

**Oakridge Junior/Senior High School
Student Handbook
2019-2020**

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OAKRIDGE JUNIOR/SENIOR HIGH SCHOOL
STATEMENT OF ASSURANCE

The Oakridge School District No. 76 does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the American with Disabilities Act.

The Superintendent/Special Education Coordinator has been designated to coordinate compliance with these legal requirements and may be contacted at the District Office for additional information and/or compliance issues.

PREFACE

The material covered within this student/parent handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement.

Any information contained in this student/parent handbook is subject to revision or elimination.

CLASS STANDING

A student's class standing (8th Grade, Freshman, etc) is determined by the number of credits earned, not the courses the student is enrolled in. For example, a student who is entering their third year at OHS who has 6.5 credits would be a Sophomore, even though they may be enrolled in (a) Junior course(es).

GRADE LEVEL DETERMINATION OHS

Students with 0 - 5.5 OHS Credits=Freshman
Students with 6.0 - 11.5 OHS Credits = Sophomores
Students with 12.0 - 17.5 OHS Credits = Juniors
Students with 18.0 or more OHS Credits = Senior

GRADE LEVEL DETERMINATION OJHS

Students with 0-5.5 OJH Credits=7TH GRADE
Students with 6.0-12 OJH Credits = 8TH GRADE

OHS/OJH PRIMARY DISCIPLINE POLICY

All students shall comply with the request and directions of school employees and official school volunteers. Failure to comply will result in disciplinary consequences.

PRIMARY POLICY FOR STUDENT SUCCESS AT OJSH

1. We must be here in order to be successful. Consistent attendance is the only way we can achieve our potential.
2. We must work hard to be successful.
3. Late homework will receive no credit – but may still be required to be turned in. We may face consequences for “non-compliance” if we do not follow our teacher’s instructions and submit assignments as required.
4. We do not participate in rumors or gossip, either by making it up, spreading it, or reacting to it.
5. We will be prepared for class before we get to class – including appropriate materials and supplies.
6. We will be seated and ready to learn before the tardy bell rings.
7. We will be treated as young adults. We will not yell at each other. We will not use put-downs or call each other names.
8. We will laugh – a lot.
9. We will study – hard.
10. We will be proud to be Warriors!
11. We deserve success, and we will earn it.
12. We will strive to reach our potential – socially, cognitively, and emotionally.
13. We will be contributing members that make a positive impact on our community.

STUDENT CODE OF CONDUCT

Violations of the student code of conduct earn consequences and accumulate points. Consequences listed are a guide and the administrator has the option of assigning longer, shorter, or completely different consequences. Suspensions may be out of school, in school, or Friday School – at the administrator’s discretion.

If a student reaches 100 points in one school year, an expulsion hearing may be scheduled to determine an alternative educational program, and a letter of record will be placed in the student’s permanent file.

Violation	#	Consequence	Pts
Arson, Bomb Threat, False Alarms, Extortion, Blackmail, Coercion, Weapons, Mass Threats	First	Suspension pending expulsion hearing, Restitution if appropriate, law enforcement will be notified	100
Assault	First Repeated	3 days suspension, law enforcement will be notified. 5 days suspension, law enforcement will be notified.	50 50
Disruptive behavior	First Repeated	1 day suspension 2 day suspension	5 10
Drugs and alcohol—paraphernalia, use, sale or possession of or distribution on or around school property, or at any school-related function.	First	Suspension pending expulsion hearing, law enforcement will be notified.	100
Failure to serve detention	First Repeated	Double detention time 1 day suspension	10 20
Fighting	First Repeated	1-3 day suspension 5 day suspension Law enforcement will be notified in all cases	20 50
Fights; filming, posting, showing video of fights	First Repeated	1 day suspension 3 day suspension – law enforcement will be notified	5 10
Fireworks	First Repeated	1 day suspension 2 day suspension	10 20
Gambling	First Repeated	1 day suspension 1 day suspension	10 20
Hallway misbehavior	First Repeated	30 minute detention 1 day suspension	5 10
Hazing, Harassment, Intimidation, Bullying, Menacing, Inciting, Sexual harassment	First Repeated	1 day suspension, law enforcement will be notified. 2 day suspension, law enforcement will be notified.	10 20
Inappropriate dress--refusal to change	First Repeated	1 day suspension 1 day suspension	5 10
Inappropriate display of affection	First Repeated	30 minute detention 1 day suspension	5 5
Indecent exposure	First Repeated	2 days suspension 5 days suspension	20 50
Insubordination, Non- compliance	First Repeated	1 day suspension 2 day suspension	10 20
Lunch/cafeteria misbehavior	First Repeated	30 minute detention 1 day suspension	5 10
Misuse of an automobile	First Repeated	30 minute detention parent notified, may lose right to drive on campus	5 10
Obscene language and gestures	First Repeated	One hour detention 1 day suspension	5 10
Off-campus—at lunch without school permission	First Repeated	1 day suspension 2 day suspension	10 20
Pornography	First Repeated	1 day suspension 1 day suspension	10 20
Skipping class--being absent from any class without permission	First Repeated	One day suspension 2 day suspension	10 20
Tardy	3 Tardies in 1 Wk 4 Tardies in 2 Wks	DNR Club for one week DNR Club for two weeks.	5 5
Threat of using any instrument capable of producing bodily	First Repeated	1 day suspension, law enforcement will be notified. 2 day suspension, law enforcement will be notified.	50 50

harm, displayed in a manner as to intimidate or create fear.			
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Theft	First Repeated	1 day suspension, restitution, law enforcement will be notified. 2 day suspension, restitution, law enforcement will be notified.	20 50
Tobacco and/or tobacco products	First Repeated	1 day suspension, law enforcement will be notified. 2 days suspension, law enforcement will be notified.	20 50
Trespass	First Repeated	2 days suspension 5 days suspension	20 50
Truancy--multiple absences without permission	First	Truancy procedures initiated including hearing and possible fine, law enforcement will be notified.	50
Vandalism	First Repeated	2 days suspension, law enforcement will be notified. 5 days suspension, law enforcement will be notified.	20 50
Vehicle Tampering	First Repeated	1 day suspension 3 day suspension	5 10
Walking out of class w/o pre-existing behavior plan	First Repeated	1 day suspension 2 days suspension	10 20

ABSENCES

Parents/Guardians must contact the school *prior to a student's absence*. The attendance telephone number is 782-2231. Parents will be asked to provide a doctor's note for absences exceeding three consecutive days, *or that demonstrate a pattern of poor attendance*. Students more than 10 minutes late for a class will be marked absent by the office. Classroom teachers may require that students follow the requirements for a tardy when a student is admitted to the class at any time other than the beginning. Excused absence from school or class will be permitted under the following circumstances in accordance to ORS 339.065:

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Medical or dental appointments - confirmation of appointments may be required.
4. Prearranged absences approved by the Principal.

