>
Bullying .....	21	Arson.....	28
Bus Rules.....	37-38	Assault .....	28
Cafeteria.....	10	Bikes, Skateboards, Rollerblades .....	28
Change of Address.....	10	Buses.....	29
Check cashing.....	11	Cell Phones/Electronic Devices.....	29
Closed campus.....	11	Cheating/Academic Honesty .....	29
Clubs .....	20	Classroom Behavior .....	29
Common Expectations .....	6-8	Copyright Violations.....	30
Complaint Procedures.....	36	Dances.....	11, 30
Computer Lab.....	11	Definitions.....	26
Credits .....	17	Discipline Hearings .....	26
Daily Announcements.....	10	Disruptive Behavior .....	30
Discrimination .....	22	Dress and Grooming.....	30
Distribution of Materials.....	11	Drugs and Alcohol .....	31
Drops from Class .....	17	Due Process.....	26
Drug Dogs.....	15	Electronic Information .....	31
Emancipation.....	11	Expulsion .....	27
Emergency Information .....	12	Fighting .....	31
Enrollment .....	17	Forgery.....	31
Equal Education Opportunity.....	22	Gang Activity.....	31
Field Trips.....	11	Harassment/Bullying .....	21, 32
Final Exams .....	17	Horseplay .....	32
Flag Salute .....	11	Insubordination .....	32
Food and Drink.....	12	Motor vehicle .....	32
Four day Week.....	12	Parking Violations.....	33
Fundraising.....	12	“Party To” .....	27
GPA .....	17	PDA .....	33
Grading Policies.....	17	Profanity.....	33
Graduation .....	18	Suspension .....	26
Graduation Requirements .....	18	Tardies .....	24-25, 33
Hall Passes.....	12	Theft.....	34
Harassment .....	21, 32	Threats of Violence (Including speech).....	34
Health Related Issues.....	12-13	Throwing Items .....	34
Homework .....	13	Tobacco.....	34
Honor Roll .....	18	Truancy .....	34-35
Honor Society .....	18	Unauthorized Area/Loitering.....	35
Immunization.....	13	Unsafe Behavior.....	35
Insurance.....	14	Vandalism .....	35
Late Enrollment .....	17	Weapons.....	35
		Signature Pages.....	39-44

# Prairie City Junior High/High School

## Bell Schedule

### High School (Standard)

Period 1	8:04 – 9:00
Period 2	9:04 – 10:00
Period 3	10:04 – 11:00
Period 4	11:04 – 12:00(Jr. Hi Lunch 11:20-11:50)
Lunch	12:00 – 12:34
Period 5	12:34 – 1:30
Period 6	1:34 – 2:30
Period 7	2:34 – 3:30

### High School (Assembly/Homeroom A.M. 1)

Period 1	8:04 – 8:49
Assembly	8:53 – 9:23
Period 2	9:27 – 10:12
Period 3	10:16 – 11:00
Period 4	11:04 – 12:00(Jr. Hi Lunch 11:20-11:50)
Lunch	12:00 – 12:34
Period 5	12:34 – 1:30
Period 6	1:34 – 2:30
Period 7	2:34 – 3:30

### High School (Assembly/Homeroom A.M. 2)

Period 1	8:04 – 8:49
Period 2	8:53 – 9:37
Assembly	9:41 – 10:11
Period 3	10:15 – 11:00
Period 4	11:04 – 12:00(Jr. Hi Lunch 11:20-11:50)
Lunch	12:00 – 12:34
Period 5	12:34 – 1:30
Period 6	1:34 – 2:30
Period 7	2:34 – 3:30

### High School (Assembly/Homeroom A.M. 3)

Period 1	8:04 – 8:49
Period 2	8:53 – 9:37
Period 3	9:41 – 10:26
Assembly	10:30 – 11:00
Period 4	11:04 – 12:00(Jr. Hi Lunch 11:20-11:50)
Lunch	12:00 – 12:34
Period 5	12:34 – 1:30
Period 6	1:34 – 2:30
Period 7	2:34 – 3:30

### High School (Assembly/Homeroom P.M. 1)

Period 1	8:04 – 9:00
Period 2	9:04 – 10:00
Period 3	10:04 – 11:00
Period 4	11:04 – 12:00(Jr. Hi Lunch 11:20-11:50)
Lunch	12:00 – 12:34
Assembly	12:34 – 1:04
Period 5	1:08 – 1:53
Period 6	1:57 – 2:42
Period 7	2:46 – 3:30

### High School (Assembly/Homeroom P.M. 2)

Period 1	8:04 – 9:00
Period 2	9:04 – 10:00
Period 3	10:04 – 11:00
Period 4	11:04 – 12:00(Jr. Hi Lunch 11:20-11:50)
Lunch	12:00 – 12:34
Period 5	12:34 – 1:19
Assembly	1:23 – 1:53
Period 6	1:57 – 2:42
Period 7	2:46 – 3:30

### High School (Assembly/Homeroom P.M. 3)

Period 1	8:04 – 9:00
Period 2	9:04 – 10:00
Period 3	10:04 – 11:00
Period 4	11:04 – 12:00(Jr. Hi Lunch 11:20-11:50)
Lunch	12:00 – 12:34
Period 5	12:34 – 1:19
Period 6	1:23 – 2:08
Assembly	2:12 – 2:42
Period 7	2:46 – 3:30

### High School (Assembly/Homeroom P.M. 4)

Period 1	8:04 – 9:00
Period 2	9:04 – 10:00
Period 3	10:04 – 11:00
Period 4	11:04 – 12:00(Jr. Hi Lunch 11:20-11:50)
Lunch	12:00 – 12:34
Period 5	12:34 – 1:19
Period 6	1:23 – 2:08
Period 7	2:12 – 2:56
Assembly	3:00 – 3:30

## **A. Message From The Administration**

Dear Families, Parents and Friends,

**Welcome back, we missed you!!**

On behalf of our entire staff, we would like to welcome our new and returning students to Prairie City School District 4. School pride and community support have been the backbone to the success of PCSD. The staff and student body at PCSD take pride and responsibility in upholding the traditions set by our past alumni to pass down to the upcoming classes. Our goal for our staff is to make this experience better each and every year!

Let me begin by introducing myself! My name is Mr. Hallgarth and I will be your superintendent/principal! I am thrilled to welcome you to the 2022-2023 school year, and I am looking forward to meeting new faces, revisiting with familiar ones, and hearing all about your summer adventures! For those of you who have not met me, I originally hail from Elgin Oregon. My family and I moved to John Day eight years ago to teach sixth grade. I have coached numerous sports and love football and basketball. This is my fifth year as a superintendent/principal, and I am very excited to work together to make this a fabulous new school year!

I would also like to recognize one of our staff, our Secretary, Mrs. Susie Combs, who has been at our school for 38 years! Susie started at PCSD in 1984. She has two daughters and five grandchildren. She has worked with many superintendent/principals throughout the years and still exhibits a passion for the school district and a love for the kids. So when you get a chance, make sure to say “hi” and “thank you”.

Additionally, I would like to offer my sincere thanks and appreciation to our custodial staff. They worked diligently throughout the summer to clean and ready the school. Many hours were spent on the front of the school updating the curb appeal. It is very important to take pride in our school, and our custodial staff did an amazing job this summer.

All teachers and support staff have spent hours preparing materials, creating child-centered classrooms, and reviewing data. The rooms look amazing! Susie has registered new students, put together information packets to be sent home with all students, and organized new materials.

We are looking forward to watching the students’ stream off of the bus and out of cars and to have the hallways filled with the hustle and bustle that has been absent all summer. Old friendships are quickly rekindled and new friendships made. Students swap stories about summer and show off new backpacks and school supplies.

As excited as I am for you to get this letter, it is the face-to-face interactions that I value most. Please know that we have an open door policy, and welcome any opportunity to meet with you. We are looking forward to our collaboration in providing a safe and nurturing environment, as well as a challenging and diverse curriculum.

Remember, school starts on Monday, August 22, 2022!

This will be a FANTASTIC year!

Sincerely,

Casey Hallgarth, Superintendent/Principal

# **DISTRICT MISSION STATEMENT:**

**“Providing our students educational excellence grounded in hometown pride.”**

## **CHARACTER AND INTEGRITY = PANTHER P.R.I.D.E.**

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

***Participation:*** We want our students to come to class prepared and ready to be actively engaged.

***Respect:*** We want our students to have respect for their school, their community, and to treat others the way they would want to be treated.

***Integrity:*** We want our students to uphold academic integrity and complete all assignments honestly.

***Diversity:*** We want our students to learn to treat others equally; to value and honor all people; to resolve disagreements without violence and to be courteous and polite.

***Excellence:*** We want our students to strive to do their best in all situations and to be successful in their endeavors.

# Prairie City Students have *P.R.I.D.E.*

*P.R.I.D.E. stands for Participation, Respect, Integrity, Diversity, and Excellence.*

## *Panthers Have PRIDE In The Classrooms*

<b>Participation</b>	<ul style="list-style-type: none"> <li>• Report Unsafe Behavior</li> <li>• Turn Work in On-Time</li> <li>• Be Dependable</li> <li>• Be Present Everyday</li> <li>• Be On-Time Everyday</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Clean Up after Yourself</li> <li>• Agree to Disagree</li> <li>• Find the Appropriate Time to Discuss Concerns and Differences</li> <li>• Use Good Manners and Voice Level</li> <li>• Respect Other's Property</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Do Your OWN Best Work</li> <li>• Use Classroom Passes Appropriately</li> <li>• Come to Class Prepared Everyday</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Respect the Differences</li> <li>• Be Fair</li> <li>• Be Tolerant</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Ask Questions for Clarification</li> <li>• Come for Tutoring When You Need Extra Help</li> <li>• Check on class status</li> <li>• Use Professional Language</li> <li>• Work Hard</li> </ul>

## *Panthers Have PRIDE In The Halls and Campus Areas*

<b>Participation</b>	<ul style="list-style-type: none"> <li>• Report Unsafe Behavior</li> <li>• Do Your Best at All Times</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Clean Up After Yourself</li> <li>• Use Appropriate Language and Inside Voice Level</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Keep Moving</li> <li>• Be in Class When the Bell Rings</li> <li>• Keep Electronics Off and Away While on Campus</li> <li>• Use Classroom Passes Appropriately</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Used by ALL With Equal Dignity</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Keep Hands, Lips, and Body Parts to Yourself</li> <li>• Use walking feet not jumping feet</li> </ul>

***Panthers Have PRIDE  
At Lunch***

<b>Participation</b>	<ul style="list-style-type: none"> <li>• Report Unsafe Behavior</li> <li>• Enjoy time with friends</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Clean Up After Yourself</li> <li>• Use Appropriate Language</li> <li>• Use inside voice</li> <li>• Use manners</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Attend Assigned Lunch Only</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Treat Everyone with Equal Dignity</li> <li>• Be courteous</li> <li>• Be Tolerant</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Treat others As YOU Wish to be Treated</li> <li>• Keep Hands, Lips, and Body Parts to Yourself</li> <li>• Dump trays as instructed</li> </ul>

