

# Cove High School Middle School

7/12 Student/Parent Handbook  
2018 - 2019



*Home of the Leopards*

**Cove School District #15**

**803 Main Street**

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**[www.cove.k12.or.us](http://www.cove.k12.or.us)**

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## **Preface/Introduction**

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.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

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

Cove School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

As used in this handbook, the term parent includes legal guardian or person in a parental relationship. 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 the 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. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Procedures and a form for filing a complaint can be found on the district's home page at: <https://cove.k12.or.us/>.

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

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

## **Cove School District**

### **Philosophy:**

The focus for Cove School District #15 is academic.  
It is our desire to provide a rigorous curriculum,  
which prepares students for the 21st Century.

### **We Believe:**

- ❖ Family is the primary influence in the development and education of the child.
- ❖ It takes the total community to raise a child.
- ❖ Learning is an active, lifelong process.
- ❖ It is the school's responsibility to provide continual opportunities for student success.
- ❖ Every individual is unique and important.
- ❖ A student's attitude and self-image are key factors in his or her educational success.
- ❖ Quality teaching demands innovation, collaboration and continual professional development.

### **School Board**

Andy Lindsey (Chair)  
Steve McLean (Vice-Chair)  
Jamie Dickenson  
John Frisch  
Janelle Dunlap

*Regular School Board Meetings are held the third Tuesday of Each Month*

## Cove MS/HS Faculty and Staff

Superintendent ----- Earl Pettit  
Principal ----- Mat Miles  
High School Secretary/Attendance ----- Kim McBride  
Registrar/Elementary Secretary----- Kelsey Stitzel  
Deputy Clerk----- Amie Breshears  
Athletic Director ----- Candy McGilvray

MS English, MS/HS Social Studies ----- Ross Hubbard  
MS Math & Electives, HS CAD/Shop ---- Erich Dressen  
MS/HS Science ----- Levi Wiseman  
HS English, Drama, Speech ----- Teresa Farrell  
HS Math, Academic Counselor ----- Lisa Murchison  
HS Social Studies, MS PE ----- Jason Gorham  
MS/HS PE, Health, Librarian ----- Kim Tally  
MS/HS Band & Choir Music ----- Ted McBride  
HS Art ----- Eric Gustavson  
Agriculture ----- Brendan Kelley  
Metal & Auto Shop, Building Trades ---- Russel Olmsted  
Business, Leadership, Journalism ----- Candy McGilvray  
HS Spanish ----- Jay Blackburn  
Resource Room Teacher-----Jan Michel  
Instructional Assistants----- Jeanne Ralph, Andrea Mallory  
Head Cook----- Margaret Weber  
Assistant Cooks----- Jean Redd, TBD  
Maintenance----- Kyle Barnes  
Custodians----- Randy Witten, Cathy Dillman

## Bell Schedule

Period 1	7:50 - 8:50 am
Period 2	8:55 - 9:55 am
Period 3	10:00 - 11:00 am
Period 4	11:05 - 12:05 am
Lunch	12:05 - 12:35 pm
Period 5	12:40 - 1:36 pm
Period 6	1:41 - 2:37 pm
Period 7	2:42 - 3:40 pm