The following are not excused absences according to Oregon state attendance laws:

1. Truancy
2. Parent excused "trips to town"
3. Oversleeping
4. Missing the bus
5. Family vacations not approved in advance by the Principal
6. Birthdays or other celebrations
7. Car malfunctions
8. Shopping (including the acquiring of Prom/Homecoming attire)
9. Hair cut appointments/tanning appointments
10. Senior pictures
11. Babysitting or other gainful employment

OREGON LAW DOES NOT GIVE PARENTS THE RIGHT TO EXCUSE THEIR CHILDREN FROM SCHOOL

CHECK-OUT PROCEDURE

Any student leaving the OJH/OHS campus must follow the checkout procedure:

1. The office is notified by the parent, either in person or by phone, if the student is to leave campus (PRIOR to student leaving!)
2. The student must complete the check-out form at the office prior to leaving campus.

Failure to follow this procedure will result in an unexcused absence and disciplinary consequences. Unexcused absences may result in student suspension at the administrator's discretion, either out-of school suspension or in-school suspension.

ABSENCES AND MAKE-UP WORK

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

Students are expected to make up work missed when an absence is excused. Students will have one day for every day of

EXCUSED absence to make up work unless a teacher gives permission for the time to be extended. Failure to make up assigned work within the time allowed will result in a grade of zero for the assignment. A student who receives an excused absence near the end of a semester and is unable to make up days missed prior to the end of the term may be given an Incomplete in classes missed. Make-up work must be completed as per the timeline created in the incomplete contract. Absenteeism will not be used as the sole determiner of a student's grade, however, attendance may be used as one factor in determining grades (see the course syllabi for grading criteria). A student who is absent from school for any reason other than an approved pre-arranged doctor's appointment or family emergency will not be allowed to participate in extra-curricular activities on that day or evening.

When a "field trip" or out of classroom excursion returns to school students are to attend scheduled classes that remain.

Students that are absent will not be permitted to participate or attend school activities or athletic events until the successful completion of the next school day.

ADMISSION

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

AGE OF MAJORITY

The "Age of Majority" in the State of Oregon has been established by law as eighteen years of age. Whenever a student has attained eighteen years of age, the permission or consent required of, and the rights accorded to the parent of the student shall thereafter only be required of and accorded to the student. However, Oakridge High School will continue to notify the parent of student information, including, but not limited to attendance, grades, medical problems and conduct. In the event that parents are not living within the school district or the student does not live at home, parents and students should complete the "Notification of Termination of Parental Responsibilities" form. This form is available in the counselor's office. Students are not entitled to sign in and out of the building without permission because they have reached the age of eighteen.

ALTERNATIVE EDUCATION

Occasionally students find themselves short of required graduation credits for any number of reasons. OJSH offers alternative credit in four main formats; Westridge Alternative School, summer school, credit recovery, and alternative credit. Guidelines for each are as follows:

Summer School (student has failed the class at OJSH)

- Three weeks beginning the Monday after school is out
- Four days per week, 4 hours per day
- Classroom teachers provide the curriculum before leaving for summer break, summer school teacher distributes the curriculum and proctors tests and quizzes.
- Students may earn up to ½ credit (one semester of one course) in summer school

Online Credit recovery (student has failed the class at OJSH)

- Students are expected to first make use of summer school opportunities unless excused by the principal.
- Students must have earned a minimum effort grade of 2.0 in the failed class to be eligible for online credit recovery.
- Students will attend 80% of the semester's Friday School. Principal approval required
- Students will complete coursework in OJSH on-line curriculum to earn credit.
- Finals for the courses must be taken in OJSH testing lab, and students must earn a 70% or higher on the final to earn credit for the class.

Alternative credit (student has never taken the course before)

- Students will complete coursework in OJSH on-line curriculum
- Finals for the courses must be taken in OJSH testing lab, and students must earn a 70% or higher on the final to earn credit for the class.
- Generally reserved for situations involving scheduling conflicts.
- Not intended to earn credit towards early graduation.

Westridge Alternative School

- Full online coursework that may be completed at Westridge School or at home.
- Students may work towards a regular diploma or a GED
- Recommendations/request to attend are made to the Student Support Team, who will make the final recommendation.

ANNOUNCEMENTS

Only announcements concerning school programs and organizations within the school will be published. All other announcements and materials will follow the district policy of "Distribution of Materials." Please contact the office for more information.

ASSEMBLIES

Student 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.

Students will be permitted to hold assemblies on school property according to district policy.

ATHLETIC CONTEST STUDENT SPECTATOR BEHAVIOR

OHS and OJH student behavior at athletic contests should be supportive of our students' efforts, not derogatory towards other teams and participants. Student spectators are encouraged to **loudly** support our athletes, however, will not be permitted to make negative comments to, nor harass, opponents, coaches, or game officials. Student attendance will be at the event supervisor's discretion, and future athletic event attendance may not be permitted as a result of inappropriate spectator behavior as determined by the administrator.

