

Dufur School District Student-Parent Handbook



Dufur School District
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MISSION STATEMENT	5
COMMON SCHOOL EXPECTATIONS	5
ADMISSIONS, REGISTRATION and STUDENT RECORDS	5
Admission	5
Education Records	6
Social Security Number.....	6
Transfer of Education Records	6
Requests for Education Records	6
Access/Release of Education Records	6
Assignment of Students to Classes.....	6
Immunization.....	7
ATTENDANCE	7
Attendance Philosophy	7
Oregon Compulsory Attendance Laws	7
Absences	8
Tardies	9
Efforts to Support and Strengthen Attendance	9
ACADEMICS	9
Common Core Standards	10
Grading System.....	10
Homework	10
Progress Reports and Deficiency Notices.....	10
Conferences.....	10
Grade Reduction/Credit Denial.....	11
Schedule	
Changes/Modifications.....	11
Smarter Balanced	
Assessment.....	11
Program	
Exemptions.....	11
Promotion, Retention and Placement of Students.....	12
Talented and Gifted Program.....	12
Honor Roll.....	12
National Honor Society	12
High School Grade Level Classification.....	13
Graduation (Dufur High School Diploma) Requirements.....	13
Transcript Evaluation/Transfer Credits	14
Alternative Diploma Types.....	14
Honors Graduate Program.....	15
Participation in Graduation Ceremonies	15
Expanded Options/Dual Credit College Classes.....	15

Credit by Examination/Proficiency.....	15
On-Line Courses.....	15
STUDENT RIGHTS & RESPONSIBILITIES	16
Complaints of a Teacher by Students and/or Parents	16
Nondiscrimination Complaints.....	16
Education Standards Complaints	16
Students with Disabilities Complaints	16
Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying Complaints.....	16
Complaint Procedures	17
Computer, Network and Internet User Responsibilities.....	18
Computers	18
Internet	18
On-line Code of Conduct:.....	19
Web Page	20
Food and Drink	20
Lost, Stolen or Confiscated Items.....	20
Closed/Open Campus	21
Personal Electronic Devices	21
School Assigned Lockers and Storage Areas.....	21
Searches and Questioning	21
BEHAVIOR	22
Conduct and Behavior Expectations	22
DUFUR SCHOOL EXPECTATIONS IN COMMON AREAS	23
Damage to School Property	25
Dress Code Guidelines	25
Field Trips	26
Vehicles on Campus.....	26
Driving and Parking on Campus	26
Public Displays of Affection.....	26
Drugs, Alcohol and Tobacco.....	26
Violations of the Student Code of Conduct	26
Due Process	27
Discipline	27
Detention.....	27
In-School Suspension	27
Out of School Suspension	28
Expulsion	28
PROGRESSIVE DISCIPLINE MODEL	29
EXTRA CURRICULAR ACTIVITIES	33
Clubs and Organizations	34
Associated Student Body	34
Dances/Social Events	34
Dance, School Activity and Extra-Curricular Guidelines.....	34
Extra-Curricular Consequences for Tobacco/Drug/Alcohol Violations and Behavior Misconduct	35
Consequences for Other Misconduct While Participating in Extra-Curricular Activities	35
Dufur Athletic Expectations and Eligibility.....	36
Academic Eligibility Policy (These policies apply to grades 5-12):	36

NCAA Initial Eligibility.....	36
Physical	
Examinations.....	37
Impact Testing	37
TRANSPORTATION	37
District Transportation of Students.....	37
Transportation Rules	37
Disciplinary Procedures for Violations of Transportation Rules	38
MISCELLANEOUS	38
Building Hours	38
Counseling	38
Drug, Alcohol and Tobacco Prevention Program.....	39
Distribution of Material/Posters	39
Emergency Drills	39
Emergency School Closure Information	39
Fees	39
Field Trips	40
Fund Raising	40
Head Lice	40
Homeless Students	41
Insurance	41
Library.....	41
Library check-out procedure:	41
Lost and Found	41
Lunch & Breakfast Program	42
Immunizations	42
Communicable Diseases	42
Medication Procedures.....	42
Parental Involvement	43
Parent Release from School	43
Supervision of Students	43
Video Surveillance	43
Visitors.....	43
Weapons.....	43

MISSION STATEMENT

In partnership, we are dedicated to educational excellence and life-long learning, emphasizing communication, trust, and respect.

COMMON SCHOOL EXPECTATIONS

It is our goal to prepare students for the future and have our students become productive citizens. To meet this end, we have provided an outline of expectations for our entire student body. If students meet these expectations, they will be successful in school, and will be prepared to be successful citizens.

Disclaimer: Ignorance of school policies and regulations does not exempt/excuse students from the regulation. The material covered within this student handbook is intended as a method of communicating to students and parents the expectations regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board Policy, State Statute or Administration Procedure.

Information in this student handbook is subject to unilateral revision or elimination. Updated Handbooks are presented to both students and parents in the Fall. Dufur School District 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 Acts 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 Americans with Disabilities Act.

ADMISSIONS, REGISTRATION and STUDENT RECORDS

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 JECB and administrative regulations. Students and their parents should contact the office for admission requirements. The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district will deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of the Federal Gun Free Schools Act of 1994 and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student. Alternative educational services will be provided as appropriate to resident students denied regular school admission.

Education Records

Parent means the parent or legal guardian, other than a state agency, of the child or the surrogate for the parent appointed pursuant to ORS 343.185.

The information contained below shall serve as the district's annual notice to parents of minors and eligible students

(if 18 years old or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the district office by the Principal/Dean of Students. Permanent records shall include: full legal name of student; name and address of educational agency or institution; student birth date; name of parent or guardian; date of entry into school; name of school previously attended; subjects taken; marks received; credits earned; attendance; date of withdrawal from school; social security number; other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.

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

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

Transfer of Education Records

All requested student education records related to a particular student seeking enrollment in or services from a public or private school, education service district, state institution other than an institution of post-secondary education, private agency or youth care center shall be transferred no later than ten days after the receipt of the request. The district shall retain a copy of the educational records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Requests for Education Records

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

Access/Release of Education Records

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

Assignment of Students to Classes

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parents' requests to place a student in a particular class may be submitted to the building principal or a counselor. Final decisions are the responsibility of building and district administration.

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.

ATTENDANCE**Attendance Philosophy**

We believe in the value of every student in every class, every day. Regular attendance is necessary if students are to receive full benefit from their educational experiences. The benefits of class discussion, individual student participation, teacher interactions, and other classroom activities cannot be made up by those who are absent. School attendance is the joint responsibility of the students, parents, and school.

Oregon Compulsory Attendance Laws

Students are expected to attend school regularly and to be on time for classes. Attendance rules are governed by State Statute and Dufur School District policies. All students between the ages of 6 and 18, who have not completed graduation requirements, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

(References: Oregon State Law & Board Policy)

Students shall be considered truant if they:

1. Are absent from school or assigned classes without permission;
2. Leave school without administrative authorization or leave class without permission from the teacher or an administrator;
3. Obtain permission to leave school or class for a specific reason and do not comply with the specific reason;
4. Leave school or class due to illness without reporting to the school office.

Any parent, guardian, or custodians who fail to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine of up to \$150 as provided by ORS 339.925.

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

The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;

1. Failure to send a student to school is a Class "C" violation;
2. A citation may be issued by the district in the amount of a \$150 fine;
3. A conference with the parent and student is required.

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

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine may not exceed \$2,500. Guidelines to follow include:

1. A written note, signed by a parent or guardian, is required for an absence or tardiness to be considered excused.
2. Parents are asked to make health and dental appointments after school hours to minimize the loss of instructional time.
3. Request to leave school for any reason must be made by personal contact or in writing, signed by the parent or guardian, and presented to the office. This procedure is established for your child's safety.
4. All attendance matters will be conducted according to Oregon State Laws and District Policy.

Absences

1. Absences will be classified as excused or unexcused. An excused absence is granted for the following reasons: personal illness, family illness requiring the student's presence, religious holidays, death in the family, and absences pre-arranged by communication from the parent.
2. If a student is sick or has to be absent for any reason, a parent must call in the morning by 9:00 a.m. If a parent is unable to call to excuse the absence, they should write a note and send it with the student upon their return to school. All absences that are not cleared will be considered unexcused.
3. If a student must leave school before the end of the school day, they must bring a note from their parents or parents must call to give permission. Any students checking in late or leaving early must sign in/out in the office and with their teacher. Failure to sign-out correctly will result in an unexcused absence.
4. If a student is 18 years old or older, and no longer lives at home, and desires to write their own notes for absences, it is necessary to have a parent contact the school and sign the form relinquishing "note writing" to the student. No one other than a parent/guardian may give permission for students to leave school early.
5. Students who miss school without being excused are ineligible to participate in extra-curricular activities that day. Unless excused, late work for absences will not be given credit. All work will be made up prior to any extra credit being assigned.
6. A student who has been absent has the responsibility to communicate with their teachers regarding assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements.

