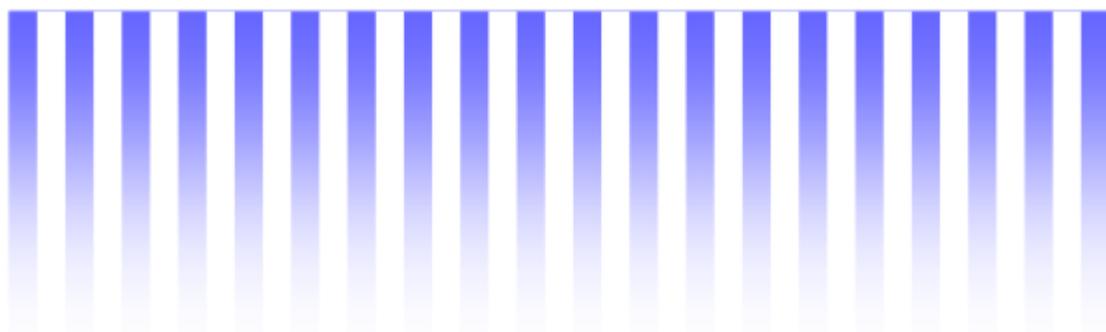


# La Grande High School



2022-2023

# STUDENT HANDBOOK



# La Grande High School

## Our Vision

LHS Tigers R.O.A.R!

Relationships, Opportunities, Achievement, Readiness

- At LHS we develop relationships that nurture and foster a safe, respectful, and unified community.
- The LHS community offers opportunities that are meaningful, comprehensive, and relevant today.
- LHS stakeholders are invested in achievement through rigorous academic and extracurricular activities.
- LHS is committed to producing young adults who are college and career ready to be tomorrow's productive citizens.

## Our Beliefs

In our efforts to improve La Grande High School, we members of the school learning community seek to:

- Promote the well-being of every student at LHS.
- Forge mentoring and coaching relationships to help students define important life goals and develop successful strategies for achieving them based on each student's individual needs.
- Design curricula and authentic assessments that will provide all of our students with meaningful, relevant and challenging educational experiences as well as useful feedback.
- Implement effective and powerful instructional strategies that are congruent with curricular goals and assessment methods.
- Collaborate with the entire learning community in maintaining a productive and dynamic school culture that honors excellence, inquiry, and integrity.
- Integrate both the curricular and extra-curricular programs at LHS into the local community, making optimum use of community resources and opportunities in the education of our students.

## La Grande School District Mission Statement

### **OUR MISSION:**

Empower La Grande's Learners to Learn, Staff to Thrive, and Community to Prosper.

### **OUR VISION:**

Preparing all La Grande students for their brightest future.

- What do we want our students to learn?
- How will we know what students have learned?
- How do we respond when they don't learn?
- How do we respond when they do learn?

## Table of Contents

Administration & Support Staff .....	2
School Calendar .....	3
Bell Schedule .....	3
<b>Tiger PRIDE</b>	
Expectations .....	4
<b>General Policies and Procedures</b>	
Awards .....	6
Backpacks .....	6
Bicycles .....	6
Cell Phones .....	6
Cheating/Plagiarism .....	6
Community Relations .....	6
Classroom Expectations .....	6
Dances .....	6
Dress Code Policy .....	7
Emergency School Closure Information .....	8
Food/Drink.....	8
Freedom of Expression .....	8
Gambling .....	9
Grading Scale .....	9
Hall Conduct/Displays of Affection .....	9
Hall Passes .....	9
Honor Roll .....	9
Honors Diploma .....	9
Lockers .....	9
Lost and Found .....	9
Tiger Hub .....	9
Messages and Delivery .....	10
National Honor Society .....	10
Notes from School Staff .....	10
Open/Closed Campus .....	10
Open Periods .....	10
Parking .....	10
Parent Notification System .....	11
Personal Music Devices .....	11
Pictures /Student Photo ID cards .....	11
Protection of Property .....	11
Schedule Change Policy.....	11
Senior Pranks Policy .....	11
Senior Skip Day Policy .....	11
Signs and Posters .....	12
Skateboards and In-Line Skates .....	12
Technology Use .....	12
Transfer or Withdrawal from School .....	12
Use of Gym Facilities .....	12
Visitors/Trespassing .....	12
<b>Attendance Policy</b>	
Attendance Philosophy .....	13
State of Oregon Attendance Laws .....	13
Participation in School-Sponsored Activities	13
Attendance Definitions .....	13
School Work Make-Up Policy .....	14
LHS Attendance Procedures .....	14
Signing in and Out of School .....	15
Prearranging an Absence .....	15
Homework Requests .....	14
Forgery of Notes or Phone Calls .....	15
Tardy Procedures .....	15
Student or Parent Complaints .....	16
<b>Discipline Policy</b>	
Student Code of Conduct .....	16
Students Rights and Responsibilities .....	16
Investigations-Law Enforcement.....	17
Search and Seizure .....	17
Behavioral Consequences .....	18
After-School or Lunch Work Detail .....	18
Discipline of Disabled Students .....	18
<b>Guidelines for Student Behavior</b>	
Alcohol and Drugs.....	18
Fighting/Assault .....	19
Harassment .....	19
Insubordination .....	19
Sexual Harassment .....	19
Theft .....	19
Tobacco .....	19
Vandalism/Arson .....	20
Weapons .....	20
LGSD Tech. Policy & Agreement.....	21
Student Acceptable Use Form .....	24



# La Grande High School

## Administration & Support Staff

### Main Office

541-663-3301 phone

541-663-3316 fax

Principal ..... Brett Baxter  
Assistant Principal ..... Eric Freeman  
Head Office Secretary .....  
Fiscal Officer ..... Shannon Schelin  
Attendance Secretary ..... Mandy Hood

### Athletic Office

541-663-3301 phone

Athletic Director ..... Darren Goodman  
Athletic Office Secretary .....

### Counseling Office

541-663-3310 phone

541-663-3313 fax

Counselor ..... Chelsee Rohan  
Counselor ..... Sandee Yaetes  
Counselor ..... Jasmine De Long  
Registrar .....

### School Staff

Library/Media Center ..... Juliette Childs  
Head Custodian ..... Steve Leavitt  
School Nurse..... Amy Pennington  
School Nurse..... Jacey Teeter  
School-Based Health Center Secretary ... Cindy Williams

## LHS Bell Schedule

### Regular Schedule

Period 1	8:20 - 9:10
Period 2	9:15 - 10:05
Period 3	10:10 - 11:00
Period 4	11:05 - 11:55
Lunch	11:55 - 12:25
Period 5	12:30 - 1:20
Period 6	1:25 - 2:15
Period 7	2:20 - 3:10

### Monday Late-Start Schedule

Period 1	9:20 - 10:01
Period 2	10:06 - 10:47
Period 3	10:52 - 11:33
Period 4	11:38 - 12:19
Lunch	12:19 - 12:52
Period 5	12:57 - 1:38
Period 6	1:43 - 2:24
Period 7	2:29 - 3:10