***Panthers Have PRIDE  
In The Restrooms***

<b>Participation</b>	<ul style="list-style-type: none"> <li>• Report Unsafe Behavior</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Clean Up After Yourself</li> <li>• Respect facilities</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Return To Class Promptly</li> <li>• Use Restroom Passes Appropriately</li> <li>• Enter the Correct Restroom</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Used By Everyone With Equal Dignity</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Flush, Soap, Wash, Dry, "Good-bye"</li> </ul>

***Panthers Have PRIDE  
In The Main Office***

<b>Participation</b>	<ul style="list-style-type: none"> <li>• Report Unsafe Behavior</li> <li>• Do Your Best at All Times</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Use Appropriate Language</li> <li>• Use Your Inside Voice</li> <li>• Be Patient, Wait Your Turn</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Return or Go to Class Promptly</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Used by Everyone with Equal Dignity</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Treat Others As YOU Wish to be Treated</li> </ul>

***Panthers Have PRIDE***  
***At Locker Rooms/Dressing Rooms***

<b>Participation</b>	<ul style="list-style-type: none"> <li>• Report Unsafe Behavior</li> <li>• Get in, get dressed, get out</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Use Appropriate Language</li> <li>• Keep it Clean</li> <li>• Protect Each Other's Privacy</li> <li>• Respect Officials, Coaches, Teams, Visitors, Facilities</li> <li>• Clean Up after Yourself</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Be Honorable</li> <li>• Build and Keep Your Reputation</li> <li>• Lock Up and Keep Your Combination to Yourself</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Used by Everyone with Equal Dignity</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Treat Others as YOU wish to be Treated</li> </ul>

***Panthers Have PRIDE***  
***At School-Sponsored Events***

<b>Participation</b>	<ul style="list-style-type: none"> <li>• Report Unsafe Behavior</li> <li>• Cheer loud, Cheer Proud</li> <li>• Support teams with good sportsmanship</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Use Appropriate Language, Keep It Clean</li> <li>• Wear Appropriate Dress</li> <li>• Respect Performers and Facilities</li> <li>• Respect officials, Coaches, Teams, Visitors</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Have the Courage To Do What Is Right</li> <li>• Build and Keep Your Reputation</li> <li>• Be Courteous, Polite, and Civil to Everyone</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Respect the Dignity Of All Individuals</li> <li>• Be Open-Minded</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Carry Student Body Card</li> <li>• Treat Others as YOU wish to be Treated</li> <li>• Be Honorable</li> </ul>

## **PRAIRIE CITY JUNIOR / SENIOR HIGH SCHOOL TRADITIONS**

**School Colors:** Black and **Orange**

**School Mascot:** The Panther

**School Established:** 1911

### **ANNUAL OCCASIONS:**

Elementary Christmas Program

Elementary Field Day

Elementary Thanksgiving Feast

FFA Spring Awards Banquet

Graduation

Homecoming

- Week Long Activities
- Game and Dance

Prairie Pumpkin Run

Elementary Pumpkin Patch

Junior-Senior Prom

National Honor Society Induction

Open House

“P” Hill Painting

Parent – Teacher Conferences

Spring Art and Book Fair

### **TIPS FOR SUCCESS AT PRAIRIE CITY**

1. Support your school in all activities. The fun in school is being involved.
2. Be organized. Keep a notebook with dividers for each course you take.
3. Keep a journal of each class lesson on a daily basis.
4. Ask questions. There are not any dumb questions in this school.
5. Establish a study routine. Have a set place and time for your studies.
6. Stay positive.
7. Stay in school no matter what.
8. Listen/talk to your parents/guardian daily.
9. Be a friend.
10. Value/respect your purpose in school.

## **B. Prairie City Junior / Senior High School Policies, Rules, and General Information**

(Rules subject to change: The Administration reserves the right to add, delete or modify any rule(s) as situations warrant.)

### **ANNOUNCEMENTS, DAILY ANNOUNCEMENTS:**

1. The daily announcements are read over the intercom at the beginning of 1<sup>st</sup> period daily along with the Flag Salute. Copies are also sent to teachers via email. Communication is a shared responsibility. As a school we are responsible to make information available to students.

### **ASSEMBLIES:**

1. Varying types of assemblies are scheduled throughout the school year for different purposes. Assemblies in the Old Gym, students are expected to sit with their class in the bleacher section provided. A student's conduct at an assembly must meet the same standards as in the classroom. Students who fail to abide by those expectations may lose the privilege of attending future assemblies and may also be subject to school discipline procedures.
2. Pep Assemblies are usually in the New Gym and seating is assigned by the Pep Assembly organizers.

### **CAFETERIA SERVICES:**

#### **1. Lunch/Breakfast Program**

The district participates in the National School Lunch, School Breakfast Commodity and Special Milk Program and offers free and reduced-priced meals based on a student's financial need. Free and Reduced forms may be picked up in the school office at any time of the school year.

**Lunches must be paid for in the Office and may be paid for in advance.**

Lunch prices are:

Grades K-5 are \$2.50

Grades 6-8 are \$3.25

Grade 9-12 are \$3.50

All Adults are \$5.00

#### **2. Unpaid Lunch Charges**

If a family has lunch charges, parents will be notified in writing.

#### **3. Lunch Room Behavior**

If any student fails to follow proper rules in the cafeteria, he/she will lose the right to use the cafeteria facility and eat a hot lunch the next day. The lunch period is to be a time for relaxing, eating, and visiting quietly with friends.

- School lunches must be consumed in the cafeteria unless the student has been invited to eat with a teacher in their classroom.

#### **4. Persistent refusal or insubordinate behavior to follow food and beverage guidelines will result in discipline action.**

#### **5. VENDING/CONCESSIONS & POP MACHINES:**

Juice machines are available to students. New State laws make the sale of sodas and other similar beverages illegal unless sold as part of an activity open to the general public. Students must dispose of bottles in the trash bins and clean up spills promptly, as well as follow all classroom rules regarding snacks to be able to keep the privilege of having beverage machines at school. The proceeds from the machines are distributed among classes, clubs and athletics.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

1. To maintain accurate office records, students are requested to submit to the school secretary any change of address or phone number. Call (844) 820-3314

### **CHECK CASHING**

1. Checks are accepted in payment for school lunches or any other school obligation made FOR THE EXACT AMOUNT ONLY, payable to Prairie City School District #4. It is not possible to cash checks for other purposes, and two party checks are not acceptable.

### **CLOSED CAMPUS:**

1. Prairie City is a CLOSED CAMPUS. Once students are at school it is expected they remain on campus until their school day is completed or have properly checked out through the Main Office.
2. The parking lots are off limits during the school day; therefore, students **MAY only** move their cars between parking lots during their lunch break.
3. The only time a High School student may leave campus is during their lunch break.

### **COMPUTER LAB:**

1. Students are not to be sent to the Computer Lab without supervision.
2. **There is no food or drink in the allowed in the Computer Lab.**
3. Head phones or other communication devices are not permitted unless a part of the instruction.

### **DANCES:**

1. Homecoming and Prom are the typical dances that Prairie City sponsors. Students will be expected to dress and act in an appropriate manner. Students who do not accept the responsibility for appropriate behavior will forfeit the privilege to attend the dance.
2. Guest passes are needed for all students who do not attend Prairie City Middle/High School. One guest per student.
  - a. Age restrictions
    - i. High School – grades 9, 10, 11, 12 and graduates age 19 and under
    - ii. Middle School – grades 6, 7, 8
3. Junior High School students may not attend high school dances and High School students may not attend Junior High dances unless approved by the Superintendent.
4. Students must be in good academic standing in order to attend dances. Students who are on the ineligible list are not allowed to attend.

### **DISTRIBUTION OF MATERIALS:**

1. Written materials, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on school property by anyone without the approval of the administration.

### **EMANCIPATION (see Board Policy JFD and JFF apply):**

1. Every student 18 years of age or older shall be deemed an adult and shall have the same rights and responsibilities as an adult. Adult students, like all other students, shall comply with Board policy, established rules, pursue the prescribed course of study and submit to the authority of teachers and administrators. Emancipated students who still live at home will require a conference and written guidelines and agreements between the student, parent and the school clarifying the role of each.

### **FIELD TRIPS:**

1. Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in these activities and all student behavioral expectations applies. Privately owned vehicles used for transportation to or from activities/events are governed by appropriate Prairie City School Board guidelines.

### **FLAG SALUTE**

Per Board Policy INDB, Students will have the opportunity to salute the United States flag at least once each week by reciting the Pledge of Allegiance. Students who do not participate in the salute must maintain a respectful silence during the salute.

### **FOOD and DRINK ITEMS:**

1. Food and drink items are not to be consumed in the halls at any time.
2. Food and drink items may be consumed in the locker areas.
3. Teachers may allow drinks (water, juices, Gatorade, PowerAde) in the classroom as long as they are in a clear container that can be sealed.
4. **Cans and Containers with lids and straws are not acceptable.**
5. Food is **not allowed** in the classroom. Thematic units of study that involve foods from other cultures and time periods would be permitted.
6. If a student refuses to comply with these guidelines, they will be found to be Insubordinate. See Insubordination

for the consequences.

## **FOUR DAY WEEK:**

1. Prairie City is on a four day week. We do have five school day weeks scheduled throughout the year. We often attend on Fridays if there are non-school days during the week.
2. **Students are required to be in attendance when requested by teachers for tutoring or make-up work on Fridays. Friday School times for students to work with teachers are from 9:30 to 12:00.**
3. Students who fail to show up for Friday school work will be issued detention to be served the following week.

## **FUNDRAISING**

1. All fund raising must be approved by the administration and supervised by the appropriate advisor.
2. Fund-raising projects involving the sale of products must be approved by the activity sponsor and by the administration before the activity is initiated. Solicitation of funds is expressly prohibited without the administrator's consent.
3. Where funds are to be raised through an outside agency or contracted activity, the activity must receive prior approval by the board.
4. All money from school activities and organizations shall be turned into the office and banked in a single Student Body account.

## **EMERGENCY INFORMATION**

1. **Emergency Drills:**
  - a. **Fire drills:** Fire drills are required to be conducted monthly. Students are to proceed quickly and in an orderly, quiet fashion to the nearest exit and outside to the assembly area. Exit routes are posted in each area. Occasionally exits are blocked so students can practice going to alternate exits. Students' total cooperation is required as each fire alarm signal must be considered "real" until staff determines no danger exists. With the great danger of forest fire in our area, swift, orderly evacuations are critical.
  - b. **Earthquake:**
    - Drop and take cover.
    - Turn away from windows.
    - Stay under shelter until shaking stops.
    - Listen for instructions, by intercom, or in person, if system is out.
    - If evacuation takes place, follow the same procedures as with a fire drill.
  - c. **Lock Down Drills:** We will conduct periodic lock down drills in the event of a school emergency. The purpose of a lock down drill is to determine how safe we can make our school in the event of an intruder or other emergency.
  - d. **In the event of a Lock Out, parents will be notified via our automatic phone system during the event.** If it is a Lock Down, parents will not be notified until after the event is over.  
**After both events, school personnel will release students to parents in a systematic procedure.** Student transportation will be provided through our regular after school bus routes.