	1st period 7:50 – 8:50	2nd period 8:55 – 9:55	3rd period 10:00 – 11:00	4th period 11:05 – 12:05	LUNCH 12:05-12:35	5th period 12:40 – 1:36	6th period 1:41 - 2:37	7th period 2:42 – 3:40
Murchison	Algebra I	Geometry	Algebra II			Counselor	Alg 2	Prep
			Math 111 / Calculus					
Wiseman	Biology	9th Science	Chemistry			Prep	7th Science	8th Science
			Drone & Precision Ag Sci					
Farrell	WR 121/122	English III	English I	English II		English IV	Prep	Drama Speech
Gorham	U.S. History	Government	World History	World History		Prep	6th PE	7th PE
McBride	Prep	Elementary Music	Elementary Music	6th Band		Middle School Band	High School Band	Choir
Olmsted	Applied Const.	Applied Const.	Auto Mechanics			General	General	Metal Shop
	Skills 1	Skills 2	Advanced Shop			Shop	Shop II	Welding (College)
Kelley	Ag Build Trades	Prep	Animal Science	Plant Science		Ag II	Ag III	Intro to Agriculture
Tally	Prep	Library	HS Health	HS Health		9th PE	8th PE	Adv. PE
McGilvray	Personal Finance	Prep	Business Lab	Business Lab		Leadership	Business & Journalism	Athletic Director
Gustavson	6th	6th	6th	Prep		6th	Art & Photography	6th
Hubbard	7th Social Studies	8th Social Studies	7th Language Arts	8th Language Arts		Psychology	History 202/203	Prep
						Sociology	(11th/12th)	
Dressen	8th Math	7th Math	8th	7th		MS Elective	Beginning Shop	Prep
Blackburn					Spanish 1	Study Skills Success 101	Spanish 2/3	
Miles								9-12 Credit Recovery

### High School Schedule and Class Changes:

Students in grades 9-12 are normally enrolled for seven periods each day.

Students are expected to follow all class rules and expectations established by the teacher. Students taking shop and agriculture classes must sign a course agreement regarding established behavior and safety expectations. The administration must approve “release” and Teacher Aide periods. Teacher Aide positions are limited to students in grades 10-12 who are in good class standing with no academic or behavior concerns.

Course changes may be made in the first week of the semester provided that space is available and administration, teacher and parent approve changes.



## **Academic Integrity**

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes, but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

## **Admission**

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

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

While parents have the option of placing their students in a private school or obtaining additional services, such as tutoring, from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (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 10 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.

## **Alternative Education Programs**

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

instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

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

### **Animal Dissection**

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

### **Animals in the School**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

### **Asbestos**

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

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

### **Assemblies**

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

### **Assessment Program**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education. Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student.

Each fall 10<sup>th</sup> grade students will participate in the PSAT and 11<sup>th</sup> grade students will participate in the ASVAB assessment. Students may opt out of these assessments. The district will provide supervised study time for students who are excused from participating in the assessment.

## **Attendance**

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

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the principal will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12<sup>th</sup> grade, and 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.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may 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.

## **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.

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

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

A student who must leave school during the day, must be signed out by a parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The school secretary or principal will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

### **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 absences; or
2. Fifteen school days total unexcused absences during a single semester.

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

### **Truancy**

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

## **Awards and Honors**

Cove School will recognize outstanding student achievement through various awards and recognition. High school students who have earned a 3.5 GPA or higher will be included on the honor roll. Students with at least a 3.25 GPA are noted as "Honorable Mention."

Valedictorian and Salutatorian are determined by class GPA ranking. Graduating seniors with the two highest grade point averages will be named Valedictorian and Salutatorian. The student with the highest cumulative GPA is the Valedictorian and the person with the second highest GPA is the Salutatorian. In the case of a GPA tie (at or below one hundredth) more than one student may be named Valedictorian and, or Salutatorian.

## **Closed Campus**

Students shall not leave campus without a legitimate reason once they have arrived on the school grounds. A legitimate reason is to be established under the supervision of the principal, together with the student and his/her parents. Permission from the student's parent(s) or guardian(s) is required.

Junior and Senior High School students (grades 7-12) may leave the campus during the lunch period, subject to the following rules and regulations:

1. Permission slips shall be signed by parent(s) or guardian(s) at the beginning of each school year, and placed on file with the administration.
2. Parental permission, in writing, shall exempt the district from all liability during the period of the absence from the campus.
3. This privilege is granted to students in good standing as determined by the principal. Students ineligible for activities may not leave the campus.
4. For any reason, the principal may revoke the off-campus privilege for any and all students. The reinstatement of privileges will be granted at the discretion of the principal.
5. Students are not to be in their vehicles from the time they arrive at school until the end of the school day except as approved by permission of the parent(s) or guardian(s) and only during lunch period.

