

Myrtle Point = School



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2-2023

ATHLETIC POLICY	3
ALTERNATIVE EDUCATION PROGRAMS	5
ANIMAL DISSECTION	6
ASSIGNMENT OF STUDENTS TO SCHOOLS	6
ATTENDANCE**	6
AWARDS AND HONORS	9
CLASS RANKING	9
CLASS & ASB OFFICERS EXPECTATIONS	9
CLUBS AND ORGANIZATIONS	9
COMMUNICABLE DISEASES**	9
COMMUNITY SERVICE REQUIREMENTS	10
COMPLAINT PROCEDURE	10
COMPUTER USE.....	10
CONDUCT.....	11
CONFERENCES.....	13
COUNSELING**	13
CREDIT BY EXAMINATION.....	14
CYBERBULLYING	14
DAMAGE TO DISTRICT PROPERTY	14
DANCES/SOCIAL EVENTS	14
DISCIPLINE/DUE PROCESS**	15
DISTRIBUTION OF MATERIAL	16
DRESS AND GROOMING	17
DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS	17
EMERGENCY MEDICAL TREATMENT	18
EMERGENCY SCHOOL CLOSING INFORMATION	18
EXTRACURRICULAR ACTIVITIES	18
FEEs, FINES AND CHARGES**	18
FIELD TRIPS	19

FLAG SALUTE	19
FUND RAISING**	19
GANGS	19
GRADING POLICY	20
GRADUATION EXERCISES	20
GRADUATION DIPLOMA REQUIREMENTS.....	21
HAZING/HARASSMENT/INTIMIDATION/BULLYING/ CYBERBULLYING/MENACING.....	23
HOMELESS STUDENTS.....	25
HOMEWORK	25
IMMUNIZATION**	25
INSURANCE**	26
LOCKERS.....	26
LOST AND FOUND.....	26
MEAL PROGRAM.....	26
MEDIA ACCESS TO STUDENTS	26
MEDICINE AT SCHOOL **	26
PARENTAL INVOLVEMENT**	27
PARENTAL RIGHTS.....	27
PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA.....	27
POSTERS.....	28
PROGRAM EXEMPTIONS**	28
PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**.....	28
RELEASE OF STUDENTS FROM SCHOOL **	29
REPORTS TO STUDENT AND PARENTS**	29
SCHEDULE CHANGE POLICY	29
SEARCHES**.....	30
Questioning.....	30
SENIOR TRIPS.....	30

SPECIAL PROGRAMS	30
Students with Disabilities	31
STUDENT/PARENT COMPLAINTS**	31
Staff Sexual Conduct with Students	33
STUDENT EDUCATION RECORDS**	34
STUDENT FEES.....	36
STUDENT RESTRAINT AND SECLUSION	36
STUDENT OFFICES AND ELECTIONS.....	36
SUMMER SCHOOL.....	36
SUPERVISION OF STUDENTS.....	37
TALENTED AND GIFTED PROGRAM**	37
THREATS	38
TOBACCO-FREE ENVIRONMENT.....	38
TRANSPORTATION OF STUDENTS**	38
VEHICLES ON CAMPUS.....	39
VISITORS**	40
GENERAL DISCIPLINE PROCEDURES.....	41
BEHAVIOR EXPECTATIONS.....	44

****** *As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student or a foster parent, as defined in OAR 581-015-0005. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056*

Myrtle Point Junior/Senior High School

Myrtle Point School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation¹ or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

◆ Parents and students are asked acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information. This information and release are available during registration.

PREFACE

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

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

ATHLETIC POLICY

EXCEPT WHERE NOTED, THESE POLICIES APPLY TO GRADES 7 – 12:

Attendance Policy

Daily Participation – Student must be in attendance at school for at least four class periods and Advisory, or it must be a prearranged absence in order to participate in after school athletic practices. (please see attendance for more details).

Game Day/Event – Student must be in attendance at school for a full day, or it must be a prearranged absence. Students will receive three free excused absences per season for emergencies (please see attendance for more details).

A student may not participate in practices or games the same day as an unexcused absence or suspension.

The coach or advisor of the team or activity may select to establish written rules and regulations in addition to these rules and regulations in this handbook. Students and parents will be advised and notified of these regulations in writing prior to the beginning of the season.

Activity, Drug, and Alcohol Policy

- Drug policy: As outlined in School Board Policy JFCIA
- Mandatory drug testing may be required of all students in grades 9-12 participating in extracurricular activities.