## **HALL PASSES:**

1. Students are to use passing periods to take care of personal business.
2. Students are not to be in the halls, commons area, cafeteria or other unsupervised areas during class time without a hall pass.
3. **Teachers are not to issue hall passes during the first 10 minutes of class time or the last 10 minutes of class time.**
4. If a student is in the hallways during class time without a hall pass or "off course" from their intended location he/she may lose the privilege of leaving the classroom in the future.

## **HEALTH RELATED ISSUES**

1. **Emergency Medical Treatment:**
  - a. 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 staff shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school the student will be released to the student's parents or to another person as directed by the parents on the student's emergency form. School staff may administer emergency or minor first aid if possible and necessary. 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.
2. **Immunizations:**

- a. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such times as he/she has met immunization requirements. Parents will be notified of the reason for exclusion. A hearing will be afforded upon request.
3. **Medications:**
  - a. Prescription medication can be given at school. It must be kept locked in the Front office, come in the original pharmacy container and have the appropriate form signed by parent/guardian requesting that we administer the medication at school in accordance with the Rx. Prescription medications are not to be kept in a locker. By school board policy, aspirin cannot be given due to the danger of Ryes syndrome.

## **HOMEWORK**

1. Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

## **HOURS AND CLOSURE (SCHOOL OPERATING HOURS):**

### **1. OPERATING HOURS**

- a. Classes are held from 8:04am to 3:30pm on all school days. Students should refer to the school calendar for the school year to know Monday through Friday what days are school days. Teacher hours are from 7:45 am to 4:00 pm. Office hours are from 7:00 am to 4:00 pm on regular school days. **Students should not arrive before 7:30am unless working directly with a staff member and after 3:30pm students will need to leave the building unless under direct supervision by staff.**

### **2. SCHOOL CLOSURE**

- a. When hazardous or emergency conditions exist, the following procedures will be followed to determine school closure, late start, early dismissal and/or retention at school.
  - i. The Transportation Director will contact ODOT and drive all routes to determine road conditions, contact ODOT and make a recommendation to the Superintendent if it is safe to run our buses.
  - ii. The Superintendent will make the decision to hold or to not hold school.
  - iii. If the decision is made to not hold school, the Superintendent will notify radio station KJDY, and the station will begin announcing that information at 6:55 A.M.
  - iv. School closures will be in effect only for the day of the announcement.

### **3. LATE START**

- a. Under certain conditions, e.g. road crews needing more time to clear the roads or for ice to melt, etc., it would be best to start school later rather than close for the entire day; an administrator will make that decision.
- b. Radio stations will be notified and will make "Late Start" announcements starting at 6:55am

### **4. EARLY DISMISSAL**

- a. When weather and/or road conditions are deteriorating to the point that holding school until normal closing time would create unsafe transportation conditions, school will be closed down and students will be sent home.
- b. Radio stations will be notified and will make the appropriate announcements.
- c. Parents should make prior arrangements, e.g. house keys, alternate house etc., in order to insure the safety and comfort of their children in the event that no adult would be home when early dismissal occurs.
- d. Early dismissal will be in effect only for the day it occurs and schools will be open on the following day unless there is an announcement to the contrary.

## **INSTRUCTIONAL MATERIALS COMPLAINTS**

1. Complaints by students or parents about instructional material should be directed to the principal. Should the student or parents, following initial efforts at informal resolution of the complaint, desire to file a formal complaint; a "Re-consideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The "Re-consideration Request forms" must be signed by the complainant and filed with the superintendent.

## **INSURANCE:**

1. Prairie City Junior / Senior High School has information available for accident insurance that provides for partial coverage for students during school hours or 24 hours a day. The school district does not recommend or promote any insurance coverage, but will distribute informational pamphlets to students at registration or the first week of school. These insurances usually do not cover the entire cost of medical care for accidents. Contact the phone number on the pamphlet if you need further information.

## **LIBRARY/MEDIA CENTER**

1. Library materials may be checked out for two weeks. Students must return overdue items or pay for lost items before additional library materials may be checked out. Bills will be sent home for the replacement cost of all lost library items. Books may be renewed for an additional period if they have not been reserved.
2. Teachers are instructed to not send students to the Library unsupervised.
3. Expectations for library use:
  - a. **No food or drink in the library.**
  - b. Behaviors such as horse play, shouting or abusive language is not appropriate. Students exhibiting these behaviors maybe asked to leave.
  - c. Furniture needs to remain in place.

## **LOCKERS**

1. Lockers remain under the jurisdiction of the district even when assigned to an individual student. Students are encouraged not to keep food and drinks in their lockers. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Searches (including the use of drug dogs) of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present.

## **LOST AND FOUND:**

1. Any articles found in the school or on school grounds should be turned in to the office. Unclaimed articles will be disposed of periodically. Loss or suspected theft of personal or school property should be reported immediately to the office.

## **OFFICE POLICY**

1. Much of a student's school business will center on the high school office. The following guidelines are provided to assist the office personnel.
  - a. Money change will be made only before school begins, during the lunch period, and/or after school.
  - b. All personal telephone calls must be approved by the office. A student may use the office phone for school related business only with written permission from a teacher or some other authorized person.
  - c. Please remember that the office personnel are important to the smooth functioning of our school. Courtesy and consideration is expected.

## **PETS AT SCHOOL:**

1. Animals are prohibited on school district property including all athletic facilities. However, if an animal is brought for educational purposes prior permission must be obtained by the administration.

## **PHYSICAL RESTRAINT**

1. A staff member or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to himself. When so employed, a physical restraint shall not be considered a form of physical discipline.

## **POSTERS**

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

## **SEARCH AND SEIZURE:**

1. School officials may search a person and his/her personal property (including vehicles, back packs and clothing) when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, or in violation of the student code of conduct or district policy. Illegal items, (weapons, alcohol, and unlawful drugs, etc.) or other possessions determined to be a threat to the safety, security or disruption of the educational process of others may be seized by school officials. Random general searches of school facilities and any properties including, but

not limited to: lockers, PE lockers, or storage areas may occur at any time or when a justifiable suspicion exists. Items belonging to the school, items which are unlawful, or items which are in violation of school policy may be seized.

2. Prairie City School will employ the periodic use of Drug Dogs for facility searches in partnership with the County Sherriff and State Police (PCSD Policy JFG and JFG-AR).

### **SICKROOM:**

1. We have a sick room in the main office. Health services at school are limited to emergency first aid and TLC only. If a student becomes ill at school, they need permission from their parent/guardian or their emergency contact person to go home.

### **SPECIAL EDUCATION TEAM**

1. The Special Education addresses issues such as Individual Education Plans, testing for special needs, placement, behavioral contracts, transition and appropriate referral to servicing agencies. Special Education Staff, teachers and other school staff attend IEP and other Special Education meetings.

### **TEXT BOOKS:**

1. Students are responsible for the care and upkeep of the books checked out to them by their teachers. The student will be required to pay for lost or damaged books.

### **VALEDICTORIAN & SALUTATORIAN**

1. To be eligible for Valedictorian and Salutatorian, a student must be a senior in good standing and must have completed three semesters of work at PCHS. Grade point average (GPA) will be assessed at the conclusion of the third nine weeks of the senior year. The third nine weeks of the senior year will be included in the tabulation of the student's GPA. See Grade Point Average above.

### **VISITORS:**

1. **Student guests are not allowed at Prairie City School.** Parents, guest speakers, etc. are encouraged to visit our school. To ensure the safety and welfare of students, to protect the school environment from disruption and see that visitors are properly directed to the areas in which they are interested; all visitors must be pre-approved by Administration. Approved visitors are required to check into the main office upon entering school and wear a school issued visitor pass.

## C. ACADEMIC DEFINITIONS, EXPECTATIONS AND PROCEDURES, COUNSELING AND STUDENT SERVICES

### ACADEMIC ACHIEVEMENT/STANDING

Academic or scholastic standing is one area evaluated weekly for eligibility. Any student must be passing all classes in a seven period day to represent the school in any school-related events or activities. If a student begins to fail in an academic course, he/she will be placed on a one-week **WARNING LIST**. If the situation does not change, the teacher will place the student name on the **INELIGIBILITY LIST**. When a student is placed on the INELIGIBLE LIST they will remain on that list for the duration of the week and will not be allowed to participate in any contests for that given week. This process will continue until the student's grade is improved to a 70% or above and then their name will be removed from the list. In the case of a hardship, something that is out of the student's control, a student may petition the administration for removal from the Ineligible list.

Academic or citizenship ineligibility shall prohibit a high school student from traveling or representing the school in any school activity. Ineligible students will attend and participate in practice sessions in the hope that they will be motivated to work toward regaining their eligibility for contests or events.

Students have until 12:00 noon on Friday to submit work to the teacher(s) whose class they are failing in. By 8:00 a.m. Monday of every week, academic teachers will submit a list to the office of any student failing in their class based on a cumulative grade record. It is the student responsibility to have themselves removed from the WARNING and INELIGIBLE LISTS.

*A grade of "D" or "F" is considered to be below acceptable academic standing. Students who move from the Warning list to the Ineligible list will not be removed from the Ineligible list until their grade reaches a 70% or higher.*

### ACADEMIC AND CLASS STANDING:

1. Students are classified as freshmen, sophomores, juniors and seniors based upon the total number of credits earned during their high school career, not their chronological age or the number of years of high school already completed. Class privileges, testing schedules, athletic eligibility, lunch privileges and other daily activities are all influenced by a student's class standing. Students will not obtain senior class status unless they are on line to graduate the present academic year.

### ALTERNATIVE ED ROOM

1. Our in building Alternative Education Room is part of the Education Resource Room and is supervised by Mrs. Mediger. Placement in any period during the day requires administrative approval. The Alt. Ed. Room is designed to meet the needs of students who are credit deficient, have re-entered high school, are in transition, or who have been placed there by recommendation. Alternative Education is designed to give students the opportunity to make-up course work and get them back on track to earn a high school diploma. Other credit opportunities may include enrollment in a School to Career setting.
2. Online credit recovery courses will be paid for by the Prairie City School District as long as the student receives a final grade of "D" or better and is registered through our approved provider of on-line courses. If a student fails to complete to course within the time period allotted, a two (2) week extension will be provided. If the student still has not completed the course at this time, the final grade will be assigned and the student may have to retake the course.
3. If a fee is charged, that student will not be allowed to enroll in any further courses until such payment is received in full by the district. The fee could be as high as \$325.00.
4. **NOTE-Online courses are not designed to take the place of any courses that are already offered at Prairie City Jr. /Sr. High School.**

### COLLEGE CREDIT OPPORTUNITIES (ALSO KNOWN AS EXPANDED OPTIONS, POLICY IGBHE).

1. Students, who are in grades 11 and 12, may earn additional credits by taking on-line courses through Blue Mountain Community College or Eastern Oregon University.
2. For the purpose of online college courses that are offered at Prairie City High School through our cooperating college institutions, an eligible secondary student is: 1) in good academic standing and 2) enrolled at Prairie City High School as a full time student. Students who choose to enroll in online college courses do so knowing that the course will count as an elective on the high school transcript. The grade received through the college will be the grade reflected on the official high school transcript as the elective course grade weighted one additional letter grade. Example: college course receive a letter grade of "B", the grade of the high school transcript would be an "A".
3. Online college courses will be paid for by the Prairie City School District as long as the student receives a final grade of "C" or better. If the student does not meet this criteria or drops the class past the official drop date and a fee is

charged, the student and their family will be responsible for the payment of tuition fees. That student will not be allowed to enroll in any further courses until such payment is received in full by the district.