7. Parents and/or students should contact the office to arrange for the collection of homework assignments for students absent for more than one day. Failure to make up assigned work within the specified time outlined by district policy will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.

Tardies

Because instructional time is highly valued, it is necessary that students be in class and prepared for the lesson on time. Tardiness results in the loss of instructional time for the tardy student and is disruptive to the entire class. Tardies are cumulative through each quarter and will be tracked by the classroom teacher and office staff at a minimum of once per week.

Tardiness will be excused for the following reasons only:

1. Late bus;
2. Illness or appointment substantiated by a written excuse from parent or medical provider only good for the periods prior to signing into school;
3. Circumstances approved by the administration;
4. If, during the course of the day, a student is held by a staff member or approved by a staff member.

Efforts to Support and Strengthen Attendance

In an effort to strengthen attendance, the following policy was developed. When a student's attendance falls below 10% (not including absences for extra-curricular activities such as sports events or field trips) during the academic quarter, a meeting will be held between the students, parent and an administrator. The purpose of the meeting will be:

1. To determine the reason for poor attendance.
2. To review the impact the lack of attendance is having on the student's academic performance.
3. To develop a plan to complete outstanding work.
4. To develop a plan to improve attendance.

Students will not be eligible for extra-curricular activities until a meeting has been held that satisfactorily addresses the four areas of concern above. Students that do not comply with these requirements will be in jeopardy of failing courses.

ACADEMICS

Common Core Standards

The State Board of Education adopted the Common Core State Standards (CCSS). The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills our young people need to experience success in our K-12 system and then in college and careers.

The Common Core State Standards are the foundation of the Oregon Diploma; the Essential Skills of reading, writing, and applying mathematics are embedded within the K-12 standards. The (CCSS) reflect the same high academic expectations for all students. Together with personalized learning, such as the Education Plan and Profile, the CCSS will prepare students to be successful from kindergarten through grade 12, qualified to earn an Oregon Diploma, and ready for college, work, and citizenship.

Source:

<http://www.ode.state.or.us/wma/teachlearn/commoncore/ccsstransitionimplementationplan.pdf>

Grading System

The school-year is divided into two semesters which are comprised of two quarters each. Each quarter is approximately 9 weeks in length. Letter grades will be given based on percentages earned and credit awarded at the end of each semester:

-A	90 - 100%	(Exceptional Performance)
-B	80 - 89%	(Superior Performance)
-C	70 - 79%	(Average Performance)
-D	60 - 69%	(Minimal Performance)
-F	59%	(Failing) – No Credit

Homework

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

Progress Reports and Deficiency Notices

Mid-term grade checks and the online grading program are used to provide the most up to date grades. The grades posted online will be updated weekly at a minimum. Mid-term progress reports will be sent home each semester for all students. Kindergarten – 5th grades will have progress reports sent each semester. If students are failing a course at the end of the quarter, they will be ineligible until meeting the OSAA Eligibility Standards. If a student is doing unsatisfactory work (failing and/or below expectancy) in any area of instruction, including citizenship, parents will receive notification indicating the student's deficiencies.

Conferences

Regular conferences are scheduled annually in the Fall at the mid-point of the first semester to review student progress. Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary. Informal conferences may be scheduled by parents/guardians throughout the school year to review student test results, (regular assessment test and/or Oregon tests), progress in school, classroom behavior, set goals for the coming year or to address other concerns parents/guardians may have. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time. Teachers can be contacted at any time via email.

Grade Reduction/Credit Denial

Grade reduction or credit denial determinations may include student attendance. Student attendance may not be a sole criterion. If attendance is a factor, prior to a grade reduction or credit denial the following shall occur:

1. At the beginning of the term, the teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Due process procedures are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
 - a. Religious reasons;
 - b. A student's disability or
 - c. An excused absence;
 - i. Illness of the student;
 - ii. Illness of an immediate family member when the student's presence at home is necessary;
 - iii. Emergency situations that require the student's absence;
 - iv. Field trips and school-approved activities;
 - v. Authorized religious holidays
 - vi. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Schedule Changes/Modifications

The master schedule is based on staff resources to meet the needs of the majority of students. As resources are affected by change in student schedules, all schedule changes must be approved by and administrator if initiated after the first eight days of the semester. There may be extenuating circumstances that might justify a schedule change, but as a general rule, class changes will otherwise not be permitted during the semester.

Smarter Balanced Assessment

Like the Common Core State Standards (CCSS), the Smarter Balanced Assessment has increased in rigor and requires students to show their knowledge using various methods of assessment. These next-generation assessments are aligned to the CCSS in English language arts/literacy and mathematics for grades 3-8 and 11. That means students in all states will be taught to the same high standards.

Smarter Balanced will provide parents, students, and teachers a clearer window on whether students are on track to graduate high school, ready for college and the workplace. .

Program Exemptions

Students may be excused from a state-required programs or learning activities 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 in writing by the parent and include the reason for the request.

Promotion, Retention and Placement of Students

Students in Kindergarten through 8th grade shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made, when in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will reside with the parent or guardian. Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Talented and Gifted Program

The District's Talented and Gifted Program and service options are developed and based on the individual needs of the student. In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from special populations such as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on:

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

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

Honor Roll

The following criteria exist for Honor Roll recognition for 5th – 12th grade student at Dufur School:

1. A student must be taking a full 7 credit schedule and obtain a GPA of between 4.0 and 3.5 to reach honor roll status.
2. A student taking a full 7 credit schedule with a GPA between 3.25 and 3.49 will be on honorable mention.
3. Honor roll will be determined for each semester based on that semester's GPAs.
4. Honor roll GPAs will be calculated three school days after the end of the semester, and students with incomplete grades will not be eligible for honor roll.

National Honor Society

Dufur High School has a chapter of the National Honor Society, consisting of students who have maintained a cumulative GPA of 3.5 or higher.

Selection to the National Honor Society is a privilege. N.H.S. places emphasis on Leadership, Service, Scholarship and Character in the selection process. Students are recommended for membership in the N.H.S. They must provide information to be considered by the selection committee in support their candidacy for membership. Please note the following process:

1. The school will identify sophomores, juniors, and seniors after first semester of the school year to determine scholarship eligibility, which is a 3.5 cumulative GPA or higher. They must have attended Dufur High School for the equivalent of at least 1 semester.
2. The N.H.S. advisor will then extend a letter inviting qualifying students to apply for membership to N.H.S. They will receive a Student Activity Information Form. They will be told about the selection process and the deadline to apply. Applicants will be given one week, and no late forms will be accepted.

3. There will be a meeting for the candidates to clarify the process and to revisit the requirements stated in step #2. They can ask questions at this time.
4. The principal/Dean of Students will select a Faculty Council from high school teachers.
5. The Faculty Council will meet to discuss the candidates. A Student Activity Information Form for each Candidate will be given to all council members to review.
6. The Council will consider outstanding performance in scholarship, leadership, service and character.
7. Students selected, and their parents, will be notified by mail after the council has made their selections.
8. Students not selected, and their parents, will be notified by mail after the council has made their selections.
9. If a non-selected student wishes to challenge the decision, they should follow the Dufur School District complaint procedures.
10. An Induction Ceremony will take place before the end of the school year to initiate the new members.

High School Grade Level Classification

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Grade Placement
6.5 to 12.5	10th Grade (Sophomore)
13 to 19	11th Grade (Junior)
19.5 and above.....	12th Grade (Senior)

Graduation (Dufur High School Diploma*) Requirements**

Students must complete the following three separate tasks to attain a diploma as dictated by Oregon State Department of Education:

1. Successful completion of the following Dufur School District 26 credit requirements for a regular diploma:

Subject	Academic Semesters	Credits Earned
English Language Arts	8	4
Math*, Algebra 1 and above (Algebra 1, Geometry, Algebra II, etc.)	6	3
Social Science (Global Studies, US History, Government, etc.)	6	3
Science (Physical Science, Biology, Chemistry, etc.)	6	3
Health Education	2	1
Physical Education	4	2
Economics	2	1
Freshman Career Exploration	2	1
CTE/The Arts	6	3
Electives	10	5
Totals	52	26

*Eighth grade students that take Algebra can be given a high school math credit.

** It is possible for Dufur High School students to earn ¼ credit in Physical Education for each high school sport that they compete in, up to a maximum of one full credit. This credit can be applied to the Physical Education credit requirement necessary to graduate from Dufur High School, or it can be applied to the elective credit requirement. The necessary form is available in the school office and must be signed by the coach.

*** For the Oregon High School Diploma requirements, please visit:

<https://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/Credit-Req.aspx>

2. Demonstrate proficiency in Essential Skills:

There will be three assessment options (statewide assessment, Work Samples, and other standardized assessments); proficiency will be evaluated and determined according to the scoring rubric for each assessment.

3. Meet the following personalized learning and Career Related Learning Experience requirements:

In designing the Oregon Diploma, the State Board of Education remains committed to preparing each student for successful transitions to his or her next steps. Personalized learning, learning beyond the classroom and connections to the adult work are critical for preparing each student, whatever path they take after graduation, for the vast challenges and opportunities of the 21st century. Students must complete a minimum of 40 hours of community service, and two Career Related Learning Experiences.