## **Clubs and Organizations**

Cove High School provides a balanced selection of student activities, clubs and performing groups including band, choir, drama, speech, FFA, FBLA and athletic teams.

Coaches and activity leaders will inform students of their responsibilities as participating members of these school sponsored groups. Parents of participating students will be informed of rules and regulations relating to students participation.

Students will be required to abide by standards of conduct, dress, grooming and academics established for that activity, club or organization by the activity directors and administration. To remain eligible for participation students must meet and maintain district standards in the following areas:

1. Attendance;
2. Behavior;
3. Academic Achievement.

See the "Student Activities" policy for additional information on these standards.

Voluntary student-organized clubs which are not curriculum-related may meet on school premises during non-instructional time.

## **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the school secretary/ principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school setting.

The following the restriction may be removed by a medical professional: chicken pox, cholera, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu.

Parents with questions should contact the school office.

## **Computer Use**

Students may be permitted to use the district's electronic communications system for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulations.

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

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online 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 email, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online 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 and data at all times. All communications and stored information transmitted received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

### **Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules 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 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.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment.

Students will be subject to discipline including 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, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF;
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief and theft, [as prohibited by Board policies ECAB – Vandalism, Malicious Mischief or Theft, including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs or other controlled substances, including drug paraphernalia as prohibited by Board policies JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

All suspensions will include a statement from the administrator of the reasons for suspension, the length of the suspension, and an opportunity to appeal the decision. Anytime a student is subject to punishment, they have the right to due process.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed,



concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearm and/or other dangerous weapon or both.

In regard to tobacco, alcohol or drugs, and in accordance with Oregon law, any person under age 21 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.785. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 21 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 475.904.

“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 physical 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, or any destructive device.

“Destructive device” is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into 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 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.

### **Conferences**

Regular conferences are scheduled annually 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.

### **Academic Counseling**

Students are encouraged to talk with the academic guidance 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 the guidance counselor so that they may take the courses that will best prepare them for further work. The guidance counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Damage to District Property**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

## **Dances and Social Events**

The rules of good conduct and grooming shall be observed for school dances and social events. Guests must be prearranged. Guest pass forms are available in the office or on the district website and must have prior approval. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. 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.

Permission to schedule a dance and use any school facility must be obtained from administration at least two weeks in advance. See school principal.

## **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.

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

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

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

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

## **Detention**

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

After school detentions may be served Monday, Tuesday or Wednesday. Students must serve detention the day it is assigned or the following day. Location of detention will be posted at High School office.

- **NOTICE:** Students who fail to serve detentions when assigned will be detained and lose lunch time privileges until the detention(s) have been served. (See Guidelines for Detention)

**Guidelines for Detention:**

1. For “After School Detentions” students may make arrangements to serve their detention one day after the infraction. *It is the student's responsibility* to notify their teacher or administrator if they cannot serve detention the day of the infraction.
2. Students must report to detention promptly and will be released at 4:30 by the detention supervisor; additional detention time can be added for non-compliance of expectations.
3. Detention leads to loss of extra –curricular activities for the day, i.e. sports, practice, games and fundraisers.
4. Students who fail to serve detentions when assigned will be detained during lunch and lose lunch time privileges until the detention(s) have been served.

Additional detention may be assigned for failure to serve detentions assigned. The administration will track detentions for grades 7-12.

**Detention Rules:**

1. No talking except when recognized by the detention supervisor.
2. Students will remain seated in a seat assigned by the supervisor.
3. No eating, drinking, or bathroom breaks allowed during detention.
4. Students shall wait for the supervisor's approval to be dismissed.

**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 student without disabilities, the student’s parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, 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 hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **Expulsion**

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

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

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

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 as part of the expulsion process.

### **Suspension**

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

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

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

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

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.