4. Prairie City High School will pay for college credits for homeschool students based upon the percentage of reimbursement from ODE the district receives.

### **CREDITS –how are they earned:**

1. Credits are the units by which academic progress is measured. The school year is divided into two semesters – Fall and Spring. Each is approximately 18 weeks long. Prairie City uses a 7 period day. Each semester students can earn a half (0.5) credit for every class they pass. Students enrolled and attending full time can earn 3.5 credits per term, 7.0 credits per year and 2 credits during their high school career if all classes are passed. See the Curriculum Handbook for more information.

### **CREDITS: Graduation Requirements:**

1. Prairie City student must earn 24 credits for a Diploma. The State has changed graduation requirements significantly in recent years. These newer requirements phase in with each new graduating class. See the Curriculum Handbook for more information.

### **DROPS FROM CLASS:**

1. A student may be dropped from class for persistent failure, discipline or chronic attendance issues. A parent may also request removal from specific courses. Before this action is taken, a conference with the student, parents, and the teacher should be scheduled with the school administration. A failing grade will be recorded for the class and figured into the students overall GPA.
2. Upon a doctor's written request a student may withdraw from a class with out penalty or credit.

### **ENROLLMENT - LATE ENTRANCE:**

1. All students are expected to be enrolled and in attendance from the first day of each term. Course curriculum and lesson plans are developed with consideration to the instructional days available during each semester. Students will not be allowed to enroll in regular classes after the first eight (8) days of the term, unless they are a direct transfer from another school, were in attendance during what would be our first two weeks of instruction or have the approval of the Prairie City administration.

### **FINAL EXAMS:**

1. Final exams are to be taken on dates assigned unless other arrangements have been made. Written requests for early finals must be submitted to the administration at least two weeks in advance.

### **GRADE POINT AVERAGE:**

1. A student's grade point average (GPA) is assessed at the end of each semester by calculating letter grades (A, B, C, D and Fail). "Pass" grades are not calculated in the transcript GPA but locally are counted as a "C" in calculating the GPA for extra-curricular eligibility. Students have both a term and cumulative GPA. An "Incomplete" is counted as a "Fail" until it is cleared to a passing grade. An "Incomplete" must be made up within two (2) weeks from the last day of the quarter/semester in which it was received. GPA's are used to establish class rankings, establish athletic eligibility and are used to determine Honor Society as well as other academic recognition eligibility.

Grade points are issued at follows:

A = 4

B = 3

C = 2

D = 1

F = 0

A student having the following 7 grades would compute his/her (GPA) as follows:

3-A's, 2-B's and 2-C would look like:

$$3 \times 4 = 12$$

$$2 \times 3 = 6$$

$$\underline{2 \times 2 = 4}$$

22 Grade Points

$$\text{G.P.A.} = 22/7 = 3.14$$

### **GRADING POLICIES:**

1. Each teacher shall have a written grading system.
2. Each teacher's grading system which may reflect participation points shall be approved by the school principal before implementation.
3. Each student shall receive a copy of the teacher's grading system at the beginning of each term.

## GRADUATION:

1. Prairie City High School's graduation is an enjoyable and dignified ceremony. Seniors are eager to continue this tradition and are invited to participate. The staff at Prairie City shares with all the students and parents in making this a memorable experience. Graduation is a culmination of many years of working together. Our staff works with the senior class and parents to make this one of the most wonderful, memorable events of a student's life.

## GRADUATION REQUIREMENTS

1. Detailed graduation information and course descriptions are contained in the **Prairie City Curriculum Handbook. Current Prairie City Graduation Requirements:**

Our Current:	2022-2023 12 <sup>th</sup> and 11 <sup>th</sup>	2022-2023 10 <sup>th</sup> and 9 <sup>th</sup>
English	4	4
Math	3 <i>Algebra I and above</i>	3 <i>Algebra I and above</i>
Science	3	3
Social Science: history, civics, geography and economics.	3	3
P.E.	1	1
Health	1	1
CTE/Arts/2 <sup>nd</sup> Language: in any one or combination thereof	3	3
Leadership,	½	0
Career Ed.,	½	½
Pers. Finance / Econ.	0	0
Senior Project	½	½
Electives	4.5	5
<b>Total credits to graduate:</b>	<b>24</b>	<b>24</b>
	<b>Must Pass State Assessment tests in Reading/Writing and Math; develop an education plan; participate in career-related learning experiences; demonstrate extended application through a collection of evidence</b>	<b>Must Pass State Assessment tests in Reading/Writing and Math; develop an education plan; participate in career-related learning experiences; demonstrate extended application through a collection of evidence</b>

## HONOR ROLL:

1. Students may qualify for the quarterly honor roll by enrolling in a full day schedule (7 classes) and holding a minimum grade point average of 3.50. Students may qualify for honorable mention by enrolling in a full day's schedule and holding a minimum grade point average of 3.00.

## HONOR SOCIETY:

1. Those students who have a cumulative grade point average of at least 3.3 for four terms and who show excellence in the areas of leadership, service and character are encouraged to apply.

## PARENT CONFERENCES:

1. Parent conferences are scheduled to correspond with quarter grades. They are held in the evenings and on Friday mornings to accommodate parents. Check the school calendar for parent conference dates.

## **PROMOTION, RETENTION, PLACEMENT**

1. PCSD Policy IKE (Promotion and Retention of Students) guides retentions. Typically parents have the final say in this matter.
2. In grades 9-12 a student shall be promoted from one grade to the next on the basis of normal academic development, achievement and earned credits. Students are essentially not retained-but rather are promoted in class status (freshman to sophomore to junior and to senior) based on whether they have earned the appropriate credits and are making satisfactory progress toward graduation. Placement in some courses may require successful completion of prerequisite classes.

## **SCHEDULE CHANGES:**

1. Students are scheduled into classes they requested during the registration process. Schedule changes will only be made during the first week of class each term. The students will be responsible for all assignments already covered in the classes they are transferring into. Schedule changes are made for academic reasons or special circumstances only and are made under the supervision and approval of the administration.

## D. ACTIVITIES AND ATHLETICS

### Activities and Student Council:

1. The principal works with all staff and Student Council to coordinate and supervise most non-athletic activities. Dances, on campus clubs, Student Council, assemblies, and certain annual events are among those activities coordinated and calendared through the office. Student Council is the governing body responsible for conducting the formal business of the Associated Student Body. Officers are elected annually and represent the total student body. Other elections are conducted annually to elect class officers at each grade level.
2. Among the many responsibilities of the Student Council is the promotion of a positive and productive school climate as well as addressing the needs and concerns of the students of Prairie City Junior / Senior High School. As members of an active student body, students are urged to contact the Student Council or any Council member if they wish to bring suggestions or ideas to the attention of their student government. Leadership ability, communication skills, decision-making ability and problem solving skills are essential in elected officers.

### ATHLETICS

1. The athletic program is under the direct supervision of the Principal. The Principal delegates to the Athletic Director necessary responsibilities and authority to supervise all aspects of the athletic program. Prairie City competes in the High Desert League at the 1A classification in most sports. We are assigned to Special Districts when associated schools and their leagues necessitate. The High Desert League includes: Adrian, Burnt River, Crane, Dayville, Harper, Huntington, Jordan Valley, Long Creek, Mitchell, Monument, Prairie City, Spray and Ukiah.
  - a. Athletes must maintain a higher level of academic achievement and personal character on and off the field/court than non-athlete students. Athletes must follow the Prairie City eligibility requirements as defined in the PC Athletic handbook. Those who do not pass 5 classes and fail to make progress toward graduation are ineligible by OSAA standards and can only be declared eligible through a hardship process that is submitted through the athletic director or principal's offices then through a special committee set by the OSAA.
  - b. The Participation and Training Contract (PTC) that athletes sign shall be binding upon the participant at all times during the season. "At all times" means 24 hours a day, everyday of the week whether at school or away from school.
  - c. Any student wishing to participate in extracurricular activities for PCHS grades 9-12<sup>th</sup> will be required to take part in the mandatory drug testing program.
  - d. Any student participating in a school sponsored extra-curricular activity must attend classes all day on the activity day and attend classes all day on the school day following the activity within the normal Monday-Thursday school week. Exceptions will be made for legitimate absences, i.e., medical, emergency, or parental approved excuses in advance. Final approval rests with the athletic director and/or administration.
  - e. Students must attend the equivalent of one full day of school immediately prior to participating in extra-curricular activities. (i.e. students must attend 7 periods Monday to participate in a Tuesday activity, or ½ day on Monday and ½ day Tuesday morning to be released for a Tuesday afternoon activity, regardless it must add up to a full day of attendance).
  - f. Any non-participating student attending a school activity during school hours will be considered to be an unexcused absence unless the principal or his designee approves the absence in advance. The student is responsible for class assignments under the same conditions as athletes.
  - g. Any school-sponsored activity, including field trips, will not be counted as absences for participating students.
  - h. Participation in an activity practice: Any student participating in an activity practice must attend classes ALL DAY in order to participate in practice. Exceptions will be made for legitimate absences prearranged in advance. Final approval rests with the principal or athletic director.

## E. HARASSMENT, DISCRIMINATION, BULLYING, CYBERBULLYING, EQUAL OPPORTUNITY AND REPORTING POLICIES

Note: It is the policy of the Oregon State Board of Education and the Board of Directors of the Prairie City School District (**policy GBN/JBA, GBNA/JFCF and JHFF**) that all employees and students in public schools are entitled to work and study in an environment that is free of harassment.

Schools and support departments of the school district are committed to eliminate sexual and other types of harassment on any school district property, at any school or school district sponsored activity, or at work-related business trips whether or not on school property.

Prairie City School District utilizes the **DeBug system of conflict resolution**. Students are taught a series of steps they can follow when other students are bothering them. We encourage parents to discuss these steps with their student(s).

1. **Ignore**
2. **Move away**
3. **Talk friendly**
4. **Talk firmly**
5. **Get adult help**

The District is also working with students to determine the differences between Joking Around, a Onetime thing, Conflict, and Bullying.

1. **Joking around:** everyone is having fun; no one is getting hurt; everyone is participating
2. **One-time thing:** Someone is being mean on purpose; it's a reaction to a strong emotion or feeling; it happens once and doesn't repeat itself.
3. **Conflict:** two people with a balance of power that have a fight, argument, or disagreement; a solution can usually be found.
4. **Bullying:** repeated, unwanted, aggressive behavior towards someone; someone is being hurt on purpose; can be social, verbal, physical, or cyber.