Transcript Evaluation/Transfer Credits

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

Alternative Diploma Types

An Alternative Diploma, Modified Diploma, Extended Diploma, Alternative Certificate, may be awarded to students who have met some, but not all, of the district's graduation requirements.

An Alternative Diploma will be awarded based on individual student's needs and achievement. The minimum units of credit required for Alternative Diploma will follow state guidelines.

A Modified Diploma is awarded to a student who has earned some units of credit through either modified regular education courses with or without accommodations and/or modified courses. A modified diploma is awarded if a student has demonstrated the inability to meet the full set of academic content standards, even with reasonable accommodations, but who fulfills all requirements for the Modified Diploma as described in state, district and school policies for Essential Skills requirements. For more information, contact the building administrator. For further information, see OAR 581-022-1134

An Extended Diploma may be awarded to a student who has demonstrated the inability to meet the full set of academic content standards for a high school standard diploma with reasonable modifications and accommodations. A school district may award an Extended Diploma to a student only upon the consent of the parent or guardian of the student. For additional student requirements, see OAR 581-022-1133

An Alternative Certificate may be awarded to students who do not satisfy the requirements for a Standard Diploma, Modified Diploma or Extended Diploma if the student meets minimum credit

requirements established by the district. Alternative Certificates will be awarded based on individual student needs and achievement. For further information, see OAR 581-022-1135

Honors Graduate Program

To be eligible to be selected as the Valedictorian or Salutatorian for Dufur High School a student must meet the Honors Graduate requirements I listed below:

1. Students must complete all the regular Dufur High School graduation requirements.
 2. Students must earn a cumulative GPA of 3.6 or better from the beginning of their freshman year through the third quarter of their senior year.
 3. Students must complete at least 4 credits of math; through pre-calculus.
 4. Students must complete at least 4 credits of science; this will include at least two from the following: chemistry, physics, and anatomy & physiology.
 5. Students must actively participate in at least two extra-curricular activities during their junior or senior year. This can include athletics, FFA contests, music, drama, student store, etc. and is to be approved in advance.
 6. Students must complete at least one college or technical course, either on-line or on-campus, relevant to their career interests.
 7. The student's enrollment must be the equivalent of a full-time student each of their high school years. For their junior and senior years this can be a combination of high school courses and college dual credit courses. It is the student's responsibility to have this approved before they begin their coursework.
 8. Students will be members, in good standing, of National Honor Society.
- Participation in Graduation Ceremonies Students who have not met the requirements for a regular, alternative, modified or extended high school diploma; or an alternative certificate will not be permitted to take part in the District's graduation exercises.

Expanded Options/Dual Credit College Classes

The Dufur School Board has moved to award .5 high school credit for each 3 credit college course and 1 high school credit for each 5 credit college course completed.

Credit by Examination/Proficiency

A student, who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's education records, may gain credit for a course by passing an examination based on the common core curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extra-curricular activities. See Board Policy IKH for Credit by Proficiency.

On-Line Courses

On-line courses are an option for students wishing to take classes that are not available as part of the regular instruction offered at Dufur High School. These courses may be taken as part of the regular school day or as an additional course taken outside of the regular school day.

The District is charged a fee for each student who takes an on-line course. Since the District is striving to help students gain the best education possible, through expansion of educational opportunities, it will pay the class fee and purchase books necessary for each course. The books will then remain the property of the District to be used as resources for future students. However, if a student does not

complete the course with a “C” or better grade, the student’s parent or guardian will then be responsible to reimburse the District for the course. If students access the district’s on-line learning opportunities as credit recovery, they will be responsible for all fees for enrollment and textbook purchases.

STUDENT RIGHTS & RESPONSIBILITIES

Complaints of a Teacher by Students and/or Parents

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint to the Board in care of the superintendent within ten calendar days following the conference with the superintendent or designee and appear before the Board, in accordance with Board policy KL.

Nondiscrimination Complaints

A student and/or parent with a complaint regarding the interpretation of the district’s nondiscrimination policy should be brought to the attention of administration and will be handled according to Board policy KL.

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district’s compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

Students with Disabilities Complaints

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

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying Complaints

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

Harassment, Intimidation or Bullying means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official

school bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

- a. Physically harming a student or damaging a student's property
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property:
- c. Creating a hostile educational environment including interfering with the psychological wellbeing of the student and may be based on, but not limited to the protected class of the person.

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

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

Menacing includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

Retaliation means hazing, harassment, intimidation, menacing or bullying and act of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying, retaliation or any other form of misconduct.

Complaint Procedures

The building administrator will investigate the complaint and respond to the complainant by scheduling a conference within five days whereby a written response shall be issued. If this reply is not acceptable to the complainant he/she may file a formal complaint according to the steps listed below.

When a formal complaint is filed, a conference will be held with the complainant within five school days. A written response will be given to the complainant within ten school days following the conference.

If the complainant is not satisfied with the decision of the building administrator he/she may submit a written appeal to the Board's designee. The Board's designee shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten school days.

If the complainant is not satisfied with the decision of the Board's designee he/she may submit a written appeal to the Board. This appeal should be filed within five school days of the receipt of the superintendent's decision. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten school days.

If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Avenue, Room 3310, Seattle, WA 98174-1009.

Changes to the above procedure may be made if an administrator is named in the complaint. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

Computer, Network and Internet User Responsibilities

The purpose of technology education is to enhance the regular curriculum by providing access to unique informational resources and to prepare our students for successful transition into the workplace. It is also intended to support students in developing technical expertise with computer software and internet-based applications. The use of technology is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators will deem what is appropriate use. The school administration, faculty, staff or parent/legal guardian may request students access to the technology be revoked or suspended.

Computers

Students are to ensure that they care for the computer equipment at all times, and are to follow the rules and procedures outlined and any additional rules set forth by their teachers or system administrator. The district computers are to be used for “academic purposes” only. Academic purpose means:

1. Students may access information and do research for an academic assignment.
2. Students may access and utilize software tools that assist in their completion of academic assignments.
3. Use of the district computers or internet for anything other than academic purposes must be pre-approved by the teacher/supervisor who is directly supervising the student’s computer or internet use.

Students are allowed to use the computer lab under the following conditions:

1. The student’s classroom teacher/assistant is physically present in the computer lab to provide direct and immediate supervision and support for their academic effort;
2. The student has been given a computer lab pass which the student immediately delivers to a supervising teacher/assistant who is physically present in the lab;
3. Upon entering the computer lab students will be expected to present their pass to the supervising teacher/assistant to verify if the student’s assigned academic activity can be accommodated.

The district will annually require new registration and account information from system users to continue service. Student account information will be maintained in accordance with applicable education records law and district policy and administrative regulations.

Internet

Students are not to use the Internet for any purpose that violates U.S. or state law, to transmit threatening, obscene or harassing material, or to interfere with or disrupt district uses, services or equipment. Students may not use the Internet for recreational games, personal e-mail, chat rooms, or personal ads. Students are prohibited from downloading or copying copyrighted media such as music, video, literature or software. Students must always log-in using their school assigned log-in. They may not represent themselves as another person at any time. Users may not print or download inappropriate

materials, download or create computer viruses, or post personal advertisements or personal photos onto websites.

System users and parents of system users are advised that use of the district's system may provide access to other electronic communications systems that may contain inaccurate and/or objectionable material. The district does not condone the use of objectionable materials. Such materials are prohibited in the school environment. Students knowingly bringing prohibited materials into the school environment may be subjected to suspension and/or revocation of their privileges on the district's system and will be subjected to discipline in accordance with the district's policy and applicable administrative regulations. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals in the system are those of the providers and not the district.

On-line Code of Conduct:

1. The individual in whose name a system account is issued is responsible at all times for its proper use. The district's system shall be used only for educational purposes consistent with the district's mission and goals. Commercial and/or personal use of the district's system is strictly prohibited.
2. System users shall not submit, publish, or display on the district's system any inaccurate and/or objectionable material.
3. System users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
4. Transmission of material, information or software in violation of any district policy, local, state, or federal law is prohibited.
5. System users identifying a security problem on the district's system must notify the appropriate teacher, principal or district coordinator.
6. System users may not use another individual's account.
7. Attempts by students to log on to the district's system as a district administrator will result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
8. System users will not write to directories (files) other than their own as identified by the district.
9. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, modify, or otherwise interfere with the electronic mail of the system is prohibited.
10. Use of the internet, outside of teacher monitored classes, will be allowed only with written permission from a teacher.
11. E-mail, chat rooms, personal classified ads, and games are deemed unacceptable use on the District's system.
12. Printing of graphics is not allowed without prior authorization from a teacher.
13. System users may not download files onto the hard drive (C drive) of any system computer
14. Copyrighted material may not be placed on any system connected to the District's system without the author's permission. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.
15. System users may download copyrighted material for their own use onto a personal disk through the A drive. System users may redistribute non-commercially copyrighted programs only with the express permission of the owner or authorized persons. Such permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative regulations.