Students may be tested prior to participation in extracurricular activities. Random testing will be conducted periodically thereafter by a method determined by the district to assure the integrity, confidentiality, and random nature selection process.

Myrtle Point Jr./Sr. High School prohibits the use of and/or participation in activities that involve possession, use, sale, or distribution of alcohol, any unlawful drug, drug paraphernalia, or any substance identified as a drug, including the misuse of non-prescription drugs, or misuse of a drug prescribed by a licensed medical practitioner. If a student is participating in an extracurricular activity, and that student is found to have violated this policy inside of school or outside a school activity the following steps will be taken:

Step One: First Violation

The athlete shall be suspended from game participation and all extracurricular activities for 21 consecutive days. The suspension will commence on the day of the disciplinary action by the school and continue for 21 consecutive calendar days. The student will also be required to do 10 hours of community service, which must be completed at the end of the suspension (end of the 21 days). The athlete must miss a minimum of three games or contests. Extracurricular activities include but are not excluded to any activities, meetings, and/or school sponsored events (which also include dances and non-academic field trips). Students may attend school sponsored events under the guidelines and pre-approval of the administration. To maintain safety and conditioning, students will continue practicing; however, they are still suspended from competition, travel, and all other extracurricular activities. If the violation is between seasons or during preseason the student will be suspended for 21 consecutive days, and if no games fall during those days the athlete will miss one contest.

Step Two: Second Violation

As stated above, but the suspension will be for the remainder of the season and the next sport season.

Step Three: Third Violation

The student will be suspended from all athletic participation for the remainder of the academic year, or a full three-sport season (whichever is the longest).

Tobacco Policy

The use of Tobacco in any form by an shall result in the athlete being suspended from game participation and all extracurricular activities for 21 consecutive days. The suspension will commence on the day of the disciplinary action by the school and continue for 21 consecutive calendar days. (Note: An athlete will miss at least one game or contest during this first suspension). The second offense will result in the dismissal of that individual from the team sport they are currently participating in. Police notification will be an option of the building administration in any of the above violations.

Vandalism

Vandalism or stealing by athletes of Myrtle Point schools could result in disciplinary action against the school and district. Any student involved in this type of behavior may be removed or dismissed from the team or activity.

Academic Eligibility per OSAA:

Rule: An eligible student must be enrolled full time and making satisfactory progress as defined in this rule.

8.1.1. Full Time Enrollment. For purposes of this rule, a full-time student is one who is enrolled in high school, attending regularly and passing in courses offered by a high school, college, work experience or other school-approved educational activities equivalent to at least the quantity listed on the appropriate line of the chart below. In addition, students must pass subjects equivalent to at least the quantity listed on the appropriate line of the chart below during the immediately preceding transcripted grading period.

Number of Classes Offered: 7

Maximum Number Failed: 1

8.1.2. Satisfactory Progress Toward Graduation. In addition to the specific credit requirement identified in Rule 8.1.1., to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year.

Minimum Satisfactory Progress Requirements

Credits to Graduate	24	72	24 credits =full year credits
Credits Per Year	7.5	4	72 credits = semester credits
<i>Required Prior to Year 2</i>	4.5	13.5	←Sophomore Year
<i>Required Prior to Year 3</i>	10.0	28.5	←Junior Year
<i>Required Prior to Year 4</i>	17.0	51	←Senior Year

MPHS Academic Eligibility Considerations

In addition to OSAA academic eligibility requirements, at MPHS, students are allowed to participate in practice if not meeting the requirements. Students who are not academically eligible may not leave school early to attend away-from-school contests so they will not miss instructional time. If a sports season includes a new set of transcribed (semester) grades, an academically ineligible student may regain eligibility.

MPSD Pay-to-Play

Pay-to-Play fees are currently donated by a local business, so there is no cost to students.

Physical Examinations

All students must have on file with the athletic secretary an approved sports physical release. Forms are available from the athletic secretary and are often available at medical providers. NO students may practice without receiving a “blue card” from the athletic secretary which are not given out until the paperwork for physicals are submitted. Sports physicals must be submitted every two calendar years. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Discipline Policy

Each varsity coach determines his/her behavior expectations and discipline procedures.

ALTERNATIVE EDUCATION PROGRAMS

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

For any of these programs—including but not limited to online classes, dual enrollment SOCC classes, or home tutoring—written notice and a meeting must be made through the Myrtle Point High School principal.

Expanded Options & Dual Enrollment

When students are enrolled in *Expanded Options* or *Dual Enrollment*—generally classes taken through SOCC credit may also be counted toward high school credit—the following policies apply: D.E. Students taking dual enrollment courses will not be allowed proficiency-based practices of re-takes for tests. There will be no re-takes on tests.