### DEFINITION OF HARASSMENT:

- **Sexual Harassment:** Sexual advancement, request or demand for sexual favor, sexual comment, cartoon, innuendo, and other oral, written, or physical conduct of a sexual nature which is un-welcomed or uninvited and is directed by a person (male or female) toward another student, teacher, or other person is prohibited.
- **Harassment for Reason of Race, Religion, Ethnic Origin, or Disability:** Harassment in the form of slurs or other harassment based on race, religion, ethnic origin, or disability (physical, mental or sensory). A slur is a type of harassment and is defined as any put down such as: remark, word, joke, picture, or gesture referencing or directed to any individual or group(s) which is of a racial, ethnic, religious, or disability nature.
- **Other Harassment:** Other harassment is also prohibited and is defined as intimidating another person in a way that relates to a person's race, religion, ethnic origin, sexual orientation, or disability; causes physical injury, or by words or conduct places that person in fear of harm to his/her person or property or causes disruptive conduct.

### DEFINITION OF BULLYING:

1. Bullying is unwanted, aggressive behavior among children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. In order to be considered bullying, the behavior must be aggressive, done intentionally, and include:
  - a. An imbalance of power: such as physical strength, access to embarrassing information, a group of students gang up on someone, or popularity to control or harm others.
  - b. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
  - c. Includes actions such as making threats, spreading rumors, attacking someone physically or verbally, "burn battles", and excluding someone from a group on purpose.

## **DEFINITION OF CYBERBULLYING:**

1. It is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

## **DISCRIMINATION:**

1. The district prohibits discrimination based on an individual's race, religion, sex, national origin, disability, parental or marital status or age. The prohibition against discrimination includes discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to school and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

## **REPORTING:**

1. Students who believe they are being harassed or discriminated against should report the situation to any of the following persons immediately to any adult staff member in the building. The burden of proof rests with the individual making the report.

## **EQUAL EDUCATIONAL OPPORTUNITY:**

School Board policy (**JB**) sets the following goals in the area of equal opportunity for students:

1. To insure that all students, regardless of financial ability, age, disability, national origin, race, color, religion, sex or marital status, have the right to fair, equal, and impartial education and the right to equal access to course offerings and opportunities in all aspects of the school curriculum and activities.
2. To maintain an effective and responsive set of complaint procedures.
3. To achieve sensitivity to bias and stereotyping on the basis of financial ability, sex, race, color, age, disability, national origin, religion or marital status and to avoid degrading and discriminating practices.
4. To assure that school-sponsored activity programs provide equal opportunities for all students regardless of financial ability, sex, race, color, age, disability, national origin, religion or marital status.
5. To assure equal access to equipment and facilities, and to provide adequate funding to meet the needs of student educational programs and activities for both sexes.

## **RELIGION IN SCHOOLS:**

1. School Board policy IGAC-AR deals with the treatment of religion in schools. In essence, Prairie City Public Schools must remain neutral regarding religion period. The effects of our efforts must neither advance nor inhibit religion. Please refer to policy IGAR-AR for itemized details.

## F. ATTENDANCE POLICY AND PROCEDURES

**Strive for 5** – Do your best to miss no more than 5 school days during the school year.

*It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. Absenteeism has a direct negative effect on student achievement, promotion, graduation, behavior and employment potential.*

### ATTENDANCE (see Board Policy JEA):

1. Oregon Law (ORS 339) requires all children between the ages of 6 and 18 years of age to regularly attend a full-time public school until they have completed the 12th grade and receive their diploma.

### ATTENDANCE PROCEDURE:

1. **All absences must be excused with a written note or a direct phone call.** The note must include the student's name, the date/s of absence, a specific explanation of the reason and the parent's signature. The school will only accept notes from a parent or legal guardian; we do not accept notes for students or from a non-parent. A doctor's verification may be requested for an extended absence.
2. **Procedures for pre-arranged absences:** All absences (as defined below) other than illness and emergencies should be planned for in advance. PRE-ARRANGED ABSENCES FORMS are available in the office and must be completed in order for the arranged absence to be excused.
  - a. The student's parents must notify the office of a pre-planned absence with a note/phone call. The student can pick up this form in the office.
  - b. Students should have this form filled out by their respective teachers regarding assignments and the advisability of the planned absence(s) with regard to their course.
  - c. The parent/guardian/student understands that the student will complete the assigned work in advance and/or turn it in on the day of return and acknowledges the possible negative effects from being absent from class.
  - d. The form needs to be returned to the office by the end of the day preceding the intended absence in order for the absence to be excused. The school may deny requests to excuse a student's absences for travel, etc., if the student has excessive absences and his/her academic progress is in jeopardy.
3. If a student is ill, a parent should call or send a note to the school to excuse their child.
4. If a student is absent and has not prearranged (unless an Emergency or Excused) the absence or a parent has not called to excuse them from school during their absence, the student needs to bring a note on the day they return to school. The parent may also call the school to excuse them.

Students have **TWO DAYS** to bring the note or for the parent to call. Failure to do so after **TWO DAYS** will result in an unexcused absence. An unexcused absence means that everything due on the day of the absence, as well as anything assigned by the teachers that day is a zero in the teachers' grade books; discretion of the individual teacher as to allowing any credit.

5. Students who are absent first period and/or 5<sup>th</sup> period, without an excuse, will receive a phone call home from our automated phone system notifying parents of the absence. Definitions
  1. **EXCUSED ABSENCES** are absences from class or school if the absence is caused by a student's sickness, by the sickness of some member of the student's family or for medical/dental appointments that cannot be scheduled for Fridays, death in the family, religious holiday, or by an emergency. The principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.
  2. **UNEXCUSED ABSENCES/TRUANCY:** are those absences where there is no parent request or authorization to justify the absence, such as truancy/skipping. **IT MUST BE EMPHASIZED THAT PARENTS-GUARDIANS, ACCORDING TO OREGON LAW, ARE NOT GIVEN UNILATERAL PERMISSION TO EXCUSE THEIR SON/DAUGHTER FROM SCHOOL**

Some examples of unexcused absences would be skipping, car trouble, "working" when not in the "Work Study" program, sleeping in, missing the school bus, shopping, hair appointments, getting or returning personal items such as prom dresses and tuxedos, or paying bills, etc.; are unexcused absences.

**Note: ORS 339.065 gives authority for the Administration to exercise discretion in determining if an absence is excused or unexcused.**

3. **CONSEQUENCES FOR UNEXCUSED ABSENCES:**

Unexcused absence from class(s): --will result in Lunch Detentions, Friday detentions, In- School Suspension, and could include Out of School Suspension.

PLEASE SEE "Excessive Absences" information on impact of missing class.

4. **EXCESSIVE ABSENCES-**

WHETHER EXCUSED OR UNEXCUSED, may result in the loss of credit in a class. A student who has accumulated 10 absences in any one semester is in serious danger of losing credit. It is possible (must arrange with individual instructor) to make-up participation points during Friday school or, by other arrangements. Each teacher will develop and notify students and parents of the effect of excessive absences in their class. Students will be referred to the Administration when absenteeism becomes chronic or excessive. This may result in a fine to the parents.

5. **EMERGENCIES:** a written note or direct phone call from a parent is required on the day of return or at the time of checkout. Examples: bereavement, livestock loose and need to be secured, accidents; others that occur will be evaluated on a case by case basis.

**MAKE-UP WORK FOR ABSENCES**

1. **EXCUSED ABSENCES:** (Prairie City School District policy **IKAD-AR** also applies).

Students who have excused absences shall be given the number of days absent plus one to make up the work for full credit. For tests and projects that have been scheduled in advance, students must take the test on the day of their return to school and projects must be turned in when they were due. A teacher may adjust the above time line for extenuating circumstances.

2. **UNEXCUSED ABSENCES/TRUANCY:**

Prairie City School District policy **IKAD** also applies.

Teachers are not required to allow students who have unexcused absences to make up missed work for a grade. A daily grade of "0" will be given for unexcused absences. Unexcused absences may be considered truant and be subject to disciplinary action including; detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

**MAKE UP WORK FOR IN/OUT OF SCHOOL SUSPENSION:**

1. Suspensions are considered "excused absences unless the suspension is the students' choice. Students suspended from school shall be permitted to make up school work missed. Work assignments for those classes appropriate to home study shall be available to the parent no later than two school days following initiation of the suspension. For suspensions longer than 3 days, all work that will be due during the suspension period must be completed and turned in on the first school day at the completion of the suspension. For suspensions of 3 days or fewer, all assigned work including tests are due no later than three school days following the completion of the suspension.

**SIGN OUT PROCEDURE:**

- Any student leaving the school grounds during the regular day **MUST** check out of the office **BEFORE** leaving (except during lunch). Permission will be granted only under the following conditions:
- For school business only.
- A note or phone call from a parent. Leaving school without legitimately checking out will result in one hour of Friday detention for each missed class.
  - Teachers are encouraged to send only the number of students necessary to do any off campus school business. Please include the names of only those students.
  - Students **MUST** check in to the office upon returning to school.
  - Leaving the school grounds during the school day without checking out with a note or a direct phone call will result in an unexcused absence(s).
  - In the event a student is considered to be at risk to her/him and/or others, the student will only be released into the custody of an adult.
- Illness during the school day: If you become ill during the school day, report to the office to make arrangements to go home.

**TARDIES:**

- Tardiness is loss of instructional time for the tardy student; it is also disruptive to the whole class. A tardy is defined as not being in class when the tardy bell rings. Students should remain in class for the first 10 minutes before a hall pass may be given. Teachers must give the students a signed hall pass to leave class. **Oversleeping and transportation issues are not an excuse to be tardy.**

2. A student is tardy if s/he arrives, up to 15 minutes, late to class; after 15 minutes the student is considered absent. The office will define unexcused tardy (UT), excused tardy (ET) status, and/or unexcused absence (UA), excused absence (EA) regarding students arriving to school during periods one and five.
3. Any tardy student entering class (other than first and fifth) without a written note from the office or from the teacher of that student's previous class will be marked unexcused. First and fifth period students are required to check in at the office to request an admit slip for a tardy.
4. When a student has accumulated two unexcused tardies to the same class, s/he will be warned by the teacher. A THIRD unexcused tardy will result in a detention in the teacher's room or designated area assigned by the teacher. Failure to show up for this assigned detention will result in a referral to the Administration.

**ABSENT PARENTS:**

1. If a student's parent/guardian is leaving the area for overnight or an extended period of time, a written note should be given to the Main office listing the name and phone number of someone who is taking care of the student. Authorization to sign for medical treatment should be given in writing to someone locally.

**ADMINISTRATIVE PROBATION FOR ATTENDANCE:**

1. Students with a history of chronic attendance problems (including truancy, forgery, unexcused and excused absences) may be placed on administrative probation for the purpose of monitoring attendance and academic progress. Violations of this probation may result in the denial of credit, removal from class, the reduction of a student's schedule or alternative placement.