16. System users will do a virus check on downloaded files to avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may also be viewed as criminal activity under applicable state and federal laws.
17. Vandalism will result in cancellation of system use privileges. Fines will be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system or any of the agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creating of computer viruses.
18. No outside software is allowed.
19. A system user's personal file may not exceed 1.0 MB.
20. Any system user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's system.
21. Students are prohibited from eating or handling food or beverages while in the computer lab.
22. Students are prohibited from using headphones in the computer lab, unless they have the specific permission of the teacher/supervisor who is directly in charge of them.
23. Students must refrain from socializing in a manner that distracts their peers from academic effort.
24. Students must comply with any supervising staff member's request to review their desktop and internet content. Any student behavior to minimize their windows, log-off upon supervisor's proximity or a student's refusal to allow their supervisor to review their internet content will be grounds for lost privilege.

Web Page

Occasionally student work, photographs, or other information may be included on the school district website. If you do not want your student's photo, work or other information included on the website, please contact the school to submit a written request. This request must be resubmitted each school year.

Food and Drink

Students may eat breakfast and lunch in the cafeteria. Food and beverages served in the cafeteria will remain there. Students are expected to use appropriate social manners while eating and drinking. Students are responsible for keeping the eating area picked up and clean. No food or drink is allowed in the classrooms unless approved by the teacher.

Lost, Stolen or Confiscated Items

Personal Property – The best method for students to protect their personal property is to leave valuables at home. Items brought to school should be secured in lockers. The school is not responsible for items lost or stolen.

Confiscated Materials – Items that may disrupt classroom instruction or our safe environment will be taken away. Confiscated electronic devices from a student will be returned to student or parent/guardian at the discretion of building administration. Any weapon, drugs, alcohol, or inappropriate material confiscated from a student will not be returned. The list of items will be recorded and given to legal authorities.

Closed/Open Campus

Dufur School is a closed campus.

High school students have the privilege to leave campus without permission during lunchtime only. This is a privilege and its continuance is dependent on students showing the maturity and responsibility of handling such a privilege. Abuse of the open campus privilege by students by excessive tardies after lunch, vandalism in the community, inappropriate driving, etc., can and will lead to closing of campus. High school students with lunch detention will not be allowed to leave campus during lunchtime.

Students in Kindergarten through 8th grade have a closed campus. Students in 7th & 8th grades may go home for lunch if permission from their parent for them to do so is on file in the office. They both must check out before leaving and check back in at the main office upon their return to school.

Personal Electronic Devices

The Dufur School District understands the importance of technology in today's society. However, there are appropriate times and places to use this technology. All electronic devices including but not limited to cell phones and MP-3 players are to be off and not visible during class time. There are instances when the classroom teacher may allow students to use their personal electronic device to aid in the educational process. Any disruption of the educational setting caused by an electronic device will be subject to discipline.

School Assigned Lockers and Storage Areas

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers are available to students in grades 6-12, and are assigned at the beginning of the school year. The school assumes no responsibility for the safety of articles left in the lockers. Any personal items left on top of the lockers will be cleared and sent to the lost and found at the end of each school week. Lockers are the property of the school district and are under the direct supervision of the administration of the district. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others.

Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials. If your locker does not work properly, report it immediately to the office.

Marking on the surface or applying stickers on lockers is prohibited. Students are responsible for the cleanliness of the locker inside and out. Because lockers are school property, the administration reserves the right to inspect lockers and contents at any time based on reasonable suspicion. If your locker requires special cleaning or repair at any point in the school year, you will be held financially responsible. Exception will be made if you can prove that another individual was responsible. The charge will reflect the expense of custodial time and supplies. All lockers must be cleaned prior to the final full day of school for the year.

Searches and Questioning

Searches-District officials may search the student and his or her personal property when there is reasonable suspicion to believe the student is concealing evidence in an illegal act, violation of the Student Code of Conduct or district policy. Illegal items such as weapons, alcohol, 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 which 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 the 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, as appropriate will be notified of any items seized.

Questioning – Should law enforcement officials find it necessary to question students during the school day or during periods of extra-curricular activities, the building administrator or designee will be present when possible. Parents are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

BEHAVIOR

Conduct and Behavior Expectations

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. At Dufur School, we strive for academic and civic excellence and behaviors that support the social, emotional and physical wellbeing of all students. In order for all students to reach their best potential, students and staff will be held to the following expectations:

- Respect of self and others
- Appropriate, thoughtful language
- Preparedness for class and learning
- In attendance, both physically and mentally
- Appropriate physical contact
- Safe and courteous boundaries concerning social, emotional and physical space
- Adherence to school rules and guidelines (see Dufur School Progressive Discipline Rubric as well as additional guidelines outlined in the handbook)

Dufur School Expectations in Common Areas

In the Ranger Community we...	...Act with Mutual Respect	...Appreciate Responsible Behavior	...Stay Safe
...School-Wide	<ul style="list-style-type: none"> • Use kind words • Be understanding of people's differences • Value yourself, others, school equipment and property 	<ul style="list-style-type: none"> • Be on time and be prepared • Clean up after yourself • Own your behavior 	<ul style="list-style-type: none"> • Be aware of your environment • Keep hands and feet to yourself • Walk at all times • Be where you are supposed to be
...in Learning Areas	<ul style="list-style-type: none"> • Enter room orderly and quietly • Use polite language • Practice attentive listening • Acknowledge the teacher as the leader of learning 	<ul style="list-style-type: none"> • Wait quietly in seat to be dismissed by an adult • Be on task • Do your own work • Follow guidelines for group work 	<ul style="list-style-type: none"> • Walk at all times • Clean up after yourself • Be aware of your surroundings • Follow directions the first time
... in Hallways	<ul style="list-style-type: none"> • Close lockers gently • Use polite language • Positively acknowledge those who address you • Use indoor voices during passing time 	<ul style="list-style-type: none"> • Move to class on time • Use indoor voices • Stay in designated areas • Keep the hallways clean 	<ul style="list-style-type: none"> • Walk on the right side of the hallway • Open doors slowly • Keep hallways clear • Keep hands, feet and other objects to yourself
... in Restrooms	<ul style="list-style-type: none"> • Let others have privacy • Return to class promptly • No cell phone use • Keep walls, stalls and floors clean 	<ul style="list-style-type: none"> • Use supplies appropriately • Use designated bathroom • Put garbage in the trash • Use during passing time 	<ul style="list-style-type: none"> • Practice personal hygiene • Report problems promptly to an adult • Wash your hands
...in the Offices	<ul style="list-style-type: none"> • Wait patiently and quietly • Use polite conversation • Honor the privacy of others 	<ul style="list-style-type: none"> • Ensure your teacher knows where you are • Check in with office staff and follow their directions • Use designated office hours • Schedule appointments to see student service staff 	<ul style="list-style-type: none"> • Be aware of emergency situations and stay clear of responding adults
...in the Library	<ul style="list-style-type: none"> • Treat books and computers with care • Pay attention to any speaker • Ask to use computers • Wait patiently and quietly 	<ul style="list-style-type: none"> • Use proper library procedures • Come with your class or a pass • Be efficient with your time 	<ul style="list-style-type: none"> • Enter and leave in an orderly manner • Push chairs in when leaving tables and computers • Be aware of your surroundings
...during Emergency Drills	<ul style="list-style-type: none"> • Stay quiet • Assume all drills are real emergencies 	<ul style="list-style-type: none"> • Leave your materials behind • Stay with your designated teacher • Know your exit plan 	<ul style="list-style-type: none"> • Listen and respond to directions • Walk in single file

In the Ranger Community we...	...Act with Mutual Respect	...Appreciate Responsible Behavior	...Stay Safe
...in the Cafeteria	<ul style="list-style-type: none"> • Pick up any trash • Monitor voice level and language • Actively listen to adults 	<ul style="list-style-type: none"> • Recycle • Keep food and drink in the cafeteria • Encourage others to follow rules • Use proper meal time etiquette • Ask an adult before leaving 	<ul style="list-style-type: none"> • Sit properly • One student per seat • Alert adults if a mess needs to be cleaned
...when Outside	<ul style="list-style-type: none"> • Put trash in garbage • Stay in designated areas • Respect classes in session • Use respectful voices 	<ul style="list-style-type: none"> • Pursue positive social activities • Use polite language • Return to class promptly 	<ul style="list-style-type: none"> • Move with the traffic • Let others have their space • Snow should not be thrown or kicked • Watch out for icicles • Follow adult directions the first time
...while Arriving to and Leaving School	<ul style="list-style-type: none"> • Enter and leave the building quietly • Leave school property by 3:25 unless you are part of a school program 	<ul style="list-style-type: none"> • Walk bikes, scooters, and skateboards on school grounds • Go to a supervised area when arriving • Be on time 	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Enter playground through gate or doors, not over the fence • After you arrive, stay on campus until 3:20
...during Extra Curricular Activities	<ul style="list-style-type: none"> • Follow the rules of the activity • Display good sportsmanship • Be on time • Represent Dufur with pride 	<ul style="list-style-type: none"> • Be a good citizen • Have required gear • Attend consistently • Be an active participant • Stay committed 	<ul style="list-style-type: none"> • Use equipment properly • Be cleared to participate • Be where you are supposed to be
...during Assemblies and Special Events	<ul style="list-style-type: none"> • Applaud at appropriate times • Actively pay attention • Be positive to presenters in attitude and feedback 	<ul style="list-style-type: none"> • Stay in designated areas • Bring only necessary items 	<ul style="list-style-type: none"> • Move quietly with traffic • Listen for exit instructions • Keep hands, feet and other objects to yourself
...at the Playground (Recess & Equipment)	<ul style="list-style-type: none"> • Take turns and share • Use kind words • Review the rules before playing and follow them • Include anyone who wants to play and follow the rules 	<ul style="list-style-type: none"> • Bottom only sitting in swing • Swings only in forward/backward motion • No bumping, twisting or jumping from swings • One person at a time on swings • Slides are for going down • Do not jump from the top of any structures 	<ul style="list-style-type: none"> • Do not walk near swing when in motion • Watch for others when using the swings • No tackling, clipping or pulling clothes during tag or flag football. BE SAFE • Snow should not be thrown or kicked.