E.O. If a dual enrollment class is offered through MPHS, then the school district will not pay for that same or equivalent class through any other college venue.

E.O. Student must be 16 years of age or older at the time of enrollment or enrolled in 11th or 12th grade.

E.O. Student has not successfully completed the requirements for a high school diploma or a modified diploma.

E.O. Students who take an expanded options course will receive the SOCC grade on their high school transcript. The credit value indicated on the SOCC transcript will indicate how much credit will go on their high school transcript (3 SOCC credits will equal 0.333 high school credits).

The district will provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

ANIMAL DISSECTION

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

ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

ATTENDANCE**

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

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

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

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

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

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

Suspension of Driving Privileges

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

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

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

Absence and Excuses

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

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

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

A student who must leave school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher’s permission, report to the office. The office staff will decide whether or not the student should be sent home and will notify the student’s parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of assignments for a student who will be absent several days. Assignment requests for a single day absence will not be taken. Requests must be made prior to 10:00am to be picked up no earlier than 3:45pm on the following day. Assignments not picked up within three days of request will be discarded. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for one-half day for any reason will not be allowed to participate in school-related activities on that day or evening. For participation in school-sanctioned activities, a student must be in attendance five or more periods on eight-period days and three or more periods on five-period days as well as advisory.

Chronic Tardy/Absenteeism

Student who are less than ten minutes late to class are considered tardy, and students who are ten minutes late or more are considered absent. Chronic students have more than 3 tardies in a term.

Exemptions from Compulsory Attendance

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

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

All such request must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated. Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

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

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

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

Myrtle Point High School Attendance Notification Policy

At Myrtle Point Junior/Senior High School (MPHS) we recognize that without consistent attendance, students cannot learn the standards for which we require demonstration of proficiency. Our policy to notify parents of inconsistent attendance is as follows:

- A) Attendance is taken within the school information system by each teacher each period. When a student is marked absent to 1st or 2nd period, a secretary will call parents to communicate the absences. Those calls occur around 10:00am on school days.
- B) Each school day, the attendance secretary or administrator designee will check on students who missed a minimum of one period the previous school day. For each occurrence of skipping, a student will earn a major referral with the following consequences:
 - 1st Offense: ½ Day ISS
 - 2nd Offense: 1 Day ISS
 - 3rd Offense: 2 Days ISS
 - 4th and Following Offenses: ISS and consideration of a Behavior Contract
- C) Families will receive phone calls from teachers or an attendance advocate to problem-solve any patterns leading to chronic absenteeism.
- D) After seven consecutive full school days of absence, a notice of approaching the required ten-day drop
- E) After ten consecutive full school days of absence, a notice that the student has been withdrawn from the Myrtle Point School District
- F) Any time a student is more than ten minutes late to a class and doesn't have a pass from a staff member, the teacher will send the student to the main office for a "tardy slip". At the beginning of the day, parents/guardians will be called to confirm an excused tardy. Parents are encouraged to send a note with their student when dropping off a student after school has started. Unexcused tardies for each class period are tracked and the following consequences apply within each semester:
 - 1st & 2nd Offense: Teacher discretion
 - 3rd & 4th Offense: Detention
 - 5th & 6th Offense: ½ Day ISS
 - 7th & Following Offenses: ISS and consideration of a Behavior Contract

<p>Truancy</p> <p>A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.</p>
<p>AWARDS AND HONORS</p> <p>Students may earn the distinction of being on the honor roll each semester by earning a 3.5 GPA when taking a minimum of five classes at MPHS. Honor roll students receive a reward each semester during school hours. Parents will be notified by phone call prior to the reward taking place.</p> <p>At the end of the school year, academic honors assemblies are held during the evening. Parents will be notified by phone or mail if their child is to receive an academic honor.</p> <p>Athletic award ceremonies are held at the end of each athletic season. The coach/advisor of each sport/activity will notify the participants of the time and location of the ceremony.</p>
<p>CLASS RANKING</p> <p>Class rankings are only determined for juniors and seniors at the end of each semester. Students and parents may request their own or their own student's rank from the counseling office. Valedictorian and salutatorian are announced after the first semester of the upcoming graduating class. The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.</p>
<p>CLASS & ASB OFFICERS EXPECTATIONS</p> <p>Class and ASB officers are leaders of Myrtle Point Jr/Sr High School. They will maintain the following standards</p> <ul style="list-style-type: none"> • Behavior: Three or less minor referrals and no majors • Grades: Passing six or more classes and advisory • Attendance: Student maintains attendance rate of 90% or better • Leadership: Completed CIS/YouScience and community service requirements at each grading period <p>Elections will occur each spring.</p>
<p>CLUBS AND ORGANIZATIONS</p> <p>Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Students and parents must sign an acknowledgement of stricter standards of behavior as a condition of participation in clubs and organizations.</p>
<p>COMMUNICABLE DISEASES**</p> <p>Parents of a student with a communicable or contagious disease are asked to telephone the school secretary so that other students who have been exposed to the disease can be alerted. A student with certain school restrict able diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases below, the restriction may be removed by a school nurse.</p> <p>These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.</p>