### A.M. Advisory/Assembly Schedule

Period 1	8:20 - 9:00
Period 2	9:05 - 9:45
Assem/Adv	9:45 - 10:25
Period 3	10:30 - 11:10
Period 4	11:15 - 11:55
Lunch	11:55 - 12:25
Period 5	12:30 - 1:20
Period 6	1:25 - 2:15
Period 7	2:20 - 3:10

### P.M. Advisory/Assembly Schedule

Period 1	8:20 - 9:10
Period 2	9:15 - 10:05
Period 3	10:10 - 11:00
Period 4	11:05 - 11:55
Lunch	11:55 - 12:25
Period 5	12:30 - 1:05
Period 6	1:10 - 1:45
Assem/Adv	1:45 - 2:30
Period 7	2:35 - 3:10

## 2022-23 Calendar

August 29	First day of school for 9 <sup>th</sup>
August 31	First day of School for 10-12th
September 5	Labor Day Holiday
October 7	Statewide In-service Day
October 26	Teacher Work Day
October 27-28	Parent-Teacher Conferences
November 11	Veteran's Day Holiday
November 21-25	Thanksgiving Holiday
Dec. 19- Jan. 3	Winter Break
January 16	Martin Luther King, Jr. Holiday
January 26	Teacher Work Day
January 27	Parent-Teacher Conference
February 20	Presidents Day Holiday
March 27-31	Spring Break
April 3	Teacher Work Day
April 13-14	Parent-Teacher Conference
May 29	Memorial Day Holiday
June 3	Graduation
June 7	Last Day of School

### Master Calendar Online

[www.lagrandesd.org/browse/152184](http://www.lagrandesd.org/browse/152184)

Please also visit the LHS home page at [lhs.lagrandesd.org](http://lhs.lagrandesd.org) to see the link to our new Master Calendar of all events as well as a Sports Calendar with all scheduled sports.



# Tiger

## P.R.I.D.E!

**Personal responsibility** is demonstrated by coming to class prepared and ready to learn, managing my time, and doing my best every day.

**Respect** means I will take my peers' thoughts into careful consideration and I will show honor with my actions and words by being mindful, humble, and kind.

**Integrity** is having moral values, respect for others, and being truthful; all while holding myself accountable and applying this to my daily life- including my interactions on social media.

**Diversity** is demonstrated by the acceptance of differences between others and myself through recognition, inclusion, and respect.

**Excellence** means I will rise to the challenge.  
When I fall, I will learn from my mistake. Life is hard, but could be harder; don't complain because someone's watching. The struggle will make me excellent!



# General Policies and Procedures

## AWARDS

Students at La Grande High School can earn semester awards for outstanding grades and attendance.

## BACKPACKS

Backpacks, gym bags, and other bulky items are not permitted in classrooms. Personal items need to be stored in lockers or the Tiger Cage.

## BICYCLES

Bicycles ridden to school by students must be parked in designated areas on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. La Grande School District is not liable for stolen property. Bike locks are not to be stored on District bike racks and may be cut off if left after school day.

## CELL PHONES/ELECTRONIC DEVICES

Electronic devices, including cell phones, can be used on campus during these specific times: before school, in hallways during passing time, during lunch, and after school. If a student requests to use the restroom during class, the cell phone may not leave the classroom with them. At all other times during the school day, electronic devices including ear buds, air pods, or bluetooth headphones, will be turned off and put away. Staff will seize electronic devices that are out during instructional time. Electronic devices confiscated by staff will be returned at the end of the school day by office staff. Students who refuse to hand over electronic devices to staff upon request will be disciplined for insubordination.

If a family needs to communicate with their student, contact the front office at 541-663-3301.

Students are prohibited from using electronic devices in the restroom/locker rooms and from taking pictures or videos of other students or staff without their expressed permission.

1<sup>st</sup> time - Phone returned at the end of the day

2<sup>nd</sup> time - Parent called / school discipline / phone returned to student

3<sup>rd</sup> time - Parent must pick up phone / school discipline

Administrators may revoke phone privileges on campus for an extended period of time for repeated misuse.

## CHEATING/PLAGIARISM

Cheating/plagiarism in any form is not allowed at La Grande High School. Cheating can include, but is not limited to, obtaining and giving information during a test by secret or public means, copying and/or duplicating another person's work. In all cases, a student must do his/her own work. Plagiarism is copying another person's work and claiming it as one's own. The instructor makes the determination (observation is sufficient) that cheating has occurred. The following steps will be enforced in regards to cheating/plagiarism:

1. The student and instructor will discuss the issue in a timely manner.
2. The student will receive no credit on the assignment or test. Optional makeup is at the discretion of the teacher.
3. The teacher will notify the parent/guardian and an administrator of the incident.
4. A conference to discuss the matter will be arranged if so desired by the administrator or parent/ guardian.
5. A second offense in the same class will result in parent notification by the teacher. An administrator will remove the student from class with a final grade of "F".

## COMMUNITY RELATIONS

During the school year many students walk to and from school. Please show the local residents respect and cooperate with our neighbors by staying off private property and not loitering on lawns and driveways. In past years, the school has received many calls regarding the litter that is left on lawns and driveways of our neighbors. As respectful citizens, our student body must refrain from such action. We are confident that the reputation of LHS for good sportsmanship and concern for others will continue.

## CLASSROOM EXPECTATIONS

Classroom teachers have the right and responsibility to set classroom expectations which contribute to the learning environment of all students. This includes seating arrangements and decisions regarding wearing of hats, chewing gum, etc. Failure to comply with classroom expectations may constitute insubordination and result in disciplinary action.

## DANCES

La Grande High School sponsors many activities to support students. Dances are a positive activity that builds culture and community within our school. School staff will work with

students to determine various aspects of these dances. Students may not return to a dance once they leave. Guests will not be allowed to any dances except Homecoming, Winter Formal and Prom. The LHS student bringing a guest to a dance must see an administrator for a guest pass during the week preceding the dance. Middle school students or adults over the age of 19 will not be issued guest passes.

The purpose of school dances is to promote a positive school culture and provide students a different venue to demonstrate and master socially appropriate behaviors. To promote these positive outcomes students are expected to dance and dress in a style appropriate for a public social event. Students that dance or dress in a manner that is not appropriate for a public social event may be asked to leave the event, and be excluded from future events if they refuse to comply with these standards.

#### DRESS CODE

Dress and grooming are primary responsibilities of students and parents. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean, or threatens the health or safety of the student or others. Clothing, jewelry, or wording on clothing which is sexually suggestive, drug, alcohol or tobacco related, vulgar or insulting, gang membership related or ridicules a particular person or group is not allowed. School Board Policy JF/JFCEA/ACB

A dress code violation will result in the student going home or obtaining clothing from their PE locker to correct the violation. Any missed work in class resulting from time spent correcting the violation is the student's responsibility. Continued violations may result in disciplinary action.

Footwear appropriate for school activities must be worn at all times. Footwear standards are concerned with health requirements and with the prevention of accidents and injury. Students may NOT go barefoot.

LHS Students are allowed to wear clothing to express their personal style while abiding by school district guidelines.