Damage to School Property

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

Dress Code Guidelines

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

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

The basic principle of the Dufur School District dress code policy is that certain body parts must be covered for all students. Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. All listed in the "must wear" and "may wear" categories below meet the basic principle.

Students Must Wear:

- Shirt
- Bottoms- pants/sweatpants/shorts/skirts/dress/leggings
- Shoes
- High-school courses that include attire as part of the curriculum may include assignment specific dress. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, welding, agriculture and other activities or classes where unique hazards exist.

Students May Wear:

- Hats
- Fitted pants
- Midriff bearing shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed
- Tank tops including spaghetti straps
- Athletic attire

Students Cannot Wear:

- Violent language or images including weapons of any kind
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same
- Hate speech, profanity, pornography
- Fully visible underwear (visible waistbands or straps on undergarments worn under other clothing are not a violation)
- Bathing suits
- Headgear that obscures the face. Hoodies will be allowed at teacher discretion, if worn in a manner that shows the face and ears.

Field Trips

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

Vehicles on Campus

Vehicles parked on district property are under the jurisdiction of the district. Student parking on district property is a privilege and not a right. Students will be notified that 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, scooters, skateboards and any other mode of self-propelled transportation ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

Driving and Parking on Campus

1. Students must observe all driving laws as set by the state of Oregon.
2. Students must drive in a manner that is safe and cautious for all students.
3. Students are not to be in the parking areas without permission from a teacher or an administrator. Students must always be able to furnish proof of permission to leave or enter campus.
4. Parking at the shop is prohibited without written permission.
5. Students are to only park in areas assigned for student parking.
6. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

Public Displays of Affection

As Dufur is a school that supports Kindergarten through 12th grade, all students are expected to maintain appropriate personal space to ensure that the developmental needs of all students are protected. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed. The holding of hands for grades 9-12 is acceptable. Brief hugs lasting no longer than 10 seconds are allowed at all levels by mutual consent.

Drugs, Alcohol and Tobacco

Dufur school is a drug free, alcohol free and tobacco free zone. The possession, selling and/or use of illegal and harmful drugs, alcohol or tobacco is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district related activity, regardless of time or location and while being transported on district provided transportation. Students in violation of the district’s 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.

Violations of the Student Code of Conduct

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion and loss of right to apply for Oregon driving privileges and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits drug, alcohol and/or tobacco offenses or any other criminal act, he/she may also be referred to law enforcement officials.

Due Process

A student who violates the **Student Code of Conduct** shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline

The district has authority and control over a student at school during the regular school day, at any school related activity, regardless of time or location and while being transported in district –provided transportation. Students that violate the Student Code of Conduct away from the school while participating in a school sponsored event will be subjected to the same handbook policies as if they were on school property at the time of the incident.

Detention

A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. After School Detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

1. Detentions may be served at lunch or between 3:20 and 4:00 p.m. on the day given, unless there is a situation which dictates rescheduling, at the discretion of the principal.
2. Students will be ineligible for extra-curricular activities on the day that an after school detention is received and time served.

In-School Suspension

During In-School Suspension the student will:

1. Spend the day in the principal's office or designated in-house suspension room;
2. Be ineligible for any extra-curricular activities during the period of suspension.

Behavior Expectations for Lunch Detentions, After School Detentions and In School Suspensions:

1. Students should come prepared with paper, pencils, pens, books and other instruments necessary to do school work
2. Book bags will be placed at the front of the room
3. Students will work on assignments during the assigned time and will receive credit for work assigned and completed
4. Students are not permitted to leave the room without permission
5. There is to be no talking, writing on the desks, no sleeping or putting head down on the desk, and no eating or drinking except during designated lunch time
6. Students are not permitted out of their desk without permission
7. No phones, music playing devices and/or other entertainment or recreational devices or materials will be allowed

8. Students who are absent or become ill prior to serving their detention will be obligated to complete their assigned detention when they return to school
9. Failure to attend assigned detention, not being prepared to work, tardiness, disobedience or violation of these or any other school rules will result in further consequences that may include Out of School Suspension

Out of School Suspension

A student may be suspended from school for willful violations of the **Student Code of Conduct**. The district may require a student to attend school during non-school hours as an alternative to suspension. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision. A suspension may not exceed seven consecutive calendar days.

Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may not attend after school activities and athletic events, be present on district property, nor participate in activities directed or sponsored by the district.

Students suspended from school shall be permitted to make-up school work missed. Work assignments for those classes appropriate to home study shall be available to the parent no later than two school days following initiation of the suspension. Upon return to school the student will have the number of days to complete work equal to the number of days suspended.

When suspended, students and their parent/guardian must take part in a re-entry meeting with administration before they return to school.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age or older, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide parents with appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

Dufur School Progressive Discipline Model

<p>Students at Dufur School have the right to be safe, the right to be treated fairly. In most cases, when a student is referred to an administrator, the teacher has attempted a number of interventions (see intervention options under each disciplinary infraction). The administrator advises the student of the contents of the written referral and gives the student an opportunity to explain his/her behavior. The following progressive consequences may be assigned; lower level consequences may be skipped due to the severity of the offence. This discipline rubric is a general guideline and can be varied by an administrator at his/her discretion. Policies and consequences may remain in effect whether the infraction is on/off campus; during, before or after school hours; at a district-sponsored event; or on school bus or other district-sponsored transportation. The intent of the progressive discipline and interventions is to help students learn to self-reflect take ownership over their choices and create behavior changes that support their academic goals as well as the expectations of the learning environment at Dufur School.</p>	
<p>Teacher Interactions with a Student who is Misbehaving: The first step a teacher should take with a student who is behaving inappropriately is to address the student direction, quickly and consistently. Addressing the misbehavior should be done in as concise a manner as possible to minimize the loss of instructional time. This might be a verbal cue or name on the board as a warning, depending on the teacher's classroom procedures. The student should be informed of what the appropriate behavior should look like, and this conversation should take place outside of instructional class time and usually in a private setting. Teachers should make sure they have made their expectations clear and offered models of appropriate behavior.</p>	
<p>Parental Contact: If the student continues to misbehave, the teacher will continue to follow their classroom discipline plan which MUST include a parent contact starting with the second infraction. Teamwork between the parent and teacher to change the student's inappropriate behavior should be stressed and the student should be made aware of the partnership. The teacher will share with the parent their concerns and the consequences issued to this point. The parent should also be informed that if the misbehavior continues, their child would be referred to the administration for further discipline.</p>	<p>Office Referral: The current referral/discipline process follows a basic protocol. Once a teacher has exhausted all resources in the classroom in an attempt to change the student's minor inappropriate behavior, a referral should be written. The teacher should phone the office or administration. If phone contact is not made, send the student with a pass stating the basic need (i.e. referral pending, please call for clarification, not to return to class today, etc.). The goal of the administration is that the student be seen prior to the next class meeting and the behavior reviewed. For a first office referral, consequences generally range from a timeout in the office/student services to lunchtime detention(s). As offenses become more serious, the consequences increase to possibly include After School Detention, In School Suspension or Out of School Suspension. As with any referral, the parent is always notified. Consequences will be shared with the teacher. It may be necessary to repeat the above process for an individual student. Generally, following a third referral, the student is given one last opportunity to improve their behavior following the signing of a behavior contract developed at a parent conference. The behavior contract details acceptable behaviors and is developed and agreed to by all parties (i.e. student, parent, teacher, and administrator). If after this step the student fails to abide by the stipulations in the contract, the student can be removed from class. A teacher must have followed due process before a student can be permanently removed from class.</p>
<p>Counselor Problem Solving: If the student's inappropriate behavior continues following the parental contact, the teacher will enlist the counselor's assistance to address the student's motivation for the behavior. It is hoped that contact with the counselor will address behavioral concerns, thus eliminating the need for disciplinary action. This will also open new lines of communication between the teacher and the student in looking for a positive resolution, a win-win situation. The counselor might write a behavior plan at this point.</p>	