COMMUNITY SERVICE REQUIREMENTS

7th Grade Requirement: 5 hours

8th Grade Requirement: 5 hours

9th Grade requirement: 10 hours

10th Grade requirement: 15 hours

11th Grade requirement: 20 hours

12th Grade requirement: 30 hours

If a student transfers in from another school, they are not required to make up Community Service (CS) hours from the years they attended another school; however, they are required to make up hours beginning with the year they enroll in the Myrtle Point School District.

In order to get credit for CS, student must volunteer time for an activity that they receive no benefit from. For example, a student cannot receive pay. If the community service is during school time, then it must be pre-approved by the principal. It cannot be something that directly benefits a team/club/school activity that the particular student is participating in. It should be a true act of service, not helping out their own family.

Some examples that do not count:

I cleaned my room for 10 hours this semester...

I chopped and stacked firewood for my parents for 20 hours...

I worked at the project graduation booth for 30 hours...

There are 5 basic rules to follow:

Person cannot directly benefit from it (cannot get paid).

If you are concerned about a service counting, then talk to your Advisory teacher.

Must benefit the community.

Cannot be for immediate family.

Fundraising for your own club or organization does not count, including joint fundraisers. For example, if FFA and NHS do a benefit auction where they are splitting the profits, then no CS can be earned.

If a student has missed hours from a previous year, they are able to go back and make those up.

We are desiring to encourage consistent involvement; however, we will allow students to use hours towards future years.

COMPLAINT PROCEDURE

Complaint procedures may be found on the school website and in the main office. Board Policy KL, KL-AR(1), and KL-AR(2).

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited.

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

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

7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

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

There is no expectation of privacy with respect to telecommunications, software, networking, or information processing systems (including computer files, e-mails, voice mail messages and other information), and that any activity, any files and messages on any district network or using any of these systems may be accessed or monitored at any time without notice. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

Students will sign, upon registration, the MPHS's student technology agreement. A copy of the agreement is provided to any parent or community member upon request.

CONDUCT

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

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

Student Code of Conduct

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

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

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

1. Assault;
2. Hazing, harassment+, intimidation+, bullying or menacing+, as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing- Student and accompanying administrative regulation, Coercion+;
3. Violent behavior or threats of violence or harm+ as prohibited by Board policy JFCM - Threats of Violence;
4. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
5. Bringing, possessing, concealing or using a weapon or any part of weapon, real or non-real*** as prohibited by Board policy JFCJ - Weapons in the Schools;
6. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
7. Sexual Harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
8. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
9. Use or display of profane or obscene language;
10. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
11. Violation of district transportation rules;
12. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

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

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

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

**In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

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

Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

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

Firearm is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

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

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

Student conduct expectations are included at the end of this handbook. The delineation between minor referrals and major referrals are also included at the end of this handbook.

CONFERENCES

Regular conferences are scheduled in the fall and spring to review student progress.

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

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

COUNSELING**

Academic Counseling

Students are encouraged to talk with a counselor, teachers, and building administrators in order to learn about the curriculum, course offerings, and graduation requirements. All students in grades 7-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the

courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

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

CREDIT BY EXAMINATION

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

CYBERBULLYING

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within ten (10) calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See Fee, Fines and Charges.

DANCES/SOCIAL EVENTS

Junior High Dances:

The rules of good conduct and grooming shall be observed for school dances and social events. The only exception to the dress code is that junior high students may wear spaghetti straps. Strapless dresses and tops are not allowed. No guests from other schools will be allowed. Homeschool students who reside in the Myrtle Point School District will be permitted with parent and administrator permission. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted. Junior High School dances will not last more than 90 minutes.