ATHLETIC PARTICIPATION FEE

Athletic participation fee must be paid in full prior to participation in the first contest of the season. Students participating in athletics are required to have health insurance coverage. See Insurance section

ATTENDANCE

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

AUTHORITIES/LAW ENFORCEMENT PROCEDURES

Access to students during school time:

- Law enforcement officers shall report their presence in a building to a principal or other building administrator and may proceed, with administrative cooperation, in contacting students.
- Routine interviews by law enforcement personnel are permitted to provide for the giving and receiving of information in a discussion process. An administrator or designee when possible shall be present during an interview on school premises.
- When a student is a suspect in a criminal act and is to be interrogated by a law enforcement official for the purpose of establishing involvement in the act, interrogation will be comply with OSD Board policy.
- The School Resource Officer acts as an agent of the OSD, and is subject to the rights and limitations of a school district agent.

AWARDS AND HONORS

The following Awards are generally presented at the end of each year:

SCHOLARSHIP: Presented to the outstanding scholar in the senior class, according to a four-year grade point average.

LEADERSHIP: Presented to the student selected by the faculty as the outstanding leader in the classroom and student activities.

SENIOR CITIZENSHIP: Presented to the senior picked by the faculty as having rendered the most service to the school during his/her school career.

JUNIOR CITIZENSHIP: Presented to a junior judged by the faculty as having been an outstanding citizen during the year.

Awarded in memory of Jack Wiley and Keith Heidrich, members of the Class of 1965.

LEE SNUGGERUD MEMORIAL AWARD: Presented to the resource room student who has made the most improvement during the year.

LOCAL SCHOLARSHIPS: Each year Oakridge businesses and organizations have sponsored many scholarships and awards. Information is distributed through the counseling office.

ATHLETIC AWARDS

SCHOOL LETTERS or equivalent certificates are presented to varsity team members that have met the established standards of citizenship and participation. These awards are presented at the end of each sport season at the discretion of the head coach.

JUNIOR VARSITY AWARDS are presented to deserving members of JV teams at the same time varsity awards are presented.

INSPIRATIONAL awards are presented in conjunction with each varsity sport.

SCHOLASTIC GIRL ATHLETE: Presented to the Senior girl athlete judged outstanding in scholarship.

GORDAN STANLEY AWARD: Presented to the Senior boy athlete judged outstanding in scholarship and citizenship.

DELTA BAKER AWARD: Presented to the Senior boy chosen by the coaching staff as the outstanding athlete of the school.

OUTSTANDING GIRL ATHLETE: Presented to the Senior girl chosen by the coaching staff as the outstanding athlete of the school.

CARL RHODA GOLF AWARD: Presented to the outstanding golfer. This is a memorial award in honor of Carl Rhoda, former superintendent of schools.

BAGS AND BACKPACKS

Bags and backpacks are to be stored in students' lockers when inside the building. Bags are not allowed in classrooms or common areas.

CALENDAR (OFFICIAL)

The official calendar is in the office. Events must be recorded by Wednesday, a week prior to an activity, so that the activity can be put on the Weekly Bulletin. All events will be scheduled with approval of the Principal. No students or staff members will add events to the calendar.

CELL PHONES

Cell phones are permitted on campus but not permitted to be used during instructional times without teacher permission. Each classroom teacher will have clearly posted rules concerning the use of cell phone in their classrooms. Students who are using cell phones during instructional times will follow classroom rules or have the phone confiscated and turned into the office for parent pick up. Continual cell phone infractions will lead to the loss of cell phone privileges while at school.

CHEATING

Cheating on any test, quiz, or class assignment is detrimental to the learning process. Collaboration between students on assignments may only occur with prior teacher permission. Collaboration without permission is cheating. All teachers will have a cheating policy/plagiarism policy placed within their class syllabi describing the consequences. Generally, the first offense will result in receiving a maximum of 2.0 (70%) for the semester. A second offense will result in a failing grade for the semester.

CHECK CASHING

Checks made out to the Oakridge High School or Oakridge Junior High will not be exchanged for cash. No personal checks for cash will be accepted at the office. Only checks written for the exact amount of fees owed will be accepted. A \$10.00 fee will be charged for checks returned by the bank.

CLASS FUNDS/FUND RAISING

1. All class funds must be obligated before the class graduates, or the funds will be transferred to the general student body account at the end of the school year.
2. Expenditures and fundraisers will be for school-related items or activities. There will be no fundraising for the benefit of any individual; they must be for the good of the entire group.
3. The Principal must approve all fund raising events before any action is taken.
4. There will be no permission given for fund raisers started within 30 days of the end of the school year, unless there are special circumstances approved by the principal.
5. All money collected by any club, organization or at any school-related event is considered student body money and must be turned in at the office for receipting the following school day. Under no circumstances will school money be deposited in any bank account other than the official school account.
6. Any group that holds a fund raising event and fails to turn in all money raised forfeits the privilege of receiving cash boxes and change from the Office.

CLOSED CAMPUS

Oakridge High School and Oakridge Junior High students will not leave the school grounds during the regular school day without permission of the Principal or designee. Students are required to check-out at the office when leaving and check-in upon return. The track area, behind the school and the west side of the building are closed areas and students in these areas will be considered off campus. During lunch a parent must be present in order for the student to be checked out at the office. Junior high students will stay in the gym area or Library during lunch recess.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school so that the other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, and tuberculosis. Parents with questions should contact the school office.

CONFERENCES

Regular conferences are scheduled with parents. Parents are welcome to schedule other conferences at any time. See the OSD Board approved "official calendar." "Project Night" for the 2018-2019 school year will be on April 11, 2019.

COUNSELING

In-school counseling is available and students may be referred to other public or private agencies as well. Students wanting to see a counselor should stop in at the counselor's office between classes or before school and make an appointment. The counselor will send a request slip for the student at a convenient time. At times during the school year a counselor may call students out of class to discuss graduation requirements, class standing, etc.

COMPULSORY ATTENDANCE - EXEMPTION

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

1. Employed full-time
2. Enrolled in an educational program full-time
3. Employed part-time and enrolled in an educational program part-time.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Prom is a "formal" event, and students will not be allowed to attend in jeans, t-shirts, sneakers, or un-collared shirts. 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. Students must be in attendance at all classes the day immediately preceding the dance unless a pre-arranged absence has been approved by the principal.