Student Intervention Options

<ul style="list-style-type: none"> • All teachers implement engaging instructional strategies to promote on-task behavior and learning. <ul style="list-style-type: none"> • All classrooms/teachers establish, teach and review behavior and academic expectations. <ul style="list-style-type: none"> • All classrooms/teachers establish, teach, and review behavior and academic interventions/consequences that are clear, consistent and predictable. • Consolation with student teacher team, counseling and/or administration. 		
Tier 1 Interventions (Teacher and Classroom)	Tier 2 Interventions (Teacher, Parent and/or Administration)	Tier 3 Interventions
<ul style="list-style-type: none"> • Use reflective listening • Establish the student concern and work to support their needs as appropriate. • Avoid a power struggle by using a calm/neutral voice, sticking with facts, and clear expectations. • Use of a reflection sheet. • Praise when desired behavior. • Provide incentives. • Proximity to student. • Non-verbal cues and signals. • Card flip. • Use of a stress ball. • Give student a break. • Send student on an errand. • Alternate seating in own space. • Speak to student in hallway. • Student/Teacher Detention during Lunch or before/afterschool. • Lunch Detention in ALC • Student calls parent for change of clothes. <p>*This is not an exhaustive list.</p>	<ul style="list-style-type: none"> • Detention (Lunch, After School, ALC) • Counseling referral • Take away unstructured time in the classroom • Assign student to a buddy room • Send student on an errand • Self-monitoring sheet • Structured planned breaks • Meeting with student and counselor and/or administrator to establish behavior contract • Check In, Check Out, or Daily Behavior Form • Collaborative problem-solving meeting with student and parents. <p>*This is not an exhaustive list.</p>	<ul style="list-style-type: none"> • Collaborative problem-solving meeting with student and parents. • Behavior Intervention Plan • Structured passing time • Community partner referrals <p>*This is not an exhaustive list.</p>
<p>Parent Support: Parents, we ask that you work in partnership with our teaching staff. If a teacher is reaching out to you for support, please be assured that several classroom and behavior management strategies have been attempted. At Dufur, we want to help your student grow both academically and emotionally We can only accomplish that in partnership with you. At any time, we encourage you to be a part of your student’s school day. Feel free to contact your student’s teachers via email or phone message. We also invite you to fill out the volunteer forms and be a direct part of our school’s efforts to prepare our students to be college and career ready. Parents are our best allies in supporting and educating kids.</p>		

Dufur School Discipline Rubric

Disciplinary Infraction/Staff Intervention	Office Referral/Administrator Intervention	Office Referral/Administration Intervention Parent, teacher, student, administrator conference	Office Referral Parent, teacher, student, administrator conference
Repeated Class Disruptions	Detentions (LD or ASD)	1-3 Days ASD; Possible ISS	1-5 Days OSS
Non-Compliance of School Staff	Detentions (LD or ASD)	1-3 Days ASD; Possible ISS	1-5 Days OSS
Cheating/Plagiarism Academic Dishonesty	Loss of credit on assignment; Detentions (LD or ASD)	Loss of credit on assignments; 1-3 Days ASD	Loss of Credit on Assignment; May lose course credit; 1-10 Days OSS
Inappropriate Language or Gestures used in <i>general peer conversations</i>	Detentions (LD or ASD)	1-3 Lunch Detentions	1-3 Days ISS
Inappropriate Language or Gestures used <i>towards peers</i>	Detentions (LD or ASD)	1-3 Days ASD; Possible ISS	1-5 Days OSS
Inappropriate Touch, Contact, Public Displays of Affection (kissing, prolonged hugs)	Detentions (LD or ASD)	1-3 Days ASD;	1-3 Days ISS
Electronics Not Relevant to Educational Objectives or Used without Permission Including Phones	Warning (reminder of bell to bell rule); student pick up in office; parent call	1-3 Lunch Detentions; Parent pick up in office	1-3 days ISS; parent pick up in office
Failure to comply with computer, network and/or internet use agreement	Detentions 9LD or ASD) Rights may be terminated	1-3 Days ASD; Possible ISS; Rights terminated for specified period of time	1-3 Days ISS/OSS; Rights may be terminated for remainder of school year
Horseplay or unsafe behavior that distracts the learning environment	Detentions (LD or ASD)	1-3 Days ASD; Possible ISS	1-5 Days OSS
Dress Code Violation	Detentions (LD or ASD); Change clothes	1-3 Days ASD; Change clothes	ISS; Possible OSS; Change clothes
Excessive Tardies (first 3 in classroom intervention)	4 TH tardy: student will receive lunch detention	5 th tardy and counting: ASD	5 th tardy and counting: ASD

Tier 1 Classroom interventions: Violations of the listed behavior will be tracked during the school day per teacher. If students are unable to maintain with any combination of the above expectations, they will be given an office referral upon receiving the third violation. If a student has one or two violations and is able to maintain control for the rest of the period, their behavior tracking will start over the next day. Multiple office referrals from any class during the day will result in administrative disciplinary action depending on frequency and severity.

Dufur School Discipline Rubric Ctd.

Disciplinary Infraction/Office Referral/Administrator Intervention		Office Referral/Administrator Intervention Parent, teacher, student, administrator conference	Office Referral Parent, teacher, student, administrator conference
Direct (verbal or non-verbal) Defiance of School Staff	1-3 Days ASD; Possible ISS	1-5 Days OSS	5-10 Days OS
Inappropriate Language or Gestures Towards Staff	1-3 Days ASD; Possible ISS	1-5 Days OSS	5-10 Days OSS
No Show for Detention	1-3 Days ASD; Possible ISS	1-3 Days ISS	1-3 Days OSS
Theft/Stealing/Destruction of Property	1-3 Days AD; Possible ISS; Possible Restitution & Police Involvement	1-3 Days OSS; Possible Restitution & Police Involvement	1-5 Days OSS; Possible Restitution & Police Involvement
Vandalism/Damaging/Defacing School Property/Campus/Supplies/Equipment	1-3 Days ASD; Possible ISS or OOSS; Possible Law Enforcement	1-5 Days OSS	5-10 Days OSS; Possible Recommendation for Expulsion
Possession of items such as lighters, matches, firecrackers or any flammable substance; pocket knives or multi-use. Discipline dependent on item and intent for use.	1-3 Days ASD; Possible ISS or OSS; Possible Law Enforcement	1-5 Days OSS	5-10 Days OSS; Possible Recommendation for Expulsion
Reckless driving on school property, during open campus lunch privileges or to/from/during school events	Loss of open campus privilege; Loss of on campus driving privilege 5-10 school days	Loss of open campus privilege; Loss of on campus driving privilege for 30 days	Loss of open campus privilege; Loss of on campus driving privilege for 90 days or rest of school year
Fighting w/o the use of an object or weapon, being at a fight, video recording a fight or unsafe situation, inciting or encouraging a fight	1-3 days OSS	5-10 Days OSS	Recommended for Expulsion
Harassment including Sexual Harassment; Verbal or Physical Menacing; De-pantsing; Sexually Explicit Drawings; Offensive Slang Terms; Unwelcomed Sexual behavior or comments.	Possible Law Enforcement, Counseling Office Referral, 1-3 Days ASD, Possible ISS	Possible Law Enforcement Involvement; 1-5 Days OSS	Law Enforcement Involvement; 5-10 Days OSS; Recommended for Expulsion
Possession or use of Tobacco, Nicotine or facsimile; including, but not limited to cigarettes, chew, and/or vaping devices	1-3 Days OSS	1-5 Days OSS; Police Involvement	5-10 Days OSS; Police Involvement; Counseling/Diversion Program
Possession, Use and/or Under the Influence of Alcohol or a Controlled/Dangerous or Unknown Substance or its Facsimile. Including prescription medications or over the counter medications used inappropriately.	Possible Law Enforcement; 3-5 Days OSS; Los of Participation in Extracurricular Activities	10 Day OSS; Recommended for Expulsion	
Sale and/or Distribution of Tobacco, Alcohol, Controlled/Dangerous or Unknown Substance, its Facsimile or paraphernalia. Including prescription or over the counter medications used inappropriately.	Law Enforcement; 3-5 Days OSS; Loss of Participation in Extracurricular Activities	10 Days OSS; Recommended for Expulsion	

Dufur School Discipline Rubric Ctd.