High School Dances:

1. The school rules of good conduct, use of a controlled substance, vandalism, grooming, and dress code shall be observed for school dances and social events. The only exception to the dress code is that strapless dresses, dresses with spaghetti straps, and dresses that go to mid-thigh may be worn.
2. Myrtle Point High School students enrolled at the time of the event may obtain a guest pass for all dances under the following conditions:
 - All guests must be approved via the MPHS dance pass form no later than the Wednesday prior to the dance.
 - Parent permission must be granted to the MPHS student to have a guest.
 - Guests will be expected to observe the same rules as students attending the events.
 - Guests must be under the age of 21—no exceptions.
 - The person inviting the guest will share responsibility for the conduct of the guest.
 - The guest must arrive and leave with the student obtaining the pass.
3. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity.
4. Those desiring to attend dances must arrive within one-half hour after the dance starts or admission may be refused.
5. Dances will last no later than 11:00pm.

6. Reasonable attire is acceptable for all dances. Semi-formal attire will be recommended for Homecoming, Winter Ball, and Prom.
7. Anyone leaving before the official end of the activity will not be readmitted.

DISCIPLINE/DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

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

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers, counselors and administrators; light manual labor with parent permission, detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

The final pages of this handbook include the Student Code of Conduct.

Detention

Lunch Detention

Lunch detentions will be assigned by the staff member who writes the referral for minor referrals. The student will get his/her lunch and take it to the detention room. Lunch detention is 25 consecutive minutes starting from the time the student takes his/her seat in the detention room. Students who skip lunch detention will be assigned a minimum of one-half day of In-School Suspension.

After School Detention

A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. Students who skip after school detention will be assigned a minimum of one-half day of In-School Suspension.

Suspension

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

Students placed in a supervised classroom (In-school suspension (ISS)) will bring schoolwork to that classroom. Students will not be allowed to eat, drink, sleep or have their cell phone in this room at any time. Students may be required to do community service as a part of any suspension. Any referral from the supervisor of this room will result in an automatic out of school suspension, and a conference with the student, parent, and an administrator upon return.

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

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

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

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Students with Disabilities

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

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

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

DISTRIBUTION OF MATERIAL

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

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

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

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

DRESS AND GROOMING

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

Students are not allowed to wear:

1. Off the shoulder, low-cut, or bare midriff shirts
2. Halter, tube, or mesh tops
3. Spaghetti straps (Tank tops need to have at least a solid one-inch strap that covers all undergarment straps.)
4. Hoods on heads
5. Clothing with obscene or foul language, demeaning phrases, tobacco or alcohol ads, or messages of a sexual nature.
6. Pants or shorts that sag or have holes revealing undergarments or skin in places that should be covered according to other portions of this list.
7. Short skirts, dresses, or short shorts. These articles of clothing need to be as long as the student's full extension of his/her arm length touching the bottom of the skirt, shorts, or dress.
8. Leggings or pants that are so tight private body parts can be seen or are outlined by the clothing.
9. Clothing should be worn as intended or designed. For example, track shorts waistbands should not be rolled up so that they become inappropriate.

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

Students who have dress code violations will be sent to or called to the office by school staff. Dress code violations must be changed in the office. Students with dress code violations will be provided with an appropriate replacement article of clothing. The inappropriate clothing will be held in the office and returned to the student at the end of the day when the school's clothing is also returned to the school. Third violation will result in detention. Discipline for further incidents will be determined based on patterns and level of behavior.

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 15 minutes each school month.

At least one fire drill will be conducted each month for students in grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

At least two lockdown drills for students will be conducted each year for students in grades K-12.

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

EMERGENCY MEDICAL TREATMENT

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

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

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

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

Notification to parents of closure and further plans will be made via the district's automated calling system.

EXTRACURRICULAR ACTIVITIES

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

Interested students should contact the office for additional information.

FEES, FINES AND CHARGES**

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

1. Class fees (\$15 – FFA, \$30 – Art, \$15 Woodshop/Metal shop & W.M.C., \$5 PE/Weights \$20 for Music Production, \$15 per term FACS);
2. Materials for a class project the student will keep in excess of minimum course requirements and/or at the option of the student (prices may vary);
3. Personal physical education and athletic equipment and apparel (prices may vary);
4. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
5. Student accident insurance and insurance on school-owned instruments (prices may vary)
6. Instrumental rental and uniform maintenance (prices may vary);
7. Registration Fees and Student identification cards (\$30);
8. Fees for damaged library books and school-owned equipment (prices may vary);
9. Lock or locker fees (\$10);
10. Field trips considered optional to the district's regular school program (prices may vary);
11. Admission fees for certain extracurricular activities;
12. Participation fees or "pay to play" for involvement in activities. (None at this time)

The district will withhold the diploma of any student who owes a debt for unpaid school fees, fines and charges. The district may withhold grade reports, diploma, and records of students owing less than \$50. All such materials shall be released upon payment of moneys owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

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

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

Debts not paid within 30 calendar days of the district's notice to the student and parent will result in the student's diploma and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. Payment arrangements can be made with the school's fiscal secretary.