The following rules and regulations for dances have been established by the Board of Education:

1. Only OHS students will be allowed to attend high school dances. Only OJH students will be allowed to attend junior high school dances.
2. Passive alcohol tests may be a condition of admittance at any school sponsored dance.
3. There will be three staff members present and at least two sets of parent chaperones present at all school dances. Admission to the dance will be closed one hour after the dance starts.
4. All coats and bags will be checked at the entrance to the dance and may be picked up when leaving.
5. If a student leaves he/she will not be able to return to the dance.
6. If any student is suspected of being under the influence of alcoholic beverages or drugs, he/she will not be admitted to the dance and parents and authorities will be called.
7. If a student is caught with alcoholic beverages or drugs at a dance, authorities will be contacted. Students will be subject to discipline and procedures outlined in the school district's Chemical Health Policy.
8. Students will not be allowed to go to their lockers during any dance.
9. Prom and Homecoming may last until midnight. All other dances will end by 11:00 PM.
10. Students under the age of 21 who do not attend Oakridge High School may attend selected school sponsored high school dances if they have attended or graduated from OHS in good standing or are currently attending another high school (in good standing) and are the guest of an Oakridge High School student. Spouses of currently enrolled students may also attend school dances provided they are under the age of 21.
11. Dances after a game may be attended by students who have an entrance stamp from the game (Band members and concession stand workers must be certain to get stamped). Students have 20 minutes after the game has ended to enter the dance.
12. Anyone causing any problems at a dance will be asked to leave the dance (failure to do so will be considered trespass) and further disciplinary action will be taken.

DISCIPLINE/DUE PROCESS

A student who violates the Student Conduct Code 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.

DISTRIBUTION OF MATERIAL

Materials presented for distribution at the high school will be dealt with according to the District policy related to such distribution. A copy of the policy is available at the District Office.

DNR CLUB

Attendance and punctuality are essential life skills to learn. To that effect, OJSH has instituted the DNR (Do Not Release) Club. Students gain membership to this club by earning three tardies in the course of one week. A two-week membership can be earned with four tardies in two consecutive weeks.

Students will be notified in writing at the beginning of each week if they are in the DNR club. Students in the club lose any early lunch privileges they may have earned, and will not be released from the classroom during class time unless they have an adult escort.

DRESS CODE

The OHS and OJH dress code is established to prevent disruption and avoid safety hazards. We strive to create a professional atmosphere in our school, and dress is a major part of that climate. Picture the dress of the cashiers at your favorite department store or restaurant. Chances are if your outfit would be appropriate for them, it will be fine here at school.

1. Dress shall clearly be of an appropriate style and length for school. Under garments shall not be intentionally visible.
2. Dress shall be form concealing, rather than form revealing. Shirts/blouses will completely cover torso. Shorts and skirts shall be mid-thigh length. Any ripped jeans must cover to mid-thigh.
3. Everyone will wear shoes.
4. Hats, caps, hoods, or headscarves will not be worn in the building at any time, including during spirit week. Bandanas will not be permitted at any time. Law enforcement officers may wear hats in the building as part of their uniform while on duty.
5. No sunglasses will be worn in the school building, unless prescribed by a doctor.
6. Dress and guidelines on any curricular or extracurricular trip will be determined by the sponsor of the trip and approved in advance by the Principal.
7. Dress for PE classes will follow syllabus guidelines
8. Obscenities will be not be allowed.
9. Dress of any type advertising drugs, tobacco, sex and violence is inappropriate. Interpretation is subject to administrator's discretion.
10. Garments that indicate gang affiliation will not be permitted. See the section on Gangs.
11. Pajamas will not be worn in school.
12. Dress that is inappropriate, revealing or detrimental to the process of education may be cause for parental conference and possible discipline including suspension/expulsion. Students will be asked to change clothes which are considered inappropriate, revealing, or detrimental to the process of education.

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY

Students and staff shall participate in emergency drills or rapid dismissals for fire, earthquakes or other emergencies at least once each month during the school year. When the alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly manner. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal, harmful, and/or prescription drugs, alcohol and tobacco are strictly prohibited. This includes drug possession, selling and/or use at school during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. An age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

EARLY GRADUATION GUIDELINES

Early graduation from high school is available for students who have completed the minimum requirements. Students graduating early are expected to have the ability and maturity level that will make it possible for the student to enter college, an apprenticeship, a training program or the work force. Plans for early graduation must be made cooperatively between student, parents and the school.

Guidelines:

1. The student must have a 2.75 or better grade point average.
2. The student must pass all classes during the last semester of attendance.
3. The student must satisfy payment of all fees, fines, etc., before leaving.
4. Applications for early graduation must be completed and reviewed by the OSD Board by November 1st of the academic year prior to the year in which the student wishes to graduate.
5. Following release from attendance, the student will not be allowed on campus while school is in session without first obtaining permission at the office.
6. Students completing the requirements early may participate in the graduation ceremony to receive their diplomas following compliance with guidelines one through five above.

EARLY RELEASE

Oakridge High School supports expanded options for careers and college for our senior students. Senior students (those who have successfully completed 18 or more credits) may apply for off-campus privilege. Application must be made by the second week of students’ senior year.

Parents must support and provide oversight of the senior students. Students must have demonstrated good attendance (no unexcused absences; no excessive tardies) and have a clean discipline record. The building principal has the option to deny any application for any reason deemed reasonable.

There are three possibilities for senior students to participate in the program: Internship, Work Study or College. Please see the application for more information. The application is available at the OJSH office.

PERSONAL RESPONSIBILITY RUBRIC

A person’s effort and habits are the number one indicator for success in life. For this reason, Oakridge School District places a strong emphasis on students’ learning in non-academic areas. The following rubric has been developed to measure a student’s “Personal Responsibility” (or Effort).