The following type of clothing will not be allowed at any regular school activities:

- Clothing where undergarments are visible
- Halter tops, low-cut, revealing tops, spaghetti, or strapless tops
- Backless tops: tops must reach at least mid-shoulder blade back
- See-through clothing

- Implied or direct advertising of tobacco, alcohol, and drugs on all forms of clothing or jewelry and logos, innuendoes, or symbols that are sexually suggestive or explicit.
- Jeans and clothing should be worn around the waist so that undergarments remain not visible.
- Clothing with metal knuckles that could potentially be used to harm other students.
- Clothing that may allow a student to be tethered to another student (i.e. dog collars, etc.)
- Implied or direct advertising of tobacco, alcohol, and drugs on all forms of clothing or jewelry
- Miniskirts and shorts will not be above the student's fingertips with arms and hands fully extended at their sides.
- Ripped jeans may not have holes above the student's fingertips with arms and hands fully extended at their sides.
- Hats should be worn forward or backward, never to one side. It is at the teachers' discretion whether hats are allowed to be worn in the classroom or not.
- No hoods worn in the school building so student can be easily identified by staff and students and maintain a more secure environment.
- No sunglasses are to be worn at school at any time unless a licensed physician medically prescribes them **and/or with administrative approval.**
- No clothing or symbols, which promote or identify gang membership, including, but not limited to the wearing of one specific color, such as red, blue, etc.; coats or hats that have gang names, style writing and/or street names displayed on them, no bandannas, do-rags, or hairnets. The rules for personal attire will be interpreted with enough flexibility to address the issue of gang-related content as those symbols change from year-to-year.
- No clothing shall be worn that is inappropriate to the degree it makes another student or staff member uncomfortable or disrupts the learning environment.
- The district prohibits the use or display of hate on district grounds, including any symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or a national origin, including, the noose, swastika, or confederate flag, and whose display:
- Is reasonably likely to cause a substantial disruption of or material interference with school activities; or is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school

- In responding to the use of any symbols of hate, the district will use non disciplinary remedial action whenever appropriate.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the building administration and may be denied the opportunity to participate if those standards are not met. The personal appearance standards for students will be interpreted with enough flexibility to maintain at all times a safe, positive learning environment on the La Grande High School campus.

#### EMERGENCY SCHOOL CLOSURE INFORMATION

Depending on weather conditions, schools may close for the day, open two hours late with regular bus routes or open on time with snow bus routes. Changes to the school schedule are usually announced by 6:00 AM. School Reach will notify the primary contact for each student. We also use Thrillshare as a means of communication when needed.

Bookmark the district web site for up-to-date information: [www.lagrandesd.org](http://www.lagrandesd.org)

Weather emergencies can sometimes disrupt power and telephone service. The district will use a variety of methods to keep you informed. Tune into local radio stations, social media and district websites for school closure information.

KUBQ	98.7 FM
KWRL	102.3 FM
KCMB	104.7 FM
KRJT	105.9 FM
KLBM	1450 AM*
KVBL	103.1 FM

\*can operate during power outages

#### FOOD/DRINK

Breakfast, lunch, and snacks are available at La Grande High School. Students may choose from a variety of entrée or ala carte items. Students may not purchase food during class time.

Food delivery is not permitted during class time. If a student orders food for delivery, it must arrive during the lunch period. If it arrives during class time the office will not accept the delivery.

As a general guideline, no food or drink is allowed in classrooms. Teachers do have discretion regarding the consumption of food and drink in the classrooms during class time. Teachers have the right to change classroom policies regarding food at any time based on student behavior and ability to maintain a clean learning space. Drinks in classrooms must have a lid or the ability to close to eliminate the possibility of spillage and damage to school property. Staff members may check the contents of water bottles if needed. Food should not be consumed in carpeted areas of the school. You are expected to pick up after yourself and keep the school buildings and grounds clean.

Students should establish a lunch account in the main office. Free and reduced prices for breakfasts and lunches are available for students who qualify by financial need.

Applications are available in the office.

#### FREEDOM OF EXPRESSION

Students, as citizens, have the right of free expression and must bear the responsibility for the consequences of such expression. The school board considers the opportunity for students to exercise freedom of expression within the law to be an important element in the learning process and welcomes expression of different views on political or social issues. School officials may review speeches to be given by students and decide on matters of slander, libel, and the probable effect of the statements on the orderly operation of the school.

Materials sponsored, funded, printed, published, or broadcast by the school, including, but not limited to the school newspaper, are part of the school program and shall be subject to review and approval by school authorities in accordance with district regulations.

A student may distribute, or receive from another student, literature or related materials including buttons, arm bands, or other badges of symbolic expression. Students are always entitled to express their personal opinion, providing that it does not insult, show disrespect, or prove to be inappropriate towards staff or students and does not interfere with the educational process. School authorities may designate the time and place for distribution of literature or related materials so that such distributions will not interfere with the school program.

A student cannot use or display profane or obscene language or threaten to harm people or property.

## GAMBLING

The use of dice, playing cards or any similar device on school grounds, for the purpose of gambling, will not be allowed. Students who engage in these activities will be subject to disciplinary action.

## GRADING SCALE

LHS is in a transition to eliminate the +/- grade scale. The following scales will be used for the indicated classes.

### GRADING SCALE

<u>Percentage Grade</u>	<u>Grade Points</u>
90-100	A 4.00
80-89	B 3.00
70-79	C 2.00
60-69	D 1.00
Below 60	F 0.00

### Other grades used at LHS include:

NG = No Grade

P = Pass

## CAMPUS CONDUCT/DISPLAYS OF AFFECTION

As part of the responsibility of the school community, students are expected to exercise discretion in public display of affection. Hand-holding and short hugs are allowed. Kissing is not allowed. Actions which make other students or staff uncomfortable are not acceptable and will result in discipline.

Staff members who note unacceptable behavior will indicate this to the students, request the behavior stop, and report the behavior to an administrator. On the second occurrence, the parents of both students will be contacted by an administrator, and a conference will be held if needed. Further incidents will result in administrative action such as, but not limited to school suspension.

## HALL PASSES

Students may not leave the classroom to purchase food or drinks or use the phone. If you need to leave the classroom for the bathroom, library, office, or another legitimate reason, you must obtain a hall pass from the classroom teacher. The LHS front office will not conduct student business during instructional time.

## HONOR ROLL

A student is eligible for the honor roll by earning a GPA of 3.00 or above in the preceding semester. Honor Roll GPA is calculated each semester and published in the local newspaper. To be eligible, a student must be enrolled in five or more classes and have not received an "F" in any course.

## HONORS DIPLOMA

By pursuing a rigorous academic program, a student can earn a La Grande High School Honors Diploma for graduation. For more information on this award see your counselor early before your junior year to determine specific requirements. An application of intent is due in the counseling office by February of your senior year.

## LOCKERS

Hall and PE lockers should be kept locked at all times for security reasons. Locker combinations should not be given to any other person. Damage to lockers or need for excessive cleaning (e.g. removal of stickers and pen markings) will result in a fee charged to the occupant. The school is not responsible for any loss, theft, or damage to personal property from lockers. The school staff reserves the right to check the condition and use of assigned lockers at any time. Profane or suggestive pictures or writing, including drug, alcohol or tobacco related items, are not allowed in lockers.