FIELD TRIPS

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

Parents will be asked to sign a general field trip permission slip when registering their child for school. Parents will be notified of field trips at least two days in advance of the trip via phone call or note sent home with their child.

FLAG SALUTE

The school will provide a time at least once weekly during school hours for an employee or a student of the school to lead students in the salute of the United States flag by reciting: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal via the activities secretary at least 14 school days before the event.

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

GANGS

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

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

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

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

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

GRADING POLICY

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. The faculty-designed grading schedule is used in all classes.

Grades on quizzes, projects, exams, homework (up to 10%), and presentations will be assigned on a four-point scale. This means that every learning target (and every rubric) will be based on scores from 1-4. The following table shows what each number means for proficiency and the corresponding percentage.

4	3	2	1
Distinguished	Proficient	Developing Skills	Beginning Skills
100%	75%	50%	25%

The following scale shows how letter grades will be assigned based upon the 1-4 scale.

Letter Grade	Average Score on Learning Targets	LT Score Trends	Percentage
A	3.6-4.0	4s with an occasional 3	90%-100%
B	3.2-3.5	3s with some 4s	80%-89.9%
C	2.8-3.1	3s with an occasional 2 or 4	70%-79.9%
F	Not Proficient	Mostly 2s	Below 70%

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

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

GRADUATION DIPLOMA REQUIREMENTS

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

Early Graduation

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student's request and, if required, if the student's parent or guardian consents. All paperwork for early graduation can be acquired in the counseling office. At least two meetings with the student, parent/guardian, counseling department and administration must take place prior to early graduation plan approval.

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

Essential Skills

There are four areas for students to meet Essential Skills for graduation requirements.

- Mathematics, Reading, Writing, Speech
- For math, reading, and writing, students will take the current state assessment as juniors. Students will work towards essential skill requirements in all of their classes and may take alternate assessments like the PSAT to satisfy the requirements.
- Speeches will be assessed during classes but may be done during an alternate time.
- All passing alternative assessments and passing speech score sheets will be kept in the students' cumulative file in the counseling office.

For ELL students

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

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

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

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

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

Modified Diplomas

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

The district may award a modified diploma or extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. This requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

Beginning in grade five, the district will annually provide information of the availability of a modified diploma, an extended diploma, and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternate assessment.

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

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

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

Regular Diploma Requirements include:

- Career Information System (CIS)/YouScience, Senior portfolio requirements, Senior interview, and Speech
- Successful demonstration of the Essential Skills of Reading, Writing, and Mathematics
- Completion of Community Service as follows:
 - 7th Grade Requirement: 5 hours
 - 8th Grade Requirement: 5 hours
 - 9th Grade requirement: 10 hours
 - 10th Grade requirement: 15 hours
 - 11th Grade requirement: 20 hours
 - 12th Grade requirement: 30 hours
- Total Community Service Hours Required for Graduation: 75
(For students who enroll in MPHS after the beginning of their freshmen year, Community Service is still required for the entire year in which they enroll and all other years of attendance. For example, if a student enrolls at MPHS in January of their junior year, that student is required to complete 50 hours of community service. If a student attends MPHS their freshman year and their senior year, that student is required to complete 40 hours of community service.)
- Earning 24 full year credits/semester credits in the following subject areas:

Subject Areas*	Requirements for students first enrolled in grade 9 during the 2010-2011 school year and in any subsequent school year: (Graduation in 2014 and beyond)
English Language Arts	4
Mathematics	3 - Algebra I & above*
Science	3 - Scientific Inquiry & Lab Experiences*•
Social Sciences	3
Physical Education	1
Health	1
Second Language The Arts Career & Technical Education	3
Electives	6
Total Credits	24

HAZING/HARASSMENT/INTIMIDATION/BULLYING/ CYBERBULLYING/MENACING

Hazing, harassment, intimidation, menacing, cyberbullying or bullying, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

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

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

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

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

1. Physically harming a student or damaging a student’s property;

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

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

"Cyberbullying" is the use of any electronic communication device to [convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational may also be considered cyberbullying] [harass, intimidate or bully]. [Students and staff will refrain from using personal communication devices or district [property] [equipment] to violate this policy.