	Travel	Resources	Others & Self
Safe	<ul style="list-style-type: none"> ● Move between locations safely 	<ul style="list-style-type: none"> ● Use equipment, furniture, materials, and facilities safely 	<ul style="list-style-type: none"> ● Safe with others ● Keep hands and feet to self
Respectful	<ul style="list-style-type: none"> ● Move between locations quietly and calmly ● On time for class 	<ul style="list-style-type: none"> ● Use and put away equipment, furniture and materials 	<ul style="list-style-type: none"> ● Follow directions the first time
Responsible	<ul style="list-style-type: none"> ● Be where you are supposed to be ● Ask permission to leave 	<ul style="list-style-type: none"> ● Have necessary materials as needed 	<ul style="list-style-type: none"> ● Actively participate ● Do your best ● Turn work in on time

Here at OJSH, your effort grades are based primarily on the lowest right cell; actively participate, do your best, and turn work in on time.

The following rewards and privileges are available to students based on their combined Effort Rubric GPA (Effort GPA)

Effort GPA of 2.0

- Eligible to attend dances (Homecoming and Prom excluded)
- Eligible to be part of Homecoming and Prom court
- Class behavior grade of 2.0 required to receive an incomplete in any course

Effort GPA of 3.0

- Early Lunch every day
- Off campus privileges for Juniors (Wednesday only) and Seniors

Effort GPA of 3.8

- PSG HangOut during PSG period

ELECTRONIC DEVICES AND LASER OBJECTS

Personal music devices with headphones are permitted before and after school, during lunch hours, and during passing periods only. Headphones/earbuds will not be visible or audible during class time without explicit teacher permission. Laser objects are not permitted on campus at any time and will be confiscated. Parents will be asked to pick up devices, which are being used in school. Personal music devices may be used during extra-curricular activities if arrangements are made with the sponsor, coach or adviser. The school will not be responsible for lost or stolen items. Headphones and earbuds (including wires) cannot be visible while a student is in a classroom without explicit teacher permission. Cell phones are permitted during class

time at the teacher's discretion, and as described in the course syllabus. Students using cell phones while in the hallway during class time will have those cell phones confiscated.

EMERGENCY MEDICAL TREATMENT

In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school the student will be released to the student's parents or to another person as directed by the 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 listen to the radio for information. If the power is out at your home the local (Eugene) Public Broadcasting Radio station is very good about posting relevant information every few minutes. If you do not have television service you can simply get in your car and listen to PBR. Never assume school is closed for the day – call if you have any questions.

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.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits. Please contact the school for current fees. Any required fee or deposit may be waived if the student and parent are unable to pay. Applications for such a waiver may be made to the OHS and OJH office. All fines and fees accumulated during a student's career must be paid before the student receives a diploma. Returned checks will be charged an additional ten dollars.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extra-curricular 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. Students failing classes or with unexcused absences will lose the right to participate in the field trip.

FOOD AND BEVERAGES

Food and beverages are permitted in the classroom at the teacher's discretion, and as described in the course syllabi. Sunflower seeds and other seeds in the shells are not permitted in school. Students on free or reduced lunch program are not permitted to share food with other students while eating in the cafeteria.

FREEDOM OF EXPRESSION

Lawful freedom of expression, verbal or written is constitutionally guaranteed under the first and fourteenth amendments of the United States Constitution. Students, as citizens, have the right of free expression and must bear the responsibility for the consequences of such expression. Since schooling is a learning experience, freedom of expression must also be viewed as a part of the learning process. Therefore, school officials may from time to time find it necessary to review publications and speeches to be given by students and to counsel on matters of libel, slander, journalistic ethics, and the probable effect of statements or writings on the orderly operation of the school.

The following guidelines will be followed:

1. Students are entitled to express their personal opinions in writing in school publications and participate in publishing school publications.
2. Students must obtain school authorization to sell materials or engage in activities, which solicit student financial contributions.
3. Students may refuse to participate in patriotic exercises as long as such nonparticipation does not significantly infringe upon the rights of others, or does not disrupt the educational process.
4. Students may wear certain distinctive insignias so long as they do not trespass on the rights of others or interfere with the orderly operation of the school program and comply with the OHS and OJH dress code.
5. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves. The use of profane or obscene language and threats of harm to persons or property are prohibited.

6. Willful disobedience, open defiance of a teacher's or school official's authority is sufficient cause for suspension.
7. Any publication sponsored or in any way funded by the school shall be known as a "school publication" as opposed to a "student publication". (Example: A school newspaper should reflect the total life of a school community. Even though publication may be accomplished by student effort, the student has a responsibility to the total school community.)
8. Libelous and profane or obscene matter is prohibited from all publications. The free speech outlined in the First Amendment must be balanced against the state's duty to educate pupils in a decent and orderly fashion and to protect the rights of all students.

GANGS

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. In its effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics. No student on or about district property or at any district activity shall wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies. Students in violation of the District's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

Clothing and items that are related to the "Juggalo" or "Juggalette" gang affiliation will not be permitted on school grounds at any time, including during school sponsored activities and athletic events. This includes items referring to the "Insane Clown Posse," and the emblems associated with the "Juggalo" gang's affiliation with the "Insane Clown Posse" (ICP).

GRADING AND CLASS RANK

Grade reports are printed and mailed home at 9 week intervals. Semester grades are issued twice each year and become part of the student's final transcript. The grading scale for Oakridge School District is a 0.0 to 4.0 scale. A score of 2.0 translates to a 70% or C, and is considered proficient, or "passing". A grade of "P" or "NP" may be used, and in some instances, teachers may consider a score less than 2.0 to be passing. In all cases, students must demonstrate proficiency on required standards in each class in order to receive credit for that course.

The official Grade Point Average (GPA) is computed at the end of the junior year and revised at the end of the first semester of the senior year. It expresses numerically the average of the grades earned by each student during the four senior high school years. Each student earning a standard diploma is given a rank in class based on his/her Grade Point Average. Each credit of A is worth 4 Grade Points; of B, 3 Grade Points; of C, 2 Grade Points; of D, 1 Grade Point; of F, 0 Grade Points. Total Grade Points are divided by total credits to find the average. Weighted grades in A.P. class will equal 125% of regular course grade points.

Student given the number one rank in the class shall be the valedictorian of the class while student given the second ranking in the class shall be the salutatorian. In the event of a tie for first and co-valedictorians are chosen, there will be no salutatorian. Modified Diploma, Alternative Education Diploma, Certificate of Accomplishment, and Honorary Diploma students are not ranked.