## LOST AND FOUND

Students are responsible for their personal property, all school property and all school district property issued to them for their use. Do not leave books, purses, or other valuables unattended. Be certain that your locker is locked and your name is written into all books as they are issued. Students are strongly encouraged to place their name inside athletic shoes, jackets, and other items of value. Do not carry large sums of money to school. Should you find any private or school property, take it directly to the main office. Students in possession of property belonging to another student, staff, or school without permission will be dealt with under the theft guidelines of the district policies.

## TIGER HUB

The Tiger Hub, also known as our media center/library is open before school, at noon, and after school for your convenience. Books may be returned at other times through the return slot adjacent to the door. All materials must be properly signed out before being taken from the library. If you

have questions or need help, check with the media/library assistant.

#### MESSAGES AND DELIVERIES

Messages and deliveries are taken care of through the Main Office. Please call 541-663-3301. Only messages from a parent or employer are accepted. We earnestly request parents to plan ahead and eliminate these calls whenever possible. We must further request that all messages and deliveries be completed by 2:30 PM.

#### NATIONAL HONOR SOCIETY

Scholarship, service, leadership, and character are the four components that qualify a student for membership in National Honor Society. A 3.50 GPA makes a student eligible to provide further information that is evaluated by the faculty council. The membership of NHS becomes a core group of students that want to make a positive difference at La Grande High School and in our community. Application forms and selection guidelines can be obtained at the main office or by contacting Mr. Des Jardin at pat.desjardin@lagrandesd.org or by phone at 541-663-3349. Look for additional club information in the Parent Link and on the high school website.

#### NOTES FROM SCHOOL STAFF

Notes may be delivered to students from school staff, including administrators, the main office, or the counseling office staff. Students must respond to the notes at the appropriate time, either immediately or between classes as indicated. Failure to respond to a note sent by staff may constitute insubordination.

#### OPEN/CLOSED CAMPUS

La Grande High School is a closed campus except at lunchtime when students may leave school grounds. To maintain this privilege, students must return to campus in a timely fashion and be good neighbors to the residents who live near the school. Students must be considerate and not loiter on private property or nearby streets, and not litter yards and streets with food wrappers, containers, or other debris. These expectations apply before and after school. Students who do not comply are subject to a closed campus policy, suspension, or other action.

During breaks between classes students are not allowed to leave the school grounds, be behind the shop, or any other secluded spots on campus. They are not to be in the parking lot, in cars, or loitering on the edge of campus.

#### OPEN PERIODS

Freshman, sophomore, junior students are not allowed to have an open period. Senior students may only request an open period with parent permission and if they are on track to graduate. Students with open periods must be off campus during their open period or obtain an open card from an administrator if they want to remain on campus in designated study areas.

#### PARKING

Parking permits are required for students at LHS. Students who plan to drive should secure a permit at the beginning of the school year. Parking permits are required to use any of the designated student parking areas. Student parking is marked with a white stripe. If parking spaces in the two lots are full, you may park west of the tennis courts in the gravel lot. Parking permits must be visibly displayed in the windshield of the vehicle. Vehicles will occupy no more than one space. Students may also park in spaces on Second Avenue in front of the gym or on surrounding streets, unless marked "residential parking."

Students will not park in handicap parking spaces, on sidewalks/grass, or block fire lanes at any time.

Parking tickets (\$10.00 each) may be imposed for any student who does not comply with these parking restrictions or parks in a spot designated for school staff. Student parking spaces are marked with white lines, staff are marked with yellow lines. Continued violations may result in the vehicle being booted or towed at the student's expense. Local and state traffic laws must be obeyed. Unnecessary noise, dangerous driving, and/or misuse of any vehicle will not be tolerated. These infractions and/or consistent illegal parking will result in fines, citations, application of an auto boot, and/or towing at the owner's expense. Police may be contacted.

Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

LHS reserves the right to revoke parking privileges..

#### PARENT NOTIFICATION SYSTEM

La Grande High School will be using Thrillshare/Apptegy and has the ability to make notifications to parents by phone,

e-mail, or text message. The notifications will occur in the case of emergencies, inclement weather, school activities or meetings, and most importantly, school attendance.

Your child will be identified by name and the period(s) missed. Please know that if your child misses classes you will be notified each day. To minimize these calls, make sure to inform the school when you KNOW your child will miss classes on a given day.

Please make every effort to provide the school with current and accurate contact information any time there is a change to ensure that you do not miss important information. Please update this information with Victoria Andrews at 541-663-3310.

#### PARENTVUE/STUDENT GRADES/ATTENDANCE

La Grande High School uses the Synergy-ParentVue app for parent and student access to grading information online. Grades and individual assignment data can be accessed on the web 24/7 and reflects teachers' current grade book data. ParentVue login information can be obtained by calling the main office at 541-663-3301. Information will be provided by the school at the beginning of each school year.

#### PERSONAL MUSIC DEVICES

Use of personal music devices during appropriate times is permitted. See the electronics and cell phone policy. **EXCEPTIONS:** Personal music devices may be used in the Commons, and in the media center and computer labs with the assistant's permission. Anytime a personal music device is being played, headphones must be utilized. Music cannot be played publicly in the commons, media center, or hallway

#### PICTURES / STUDENT PHOTO I.D. CARDS

All students must have their picture taken at the beginning of the year or upon entry to school for the school database and for their student ID card. The opportunity to purchase school pictures is provided to the student in the fall. Purchasing school picture packets is optional. Student body cards are provided at no cost and are required for all students and must be worn on a lanyard and visible at all times. ASB Activity stickers may be purchased for \$30.00 and allow students to attend all home athletic contests for free as well as being admitted to dances for a reduced fee. A processing charge may be assessed on any student who loses his/her student body and/or activity card and asks for a duplicate.

#### PROTECTION OF PROPERTY

It is imperative that items of value not be brought to school. The school cannot assume responsibility for lost or stolen

items. Lockers do not guarantee security, so DO NOT leave items of value in your locker. Hall and PE Lockers must be kept LOCKED!

Damage to personal items or property is not covered by the school district's insurance. Any items lost or stolen will have to be replaced by the student and his/her family. Should a theft occur, the student should report it to an administrator immediately and fill out a lost/stolen property form.

#### SCHEDULE CHANGE POLICY

No schedules will be changed without parent permission. Schedule changes must be cleared through the counseling office by the end of the first 5 school days of the course. Dropping any class after that time will result in a failing grade for the semester.

#### SENIOR PRANKS POLICY

In past years, a few seniors have engaged in behavior with potentially dangerous repercussions in the weeks preceding their graduation from LHS. Be advised that this type of behavior will not be tolerated.

There are no school-sanctioned pranks. Students are encouraged to use the last weeks of school to thank those involved in their education, to focus on a strong finish, and to give back to their school and community.

Any senior who engages in activities that deface school property or demean or devalue any LHS student, faculty, or staff will NOT be allowed to participate in the commencement ceremony and will face appropriate disciplinary action.

#### SENIOR SKIP DAY POLICY

Towards the end of the school year, students may tell families that a certain school day is "senior skip day." Be advised that La Grande High School does not sanction a "Senior Skip Day." The end of the senior year is an exciting time, filled with high emotion. It is also a time when seniors are at risk for engaging in behaviors that may put them in harm's way. Groups of seniors who are truant from school on the same day encourage poor decision-making. Please keep your student safe by not condoning your student's decision to skip school. Students should know that natural consequences might affect their ability to graduate should the day missed for a senior skip day account for too many unexcused absences and constitute a credit denial situation.