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

"Retaliation" means hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated, menaced or bullied and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair.

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

Step I Any hazing, harassment, intimidation or bullying or menacing acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the principal. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

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

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

Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

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

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

HOMELESS STUDENTS

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

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

HOMEWORK

Homework is also referred to as practice work. It 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 provide study and work skills. Whatever the task, the experience is intended to be complementary to the classroom process. These types of assignments are not always counted in the final grading process and/or grade decision. Our educational philosophy is for students to earn grades based on the state and national educational standards. Homework/practice is often required as a part of the process to demonstrate proficiency and study skills. Refer to each class syllabus for the requirements of that class.

IMMUNIZATION**

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 time as he/she has met immunization requirements. Oregon's exclusion date is the third Wednesday of February. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

INSURANCE**

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

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. 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. Personal valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials. There is a \$10 locker fee for students who choose to have a locker assigned to them.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the main office. These items may be found in the hallway, and any unclaimed articles will be disposed of at the end of each semester.

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

MEAL PROGRAM

Myrtle Point School District provides free breakfast, lunch, and after school meals to all students, no matter their parents' earnings, through the USDA's Community Eligibility Option. Breakfast and lunch are served every school day.

MEDIA ACCESS TO STUDENTS

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

Parents who do not want their student interviewed or photographed should direct their student accordingly. During registration, MPHS provides a form for parents to indicate photographic release of students.

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

MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary. Requests for a student to have medication at school shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

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

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

PARENTAL INVOLVEMENT**

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. Daily Announcements, parent/teacher communications, and parent/teacher conferences give parents the opportunity to learn more about the school;
3. Become a district volunteer. For further information contact the school office;
4. Participate in district/parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA

Students may possess personal communication devices, such as cellular phones on school property only as authorized by the administration. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. This includes other digital audio devices such as, but not limited to, iPods, smart watches, and tablets.

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

Students may not take pictures or videos at school without explicit permission from a teacher or administrator.

Social media Web sites are Web sites such as, but not limited to, Facebook, Instagram, Snapchat and Twitter.

Students permitted to possess a personal communication device are prohibited from having the device on active mode during class time. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the building principal.

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

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents. Consequences are as follows: 1) The device will be turned into the main office. The student will retrieve the device after school. 2)The device will be turned into the main office. The device will be released to the student's parent/guardian. 3)The device will be turned into the main office. The device will be released to the student's parent/guardian. A minor referral will be written. 4)The device will be released to the main office. The device will be released to the student's parent/guardian. A major referral will be written.

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

POSTERS

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

PROGRAM EXEMPTIONS**

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

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

All such requests should be directed to the principal by the parent in writing and include the reason for the request. The principal will notify the parent by writing within ten school days of whether or not the request has been approved.

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**

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

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

A decision to retain a K-8 student will be made only after prior notification and explanation to the student’s parents. School district administration decisions will be final.

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

Students will be placed in the grade level or course best suited to meet their needs, based on the district’s evaluation of the student’s transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

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

RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal’s permission or according to school sign-out procedures. The office staff will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. As our campus is closed during lunch, students will not be released during lunch time except for emergencies.

Sign-Out Procedures

1. Parent will contact the school office via phone, signed and dated note, or in person
2. Parent will give the office staff the reason for and time of the student’s departure.
3. Parent will tell the office staff either 1) the parent will come into the school to pick up the student; 2) the student has parent permission to sign him/herself out and walk to the parent-determined location; 3) the parent gives permission for a person on the student’s emergency contact/pick-up list to pick-up the student.

REPORTS TO STUDENT AND PARENTS**

Written reports of student grades and progress reports and absences shall be issued to parents at least three times a year. Reports may be made available via email or online access and a hard copy may be mailed to the parents upon request. Parents will be notified of student benchmark as appropriate. Letter grades will be used. Grades will be based on many factors including assessments, both oral and written; student participation based on state standards; special assignments; research activities and other identified criteria.

Students and Parents will have access to student information through TylerSIS. Log in information will be provided during enrollment.

SCHEDULE CHANGE POLICY

SEMESTER ONE

- August 24 & 25..... MPHS Registration. Student schedules available.
Request changes through the counseling office.
- September 7.....First day of Semester One
- September 13.....Last day for student/parent/teacher to make a request to the Semester One schedule.

SEMESTER TWO

- January 19.....Semester Two Schedule Change Requests available in the counseling office.
- By January 23.....Student/Parent/Teacher Semester Two Schedule Change Forms **due** to counseling office.