# G. DISCIPLINE AND STUDENT BEHAVIOR GUIDELINES AND CONSEQUENCES

## DISCIPLINE PHILOSOPHY STATEMENT:

1. The primary purpose of Prairie City Junior / Senior High School is to provide a quality educational program for all students. To support this purpose, administration and staff, along with students, parents and community members, will work to insure a safe and orderly school environment. Students shall pursue their prescribed course of study, comply with the written rules of this school, submit to the lawful authority of teachers, staff and school officials, and conduct themselves in an orderly fashion. Students shall be liable to discipline, suspension or expulsion for misconduct as provided by applicable state law, district policy and Prairie City's guiding principles for discipline and citizenship.

## GUIDING PRINCIPLES:

1. The primary goal of the policies is to change/improve student behavior.
2. Policies conform to board policy, state and federal law.
3. Policies will be applied fairly and as consistently as possible.
4. Students and staff are to be held accountable to the school policies.
5. Students will obey rules set by individual teachers in their classrooms and/or teaching stations.
6. Scheduled discipline takes priority over school events, practices, or work.
7. **Consequences are progressive whenever possible.**
8. The "intent" of the behavior or action will be evaluated and applied to the outcome when possible.
9. **Do what you're supposed to be doing when you're supposed to be doing it!**

## DEFINITIONS:

1. **Administrative Probation:** Students may be placed on administrative probation for violations of attendance, behavior or academic policies of Prairie City. Typically contracts with clear expectations and consequences are defined.
2. **Aggressive Behavior:** Physical or verbal behavior directed toward another person, including but not limited to hitting, shoving, tripping, or threatening.
2. **Detention:** Assignment to a designated area before, during, school or on Fridays to serve structured time as a consequence.
3. **Friday School:** Used as alternative to suspension. May be assigned on Fridays or other non-school days.
4. **In-School Suspension (ISS):** Assignment to a time-out room which is highly supervised and allows no social contact between students. Schoolwork is allowed.
5. **Study Hall:** Students who must be removed from a class for discipline reasons may be placed in a no-credit study hall. This may be with another teacher or other determined area of the campus.

## DUE PROCESS:

1. Due process assures the protection of individual rights in the process leading to disciplinary action. The process meets the criteria of fairness. Fairness includes the following:
  - a. Notice of the charge.
  - b. The right to be heard.
  - c. Privilege against self-incrimination.
  - d. Right to counsel or other representation.
  - e. Right to review by the School Board.

## DISCIPLINARY HEARINGS:

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

## SUSPENSION AND EXPULSION STATEMENT

### Suspension:

1. Suspension temporarily removes from the student the privilege of attending school and all school activities until a reinstatement procedure has been accomplished. In special circumstances, a suspension may be continued until specific pending action occurs, such as a court hearing, a medical or psychiatric evaluation, or a review by a probation officer. Suspensions are made by the principal or his/her designee with the approval of the principal and are not to exceed ten (10) calendar days unless special circumstances exist as mentioned above.
  - a. A student is to be notified of the charge and the reason for the suspension.

- b. The parent will be contacted by telephone prior to the student's dismissal from school.
- c. The parents may request a conference with the Principal or the Principal may require a parent conference before re-admission following the suspension.
- d. On occasion, there are students who, despite reprimands, parental conferences, or suspensions, still cause loss of much classroom time. In those cases, students may be expelled.

### **Expulsion:**

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

### **“PARTY TO” OR “INVOLVEMENT IN” OFFENSES:**

1. Students who may not be the direct instigator or transgressor, but are in essence involved in some capacity in one or more of the offenses will be considered “party to” and dealt with in the same manner as the primary instigators.

### **Oregon Revised Statutes 339.250 (Duty of the student to comply with rules...).**

#### **Oregon Revised Statutes 339.250, section 4**

1. Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school authority or use of display of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school.

## H. OFFENSES AND CONSEQUENCES

**Note:** School discipline will be handled in a firm and fair and consistent manner on or near school property and at school events whether they are held on campus or other locations. School rules will be enforced during and adjacent to school hours; at school bus stops; and when students are traveling to and from school. Under normal circumstances consequences take place during the present school year. In certain situations the consequences may carry over to the next school year.

### **ARSON:**

(Includes Reckless Burning, Pulling Fire Alarm, Bomb Threat)

Arson is the act of starting a fire in a building. Reckless burning is the act of starting an unauthorized fire outside of a building. The unauthorized pulling of a fire alarm and the act of making a bomb threat or construction of real or imitation explosive devices are also illegal acts.

#### **Arson offenses will result in:**

1. Up to a ten (10) school day suspension.
2. Parents, law enforcement and fire department will be notified in a timely manner, student may be cited.
3. Mandatory disciplinary hearing.
4. Mandatory meeting with fire prevention officer.
5. Student and/or parents will make restitution for damage to school.

#### **Reckless burning will result in:**

1. Up to ten (10) school day suspension.
2. Parents, law enforcement, and fire department will be notified, student may be cited.
3. Mandatory meeting with fire prevention officer.
4. Student and/or parents make restitution for damages.

#### **Dangerous lighting of matches or other devices will result in:**

1. Suspension or other serious consequence.
2. Possible interview with fire prevention officer.
3. Parents will be contacted.

### **ASSAULT:**

**Assault-Physical:** To intentionally, knowing, or recklessly cause physical injury to another.

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

**Assault on school ground; school activity; and/or traveling to and from school:**

#### **First and Second Offense:**

1. Law enforcement will be contacted, student may be cited.
2. Suspension up to ten (10) school days.
3. Parent conference and possible Disciplinary hearing will be required.

#### **Third offense:**

1. Law enforcement will be contacted, student may be cited.
2. Suspended ten (10) school days
3. Disciplinary hearing required

#### **Assault on staff:**

1. Suspension for ten (10) school days
2. Mandatory disciplinary hearing
3. Law enforcement contacted student may be cited.
4. Parent will be contacted.

### **BICYCLES, ROLLERBLADES, SKATEBOARDS (Board policies JHFCA, JHFC apply)**

Bicycles, rollerblades, and skateboards may be used to transport a student to school: however, they are not to be used on campus. Skateboards and rollerblades must be secured in a locker during the school day and remain secured until school is over. Bicycles are not to be stored in classrooms. A bicycle rack is provided for bicycle lock-up.

#### **First offense:**

1. Warning review of rules, and the parent notified.

#### **Second offense:**

1. Repeated infractions, after the rule review is given, will be considered defiance and will result in discipline up to and including suspension from school.

## **BUS TRANSPORTATION:**

Students utilizing school district transportation (typically buses) are under the direct supervision and authority of the bus driver and the transportation department. Students are not allowed to take balloons, skate boards, etc. on the busses. Disciplinary measures on buses are handled through the transportation department. Prairie City staff becomes involved in bus supervision upon request from drivers or other transportation supervisors. Referrals from the transportation department (and a record of consequences) will be added to the student behavior file.

## **CELL PHONES & OTHER ELECTRONIC SIGNALING DEVICES:**

**Cell Phones and electronic devices (I Watches, CD players, MP3 players, iPods, radios, etc.) can be disruptive to the school environment.**

1. The use of cell phones and electronic devices during school hours from 7:15am until 3:45pm are **NOT** allowed.
2. Cell phones and electronic devices are not allowed to be visible in the school or on school grounds during these hours.
3. Theft of electronic items becomes the responsibility of the student and parent.
4. Taking pictures of other students with your electronic device without their permission is not allowed.
5. Students may use the phone in the office during passing times.
6. Parents and guardians who need to contact their student(s), please call the office at 541.820.3314 and a message will be delivered to your student(s).

**Refusal to give item to teacher will result in insubordination/willful defiance and other consequences may apply. \*See INSUBORDINATION/WILLFULL DISOBEDIENCE\*\***

### **First Offense:**

1. Device confiscated brought to the main office returned to student at end of day; warning given.

### **Second Offense:**

1. Device confiscated brought to the main office. Parent called to pick up device.

### **Third Offense:**

1. Device confiscated brought to main office. Permanent removal of the device until end of year. Parent called to pick up. Student suspension up to (3) three days.

### **Subsequence Offenses:**

1. Device confiscated brought to main office and held until end of year. Student suspension up to (10) ten days.

## **CHEATING/ACADEMIC HONESTY/PLAGIARISM:**

Prairie City owes its students an environment that teaches and supports honesty and integrity. Students have the responsibility to do their own academic tasks unless it is specifically a group project. For these reasons cheating and plagiarism (plagiarism is taking writings or ideas from another, including cutting and pasting information access from the internet, and passing them off as one's own) are unacceptable. Instructors have several options in dealing with cheating or plagiarism, including: notifying parents, loss of credit for the assignment or test, possibly lowering of the student's term grade or other classroom management plan steps. Repeated offenses may result in a referral to the administration and other school discipline up to and including loss of credit for the course and removal from the class.

Includes use of prohibited information, i.e. answers for individual class work assignments and tests, distribution and possession of information. Individual teachers may establish parameter with administrative approval.

### **First offense:**

1. Assign grade of fail for that particular assignment/test.
2. Conference with teacher/student/administrator.
3. Parents notified.

### **Second offense:** From same class or any other class.

1. Student may be dropped from class with grade of fail.
2. Suspension until parent conference.

## **CLASSROOM BEHAVIOR:**

Teachers will inform students of their expectations for appropriate classroom behavior. This is the procedure teachers will follow when students are disruptive:

**First offense:** The teacher will discuss the inappropriate behavior with the student.

**Second offense:** The parent will be contacted by the teacher about the inappropriate behavior if it continues.

**Third offense:** Student will be sent to administration for discipline with referral form.

**Fourth offense:** Suspended pending conference with student, parent, teacher, administration, and counselor.

## **COPYRIGHT VIOLATION:**

Copyright violation includes unlawfully copying literature, recordings, and computer software, etc.

### **First offense:**

1. Review of rules.
2. Parents notified of student behavior.
3. Typically, no credit will be given for work submitted.
4. Loss of internet privileges
5. Will result in suspension pending parent conference.

## **DANCES, SPORTING EVENTS, SCHOOL ACTIVITIES:**

Attending school dances, athletic events, and related school activities is a privilege not a right. The privilege of attending activities may be revoked for violation of school rules while at such activities.

### **First offense:**

1. Suspension to attend activities up to the remainder of the school year.

## **DISRUPTIVE BEHAVIOR**

Behavior that disrupts the learning environment.

### **First offense:**

1. Staff intervenes at appropriate level.

### **Second offense:**

1. Detention/Suspension, parent conference.
2. Suspension, parent contact.

### **Continued offenses:**

1. Suspension until parent conference, possible behavior contract or disciplinary hearing.

## **DRESS AND GROOMING:**

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

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

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met. (JFCA)

### **To meet this standard, students are required to comply with the requirements of this policy. Specifically:**

- Students must wear clothing including either a shirt with pants or skirt, or the equivalent (for example: dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments.
- Clothing covering breasts, genitals, and buttocks must be opaque.
- Hats and other head covering may be worn only by students as an expression of sincerely held religious beliefs or for students with disabilities as per their individual education plan.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict gang identifiers or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- Clothing must not pose a threat to the health or safety of any other student or staff.