## SIGNS AND POSTERS

Students wishing to display signs in the school must receive permission and an authorization stamp from an administrator before displaying any sign or poster. Students must use bulletin boards around the school to post signs.

## SKATEBOARDS AND IN-LINE SKATES

Due to inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, in-line skates, or roller skates within the school building is not allowed. If students are using these devices for transportation to and from school, they must be stored in lockers during school hours. The use of these items on school grounds creates a hazard to other students, is disruptive, and will result in disciplinary action.

## TECHNOLOGY USE

The use of district computers and peripheral equipment is a privilege, and the misuse of such equipment will not be tolerated. School computers are available to support curriculum. Computers are not to be used for playing games, accessing chat rooms or e-mail, printing non curriculum related materials, willfully deleting files, changing computer passwords or default settings, downloading inappropriate materials, keying in profane and/or obscene language or accessing pornographic sites or information.

An Internet Use Agreement, signed by both student and parent/guardian, must be on file in the main office before a student is allowed to access the Web from a school computer. Inappropriate use of district technology will result in discipline consequences that may include, but is not limited to, denial of computer and/or internet use, suspension, or expulsion. For complete policy/guidelines see pages 21-23.

## TRANSFER OR WITHDRAWAL FROM SCHOOL

Parents should notify the school registrar either by phone or note prior to the student's last day of school. On the student's last day, he/she will be asked to take the withdrawal form to all his/her classes, and the teacher will indicate the current class grade. Students must complete the withdrawal form and turn in their ASB card. If withdrawing during first semester, the 2nd semester fees for the ASB card will be refunded. Students will be asked to return all books and supplies, and he/ she will be expected to pay for lost or damaged textbooks and other applicable fees.

## USE OF GYM FACILITIES

During school hours, the gymnasium and shower/locker room areas are open only to students in physical education classes or in season sports.

## VISITORS/TRESPASSING

To protect students and school property and to prevent disruptive activity, school officials must know if persons who are not staff members or LHS students are inside school buildings or on school grounds. Parents are encouraged to visit campus; however, all visitors to the school building or grounds during the school day must come to the main office and receive a visitor's pass. Visitors whose behavior is inappropriate or disruptive may have their visitor privileges revoked.

Students who attend another school may not visit La Grande High School during the school day or during the lunch hour.

LHS students may be considered "trespassing" if they are loitering on school grounds during hours other than school hours or when activities or sports are in session. Trespassing incidents may result in suspension from school or law enforcement being notified, with the possibility of citation.

# Attendance Policy

## PHILOSOPHY

Attendance in all classes at La Grande High School is important to insure a successful academic experience. Regular attendance builds good habits for life, including reliability and punctuality. Students who have good attendance generally achieve higher grades, enjoy school more, and are more marketable in the workforce. Students who attend school consistently gain knowledge and skills from classroom activities (such as discussions, films, guest speakers and special demonstrations) which are difficult to make up.

Students and parents are responsible for school attendance. Excessive absences may result in loss of credit, removal from class(es), and even removal from school.

Parents who monitor attendance closely increase the likelihood of success for their students. Parents may call 541-663-3311 to inquire about attendance any time between 7:30 and 3:00 p.m. Parents can go online and view attendance through the ParentVue App. If the parent does not

have access to computers, they may request that attendance records be mailed to them.

## STATE OF OREGON ATTENDANCE LAWS

ORS 339.010: School attendance required; age limits  
Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides.

ORS 339.020: Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term.

ORS 339.065: Estimates of attendance; irregular attendance; excused absences.

(1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance (truancy).

(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

## PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES

Students who participate in school-sponsored activities, i.e., sports, musical events, clubs, etc. must attend a full day of school the day of the event (or the day preceding the event of a weekend activity) in order to be eligible to participate. Exceptions are made for pre-arranged or school-related absences.

## ATTENDANCE DEFINITIONS

ABSENCE: Missing any class or leaving class without permission.

EXCUSED ABSENCES: Oregon Revised Statute recognizes only the following reasons as valid excuses for absences:

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. Medical appointments. Verification of appointments may be required.
5. Field trips and school-approved activities.
6. Other reasons deemed appropriate by the building administrators in charge of attendance when satisfactory arrangements have been made in advance of the absence.

UNEXCUSED ABSENCE: Any absence, other than those listed above, including those known to a student's parent or guardian (i.e. haircuts, shopping, going to the store, recreation, sleeping in, running home for books, babysitting or gainful employment). Students who leave class without permission or are reported out of class without permission will also be marked as unexcused. A skip noted by a teacher may not be excused. Teachers are NOT required to provide make-up homework for unexcused absences.

PLEASE NOTE: The following are NOT excusable absences in accordance with Oregon State Attendance Laws:

- Truancy
- Missing the bus or car malfunction
- Family vacations not excused in advance
- Birthdays or other celebrations
- Oversleeping
- Shopping/haircut appointments
- Hunting or fishing excursions
- Attending athletic events in which you are not a participant during the school day.

TARDY: Arriving late to any class. Excused tardies must be accompanied by a note from a staff member. Unexcused tardies may result in work being missed that cannot be made up.

EXCESSIVE TARDY: Arriving more than 10 minutes late to class. Excused excessive tardies must be accompanied by a note from a staff member. Unexcused excessive tardies may result in work being missed that cannot be made up.

TRUANCY: Absence from school without prior knowledge of parent.

PRE-ARRANGED ABSENCE: If a student knows in advance he/she will be absent from school for any reason other than an excused absence (see definition), he/she should pick up a

Pre-Arranged Absence Form in the main office. (i.e. Field trips, out-of-town doctor/ dental appointments, college visitations or family vacations; competitive athletic or other co-curricular activities; and official religious holidays).

EXCESSIVE ABSENCES: If a student is absent 10 or more days in a class in a semester, either excused or unexcused, credit for that class may be withheld.

Absences related to athletics, field trips, or other school related activities are not counted in the total of absences.

## ATTENDANCE EXPECTATIONS

### Student Action:

Attendance in class is an important responsibility of the student. The expectations of La Grande High School students are:

1. Attend classes regularly.
2. Be on time when reporting to school and class.
3. Check with individual teachers for make-up work after an absence.
4. Obtain make-up work for excused absences before or after school. Complete it during the time frame agreed upon by the teacher and student.

### Teacher Action:

1. The teacher will take attendance in the first ten minutes each day, and keep an accurate accounting in his/her gradebook.
2. The teacher will confer with the student when a pattern of excessive absences is observed.
3. The teacher is encouraged to contact the parent about the excessive absence problem and refer the student to an administrator or the attendance officer.

### Administrative Action:

1. Will meet with students who violate attendance expectations (i.e. tardies, unexcused absences, truancy) that will result in school discipline.
2. Administration will schedule and lead truancy and credit denial processes.
3. Administrators will assign school discipline based on continued attendance issues.