Disciplinary Infraction/Office Referral/Intervention	Office Referral/Intervention	
Threat to School Safety, Staff or Student directly or indirection including verbal, non-verbal, with or without object or weapon	Law Enforcement Involvement, 3-10 Days OSS; Counseling Office Referral for Safety Assessment	10 Day OSS; Recommended for Expulsion
Battery to Staff	Law enforcement Involvement, 10 Days OSS during which time a safety assessment will be conducted; Possible Recommendation for Expulsion	
Knives, including pocket knives, other dangerous weapons (non-firearm), or any object presented as a weapon and intended to cause harm	Law enforcement Involvement, 10 Days OSS during which time a safety assessment will be conducted; Possible Recommendation for Expulsion	
Guns, Firearms, Explosives	Law Enforcement Involvement, 10 Days OSS during which time a safety assessment will be conducted, Recommended for One Year Expulsion based on Gun Free School Act	
Pattern of student behavior that seriously interferes with the ability of the teacher to teach and/or other students to learn and redirection is not successful	Removal to Alternative Learning Center, Explanation of the reason of removal and student response. Parent Contact, including setting a conference with Parent, Student, Teacher and Administrator; Consideration for 30-day expulsion	
Habitual Discipline Problems described as five suspensions in a school year of three or more days	Up to 10 Day OSS and Recommended for Expulsion	

The Progressive Discipline Model was developed from policy set by Dufur School District. Specific expectations, behaviors and consequences listed are in accordance with district policy to protect students' rights and uphold students' responsibilities and were established to maintain a distraction-free learning environment for all students, promote positive academic and behavioral growth, and to ensure the safety of all students and staff.

LD-Lunch Detention, ASD-After School Detention (loss of extracurricular activity for the day if ASD assigned), ISS-In School Suspension, OSS-Out of School Suspension

District policies can be found on the district website: <http://policy.osba.org/dufur/index.asp>

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to take an active part in extra-curricular activities, available to them throughout the school year. Students are encouraged to work towards the betterment of the school through involvement in school programs such as student government, class activities, and other school group activities.

A student who is enrolled in and attending 5 credit classes each quarter may participate in any extra-curricular activity. Dufur School offers a variety of extra-curricular activities in both the mid-level and high school. All students, regardless of their ability levels, are encouraged to take part in extra-curricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities have to offer. Interested students should contact the office for additional information. **NOTE: School attendance is a prerequisite for other school related activities.**

Participating students are not allowed to drive privately owned vehicles to any school sponsored activities away from Dufur. Special situations will be considered by the school administration. Additional rules of conduct may be determined by the supervising teacher in each activity. Participating students may be required to sign a contract furnished by the activity supervisor. Any violations of such contract will be justification for suspension from participating in the activity.

Clubs and Organizations

Dufur School sponsors several clubs and organizations in addition to sports. Not all options are offered every school year, but some examples are: Yearbook Class, National Honor Society, FFA, Student Government, Robotics, Band, Choir and more.

Associated Student Body

The Student Council of Dufur comprises the student government which leads the student body by sponsoring activities. Student Council is a group of elected/appointed students who meet regularly to promote citizenship, scholarship, leadership, human relations, cultural values and school involvement.

Dances/Social Events

The rules of good conduct, dress and grooming shall be observed for school dances and social events as per policy JFCA. Dufur High School dances are open to all Dufur High School and Dufur Mid-Level dances are open to all Dufur Mid-level students. Admittance to dances will be permitted to students in good standing and who were in attendance at school the day of the dance. Good standing is based on appropriate conduct the week of the dance as well as to historical conduct patterns.

Dufur students that are eligible and attending the dance may invite a guest that is currently attending a school other than Dufur. A guest pass must be obtained from the office. The host student fills out the guest pass including the name of the proposed guest, name of the high school they attend, phone number of their school, and the name of the principal or counselor that will serve as a reference for the guest. The guest pass must be turned in to the principal by the posted deadline. Final approval of the guest pass will be subject to a reference phone call to the proposed guest's home school.

When the guest pass is approved it is the host's obligation to introduce their guest to at least one chaperone upon arriving at the dance. It is also the host's responsibility to make sure that their guest follows all school rules related to the dance. Guests will carry a guest pass and be expected to observe the same rules as Dufur students attending the event. The person inviting the guest will share responsibility for the conduct of the guest.

Dance, School Activity and Extra-Curricular Guidelines

1. Regular school rules and student codes of conduct will be followed.
2. No student, without permission and supervision, may leave a school dance or activity (not including sports events) and later re-enter. Once a student has left the activity, he/she shall not be re-admitted for the remainder of the event. No one will be admitted to an evening activity after 9:00pm without prior permission from a school administrator. Suspended students may not attend activities if the suspension runs through the weekend or during the timeframe of the school sponsored event. No suspended student may be on district property.
3. Drugs/Alcohol/Tobacco: School personnel and chaperones are instructed to report any suspects to the person in charge of the dance or event. Police or the Sheriff Department and the student's parents will be notified immediately and asked to the activity to take responsibility for

the student. A student cited will be prohibited from future dances or events and will be disciplined according to the Student Code of Conduct and Dufur Progressive Discipline Model.

Extra-Curricular Consequences for Tobacco/Drug/Alcohol Violations and Behavior

Misconduct

Actions which could bring discredit to the school, team or individual may lead to athletic disciplinary action, including suspension from the team.

Students will refrain from all illegal use or possession of alcoholic beverages, all use and possession of tobacco and all use or possession of drugs not prescribed by a doctor. **Attending a party where illegal substances are present, is the same as using the illegal substance.**

Students found to have violated of the tobacco, alcohol or drug policy for the first time will be ineligible to represent the Dufur School District for 30 calendar days. During the period of ineligibility, and prior to returning to participation in activities the student will be required to do the following:

- a. Complete a drug and alcohol screening at the parents' expense.
- b. Continue to practice with the team or group, but not be allowed to participate in activities.
- c. Complete 20 hours of community service, in addition to the 40 hours required for graduation.

If the student chooses to leave the team prior to the completion of steps A through C, they will be ineligible for all activities until all steps are completed.

Students found to have violated the tobacco, alcohol or drug policy for the second time in a school year will be unable to participate for the remainder of that school year. Plus, complete steps A through C outlined above, prior to participating in Dufur School District extra-curricular activities during the next school year.

A third violation in a school year will mean that the student would never be eligible to participate in extra-curricular activities for the remainder of their high school career.

Upon the third unexcused absence from practice or games/programs the participant will be removed from the team or club for the remainder of the season.

Consequences for Other Misconduct While Participating in Extra-Curricular Activities

The district sets minimum consequences based on student code of code and behavior expectations. Individual coaches or club advisors may have more stringent requirements and will provide a written copy of their standards before the beginning of the season. If expectations are not provided, the following will apply:

1. All disciplinary problems at school are deemed unexcused absences.
2. Consequences for misconduct will be based on loss of the opportunity of participation/playing time.
3. For each suspension a 15% loss of available participation/playing time.
4. The loss of participation/playing time will occur at the first contest/program after the incident. In general, this means that for high school football and track the athlete would lose one contest. Volleyball would be 1.5 matches and basketball would be two games. Junior high would tend to be less because of the shorter seasons.
5. Those participating in other programs or clubs will not be eligible to participate in the upcoming event.

6. Participants who have lost the opportunity to participate in a full contest or program will not sit on the player's bench or travel with the team or club.
7. Students may appeal disciplinary decisions to an Ad Hoc Committee composed of Dufur High School coaches and club advisors, the athletic director and administrators, whose decision is final.

Dufur Athletic Expectations and Eligibility

Academic Eligibility Policy (These policies apply to grades 5-12):

Students must meet current O.S.A.A. standards. Athletic grade checks will occur at mid-tem and the end of the semesters: www.osaa.org/governance/handbooks/osaa

Dufur School will:

1. Provide competent coaches and advisors.
2. Provide school bus or school approved transportation for all activities away from Dufur School.
3. Provide safe and appropriate equipment and/or uniforms for each participant in each activity.
4. Provide competent officials for each activity held at Dufur School.

The Student will:

1. Meet O.S.A.A. regulations.
2. Meet Dufur School District regulations.
3. Meet current O.S.A.A. standards
4. Attend school all day as a requirement for participation in events, unless an emergency arises.
5. Attend all practices and games or meets unless excused by the coach or advisor. Each coach/advisor will develop rules for their particular activity.
6. Follow rules of conduct set forth in the Dufur School Student Handbook and other rules which may be adopted for a particular activity by the coach or advisor. Students who are referred to the school principal for misconduct during the school day will not be allowed to participate in practice or games until approved by the principal.
7. Have physical exams in accordance with Dufur School District/O.S.A.A. regulations: Each year for football, and every other year beginning in seventh grade for all other athletic events.
8. Refrain from using vulgar, obscene or distasteful language, signs or gestures.
9. Maintain proper diet and sleep habits.
10. Return all school loaned equipment and uniforms promptly when requested to do so. Uniforms and equipment should be clean and in good condition when returned.
11. Wear suitable attire to games and practices. Coaches and advisors will develop a list of suitable attire for each activity.
12. Refrain from all illegal use or possession of alcoholic beverages, all use and possession of tobacco and all use or possession of drugs not prescribed by a doctor. Attending a party where illegal substances are present, is the same as using the illegal substance.
13. Students under a doctor's care and taking prescribed medication must notify the school prior to participating in any co-curricular event.
14. Student and parents must sign and return the athletic participation form before the student is eligible to practice or play in extra-curricular activities.

NCAA Initial Eligibility

High school students planning on participating in college athletics should review the eligibility guidelines and academic standards at www.ncaa.com.