## **DRESS CODE VIOLATIONS**

### **First Offense:**

1. Student will be sent to the main office/Administration.
2. Students wearing any clothing or apparel considered inappropriate will be asked to change, cover up or remain in ISS for remainder of the day or be sent home. (ORS 332.107, OAR 581-021-0050)

### **Second Offense:**

1. Student will be asked to change or cover up, suspension up to 3 days.

### **Continued Offenses:**

1. Suspension until parent conference (See Willful Defiance Insubordination).

## **DRUGS, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES:**

It is illegal for a student to be involved in the distribution, providing, use, possession, or under the influence of alcohol, illegal drugs, imitation drugs, inhalants or narcotics in any form on or around school property or at any school activity. It is also unlawful to possess, use or distribute drug paraphernalia, OR MISUSE OR DISTRIBUTE PRESCRIPTION MEDICATIONS.

### **USE / POSSESSION AND POSSESSION BY CONSUMPTION:**

#### **First offense:**

1. Ten (10) school days suspension; Parent contacted.
2. May be reduced to three (3) school days suspension with a confirmed date for a drug/alcohol assessment (paid for by the student and/or parent).
3. Law enforcement will be contacted, student may be cited.

#### **Second offense:**

1. Ten (10) day suspension pending outcome of a mandatory Disciplinary Hearing.
2. Law enforcement will be contacted, student may be cited.
3. Parent will be contacted.

### **DISTRIBUTION, PROVIDING, SELLING:**

#### **First Offense:**

1. Law enforcement will be contacted, student may be cited.
2. Suspension of ten (10) school days pending a mandatory Disciplinary Hearing.
3. Parent will be contacted.

## **ELECTRONIC INFORMATION:**

The use of the network is a privilege not a right.

1. Inappropriate use of the Internet, use of electronic information resources or computers will result in loss of Internet and computer privileges. If found in violation of local, state and federal laws and violations student will be referred to local law enforcement.

## **FIGHTING:**

Fighting on school grounds, traveling to and from school, or at school activities (mutual combat). This includes any provocative action or speech by either participant, or other party, which has the effect of escalating the conflict.

#### **First offense:**

1. Up to and including (3) school days suspension; possible Disciplinary Hearing.
2. Parent conference will be required before student is allowed to re-enter school.
3. Law enforcement may be contacted.

#### **Second offense:**

1. Suspension for up to seven (7) school days.
2. Parent conference is required before student is allowed to re-enter school.
3. Law enforcement may be contacted.

#### **Third offense:**

1. Suspension for ten (10) school days.
2. Formal Disciplinary Hearing.
3. Suspended until disciplinary hearing or expulsion occurs.

## **FORGERY:**

Forgery is false making or alteration of a written or printed document of another person's name or signature or changing a document to reflect personal gain.

#### **First offense:**

1. One (1) day in-school suspension and parent conference, written notes will no longer be accepted.

#### **Second offense:**

1. Up to a three (3) day suspension.

## **GANG ACTIVITY / CONDUCT:**

Any student promoting gang involvement or activity through their attire, verbal language or nonverbal gestures (graffiti, etc.) is in violation of school rules. (**Policy JFCE applies**)

#### **First Offense:**

1. Suspension up to ten (10) school days.
2. Disciplinary Hearing for expulsion may apply.

## **HALL PASS VIOLATIONS:**

Hall pass violations will be dealt with by the individual classroom teacher until such time as a referral needs to be made to the administration. Teacher consequences may include detentions, loss of hall pass privileges and Friday School time.

## **HARASSMENT/DISCRIMINATION/BULLYING/CYBERBULLYING:**

This rule applies to all behaviors that contribute to a “Hostile Educational Environment” for students or staff. This would include harassment, sexual harassment, coercion, bullying, cyberbullying, intentional social isolation, spreading negative rumors or extortion. In cases where an allegation of harassment is made by a student(s) to administration, Prairie City School Board policies **GBN/JBA, GBNA/JFCF, JFCF, and JFCFA/GBNAA** requires investigation and application of district disciplinary procedures as appropriate. The district has the authority to report students in violation of this policy to law enforcement officials.

The burden of proof lies with the accuser and those conducting the investigation. If in the process of the investigation, it is unclear whether the incident would be considered bullying or not, all of the students involved will meet individually with the school counselor to problem solve the situation. The counselor will give a report to the administration for a final determination of the investigation.

### **First offense:**

1. Suspension up to ten (10) school days.
2. Parent conference required.

### **Second offense:**

1. Suspension and/or mandatory Disciplinary Hearing.

## **HORSEPLAY:**

Students who are pushing/ grabbing students in an inappropriate manner or use water inappropriately (squirt guns, water balloons, water bottles, water spitting) will receive disciplinary consequences.

## **INSUBORDINATION/DISORDERLY CONDUCT/WILLFUL DISOBEDIENCE:**

Direct and immediate refusal to comply with reasonable adult instruction within a specified period of time. Students are required to, “comply with the rules.....and submit to the teacher’s authority.” **ORS 339.250 (1)**. It is intended that this policy give latitude to the staff in dealing with this type of behavior. Teachers will provide appropriate consequences within the classroom whenever possible. Severe or repeated offenses will be handled as follows:

### **First Offense:**

1. Removal from the classroom or activity for a period determined by the administration
2. Detention and/or up to 10 day suspension, parent contact.

### **Second Offense:**

1. Suspension for three (3) to ten (10) school days.
2. Discipline hearing may be required.

### **Third or more offences:**

1. Suspension of a minimum of five (5) to ten (10) school days
2. Possible Disciplinary hearing.

## **MOTOR VEHICLE:**

### **1. STUDENT AUTOMOBILES/PARKING:**

- a. Having a vehicle on campus is a privilege not a right; the privilege will be revoked if abused. Students who are licensed drivers may drive their cars to school and park them in the student parking lot by the gym or the available student parking areas in the front of the school. All other parking areas are off limits for students. All state traffic laws are in effect on school property at all times - day or night (ORS 332.445).
- b. All cars should be locked while parked at school and vehicles must be parked properly within the lines.
- c. The parking lots are off-limits to all students during the school day – no loitering.
- d. Students MAY move their vehicle from one lot to the next only during their lunch break.
- e. Students who cannot drive safely, or park correctly, will lose their parking privileges, be cited by the sheriff, or even have their cars towed at the owner’s expense. Vehicles that display decals with language or pictures that would violate our dress code (if worn as clothing) will also not be allowed on campus.
- f. The speed limit is 10 MPH on campus.
- g. Students may be allowed to perform school business with his/her own automobile. Parent approval and administrator approval is required.
- h. There is a need to strictly regulate the going to and coming from the parking areas so the undesirable and unauthorized persons can be kept off campus, student and staff property can be made more secure, and other violations of school rules in the parking areas can be kept to a minimum.

## **PARKING VIOLATIONS:**

Violations include but is not limited to improper parking, speeding, careless driving, clinging to the exterior of the vehicle.

### **First Offense:**

1. Warning review of rules, parent contact.
2. Suspension of driving privilege on campus may apply.

### **Second Offense:**

1. Suspension of driving privileges time to be determined
2. Law Enforcement Referral.

### **Third Offense:**

1. Driving privileges revoked for remainder of school year
2. Law Enforcement Referral.

## **PUBLIC DISPLAY OF AFFECTION (PDA):**

Eye messages, hand holding and a brief hug are the only acceptable forms of demonstrations of affection. Unacceptable behavior includes prolonged embraces and/or kissing and inappropriate touching. Verbal warning will be given. If the behavior continues, parents will be contacted and/or discipline assigned by the office.

### **First offense:**

1. Warning to both parties, review of rules, detention may apply.

**Second offense:** (or refusing to part to staff satisfaction, INSUBORDINATION MAY APPLY)

1. Lunch detention, parent notification.

### **Third offense:**

1. Up to 1-3 days suspension, parent conference.

## **SWEARING, VULGARITY, OBSCENE BEHAVIOR AND PROFANITY:**

Using profane, vulgar, contemptuous language for the purpose of debasing the dignity of another person, language that is offensive to another person and using words not acceptable in a school environment or mixed gender, is not appropriate in classrooms, hallways, or on school property.

Harassment guidelines may apply where warranted.

### **In Conversation**

#### **First offense:**

1. Verbal reprimand; staff intervenes at an appropriate level.

#### **Second offense:**

1. Suspension up to three (3) school days and parent conference.

#### **Third offense:**

1. Suspension of five (5) school days. Possible Disciplinary Hearing

### **Directed at another Person**

#### **First offense:**

1. Suspension up to 1-3 school days.
2. Possible behavior contract and parent contact.

#### **Second offense:**

1. Suspension up to ten (10) school days and parent conference.

#### **Third offense:**

1. Disciplinary Hearing may be scheduled.
2. Suspension up to ten (10) school days.

## **TARDY POLICY:**

For unexcused tardies.

- A student may accumulate 2 unexcused tardies per any one class in one quarter. Parents will be notified from the third unexcused tardy on.
- Upon receiving a 3<sup>rd</sup> unexcused tardy in the same quarter the student shall serve a 20 minute after- school detention with the teacher. This consequence will also apply up to receipt of the 7<sup>th</sup> unexcused tardy.
- For the 8<sup>th</sup> and subsequent unexcused tardies, referral to the administration for additional Friday School, other consequences or, if need be, truancy proceedings shall be convened.

## **THEFT:**

Theft is taking another person's property without consent.

### **Major theft (loss valued at \$50 or more)**

#### **First Offense:**

1. Law enforcement will be contacted, student may be cited.
2. Up to ten (10) school day suspension.
3. Disciplinary hearing may be held.
4. Restitution will be made by student and/or parent.

### **Minor theft will result in:**

1. Suspension up to three (3) school days.
2. Law enforcement will be contacted.
3. Disciplinary hearing may be held.
4. Restitution will be made by student and/or parent.

## **THREATENING SPEECH OR CONDUCT TOWARD OTHERS (includes threats of violence):**

Also refer to section on Harassment, Fighting, Assault and Discrimination. (PCSD Policy JFCM)

#### **First offense:**

1. Up to ten (10) school days suspension
2. Parent conference required.
3. Law enforcement may be contacted.
4. A Disciplinary Hearing may be required.

## **THROWING ITEMS:**

(Coins, snowballs, snow or ice, or any object capable of causing injury, on school grounds) Parents of students injuring another may be held responsible for all medical bills and/or damage.

#### **First offense:**

1. Detention or suspension.

#### **Second offense:**

1. Suspension
2. Parent conference required before re-entering school.

#### **Continued offenses:**

1. Suspension up to ten (10) school days and a possible
2. Disciplinary hearing.

## **TOBACCO ON SCHOOL GROUNDS (ORS 431.840):**

Possession, distribution, use of tobacco on or around school grounds or at school activities. (Imitation or look-alike products carry the same school consequences. Grant County Juvenile Justice is not contacted).

#### **First offense:**

1. If under 18, Grant County Juvenile Justice Department will be contacted via Law Enforcement.
2. Parents notified.
3. Suspension up to three (3) school days.
4. Student may be cited.