### SCHOOL WORK MAKE-UP POLICY

The following procedures are used at La Grande High School for students' excused absences:

1. The student is responsible for requesting makeup work from the teacher.
2. The teacher is responsible to provide, upon request, what he/she considers to be an appropriate review of the work missed.
3. Students will have one day to make up missed work for each day of absence. This time period may be extended if mutually agreed upon between teacher and student.
4. Students participating in activities that take them away from school (band, choir, sports, etc.) are responsible for the work that takes place in each class the day of the absence. Students may arrange to complete assignments in advance of the absence. It is the student's responsibility to ask teachers for make-up assignments.
5. The teacher will explain and post course expectations that shall include an explanation of the system of points earned for participation or attendance in class.

### HOMEWORK REQUESTS

If a student is absent because of extended illness (more than 2 days) or suspension of more than two days, requests for homework assignments must be made 24 hours in advance. Assignments may be requested and picked up in the Main Office (541-663-3301). Requests for assignments will not be filled and made available to parents for pick-up until 3:15 PM of the day following the request.

### GRADE REDUCTION

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 though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence as determined by district policy.

## ATTENDANCE PROCEDURES

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

For excused absences (note reasons that absences may be excused in previous definitions), please use the following procedures:

1. Parent/guardian excuses an absence by:
  - a. Calling the Attendance Office at 541-663-3311. An answering machine is available 24 hours a day.
  - b. Sending a note to the Attendance Office.
  - c. Sending an e-mail: [mandy.hood@lagrandesd.org](mailto:mandy.hood@lagrandesd.org)
2. All notes and calls must include a reason for being absent or tardy and a time they are to be excused.
3. Students entering or leaving LHS must check-in or out at the main office. Student entering campus will get a check-in slip that they will take to their teacher to access class.
4. The school must be notified within 48 hours of the absence.
4. Absolutely no changes will be made in a student's attendance record after a 5-day period without a formal appeal to an administrator from the student and parent. Blanket excuses will not be allowed.
5. If absences have not been excused within the 5-day period, the student's record will show an unexcused absence. Work missed during an unexcused absence cannot be made up, and consequences will be assigned to the student.
6. Parents may not excuse absences for students who are at school and supposed to be in class.
7. La Grande High School is under no obligation to accept an absence excuse from a parent/guardian if the parent/guardian did not know the precise whereabouts of the student during the time in question.
8. Students who become 18 years of age during the school year and still reside with their parents must follow the attendance policy. Students will not be allowed to excuse themselves from classes. Self-excusing by students requires administrative approval and may be revoked at any time.

#### PREARRANGING AN ABSENCE

Prearranged absences may be excused using the following procedures.

1. Get a prearranged absence form from the Main Office.
2. Fill the form out and get a parent signature.
3. Take the form to each teacher whose class the student will miss for a signature and/or comment on what will be missed during the absence.
4. Return the form to the Main Office at least the day before the scheduled absence begins.

#### SIGNING IN AND OUT OF SCHOOL DURING THE DAY

All students must sign in and out of the school building when leaving school, returning from an appointment, or arriving late. Do this in the front office with Mandy Hood. Partial day or single period absences may not be excused unless the student has properly signed out and/or into school. All students checking in or out must have a parent note, appointment card, or phone call from a parent/guardian to be excused. Simply signing in and out does not excuse the absence.

Students signing-in or returning to school must have a admit slip from the front office to be admitted to class. Students that fail to report to class after obtaining an admit slip will be marked as a skip.

#### FORGERY OF NOTES OR PHONE CALLS

Students forging notes and falsifying phone calls to obtain an excused absence will be given consequences, which may include ISS, or out-of-school suspension.

#### TARDY PROCEDURES

Punctuality is a critical piece of attendance. It is the student's responsibility to arrive in class on time with all materials needed for class. Unexcused tardies will accumulate for each semester in all classes combined and will result in disciplinary action. Students must remain in class even if marked tardy. Failure to remain in class will be regarded as insubordination and will be reported to the administration.

Tardiness is considered a disruptive behavior and will be handled in the following manner.

1. Students who are tardy to class without a note may not receive work they missed.
2. Students must check in at the main office and get a tardy slip
3. The tardy slip is handed to the teacher upon entry to class
4. On the third and subsequent tardies students will be assigned lunch detention. If missed, another LD will be assigned. If missed again you will serve ½ day of ISS or after school detention.
5. On the seventh tardy, the student will be called into the office for a conference and a parent will be notified.

- Beginning with the eleventh tardy, students will be referred to the administration for further disciplinary action. **Parents will be required to meet with administration on campus.** This action could include, but is not limited to: in-school suspension, or out-of school suspension.

**EXCESSIVE TARDY PROCEDURE:** Excessive tardies (more than 10 minutes late to class) are handled the same as unexcused absences. Students who are excessively tardy will not receive work, test, etc. that they missed while absent from class.

**UNEXCUSED ABSENCE PROCEDURE:** Attendance is vital to student’s success in their classes. If a student misses a class, without getting it excused, discipline may include:

- La Grande High School uses the SchoolReach call system to notify parents of any student with an unexcused absence or tardy each day. When a student is absent from class, the automated system attempts to make telephone contact with the home. Make sure the school has current telephone information for your home.
- Students may not receive work until absences have been excused. Additionally, students may not receive credit for tasks handed in during the unexcused absence.
- Students with unexcused absences, including skipping, may be given any of the following consequences: lunch detention, after school detention, in-school suspension (ISS) or out-of school suspension. 1st skip - LD, 2nd skip - LD, 3rd skip - ASD or ISS.
- When a student accumulates 5 unexcused absences in any class, a letter will be mailed home outlining consequences for excessive absenteeism. Included in this letter will be a warning/possibility of credit denial. Absences related to athletics, field trips, or other school-related activities are NOT counted in the total number of absences.
- When a student accumulates 8 unexcused absences in a class, the student will sign a contract that any additional absences from the class will result in credit denial.
- When a student accumulates 10 absences in any class, the student may be denied credit in that class. Absences related to athletics, field trips, or other school-related activities are NOT counted in the total number of absences. A letter will be mailed home notifying the student of their right to attend a meeting of the Appeals Committee in order to appeal the credit

denial. The student will be allowed to attend class until the Appeals Committee meeting. If the student fails to show up for the meeting, or if the credit denial is upheld, the student will no longer be allowed to attend the class.



#### STUDENT or PARENT COMPLAINTS

La Grande School District recognizes the necessity for each school to develop and maintain an orderly procedure for resolving student complaints. The following procedures will be followed for handling student/parent complaints at La Grande High School:

The complaint will follow the policy of La Grande School District (KL-AR). All complaints will be handled in this manner. Administrators will determine where the complaint falls and will direct the parent to the district process. Student complaints will be investigated at the building level and when necessary will be referred to the district process.

## Discipline Policy

#### STUDENT CODE OF CONDUCT

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

The mission of the common school system is to provide a learning experience which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual’s achievement as a responsible, contributing citizen.

#### STUDENT RIGHTS AND RESPONSIBILITIES

Every student has the right to an opportunity to learn in an environment that is safe, free of drugs, clean, peaceful, and well organized. Students must also recognize that they have a responsibility to ensure that their actions do not deprive others of the same opportunity.