GRADUATION – HIGH SCHOOL

In order to graduate from high school or participate in the graduation ceremony in the District, a student must successfully complete the required credits. The state of Oregon requires all students to complete a certain series of courses. The current requirements for graduation are listed in OSD board policy 510.2, and on each individual student's transcript. In order to participate in the graduation ceremonies, seniors must meet the following requirements:

1. All fines and fees must be paid;
2. All work must be completed in each class. If failing class(es), student must attend class(es) on days that other seniors are dismissed before graduation;
3. Must meet all state and District requirements;
4. Must attend graduation rehearsal;
5. Must complete all checkout procedures.

Failure to meet all requirements could result in a student not being permitted to participate in the graduation ceremony. Participation in the graduation ceremony is not a property right, and may be denied.

GRADUATION – JUNIOR HIGH

In order to promote from 8th grade to 9th grade, students must complete all OJH promotion requirements of OSD policy 510.2(1)

HARASSMENT / SEXUAL HARASSMENT

Consequences for student acts of hazing, harassment, intimidation, bullying, menacing, sexual harassment are outlined in the Conduct Code at the front of this student planner. The policy and complaint procedure related to sexual harassment are found in School District Policy 520.14. The policy and complaint procedure related to hazing, harassment, intimidation, bullying, menacing are found in School District Policy 520.19. Complaint forms are available in the office.

IMMUNIZATION

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

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

INCOMPLETE

A hallmark of proficiency-based education is the ability to take extra time to demonstrate proficiency in the standards. At OJSH, at the end of each semester, students have the option of requesting an incomplete rather than a failing grade from your teacher. The teacher will then make a decision, based largely on the student's effort grade, as to the merits of an incomplete. If the teacher decided an incomplete is warranted, an "Incomplete Contract" will be filled out and signed by the student, teacher, and parents. This contract will state specifically what work needs to be done, and will designate a completion (due) date.

INFECTION CONTROL/HIV, HBV AND AIDS*

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

Infection/Disease Instruction

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

HIV+ and AIDS - Students:

As a general rule, a student infected with HIV or HBV, six years or older and who does not present special risks to others in an educational setting (e.g., an ongoing history of biting others) is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student/parent has no obligation to report an HIV or HBV condition diagnosis to the district. If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release. If a student/parent wishes to divulge such information and the student continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Students who present a special risk to others in an educational setting and who are infected with HIV, as well as all students with AIDS, are required to notify the superintendent for continued educational services. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. Students and parents will be notified of alternative education programs.

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

*HIV - Human Immunodeficiency Virus, AIDS - Acquired Immune Deficiency Syndrome, HBV - Hepatitis B Virus.

INJURIES

Any injury to a student should be immediately reported directly to the classroom teacher. If an incident takes place out of the building or when the student is not under the direct supervision of a teacher, it should be reported directly to the office. Students must fill out the necessary accident forms.

INSURANCE

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

LIBRARY

The library is for the student's use for studying, research, recreational reading, checking out books and magazines, using

newspapers, using computers and working on assignments. Students must have passes from classroom teachers to use the library. The library may be open in the evening for students to work on assignments. NO FOOD OR DRINK ALLOWED in the library at any time.

LOCKERS

Lockers remain under the jurisdiction of the District even when assigned to an individual student. Locks must be on the locker at all times and is required for initial checkout. The District reserves the right to inspect and search District owned lockers. A student has full responsibility for the security of the locker and is responsible for its contents and for making certain it has a lock and that the combination or key is not available to others. Valuables should never be stored in the student's locker. Searches of lockers may be conducted at any time there is reasonable suspicion to do so or on a random basis, whether or not the student is present. Items discovered in any search may be seized. A police alert dog may be used to identify lockers that have contraband.

LOITERING

Students will be expected to clear the building after 15 minutes after school unless they are under the direct supervision of a teacher or instructional assistant.

LOST AND FOUND

Any articles found in the school or on District grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or district property should be reported to the school office.

LUNCH/BREAKFAST PROGRAM

The District participates in the National School Breakfast, Commodity and Special Milk program and offers free and reduced-price meals based on a student's financial need. Free/reduced meals may not be shared with others.

Students are not allowed to charge any amount for meals. Cash and checks will not be accepted in the meal line or during serving hours.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

MEDIA ACCESS TO STUDENTS

Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINE AT SCHOOL

A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine and

a written request to administer medication signed by his/her parent to the office.

The request must include, for prescription medication, the physician's written instructions, name of the medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the student and physician's name and instructions. Over-the-counter medication must be accompanied by the parent's and/or physician's written instructions and kept in its original container.

If a parent wants a student to self-medicate, a request must be approved by the Principal. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent. District officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

NEWS RELEASE

All information submitted to any news sources concerning events sponsored by, or occurring at OHS and OJH, must have the approval of the Principal.

NON-DISCRIMINATION

Oakridge School District #76 will neither eliminate nor refuse admission to any person from any educational program or activity or discriminate in any way through employment practices on the basis of color, race, national origin, religion, sex, age, disability or marital status.

The Superintendent is designated to coordinate the efforts of the District to comply with and carry out the District's responsibility under the law.

The individual staff member, student or patron who feels there exists discrimination based upon color, race, national origin, religion, sex, age, disability or marital status should submit in writing to the appropriate building principal a statement of the problem and the remedy sought. The grievance must be signed and include address and telephone number of the grievant.

PARENTAL INVOLVEMENT

The staff and administration of Oakridge High School and Oakridge Junior High School would like to encourage parental involvement in all activities. The Parental Involvement Plan is located in the office.

PARKING LOT

Streets that are bordered by District property on both sides are considered school property for purposes of policy and regulations. By law students may not park in curbs painted yellow or red. Vehicles and bicycles parked on District property are under the jurisdiction of the District. The District requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

As a condition of parking on District property, District officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Bicycles are considered the same as any other transportation. Cars and bicycles are not to be moved or ridden during school hours without permission.