### **Distribution of Material**

All aspects of 7-8 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.

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 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 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.

### **Drug, Alcohol, and Tobacco Prevention Program**

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's policy will be subject to disciplinary action

and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use. Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

### **Emergency Drills**

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

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-5. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-5. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

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 submitted by parents. 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. Please tune to local radio stations for information about emergency closings. If school must be released early we will attempt to notify parents and/or emergency contacts.

### **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. Student clubs and performing groups include band, choir, drama, speech, FFA, FBLA and athletic teams. See "Clubs and Organizations."

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 may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Fees for damaged library books and school-owned equipment;
9. Lock or locker deposits;
10. Field trips considered optional to the district's regular school program;
11. Admission fees for certain extracurricular activities;

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.



Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal 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 principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice.

All such restrictions and/or penalties shall end upon payment of amount owed.

### **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 receive information about the field trip in advance and will need to sign required permission forms.

### **Flag Salute**

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*.

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

### **Fundraising**

Student organizations, clubs or classes, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 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 activities program.

## Grade Classification

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

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

## Grading System/Academic Excellence

A = Superior achievement

B = Above Average Achievement

C = Average Achievement

D = Below Average Achievement

F = Failure, no credit earned

P = Passing; credit given, but not used for GPA

I = Incomplete; Students have two weeks to make up work, unless arrangements are made with the teacher, or an "F" will be recorded. The maximum time allowed to complete course work as arranged with the teacher is one semester. At the end of the semester following the incomplete the grade becomes final and may not be changed.

Cove High School uses a 4 point grading scale: A = 4.0, B = 3.0, C = 2.0, D = 1.0 and F = 0. Teachers may use a plus or minus to clarify a grade but it does not impact the GPA. Cove does not use a weighting system. All classes, both required and elective earn the same credit for each semester. A one hour class earns .5 credit per semester and a two hour block earns 1.0 credit per semester. Grade Point Average or GPA is automatically calculated on the grading program based on the total points earned on a 4 point scale divided by the total number of classes taken. GPA points are not awarded for "Pass/Fail" classes such as "Work Experience," although students do earn credit for a "Pass" grade.

Students may retake a course, however the grade will not replace the previous grade. Both classes will be reported on the student transcript for the semester taken with the grade received.

### Transcripts

All completed high school courses are recorded on students permanent transcript. Official copies of transcripts are available from the Registrar at the district office. Please make your request in advance.

### Academic Excellence

Cove School will recognize outstanding student achievement through various awards and recognition. High school students who have earned a 3.5 GPA or higher will be included on the honor roll. Students with at least a 3.25 GPA are noted as "Honorable Mention."

Valedictorian and Salutatorian are determined by class GPA ranking. Graduating seniors with the two highest grade point averages will be named Valedictorian and Salutatorian. The student with the highest cumulative GPA is the Valedictorian and the person with the second highest GPA is the Salutatorian. In the case of a GPA tie (at or below one hundredth) more than one student may be named Valedictorian and, or Salutatorian.

### **Grade Reduction/Credit Denial**

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

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

### **Graduation Exercises**

Students in good standing who have successfully completed the requirements for a high school diploma, qualifies to receive a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

Graduation programs may be planned by the superintendent on the date selected by Board. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

Valedictorian and Salutatorian are determined by class GPA ranking. Graduating seniors with the two highest grade point averages will be named Valedictorian and Salutatorian. The student with the highest cumulative GPA is the Valedictorian and the person with the second highest GPA is the Salutatorian. In the case of a GPA tie (at or below one hundredth) more than one student may be named Valedictorian and, or Salutatorian.

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, a modified diploma, an extended diploma and an alternative certificate, which meet or exceed state requirements.

A high school diploma will be awarded to students in grades 9 through 12 who complete the required minimum of 26 credits (see Diploma Credit Requirement chart below) and meet the requirements described in OAR 581-022-2000 including:

- Demonstrate proficiency in the Essential Skills of Reading, Writing and Mathematics.
- Demonstrate extended application of learning through a collection of evidence. This requirement is met with successful completion of the Cove Senior Project.
- Develop an education plan and participate in career-related learning activities.