Physical Examinations

Students in grades 7, 9 and 11 must have a physical examination performed by a physician prior to practice and competition in athletics. Football players must have a physical examination every year. Students that are new to the school must show evidence of a current physical examination. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season. Students shall not participate without a record of passing a physical examination on file with the district.

Impact Testing

Each student athlete will complete the Impact Baseline Test prior to competing for Dufur High School. If a student athlete is diagnosed with a concussion, they cannot return to the activity prior to passing the impact test again. The athletic trainer makes the final decision on return to play.

TRANSPORTATION

District Transportation of Students

A student being transported on district provided transportation is required to comply with the Student Code of Conduct, as stated on page 18. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action. Students are required to be waiting at their stop 5 minutes prior to their scheduled pick-up time.

Transportation Rules (For more information refer to Board Policy EEACC-AR)

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

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

Disciplinary Procedures for Violations of Transportation Rules

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

1. First occurrence – Warning: The driver verbally restates behavior expectations, issues a warning and notifies the administration.
2. Second occurrence of the year – The student will be referred to administration for disciplinary action.
3. Third occurrence of the year – The student is suspended from the bus until a conference, arranged by the building administrator, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
4. Fourth occurrence of the year – The student receives a five to ten day suspension and will not be able to ride the bus until a conference, arranged by building administrator, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
5. Severe violations – Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to one year expulsion. There will be a hearing at this time, arranged by the building administrator, involving the student, the bus driver, the transportation supervisor, the parent and the principal.

In all instances, the appeal process may be used if the student and/or parent desire. Disciplinary sanctions and changes in transportation for a student with disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedure governing the discipline of disabled students.

MISCELLANEOUS

Building Hours

The building is open Monday – Thursday 7:30 a.m. until 4:00 p.m., and Friday from 7:30 a.m. to 3:30 p.m. Any student or group of students remaining in the building after regular hours must be supervised by a member of the faculty. Custodians are not to assume this responsibility. Supervised classrooms will be opened at 8:00 a.m. Students exercising in the gym, at any time, must have a supervisor present.

Counseling

Academic Support

Students are encouraged to talk with a district counselor, and building administrators to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents will be notified annually about the recommended courses for students. Students, who are interested in attending a college, university or training school or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for future work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing. All high school students will be assigned a guide teacher.

Personal Support

A counselor is available to assist students with a wide range of personal concerns, including social; family; emotional; academic; and drug, alcohol, or tobacco dependencies. Parents may also contact the counselor with concerns regarding their child. The counselor may also make available information about community resources to address their personal concerns.

Drug, Alcohol and Tobacco Prevention Program

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the health development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment. An intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age appropriate drug, alcohol and tobacco prevention curriculum will be taught to all students. Students or parents with concerns about drug, alcohol or tobacco misuse or addiction should also contact the counseling office.

Distribution of Material/Posters

All aspects of school-sponsored publications are completely under the supervision of the advising teacher and principal. Any publications, school sponsored or otherwise, must be submitted for approval prior to distribution or display. Material that is not approved may be appealed to the Board at its next regular meeting.

Emergency Drills

Students and staff participate in emergency drills or rapid dismissal 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. At least one fire drill will be conducted each month for grades K-12. At least two drills for earthquakes for students in grades K-12 will be conducted each year.

Instruction on fire and earthquake dangers and drills for students grades K-8 shall be conducted for at least 30 minutes each school month.

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

Emergency School Closure 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 school or closure of selected grade levels. Delayed openings of school and early dismissal of students will be broadcasted on local radio stations, Portland area media, and by phone whenever possible.

Fees

Materials that are part of the basic educational program are provided without charge to the 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, including:

1. Club dues;
2. Security deposits;

3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchase of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Damaged or lost library books and school-owned equipment;
9. Lock or locker deposits;
10. Field trips considered optional to the district's regular school program;
11. Admission fees for certain extra-curricular activities.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made at the office.

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 other such rules as may be deemed appropriate by the field trip supervisor.

Fund Raising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund raising drives. An application for permission must be made to the principal at least ten days before the event. All funds raised or collected by or for the school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extra-curricular activities program. The principal/superintendent is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

Head Lice

The Dufur School Board revised the policy dealing with head lice in 2016. The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health practices. Consequently, in order to prevent the spread of head lice in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention and spread of head lice. Student with suspected cases of lice will be referred to the school nurse or administrator for assessment. Students found with live lice will be excluded from school. Students excluded from school will be readmitted after assessment by designated personnel to confirm no lice are present. Students found with nits (lice eggs) only or returning after exclusion with the presence of nits only will not be excluded, but will be subject to periodic checks to confirm continuing absence of live lice.

Successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combining and implementation of preventative measures recommended by health authorities. The district will provide parents of students found to have contracted head lice with treatment information. It is the district's intent to not only eliminate current infestation, but also to prevent a repeat episode.

Homeless Students

The district provides full and equal opportunity to student in homeless situations as required by law, including immediate enrollment. School record, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school or origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of student in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students.

Insurance

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums directly to the insurance company. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Accident insurance coverage is provided to all students and is secondary to any medical coverage parents/guardians may have. It is intended to serve as a secondary policy to what coverage individual families may already have.

Library

The daily library hours are the same as the school building: Monday – Thursday from 8:00 a.m. to 4:00 p.m. & Friday from 8:00 a.m. to 3:30 p.m. The library evening hours are Tuesday and Thursday from 6:00 to 8:00 p.m. This facility is to be used for research, study, and individual reading. In order to maintain the appropriate atmosphere, please observe the following:

1. Voices are to be kept low.
2. No food (including candy) or drinks are allowed.
3. Permission from your supervising teacher and hall pass must be given.
4. Students must have something to do.
5. If it appears that students are only socializing, they will be asked to leave.

Library check-out procedure:

1. All items (books, magazines, videos, pamphlets) must be checked out.
2. If an item is to go on a teacher's name, a signed note is necessary.
3. All items are checked out for a maximum of a two-week period.
4. Most items may be renewed.
5. Overdue notices will be sent via email.
6. Once items are overdue more than a month, notices will be sent home.
7. Lost or damaged items will be billed to the students/parents.

Please remember: RESPECT – [re-'spekt\ to consider worthy of high regard: ESTEEM....Webster's] everyone, everything.

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 at the end of each quarter and the end of the school year. 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 Lunch and School Breakfast Programs. The district uses the “offer vs. serve” option. Confidential Free & Reduced Meal Applications are available from the school office and may be submitted at any time during the school year.

Free Breakfast and Lunch are available to every student attending Dufur School, through the Community Eligibility Program. Students are required to pay for additional food, extra milk, and seconds in excess of the USDA specifications for serving sizes per age group.

The United States Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age or disability. A complaint of discrimination may be filed with the Office of Civil Rights. Forms are available from the school office.

Immunizations

Students 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. Any student who is not in compliance with Oregon statutes and rules related immunization may be excluded from school until such time as he/she has met immunization requirements.

Communicable Diseases

Parents of students with a communicable contagious disease, or contagious parasitic disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with such concerns is not allowed to come to school while the condition is contagious. Contact the school nurse with concerns, questions or for a list of communicable diseases.

Medication Procedures

Emergency Medical Treatment – A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student’s parents or to another person as directed by parents on the student’s emergency form.

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

Most medications should be administered at home. If a student must take medication (non-prescription or prescription) at school, the medication is to be administered through the office. The medication must be in the original container, with one week’s supply or less. The medication must be accompanied by a written release on file with the school. Forms are available from the nurse and require:

- Name of medication
- Doctor’s name
- Reason for taking medication
- Dosage and length of time to be administered
- Parent/guardian signature

Parental Involvement

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

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter is published monthly, "Back to School" night in the fall and parent/booster club meetings provide opportunities for learning more about the district;
3. Becoming a district volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's Site Council, with its emphasis on instructional improvement.

Parent Release from School

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. A student will not be released to any person without the approval of his/her parent or as otherwise provided by policy and/or law.

Supervision of Students

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

Video Surveillance

Video surveillance is used outside and inside the school buildings to protect the health, welfare and safety of students, staff and patrons in order to promote a positive learning and working environment. Recordings from surveillance shall be subject to district policies concerning the confidentiality of student and personnel records.

Visitors

All visitors must report to the office upon entering school property. Parents are encouraged to visit Dufur School. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested. The principal will approve requests to visit as appropriate. Student will not be permitted to bring visitors to school without prior approval of the principal.

Weapons

Weapons (as defined by ORS 161.015) are not permitted in Dufur School, on Dufur District School Property or at any events, home or away, in which Dufur School District sponsors or participates.

Weapons include: (ORS 161.015)

1. Firearms as defined in federal law.
2. Any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious injury.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with

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

In accordance with Oregon law, the superintendent may request that the Oregon driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of Oregon driving privileges or the right to apply for Oregon driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting subsequent request for the Department of Transportation.

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

Firearm is defined in Federal law as any weapon (including a starting gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, firearm, muffler or silencer or any other destructive device such as explosives, incendiary, poison gas, bomb or other such devices.