#### **Second offense:**

1. Suspension five (5) school days, parents notified.
2. If under 18, Grant County Juvenile Justice Department will be contacted, possible fine by law enforcement.

#### **Third offense:**

1. Suspension ten (10) school days.
2. Parent conference required.
3. If under 18, Grant County Juvenile Justice Dept. will be contacted.
4. Student may be cited by the City Police or County Sheriff

#### **Further offenses:**

1. Possible expulsion, pending mandatory Disciplinary Hearing.

## **TRUANCY:**

An unexcused absence results from a student's failure to comply with school attendance rules and falls under the consequences of school disciplinary action. Note: Refer to **Attendance Procedures** for additional Truancy guidelines and definitions.

#### **First Truancy:**

1. Parent contact.
2. Lunch detention or Friday Detention

**Second Truancy:**

1. Parent contact.
2. Friday Detention or Suspension (1-3 school days)

**Third Truancy:**

1. Parent contact.
2. Suspension (1-3) school days, possible attendance contract

**Continued Truancies:**

1. Parent conference
2. Suspension (3-5) school days, attendance contract
3. School action deemed appropriate including possible alternative placement and/or removal from class.

**UNAUTHORIZED/UNSUPERVISED AREAS/ LOITERING ON SCHOOL GROUNDS:** The school staff is required to provide an adequate level of supervision to students during the school day and at school activities. It is a violation to be in restricted or unsupervised areas of the school or school property. Students should ask if they have any questions about particular areas.

**First offense:**

1. Warning to students, parents notified and detention assigned if appropriate.

**Continued offenses:**

1. Will result in suspension or other consequence.

**UNSAFE BEHAVIOR:**

Unsafe behavior is any intentional behavior that endangers students or staff. Student may be dropped from the class and/or suspended up to ten (10) school days for serious violations.

**VANDALISM:**

Including computers and technology.

Vandalism is the willful, ignorant or malicious defacing or destruction of property and will result in:

**First and/or subsequent offenses:**

1. Suspension up to ten (10) school days.
2. Restitution for damaged property must be made in a timely manner by student/parent.
3. Disciplinary hearing may be held.
4. Law enforcement will be contacted student may be cited.
5. Parent will be contacted.

**WEAPONS:**

No student shall possess, use, deliver, or manufacture a weapon, real or imitation, on school property or at any school activity. Weapons include, but are not limited to the following: firearms; any knife, regardless of blade length; cutting or stabbing instruments; explosive devices; fireworks, noxious or irritating gasses, poison, live ammunition and electrical-mechanical devices. Any object may be considered a weapon if it is used or intended to be used to cause bodily harm. It is a violation of federal law for a firearm to be in a vehicle on, or in the proximate vicinity of school property. This rule applies to look-alike weapons or other objects that are represented as dangerous weapons.

**Possession of dangerous weapons on school grounds, including inside vehicles, will result in:**

**First and/or Subsequent Offenses:**

1. Up to ten (10) school days suspension and disciplinary hearing, this may result in recommendation for expulsion up to 1 school year.
2. Law enforcement will be contacted, student may be cited.
3. Mandatory immediate removal from school in accordance with Safe School Alliance protocol.
4. Parent will be contacted.

## **I. PRAIRIE CITY JUNIOR/SENIOR HIGH COMPLAINT PROCEDURE:**

It is our philosophy that complaints need to be handled at the appropriate level. We work hard to have open lines of communications so students, parents, and other patrons of the district believe they have an avenue to be heard. Our complaint procedures have multiple in-building levels for appeal. Due to the variety of complaints that can be received at school, we have a variety of procedures that we implement.

### **COMPLAINT ABOUT A STUDENT GRADE AND/OR CLASS ASSIGNMENT:**

If a student and/or parent have a complaint regarding a student grade and/or class assignment they should:

- a. Contact the teacher and express concern. Work with the teacher to resolve concern.
- b. If it is not resolved at the teacher level, contact the administrator and work with him to resolve concern.
- c. If the concern is not resolved at the building level, it could be appealed to the School Board.

### **COMPLAINT ABOUT A TEACHER or STAFF MEMBER:**

If a student and/or parent have a complaint regarding a teacher they should:

- a. Step one is to always meet with the teacher or staff member first. If you feel that the issue has not been resolved, then contact the administration.
- b. The administrator will work with the student, parent, teacher or other staff member to try and resolve the concern.
- c. If the concern is not resolved at the building level, it could be appealed to the School Board.

### **COMPLAINT ABOUT A DISCIPLINARY ACTION:**

If a student and/or parent have a complaint regarding a disciplinary action, they should:

- a. If the disciplinary action was taken by the teacher the parent should speak to the teacher involved.
- b. If the disciplinary action was taken by the administration the parent should speak to the Principal.
- c. All appeals go through the Principal/Superintendent.
- d. Parents may appeal the Superintendents' decisions to the School Board.

### **ATHLETIC COMPLAINTS:**

If a student and/or parent have a complaint that is athletic in nature they should:

- a. Express their complaint to the coach who will work with the student and/or parent to resolve the concern.
- b. If the student and/or parent are not satisfied, they may contact the athletic director who will work with them to resolve the concern.
- c. If the student and/or parent is still not satisfied, they may contact the principal who will work with them to resolve the concern.
- d. The Principal/Superintendents' decision may be appealed to the School Board.

### **MISCELLANEOUS COMPLAINTS:**

If a student and/or parent have a miscellaneous complaint, they need to express the complaint to the administrator who will direct the complaint to the appropriate person who will work with them to resolve the complaint.

**Note:** The procedures discussed above are directed at solutions at the lowest levels of involvement. More serious issues and complaints may need to be submitted in writing and board policy KLD, other related policies, specific administrative regulations and contract language will also direct our efforts in dealing with personnel conflicts.

## School Bus Rules:

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

\* These regulations, if broken, are violations with severe consequences because of the threat to the safety of others.

\*\* Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

### BUS DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. **First Citation - Warning\*:** The driver verbally restates behavior expectations and issues a warning citation\*. The driver may assign the student to a particular seat.
2. **Second Citation\*:** The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. **Third Citation\* of the year:** The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. Further violations of bus regulations will be considered a severe violation.
4. **Severe Violations:** Any severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion.

There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.

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

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

**Definitions:**

“Suspension: means any disciplinary removal, other than expulsion, for up to 10 school days.

“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

**PLEASE RETURN  
THE ATTACHED  
SIGNATURE PAGES  
TO YOUR ADVISOR  
by September 9, 2022**

## Electronic Communications System Policy

Your student has requested to participate in the district's Electronic Communications program and needs your permission to do so. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together.

Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of your student's access to the district's system and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter are the following important documents:

1. An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school.
2. The district's Electronic Communications System policy and administrative regulation.

Please review these materials carefully with your student and return the attached agreement form to your student's Homeroom Teacher indicating your permission or denial of permission for your student to participate in the district's electronic communications system.

Sincerely,

*Casey Hallgarth*

Casey Hallgarth  
Superintendent

**PRAIRIE CITY SCHOOL DISTRICT No. 4**  
**Student Agreement for an Electronic Communications System Account**  
**2022-2023 School Year**

**Student Section**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Sponsoring Parent**

I have read the district's Electronic Communications System policy and administrative regulation. I will monitor my student's use of the system and his/her potential access to the world-wide Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

\_\_\_\_\_ I give my permission to issue an account for my student and certify that the information contained on this form is correct.

\_\_\_\_\_ I do not give my permission for my student to participate in the district's communications system.

Signature of Parent \_\_\_\_\_

Home Address \_\_\_\_\_

Date \_\_\_\_\_ Home Phone Number \_\_\_\_\_

**This space reserved for System Coordinator**

Assigned Username: \_\_\_\_\_ Assigned Password: \_\_\_\_\_

# Bullying and Cyberbullying Acknowledgement Sheet

As stated in the handbook, Prairie City School District utilizes the **DeBug system of conflict resolution**. Students are taught a series of steps they can follow when other students are bothering them. We encourage parents to discuss these steps with their student(s).

6. **Ignore**
7. **Move away**
8. **Talk friendly**
9. **Talk firmly**
10. **Get adult help**

We are also working with students to determine the differences between Joking Around, a Onetime thing, Conflict, and Bullying.

5. **Joking around**: everyone is having fun; no one is getting hurt; everyone is participating.
6. **One-time thing**: Someone is being mean on purpose; it's a reaction to a strong emotion or feeling; it happens once and doesn't repeat itself.
7. **Conflict**: two people with a balance of power that have a fight, argument, or disagreement; a solution can usually be found.
8. **Bullying**: repeated, unwanted, aggressive behavior towards someone; someone is being hurt on purpose; can be social, verbal, physical, or cyber.

## **I have read the definition of Harassment, discrimination, bullying, cyberbullying, equal opportunity and reporting policies within this handbook.**

I understand that the burden of proof lies with the accuser and those conducting the investigation. If in the process of the investigation, it is unclear whether the incident would be considered bullying or not, all of the students involved will meet individually with the school counselor to problem solve the situation. The counselor will give a report to the administration for a final determination of the investigation. Parents will be contacted at the conclusion of the investigation and information will be shared per FERPA guidelines.

\_\_\_\_\_  
Student's printed name

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian's signature

\_\_\_\_\_  
Date

# Parent / Student Acknowledgement

I understand and consent to the responsibilities outlined in the Prairie City Junior/Senior High School Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the aforementioned Handbook at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the behavior code s/he 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.

I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the District for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

I understand that the information listed below shall serve as the District's notice of the individual(s) or group(s) to whom my student's personally identifiable information may be released, the specific personally identifiable information to be released and the purposes for which it will be used:

**Group:** School newspaper, yearbook, website, or other District media, local newspaper and other media. **Purpose:** Publicize to school and community individual student curricular and extra-curricular information and achievement through the use of student names and photographs.

**Group:** Parent Booster Organizations. **Purpose:** Contact parents of district students for curricular and extra-curricular program support including membership drives, volunteer requests, fund raising and such other informational purposes as may be approved by the District through the use of student and parent names, addresses and phone numbers.

**Group:** School Co-curricular/Extra-curricular Programs. **Purpose:** Publicize to school and community individual achievement and to contact students and parents for program support including student participant recruitment, volunteer requests and fund raising through the use of student photographs, student and parent names, addresses and phone numbers.

**Group:** Military officials. **Purpose:** Recruitment purposes through the use of student and parent names, addresses and phone numbers.

I have read /reviewed the PCJSH Student Handbook with my Advisor, or with the administration, and understand my rights and responsibilities. If I have questions or concerns it is my responsibility to contact an administrator at 844.820.3314.

Advisor: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Date \_\_\_\_\_

I [**do**] [**do not**] give my permission for the District to release my student's personally identifiable information as listed above. I have marked through the types of personally identifiable information that I wish the district to withhold and the individual(s) or group(s) to whom such information may not be released.

Student(s) Name(s) \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN ALL SIGN OFF SHEETS TO  
YOUR ADVISOR BY SEPTEMBER 9, 2022**