Students are directed to refrain from these acts on school grounds or at school sponsored activities. Students will be subject to discipline, including detention, suspension, diversion program, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials for the following, but not limited to:

- Theft, taking, giving, or receiving property not belonging to the student.
- Disorderly conduct, including disruption of the school environment.
- Damage or destruction of district property.
- Damage or destruction of private property on district premises or during district activities.
- Assault or threats of harm to self or others (including bomb threats).
- Any unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used, or threatened to be used and is readily capable of causing death or physical injury.
- Any possession or use of tobacco by a registered student.
- Any possession or use of alcohol or unlawful drugs.
- Violations of district transportation rules.
- Plagiarism/cheating.
- Lying/forgery.
- Directing profanity, vulgar language, or obscene gestures toward other students.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
- Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations.
- Committing extortion, coercion, or blackmail, which is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Name-calling, ethnic or racial slurs, or derogatory statements about sexual orientation or sexual gender that may substantially disrupt the school environment or incite violence.
- Inappropriate physical or sexual contact disruptive to other students or school environment.
- Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student.
- Hazing, to force another person to do a ridiculous, humiliating, or painful task.
- Vandalism, malicious mischief, theft.
- Violation of law, board policy, administrative regulation, school or classroom rules.
- Persistent failure to comply with rules under the lawful directions of staff or district officials.
- Use of a cellular device in classrooms.
- Automobile misuse, inappropriate use of an automobile on or near school property; includes parking, speeding, and unsafe driving.
- Assault or menacing of a district employee or student by word or conduct that places the other person in fear of imminent serious physical danger.
- Harassment or coercion against any employee or student.
- Bias incident - The district prohibits the use or display of hate on district grounds, including any symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or a national origin, including, the noose, swastika, or confederate flag, and whose display:
  - Is reasonably likely to cause a substantial disruption of or material interference with school activities; or is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.
  - In responding to the use of any symbols of hate, the district will use non disciplinary remedial action whenever appropriate.

All school rules will be enforced within reasonable time expectations before, during, after and within 1000 feet of the high school campus and its related property.

#### INVESTIGATIONS—LAW ENFORCEMENT

In accordance with Board Policy KN-AR, police, not building administration, determine when and whether parents are contacted prior to an official police investigation.

#### SEARCH AND SEIZURE

If school officials have reasonable suspicion that an illegal act or a violation of school rules or regulations has been committed, is being committed, or is about to be committed, they are authorized to search the student and his/her personal property, or any school district property used by the student, including lockers and items contained within, and seize any items deemed injurious or detrimental to the safety, health, and welfare of students and staff. Students are prohibited

from using or possessing weapons, dangerous instruments, and/or hazardous or explosive materials or devices.

The school has the right to insist that lockers be properly cared for and not used for the storage of illegal or harmful items. School officials may use drug-sniffing dogs on a random basis to search lockers or vehicles. The complete procedure for search and seizure is found in the district policy handbook and all policies can be found on the LGSD web site at [www.lagrande.k12.or.us/](http://www.lagrande.k12.or.us/) main. Students may be sure that their rights shall always be balanced with the needs of the school. Items that may be used to disrupt or interfere with the education process may be removed from their possession and may not be returned until the end of the school year, if at all.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches. District officials may also search a student's person or property when there is reasonable information that emergency/ dangerous circumstances exist.

When 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. Administration will follow the direction of law enforcement in contacting parents/guardians during the course of a formal police investigation. Otherwise, an effort will be made to contact the parent/guardian so the responsible adult may be notified of the situation.

If custody and/or arrest are involved, the principal or designee will request that all procedural safeguards prescribed by law will be observed by law enforcement officials.

Parents are advised that in suspected child abuse cases, law enforcement or state officials may exclude school personnel from the investigation procedures and may prohibit school personnel from contacting parents.

#### BEHAVIORAL CONSEQUENCES

- **Lunch Detention:** Lunch detention is used as a disciplinary consequence. Detention is in a supervised classroom during lunch time. Students may eat their lunch during lunch detention. They are required to serve 20 minutes and must be quiet and respectful. They should bring class work to work on during this detention time.
- **In-School Suspension (ISS):** By receiving an in school suspension consequence students are in effect being given another opportunity to succeed in school. ISS is assigned for misbehavior and is intended to address

unacceptable behaviors in a manner that will help students make better choices in the future. The student will work on regular school assignments in a separate, supervised room on campus for the term of the suspension. Students must come prepared with enough schoolwork or reading material to keep positively occupied throughout the school day. Sleeping, eating, listening to music, talking to fellow students, etc. is not allowed. All phones or other electronic devices will be surrendered to the ISS supervisor at the beginning of any ISS, to be returned at the end of the day.

- **Out-of-School Suspension:** Suspension temporarily removes the right of a student to attend school or school activities for a period of time determined by the administration. The length of the suspension will take into account the severity of the act, the cooperation and attitude of the student in resolving the behavior or issue, and the previous behavior of the student.

#### AFTER-SCHOOL OR LUNCH-TIME WORK DETAIL

At the administrator's discretion and with parent permission, after-school or lunch-time work details may be assigned.

#### DISCIPLINE OF DISABLED STUDENTS

Any student, regardless of a disability, who engages in conduct which would warrant suspension, may be suspended for up to ten cumulative calendar days. If the student in question is on a current IEP (Individual Education Program), then a meeting must be held to determine if there is a relationship between the student's misbehavior and his/her identified disability(ies). If the team determines that there is no relationship, the student will be treated as any non-disabled student would be in a similar situation and a new plan may be put into place concerning the student's placement.

Upon the student's return, there may be a request for an additional evaluation, and the IEP team must meet to revise the existing plan.

## Guidelines For Student Behavior

#### ALCOHOL AND DRUGS

Student substance abuse, possession or use of alcohol or unlawful drugs, including drug paraphernalia (i.e. lighters, e-cigarettes, vaporizers, etc.), or any substance purported to be an unlawful drug, on or near school grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action. Students will be subject to disciplinary action up to and including expulsion if they are

under the influence, possess or use drugs or alcohol on school grounds or while participating in school sponsored activities. Disciplinary action may include removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges (e.g. valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). **All drug, tobacco and alcohol related incidents will be referred to law enforcement officials.** School administrators will make an effort to contact parents. Possession or use of drug paraphernalia or look-alike drugs will be viewed as a drug-related infraction. Alcohol, drug and tobacco symbols are not permitted on clothing, lockers or other possessions. An unlawful drug is any drug not prescribed by a licensed medical practitioner to that particular student.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both, as provided by ORS 475.999.

#### FIGHTING/ASSAULT

Students who are involved in fighting on or near school premises will be subject to disciplinary action. An infraction in this category includes threats of physical abuse, harassment, and altercations between students and/or behaviors that result in an altercation. Suspension or expulsion may result and the appropriate law enforcement agency may be notified if fighting occurs. Local law enforcement agencies will be contacted and citations may be issued.

#### HARASSMENT

Harassment is any unwanted physical, verbal, or sexual actions, behaviors or words that have the purpose or effect of substantially interfering with a student's educational environment. This includes any form of harassment for sexual orientation or gender identity. Harassment includes any form of electronic harassment. Electronic harassment includes but is not limited to: text messages, phone messages, e-mail or internet communication. Such conduct or communication is illegal and will result in appropriate corrective action. Corrective action may include verbal or written warning, suspension or expulsion.