### Diploma Credit Requirements

English (Must include equivalent of one credit of written composition.)	4
Math (Algebra I & above)	3
Science	3
Social Sciences	4
Physical Education	1
Health	1
Career and Technical Education, the Arts or World Language. (Credits may be earned in any one or combination)	3
Electives	7
Minimum Credits Required for Graduation	26

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if he/she is 18 years of age or older or emancipated.

Students who opt-out of the statewide assessment will need to meet the Essential Skills graduation requirement using another approved assessment option.

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

*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.*

**Modified Diploma and Extended Diploma:**

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards adopted by the State Board of Education for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

1. Three credits in English;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences (which may include history, civics, geography and economics);
5. One credit in health education;
6. One credit in physical education; and
7. One credit in career technology, the arts or a world language (units may be earned in any one or a combination).
8. Twelve credits in elective courses

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. Develop an education plan and build an education profile; and
2. Demonstrate extended application through a collection of evidence.
3. Demonstrate proficiency in the Essential Skills with reasonable modifications and accommodations.

The district may award a modified diploma or an 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 the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either 4 years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

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

A student who has received a modified diploma, an extended diploma or an alternative certificate shall continue to have access to individually designed instructional hours, hours of transition services as determined by the individualized education program (IEP) team and other services that are designed to meet the unique needs of the student. Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21.

### **Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence**

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

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

“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. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

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

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

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

“Teen dating violence” means:

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

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

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

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

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

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

The principal will take reports and conduct a prompt investigation of any report of an act of hazing harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the 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 or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the 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.

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

- Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to principal. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3 If the complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Documentation related to the incident may be maintained as a part of the student's education records.



## **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 homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act.

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Tara Thomas, the district's liaison for homeless students.

## **Homework**

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

## **Immunization, Vision Screening and Dental Screening**

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious, philosophical beliefs and/or medical exemption, 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. The student's parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

## **Human Sexuality Instruction**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction annually, for all students in grade 6-8 and at least twice during grades 9-12. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

## **Local Wellness**

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

### **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. 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.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

### **Lost and Found**

Any articles found in the school or on district grounds should be turned in to the school office. A Lost and Found Department is maintained in the hall by the school office. Students and parents should check there to locate lost articles. Unclaimed articles will be disposed of at the end of the school year.

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

The district will not be responsible for the loss of, of damage to, personal property.

### **Meal Program**

The district participates in the National School Lunch, School Breakfast, and Special Milk, and offers free or reduced-price meals based on a student's financial need.

The costs of meals are as follows:

Breakfast		2.35
Lunch	K-5	2.50
	6-12	3.00
	Adult	3.60
Extra Milk	-----	0.50

School policy states that lunches must be paid for daily or in advance. If your child has three charges, they will not be able to continue charging and will need to bring their lunch from home. Students who bring a lunch from home will eat in the cafeteria with their class. Parents and other guests are welcome to join their student for lunch.

Additional information can be obtained in the office.

### **Media Access to Students**

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

require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly.

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

### **Medications**

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations and the following.

#### **District-Administered Medication**

Request and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included.

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer nonprescription medication.

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

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

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine be kept at a reasonable, secured location.

#### **Premeasured Doses of Epinephrine**

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

### **Self-Medication**

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator, prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

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

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

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

Contact the school office for additional information and forms.

### **Parental Involvement**

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter published quarterly, "Back to School" nights in the fall and spring, Thursday Folders, and parent/booster club meetings provide opportunities for learning more about the district and school;
3. Become a volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from classroom activities to the charter 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 (e.g., 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.

## **Pediculosis (Head Lice)**

A student with a suspected case of lice shall be referred to designated trained staff or administrator for an assessment. A student found with live lice or nits (lice eggs) will be excluded from school attendance. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to periodic checks.