Vehicles parked on campus are the responsibility of the owner. **THE SCHOOL DOES NOT ACCEPT ANY RESPONSIBILITY FOR DAMAGE OR VANDALISM TO VEHICLES.**

Students may not be dropped off in the bus lane before or after school during bus times.

Students may not access vehicles during school hours unless permission is granted by a school official. Students may lose the right to park on school property if they do not follow school rules and regulations.

PHYSICAL EXAMINATIONS

Students must have a physical examination performed by a physician prior to practice and competition in athletics. 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 and activities director prior to the start of any sport season. Students shall not participate without a record of passing a physical examination on file with the District.

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 PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of the number of credits earned. Credits will be awarded

based on demonstrated standards proficiency for each class. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. Students in grades 9-12 will be promoted or retained in accordance with State and District graduation requirements. Students who fail required classes must repeat those classes at the next available opportunity. Repeated classes do not supplant previously earned grades.

PUBLIC DISPLAY OF AFFECTION

Hand-holding is the only acceptable display of affection allowed at OJSH, but is not appropriate during instructional time, and should be limited to passing periods and lunch.

SCHEDULE CHANGES

No changes will be allowed, unless approved by office personnel. A student transferring out of any class other than during the first two weeks of a semester may receive a failing grade on their transcript. Parent's signatures may be required for any changes. Athletic eligibility may not be retained merely by transferring out of a class.

SCHOOL PROPERTY

Students are expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying for the damage. Damage of a malicious nature will be considered a serious offense. Property must be repaired or replaced at the expense of the student, as per Oregon State Law. Malicious damage (vandalism) will result in suspension.

SEARCHES

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or District policy. Illegal items (weapons, alcohol, tobacco, and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by District officials.

Items that may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of district facilities and properties including, but not limited to lockers or desks may occur at any time. Items belonging to the student, which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. District Board policy concerning the use of an "alert dog" will be followed.

SEMESTER TESTS

Semester final exams are required in all classes. These final exams will be comprehensive in nature, assessing the goals, standards and content of the entire semester. Semester final exams may be waived in some elective courses, and in core academic courses (LA, MA, SC, SS) with Principal's permission.

SENIOR TRIP – SCHOOL SPONSORED

In order for a senior to be eligible to participate in the senior skip day they must:

1. be passing ALL classes in which they are currently enrolled
2. have year-long attendance percentage of 90% or higher. This includes all absences, excused and unexcused. Field trips and sporting events are not considered absences.
3. have no significant discipline incidents within the 90 days prior to the trip
4. have an effort GPA of 2.0 or higher
5. be on track to graduate.

SOCIAL SECURITY NUMBERS

The provision of social security numbers is voluntary and will be included as part of the student's permanent record only as provided by the student or parent.

SPECIAL PROGRAMS

The District provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the district special education coordinator.

STUDENT ACTIVITIES CODE

To participate in activities, students must meet eligibility requirements of the OSAA and Oakridge High School and/or Oakridge Junior High. Students must pass 5 of the previous 7 semester classes in order to be initially eligible during each season. A copy of the Student Activities Code and special instructions for each activity will be presented to the students by the director of the activity.

STUDENT/PARENT COMPLAINTS

The administration cannot address problems if they do not know about them. For this reason OSD has established this complaint procedure. A student or parent who has a complaint concerning a classroom/ teacher issue should first bring the matter to the staff member involved. If the outcome is not satisfactory, a conference with the Principal may be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint to the Board in care of the Superintendent within ten calendar days following the conference with the principal. The complainant may appeal the Superintendent's decision to the Board, whose decision will be final.

Complaints of discrimination on the basis of sex—contact the Principal.

Complaints about education standards—contact individual involved then contact the District Office.

Complaints about instructional materials—contact the Principal.

Complaints on behalf of students with disabilities—contact the special education coordinator.

Complaints of harassment—contact the Principal.

STUDENT EDUCATION RECORDS

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

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

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours. Parents of a minor, or eligible student, may inspect and review the student's education records. Requests for corrections may be made 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 a hearing may be requested.

STUDENT SEATING

Teachers have the right to assign students seating in classrooms. The faculty has the right to assign student seats in the auditorium and gymnasium. Failure to follow teacher or administrator's instructions will result in disciplinary action.

TALENTED AND GIFTED PROGRAM

A program for students identified as talented and gifted will be provided. Students or parents seeking information should contact the TAG coordinator.

TELEPHONE CALLS

Students may use the office telephone only in cases of emergency, or when ill and needing transportation home.

TEXTBOOKS WILL BE COVERED

All OSD #76 textbooks will be covered in order to extend the life of the book.

TOBACCO

In accordance with District policy tobacco use is prohibited on all District property and in District-owned vehicles.

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.

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

1. Students being transported are under 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 material on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;

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

Disciplinary process for infractions will follow applicable OSD board policies, including OSD Board policies 920 and 921.

TRANSPORTATION - ACTIVITY BUS REGULATIONS

1. Sponsor of the group must ride the bus. The trip sponsor should be first on, last off the bus.
2. Students will not be allowed to board the bus until the sponsor is there to facilitate loading.
3. Students will not be allowed to take anything on the bus other than books for studying.
4. Equipment, bags, etc., will be stored in the luggage storage area.
5. No game shoes will be allowed on an Activity Bus. All students should have dry and clean clothing on before boarding the bus.
6. There will be a seating chart filled out by the group sponsor when students ride an Activity Bus. Students will ride in the same seats on the return trip.

VISITORS

All visitors must check-in at the office and must wear a visitor tag while in the building. Students may not bring visitors to school except for parents, guardians, grandparents and other adults with special permission. Students who have withdrawn from OHS or OJH will not be allowed to visit during regular school hours or to attend any special school activities not open to the public.