**Off-campus and outside of school conduct that violates the District's student code of conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interferes with others' rights.**

Any student who believes he/she has been a victim of harassment should contact an administrator as soon as possible after the incident. The incident shall be

investigated in a timely manner by the administrator as per board policy.

#### INSUBORDINATION

Refusal to comply with the requests of school personnel including, but not limited to, altercations, abusive language, communication devices left on, computer misuse, pulling of fire alarm, or not showing up for lunch detention or ISS constitutes insubordination.

#### SEXUAL HARASSMENT

It is a violation of district policy for any staff member or any student to harass other staff members or students through conduct or communication of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile or offensive environment.

Examples of sexual harassment may include, but not limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity, or performance.

#### THEFT

Theft is the taking or possession of school property or property belonging to other persons without the owner's permission. Disciplinary action will be taken by the school regardless of whether or not criminal charges result. Suspension or expulsion may result and the appropriate law enforcement agency may be notified.

#### TOBACCO

Students have the right to a tobacco free school. Under state law, it is illegal for anyone under the age of 18 to possess or use any form of tobacco. Student use or possession of tobacco in any form (i.e. cigarettes, e-cigs, vaporizers, etc.) on the school grounds, on the school buses, or while attending school-sponsored activities is strictly prohibited. Use or possession of tobacco by any student on or about school premises (1000 ft) will lead to suspension or other discipline as determined by administration. Lighters are not allowed at school and may be returned only to a parent or guardian. Students violating tobacco policy will be required to attend a Tobacco Education Group as available through our

school-based health center. Local law enforcement agencies will be contacted and citations for MIPT may be written.

Any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine up to \$100, as provided by ORS 167.400.

Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a court-imposed fine of not less than \$100 and not exceeding \$600, as provided by ORS 163.575.

In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells, or causes to be sold, tobacco in any form for a tobacco burning device to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500. 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. Punishment is a maximum of 20 years imprisonment, \$100,000 fine, or both.

#### VANDALISM/ARSON

Vandalism is the intentional destruction or defacement of public property or property belonging to other persons. Any student involved in vandalizing school property or the property of another student on district premises or during district activities will be subject to suspension and or expulsion, as well as repayment of the damages or replacement of property.

#### WEAPONS

No student shall carry, exhibit, display, or draw any dagger, sword, knife, or other cutting or stabbing instruments, firearms, firecrackers, chains, or any other weapon capable of producing bodily harm. Weapons discovered at school will be confiscated, parents/guardians will be notified, and school disciplinary steps will be taken. Possession of dangerous weapons on school grounds includes those inside vehicles. Knives of all types including pocket knives are to be left at home.

Bringing, possessing, concealing, or using a weapon on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430.

In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or all three. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

In accordance with Federal law, students bringing a weapon to school shall be expelled for up to one year. However, on a case-by-case basis, the superintendent may determine that an expulsion for less than one year is appropriate.

## La Grande School District Computer Technology Student Acceptable Use Agreement

Computers are used to support learning, support district business functions and to enhance instruction.

Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks and computers. With access to other networks and computers around the world, it is possible to gain access to information, which may not be appropriate. Users (and parents of users) must understand that neither the La Grande School District nor any district staff member controls the content of the information available on these other systems. It is the general policy that all computers used through La Grande School District net are to be used in a responsible, appropriate, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines for the use of the network, as described below, will result in the immediate revocation of access privileges, as well as possible disciplinary action, restitution and/or referral to law enforcement authorities.

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines, which require legal, ethical and efficient utilization of the district's system.

### Prohibitions

The following conduct is strictly prohibited:

1. Attempts to use the district's system for:
  - a. Unauthorized solicitations of funds;
  - b. Distribution of chain letters;
  - c. Unauthorized sale or purchase of merchandise and services;
  - d. Collection of signatures;
  - e. Membership drives;
  - f. Transmission of materials regarding political campaigns;
  - g. Attempts to upload, download, use, reproduce or distribute information, data or software on the district's system in violation of copyright laws or applicable provisions of use or license agreements.
2. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
3. Attempts to send, intentionally access, or download any text file or picture or engage in any communication that includes material which may be interpreted as:
  - a. Harmful to minors;
  - b. Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - c. A product or service not permitted to minors by law;
  - d. Harassment, intimidation, menacing, threatening, or constitutes insulting or fighting words, the very expression of which injures or harasses others (Cyberbullying);
  - e. A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
  - f. Defamatory, libelous, reckless or maliciously false, potentially given rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule and regulation.

4. Attempt to gain authorized access to any service via the district's system, which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs.
5. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work and E-mail addresses or phone numbers or other unauthorized disclosures, use and dissemination of personal information regarding students;
6. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
7. Attempts to use the district's name in external communication form such as chat rooms without prior district authorization;
8. Attempts to use another individual's account name and password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access. Guidelines/Etiquette System users will:
  - Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;
  - Respect other people's time and cyberspace. Avoid downloading excessively large files (such as MP3's or other music files). Remain on the system long enough to get needed information then exit the system.
  - Respect the privacy of others. Do not read the mail or files of others without their permission;
  - Cite all quotes, references and sources;
  - Protect password confidentiality;
  - Report security problems to the supervising teacher or system.

#### Computer Monitoring

1. All data contained in La Grande School District computer systems is owned by the La Grande School District. The La Grande School District has the right to monitor such data. There is no right or expectation of privacy on any La Grande School District System. La Grande School District personnel may give to law enforcement officials or La Grande School District management personnel any information that constitutes potential evidence of criminal action or violation of La Grande School District policy taking place on any La Grande School District computer system. The user understands that such information may result in criminal proceedings or administrative actions against the user.

#### Violations/Consequences

1. Students who violate 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.
2. Violations of law will be reported to law enforcement officials.

#### Google Apps

La Grande School District is pleased to provide your child a Google Apps for Education account. This account may provide an email address for them to use in their schoolwork, access to Google Docs used to create, share and store documents, spreadsheets and presentations, and calendar events. Google Apps for Education can be used at

both home and school and provide our students with a method of always having access to their important documents and communications wherever they are. (Parents, Initial here to Opt Out)

#### Publishing to the World Wide Web

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's website. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/ guardian.

Unidentified photos of students may be published on school websites, illustrating student projects and achievements. If you do not want your child's photo to be published on the website, please indicate this on the Restriction of Release of Directory Information form, which can be found on the district website at <http://www.lagrande.k12.or.us/main1/forms>. (Please sign one copy of the form to leave at the school.)

La Grande School District  
Computer Technology Student Acceptable Use Agreement

I have read this Acceptable Use Agreement and agree to the terms and conditions outlined in this agreement.

Parent Name \_\_\_\_\_

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

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

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

Date \_\_\_\_\_

Graduation Year \_\_\_\_\_

Parents: If you do not grant permission to publish student work to the district website, initial here and sign a copy of the Restriction of Release of Directory Information \_\_\_\_\_

I have read and understand, and agree to abide by, the policies and expectations set forth in this handbook. By signing below, I acknowledge receipt of La Grande High School's Student Handbook.

Student name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print

Parent name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print