## **Personal Electronic Devices and Social Media**

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

Students permitted to possess a personal electronic device are prohibited from using the device during class time. Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the district administrator.

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

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

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data 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.

The district will not be responsible for the loss of, or damage to, personal property.

### **Physical Examination (Athletics)**

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

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

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

### **Posters**

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

### **Program Exemptions**

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

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

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

### **Promotion, Retention and Grade Level Placement of Students**

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

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

A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final.

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

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

### **Release of Students from School**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher or attendance secretary will determine that permission has been granted before allowing the student to leave.

All students must sign out of school when leaving the school during school hours. Students must sign in upon returning to school. A note or a call from a parent, guardian, or emergency contact is required for a students to check out of school. The student must provide a written excuse or call from their parent within three days, or the absence is considered unexcused.

A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

### **Reports to Students and Parents**

Written reports of student progress report shall be issued to parents informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Progress reports will be based on many factors including

assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

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

Family Link is an extension of the student information system (School Master) utilized by the district to maintain and track student information. Family Link allows Parents access to some of the same information to help track from home how their student is doing.

The system is web based and is accessed through the school's web site. Each user will need to complete the information provided in the student's registration packet. When registration is complete the school's office will assign a login name and password. For more information regarding Family Link please contact administration.

### **Restraint and Seclusion**

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

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

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

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

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

### **Student 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 based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.



## **Searches**

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

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

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. 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 of Students**

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

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

## **Special Programs**

### **Bilingual Students (English Language Learners)**

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

### **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, Mat Miles, at 568-4424.

## **Student/Parent Complaints**

### **Discrimination Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the Superintendent, Earl Pettit.

### **Division 22 Education Standards Complaint**

Any resident of the district, parent of a student attending district schools or a student attending a school in the district 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, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

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

### **Instructional Materials Complaint**

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, the process delineated in Policy IIA-AR and associated regulations shall be followed. The principal will be available to guide the process as requested. All complaints 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.

### **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 the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **Public Complaints**

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within five working days.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the supervisor. The supervisor shall evaluate the complaint and render a decision within five working days after receiving the complaint.

If the complaint is not resolved, within 10 working days of the meeting with the supervisor, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of his/her findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will be final.

Complaints against the principal may be file with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040[ (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

### **Staff Sexual Conduct with Students**

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

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

The person designated to receive sexual conduct reports is the superintendent, Earl Pettit. In the event the designated person is the suspected perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

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

### **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.

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

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

Principals 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 1 Any sexual harassment information shall be presented to the 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 2 The district official receiving the information or complaint shall promptly initiate an investigation. The district official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 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 4 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

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.

### **Talented and Gifted (TAG) Programs and Services Complaint**

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

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

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

### **Student Educational Records**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

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

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

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.

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.

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.

### **Access/Release of Educational Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parenting plan, 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 years of age or older), may inspect and review education records during regular district hours.

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

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

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

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination

after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

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

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

### **Request for Educational Records**

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

### **Transfer of Educational Records**

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

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

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

## **Student Activities Policy**

IGD-AR (Approved February 20, 2018)

### **Philosophy**

Cove School District believes that participation in district activities complements reinforces and extends academic programs and offers opportunities for students to grow physically, intellectually and socially. To remain eligible for participation students must meet and maintain district standards in the following areas:

1. Attendance;
2. Behavior; and
3. Academic achievement.



District activities include, but are not limited to, any organization/group/club/team which has been officially sanctioned by the Board, administration or has been granted a charter by student council for grades 6-12.

### **Behavior**

Participants are expected to model exemplary behavior including obeying public laws. Coaches and/or activity sponsors are required to establish and implement training rules or activity specific behavioral rules and provide a copy of such rules to the participant and parent(s) of participant. Students committing a disciplinary infraction or who establish a pattern of noncompliance as defined by the student code of conduct, policies of the Board, or the student handbook will have the incident(s) reviewed by the administration. The administrative review may result in discipline up to and including being declared ineligible to participate in district activities for a length of time to be determined by the administration.