WITHDRAWAL FROM SCHOOL

Students should use the following procedures to withdraw from OHS and OJH:

1. Parents must contact the school to withdraw a student.
2. After parental contact, students will obtain a checkout form at the counselor's office and initiate checkout procedure. This should be done before or after school hours, not during school time, unless the student is attending classes that day.
3. Student will present completed form to the office before leaving and pay any fines or fees owed.
4. Students who have withdrawn from OHS/OJH are reminded that this is a closed campus, and they are no longer allowed on campus during school hours.
5. Students who are withdrawing prior to graduation and are not planning on re-enrolling in another school to continue their education are entitled to an alternative education program (see Alternative Education above)

STUDENT ACTIVITIES CODE

Revised 11/17/05

GENERAL RULES

These rules pertain to all students who participate in Oakridge School district sponsored extra-curricular programs and are supplemental rules.

EXTRACURRICULAR ELIGIBILITY POLICY

Initially a student must meet Oregon School Activities Association (OSAA) guidelines in order to participate. OSAA guidelines stipulate that a student must have passed four classes the prior trimester in order to participate.

During the student's participation, a record of the classes in which a student is failing shall be compiled weekly. Should a student be failing a class for two consecutive weeks an eligibility review committee will be convened. Participants may include an administrator, the Athletic Director, a counselor, the coach, the athlete and the teacher of the class or classes in which the student is failing.

The eligibility review committee shall decide on a course of action from the following alternatives:

- A. The committee may identify special circumstances which have affected the student's ability to be successful in the class(es). The committee may continue the student's eligibility pending a change in class placement, conference with parents, counseling or other intervention measures. The committee shall have the option to review this decision at anytime should new information become available.
- B. The committee may decide that the student is capable of passing given adequate class preparation and participation. In this case a conference with the parent and student shall be called immediately. The student will be informed that should he/she be failing for a third week, the student will immediately be ineligible to participate for the remainder of the season.
- C. The student may appeal this decision to the district superintendent.

SCHOOL CITIZENSHIP, CONDUCT, AND SPORTSMANSHIP

1. Participation in athletics and extra-curricular activities is a privilege, not a right. Participants are responsible to his/her coach/advisor for their behavior. The coach/advisor is responsible to communicate and document with the parent/guardian regarding disciplinary action that may lead to a student's loss of activity eligibility. Students who participate in athletics and extra-curricular activities are considered representatives of the Oakridge School District and may lose activity eligibility for involvement in any of the following:
 - a. Unbecoming behavior such as vandalism, insubordination, or unsportsmanlike conduct on or off campus.
 - b. Unexcused absences or tardies to practice or contests.
 - c. An activity that involves disciplinary action by the school administrator or police.
 - d. Violation of any other written training rules established by a particular Coach/Advisor.
2. In all extra-curricular activity programs, a student will ride to and from the activity in transportation vehicles provided by the school unless otherwise arranged by the Athletic Director or school administrator.
3. Students will be personally responsible for all school equipment issued and will return the equipment on time and in good condition. Students will pay for lost, stolen, or damaged equipment at replacement cost.
4. Students will be ineligible to participate in extra-curricular activity programs if they skip a class, are absent from school, or more than 10 minutes late for school starting from the second bell the day of the activity unless prior arrangements have been made through the Athletic Director or school administrator. If attendance becomes a problem for the student, either in a single class or in general, it may result in loss of eligibility for the activity in which the student participates.
5. Any athlete suspended out of school for disciplinary reasons will not be able to participate in any athletic contest while they are suspended. If athletic contests are not scheduled during the suspension the athlete will be ineligible to participate in the first athletic contest upon their return to school.
6. The coach of any sport has the right to make additional rules concerning his/her sport if said rules are consistent with the following guidelines:
 - a. The rule must be necessary in order for the coach to maintain discipline. Discipline is defined as that which is required to execute the system of play.
 - b. The rule is required to insure maximum health and safety.
 - c. The rule will eliminate an obstruction which would reduce a player's performance.

SUBSTANCE ABUSE: POSSESSION OR USE OF TOBACCO, ALCOHOL, OR OTHER DRUGS

Possession or use of tobacco, alcohol, and other drugs is prohibited. Students in violation of this rule, whether or not the violation is at a school sponsored activity, will be subject to the consequences listed below.

- 1) **Tobacco**
 - a) First offense:
Students will have the choice between a tobacco cessation program or a loss of game/performance eligibility as indicated in 'Table A'.
 - b) Second and subsequent offenses:
Students will lose activity eligibility for one calendar year from the date of the offense.
 - c) Loss of eligibility must begin immediately following the offense.
- 2) **Alcohol and other drugs:**
 - a) First offense
Students will lose activity eligibility for the number of contests/performances indicated in 'Table A.'
 - b) Second and subsequent offenses
Students will lose activity eligibility for one calendar year from the date of the offense.

- c) Loss of eligibility must begin immediately following the offense.

Table A	
Number of Contests/ Performances eligibility is lost for first offense of Tobacco, Alcohol, or Drugs	
Football	2
Volleyball	3
Basketball	3
Wrestling	2
Track/ Cross Country	2
Baseball/ Softball	3
Golf	2
Drama	2

3) **Contests or activity trips:**

Any student who is in possession of or uses a prohibited substance at a school contest or on an activity trip will immediately lose activity eligibility for one calendar year.

4) **Waiver provision:**

If a student voluntarily requests assistance from school officials prior to any offense, the penalty for the first offense shall be waived provided that an agreed plan of remediation is implemented. There must be no subsequent violations of this rule within one calendar year. If a violation occurs within one calendar year of the request for assistance the student will be subject to the rules identified above for offenses.

DUE PROCESS FOR DISCIPLINARY ACTION

Students and parents will be notified in writing of Oakridge School District Activities Code, and the Team Rules for any team on which the student participates. A document signed by both the student and parent/guardian verifying notification of this policy is required for activity eligibility.

The appeal procedure for disciplinary action is as follows:

1. A completed appeal form (available from the Athletic Director or Principal) is submitted to the Appeals Committee comprised of the Athletic Director, one teacher, and a current Head Coach of an activity that is not currently in season. After a meeting with the Appeals Committee the appeal is either granted or denied.
2. Appeals denied by the Appeals Committee may be submitted to the Principal.
3. Appeals denied by the Principal may be submitted to the Superintendent.
4. Appeals denied by the Superintendent may be submitted to the Oakridge School District School Board at the next regularly scheduled Board meeting.