The, Original Teacher(s) of Record must give a grade: A, B, C, or F. New Teacher(s) of Record will meet with the student individually to determine course requirements for the current term. Partial credit will be given for each course.

After two weeks into the semester, schedule changes will **only** be for special circumstances. These must be approved by the administration and counselor.

SEARCHES**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation, or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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

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

Questioning

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

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

SENIOR TRIPS

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum.

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

SPECIAL PROGRAMS

English Language Learners

The school provides special programs for English language learning students. A student or parent with questions about these programs should contact the Special Education Director.

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

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

Students with Disabilities

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

STUDENT/PARENT COMPLAINTS**

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision generally within one calendar week. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent with ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Sex Complaints

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

Education Standards Complaints

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

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

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaints

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

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

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

Students with Disabilities Complaints

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

Placement/Enrollment of Homeless Students Complaints

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

Students with Sexual Harassment Complaints

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

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

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

Building principals, compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be

investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

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

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

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

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

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

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

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

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

Staff Sexual Conduct with Students

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

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

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

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

STUDENT EDUCATION RECORDS**

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

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

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

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

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. [Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.]

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

Social Security Number

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

Transfer of Education Records

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

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

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

Requests for Education Records

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

Access/Release of Education Records

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

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

Provision for Hearing to Challenge Content of Education Records

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

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

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

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

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

STUDENT FEES

FEES:

\$30.00 Registration Fee *Required for all student

\$10.00 Locker Fee *Required for grades 7, 8, 9 *Optional for grades 10, 11, 12

TEXTBOOK DEPOSIT:

\$25.00 *A refund can be mailed upon withdrawal. All textbooks must be in same good condition, and a written request would need to be submitted to the fiscal secretary.

CLASS FEES:

\$15.00 FFA Dues *Required for FFA members

\$30.00 Art/Ceramics *Required for art students (grades 8-12)

\$15.00 Woodshop/Metal Shop *Required for woodshop/metal shop & W.M.C. students

\$5.00 Physical Education/Weight *Required for PE/Weight students

\$15.00 FACS per term

\$20.00 Music Production

YEARBOOK FEES: (OPTIONAL PURCHASE)

*Price and date dispersed vary by year (See Office)

ATHLETIC FEES:

*None at this time

*Please inquire, with Lacy Houston (District Office), about payment plans for fees cannot be paid in entirety.

***THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER**

STUDENT RESTRAINT AND SECLUSION

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

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

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary to prevent a student from harming his/herself, students, staff or others or from causing damage to district property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, others or district property.

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

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

STUDENT OFFICES AND ELECTIONS

High School students have the opportunity to run for class and all-student body offices after applying to and being admitted to the school's leadership program. The application process starts in the spring of the preceding school year.

Junior High students may apply to be in leadership, but the student body offices will be 7/8th grade.

SUMMER SCHOOL

Summer school may be available through the MPHS Counseling Office (a fee may be charged). Information for summer school is made available after spring break. Parents will be notified by the school staff if the counselor/principal recommends summer school for their student(s).

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours 8:00 a.m. – 3:45 p.m., while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

TALENTED AND GIFTED PROGRAM**

Identification of Talented and Gifted Students

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

Students will be identified based on:

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

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

Appeals

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

Informal Process:

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;
2. The coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement of services will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the special education director;
2. The special education director shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator;
3. The special education director, TAG coordinator and other appropriate administrator shall review the student's file and earlier decisions within 15 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student per the district's TAG Plan. The TAG Plan is available from the MPHS main

office or the Director of Special Education.

Programs and Services Complaints

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

A recommendation will be submitted to the superintendent within 15 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

THREATS

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

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

TOBACCO-FREE ENVIRONMENT

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

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form[, nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

TRANSPORTATION OF STUDENTS**

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

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;

10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Additional rules may be provided per the transportation supervisor.

Disciplinary Procedures for Violations of Transportation Rules

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

1. **Warning:** The driver verbally restates behavior expectations and issues a warning citation.
2. **First Citation:** The student receives a minimum of one lunch detention as determined by the transportation supervisor.
3. **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, and the transportation supervisor.
4. **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. At this time a behavior contract will be made with the student and a bus seat may be (re)-assigned. Further violations of bus regulations will be considered a severe violation.
5. **Severe Violations:** Any severe violation will 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.
6. In all instances, the appeal process may be used if the student and/or parent desires.

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

VEHICLES ON CAMPUS

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

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules. Bicycles and skateboards ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

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

VISITORS**

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