As with all forms of student discipline, students' rights to due process shall be adhered to with students provided the opportunity to answer to allegations and appeal a decision to the next higher authority including to the level of School Board.

A student suspended from school is ineligible for activities during the week of suspension.

### **Attendance**

Any partial or full day unexcused absence the day of an activity will result in ineligibility for that activity.

A pattern of irregular attendance may be reviewed by the administration at any time and may result in short-term or long-term activity ineligibility as determined by administrative review.

### **Academics**

Oregon School Activities Association (OSAA) requires that student athletes be:

- a) Enrolled full time and attend school regularly.
- b) Students must make satisfactory progress toward graduation:
  - Pass 5 of 7 classes for the semester prior to current season.
  - Meet minimum "Satisfactory Progress Requirements" for high school credits earned. See chart below.

Credits to Graduate	<b>26</b>
Required Prior to Year 2	4.5
Required Prior to Year 3	11
Required Prior to Year 4	18.5

In addition to the OSAA minimum eligibility requirements, participating students are required to maintain a cumulative grade point average (GPA) of 2.0 and be passing all classes for each quarter grading period and mid-quarter progress report. A student who fails to achieve a passing grade will be placed on academic probation until the end of the next grading period at which time the student will be declared academically ineligible if the identified deficiency has not been corrected. The student shall remain ineligible until the end of the subsequent grading period or

until such time as correction of the identified deficiency can be demonstrated to the administration.

Note: There are eight (8) measured grading periods during the academic year. Eligibility determinations for the start of a school year shall be based upon the prior year's final grades. Entering high school freshman shall be deemed academically eligible.

The administration will:

1. Provide appropriate communications for school staff to facilitate effective and equitable implementation of the policy;
2. Develop and distribute information regarding staff, parent and student responsibilities for carrying out the policies that have been adopted and designed to improve academic achievement;
3. Ensure that students are provided due process in all disciplinary matters.

### **Special Education Students**

Exceptions to participation requirements will be made only when the disabling condition, as identified in a student's IEP, prevents the student from achieving the required grade point average, behavior standard or attendance requirement.

### **Home-Schooled Students**

Home-Schooled Students will be considered eligible for participation if they meet the following criteria:

1. The student is in compliance with all the rules governing home schooling and can provide acceptable documentation of compliance to the district;
2. The student can meet the district's eligibility requirements with the exception of attendance;
3. The student can achieve the minimum achievement test score required of home-schooled students. Students may practice but not compete while awaiting test results;
4. The student must fulfill the same responsibilities, standards of behavior and performance, including related class or practice requirements as other students participating in the activity. The student must also comply with all public school conduct requirements during the time of participation;
5. The student must reside in the attendance boundaries of the school for which the student participates.

### **Fees**

Each student will be required to pay an athletic fee for each sport: grades 6-8 \$20; grades 9th-12th \$30. All fees are not to exceed \$100 per family annually. Fees must be paid before a uniform is checked out to a student. Special arrangements may be made by contacting the administration

### **Supervision of Students**

Adult supervision is provided to students during regular school hours (7:40 AM – 3:50 PM), while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. Playground supervision is not provided before 7:40 a.m. Students who arrive at school before 7:40 a.m. are to be inside the school building and not on the playground. At 7:40 a.m., when the bell rings, children may go out to the playground.

## **Talented and Gifted Program**

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. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics the Smarter Balanced Assessment for assistance in identifying academically talented students.

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

## **Threats**

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

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

## **Tobacco Products and Inhalant Delivery Systems**

Student possession, use, sale or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

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

### **Transcript Request and Transcript Evaluation**

All completed high school courses are recorded on students permanent transcript. Official copies of transcripts are available from the Registrar, Kelsey Stitzel, at the district office. Please make your request in advance.

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

### **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 passersby;
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.

## **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. **First Citation - Warning:** The driver verbally restates behavior expectations and issues a warning citation. The driver may assign a particular seat.
2. **Second Citation:** The student is suspended from the bus until a conference, arranged by superintendent, has been held with the student, the parent, the bus driver, and the principal.
3. **Third Citation of the Year:** The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the superintendent, has been held with the student, the parent, the bus driver and the principal. At this time a behavior contract will be made with the student. Further violations of bus regulations will be considered a severe violation.
4. **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 superintendent, involving the student, the bus driver, the parent and the principal.
5. 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 students with disabilities.

## **Vehicles/Bicycles/Skate Boards on Campus**

Vehicles parked on district property are under the jurisdiction of the district.

The following rules and policies will govern use of student vehicles and parking:

1. Vehicles should be parked in an orderly manner in marked student parking spaces. Do not park on the sidewalks, Handicap, Visitor or Staff parking spaces.
2. Student vehicles should remain parked during the school day. Vehicles are not to be driven to the school farm or other classes without administrator or teacher approval.
3. Violation of the above or misuse of a motor vehicle may be cause for discipline and could result in suspension of the student's permission to bring a vehicle to school.
4. Vehicles should be locked. The school is not responsible for any damages or theft.

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

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters or similar devices will be confiscated by school authorities and placed in the administrator's office for parents to retrieve. Use of skateboards, rollerblades, scooters or similar devices on district property during nonschool hours is at the user's risk. Skateboards/Rollerblades/Scooters or similar devices are prohibited on district property during school hours unless special permission is given by the administrator for a specific activity.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles or skate boards, or to injuries caused in the use of them.

## **Visitors**

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

# Cove High School and Cove Middle School

## Student/Parent Handbook

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Student First Name

Last Name

We have read the Cove Student Parent Handbook.

Any questions we have regarding the Handbook and student expectations have been addressed.

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Student Signature

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Date

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Parent Signature

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Date

**Closed Campus – Parental Permission**

Junior and Senior High School students (grades 7-12) may leave the campus during the lunch period, subject to parental permission:

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ DO / DO NOT  
(Circle One) grant permission for \_\_\_\_\_ to leave the campus during the lunch period  
for the 2018-2019 school year. I further DO / DO NOT (Circle One) grant permission for  
\_\_\_\_\_ to operate his/her private vehicle during the lunch period. I understand that only  
students in good standing and eligible for activities will be allowed this privilege and the privilege may be  
revoked by the principal for any reason. By granting permission to leave the campus during lunch, I agree to  
hold Cove School District and its employees harmless for any and all liability arising during the period of  
absence from the campus.

\_\_\_\_\_  
Date

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

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



# Student Agreement for an Electronic Communications System Account

Student agreement must be renewed each academic year.

## Student Section

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

School \_\_\_\_\_

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

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

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## Sponsoring Parent

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

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

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

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

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

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

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Electronic Communications System - IIBGA-AR

# The 8 Keys of Excellence



## **INTEGRITY – Match behavior with values**

*Demonstrate your positive personal values in all you do and say. Be sincere and real.*

## **FAILURE LEADS TO SUCCESS – Learn from mistakes**

*View failures as feedback that provides you with the information you need to learn, grow, and succeed.*

## **SPEAK WITH GOOD PURPOSE – Speak honestly and kindly**

*Think before you speak. Make sure your intention is positive and your words are sincere.*

## **THIS IS IT! – Make the most of every moment**

*Focus your attention on the present moment. Keep a positive attitude.*

## **COMMITMENT – Make your dreams happen**

*Take positive action. Follow your vision without wavering.*

## **OWNERSHIP – Take responsibility for actions**

*Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow*

## **FLEXIBILITY – Be willing to do things differently**

*Recognize what’s not working and be willing to change what you’re doing to achieve your goal.*

## **BALANCE – Live your best life**

*Be mindful of self and others while focusing on what’s meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.*