



2026/27 STUDENT HANDBOOK

NEAH-KAH-NIE HIGH SCHOOL

Learning Today, Leading Tomorrow:
Driving Equity, Sparking Innovation,
Empowering Every Student to
Succeed

**Keep In Touch
With Us**

(503) 355-2272 

nknsd.org 

24705 Hwy. 101 N 
Rockaway Beach, OR 97136



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Contents

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PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement.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

This handbook is not intended as a contract. Any information contained in this student handbook is subject to revision or elimination. Appropriate notification will be provided

The district does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, religion, color, national or ethnic origin, immigration or citizenship status, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, state servicemember status or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered to students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

Americans with Disabilities Act (ADA) and Section 504

The following staff have been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Cynthia Barthuly, Special Programs Director, (503) 355-2222

The procedure for filing a complaint can be found on the district's home page at <https://nknsd.org/>.

Nondiscrimination and Civil Rights

The following staff have been designated as the civil rights coordinator:

Dr. Tyler Reed, Superintendent, (503) 355-2222

The procedure for filing a complaint can be found on the district's home page at <https://nknsd.org/> and in Board policy AC – Nondiscrimination and Civil Rights.

Title IX of the Education Amendments

The following staff have been designated as the coordinator of Title IX of the Education Amendments:

Dr. Tyler Reed, Superintendent, (503) 355-2222, NKN SD District Office

The procedure for filing a complaint can be found on the district's home page at <https://nknsd.org/> or in the district's Board policy GBN/JBA – Sexual Harassment.

The district prohibits sex discrimination (including sexual harassment) in any education program or activity that it operates, as required by Title IX and its regulations, including admission and employment.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

ADMINISTRATION

Tyler Reed, Superintendent (503) 355-2222

Christy Hartford, Principal (503) 355-2272

Ryan Keefauver, Vice Principal (503) 355-2272

Bell Schedule

M, T, F Bell Schedule

Period 1	8:50-9:41	51 mins
Breakfast	9:41-9:51	10 mins
Period 2	9:55-10:46	51 mins
Period 3	10:50-11:41	51 mins
Period 4	11:45-12:36	51 mins
Lunch	12:36-1:06	30 mins
Period 5	1:10-2:01	51 mins
Period 6	2:06-2:56	50 mins
Period 7	3:00-3:50	50 mins

Wednesday Bell Schedule

Period 2	8:50-10:20	90 mins
Breakfast	10:20-10:35	15 mins
Advisory/Intervention	10:40-12:10	90 mins
Lunch	12:10-12:40	30 mins
Period 4	12:45-2:15	90 mins
Period 6	2:20-3:50	90 mins

Thursday Bell Schedule

Period 1	8:50-10:20	90 mins
Breakfast	10:20-10:35	15 mins
Period 3	10:40-12:10	90 mins
Lunch	12:10-12:40	30 mins

Period 5	12:45-2:15	90 mins
Period 7	2:20-3:50	90 mins

Calendar

The district's school calendar is updated each school year. The current adopted school calendar may be accessed here:

[Link to Neah-Kah-Nie School District 2026/27 Calendar](#)

Complaints

Procedure for filing a complaint can be found on the district's home page at <https://nknsd.org/>.

Definition of Parent

**The term "parent," as used in this handbook, generally includes a legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, may depend on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes may depend on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For students with disabilities, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Schedule of Contests, Events, and Performances

Information about scheduled contents, events, performances, and other school- or district-sponsored activities is published using online calendars to the school or district websites and are communicated about regularly using other standard communication methods adopted by the district. The district's primary modes of communication are ParentSquare and Facebook.

SCHOOL BOARD

Board Meetings

Regular Board meetings are held on the 2nd Monday at the Neah-Kah-Nie School District Office. Meetings begin at 5:30pm. All regular, special, and emergency meetings of the Board are open to the public unless otherwise provided by law. Additional board meeting procedures are published in Board policy BD – Board Meetings. Information regarding participation in board meetings and submission of public comment is published in Board policy BDDH – Public Comment. Meeting notices and related board information are published on the district's website, on <https://nknsd.org/board-meetings/>

Mission Statement

Neah-Kah-Nie School District prepares students to become productive and responsible citizens for an ever-changing world through diverse educational opportunities in partnership with the community.

Vision of a Graduate:

- **Academically Prepared:** Accomplished in numerous academic subjects and equipped with life ready skills.

- **Critical Thinkers:** Empowered to think analytically and approach any opportunity with creativity and innovation.
- **Effective Communicators:** Proficient in oral communication, written communication, and digital literacy.
- **Perseverant:** Resilient, adaptable, and independent while able to navigate life's challenges confidently.
- **Culturally Competent:** Aware of global issues, embrace diverse cultures, and respect varied perspectives.
- **Future Focused:** Equipped for future pathways whether in higher education, vocational training, and/or the workforce.
- **Good People:** Act with integrity, demonstrate empathy and compassion for others, while being a positive contributor to their community.

PARENT ACKNOWLEDGEMENT

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

I understand and consent to the responsibilities outlined in the *Student Code of Conduct* as outlined in the Neah-Kah-Nie High School Student Handbook. I also understand and agree that my student shall be held

accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation, including while traveling to and from school or at bus stops. I understand that should my student violate the Student Code of Conduct they shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

I understand that certain information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. This information can be released without parental consent, unless the student has been opted out.

“Directory information,” as defined by Oregon law, includes the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

I also understand that the district is required by law to release secondary students' names, addresses, and telephone numbers to military recruiters and institutions of higher education unless parents or eligible students request that the district withhold this information.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released, and my prior written, dated, and signed consent, unless otherwise permitted by law.

“Personally identifiable information,” as defined by law, includes, but is not limited to: the student's name or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number, or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth, and parent's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

I understand that unless a parent or eligible student objects to the release of any or all directory information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media, and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address, and telephone number will be released upon a request made by military recruiters or institutions of higher education².

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled, or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA - Directory Information.

I have checked the types of directory information the district designates, and which are listed below, that I wish the district to withhold:

- ☐ Student's name
- ☐ Student's photograph
- ☐ Student's major field of study
- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of members of athletic teams
- ☐ Student's dates of attendance

² In accordance with 20 U.S.C. § 7908 (a)(1), districts are required to disclose the names, addresses, school-issued electronic mail addresses and telephone listing to military recruiters and institutions of higher education even if not included in directory information, unless the student or parent submitted a request to the district that the student's information not be released.

☐ Student's degrees and awards received

_____ (initial) I do not authorize my secondary student's name, address, and telephone number to be released to military recruiters.

_____ (initial) I do not authorize my secondary student's name, address, and telephone number to be released to institutions of higher education.

By signing below, I acknowledge receipt and agree to abide by the *[insert the title of the student and parent handbook]*.

Parent Signature

Date

Student Signature

Date

[The rest of this page is intentionally left blank.]

ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE (AI)

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

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

~~[Specific rules for the independent use of generative artificial intelligence for assigned student work may be developed by the teacher and communicated to students. Rules will be developed in accordance with Board policy IKJ—Artificial Intelligence (AI).]~~

Students who engage in academic dishonesty on any coursework, including quizzes and exams, will forfeit credit for that specific task. The instructor will report the violation to school administration, and parents will be informed of the occurrence. An administrative conference will be held with the student to review district expectations and documentation will be recorded in the student's permanent file. A recurring instance of cheating within the same academic year may lead to the student's removal from the course and the issuance of a failing grade for the term.

Prohibited academic behaviors include, but are not limited to:

- Duplicating the work of another student, with or without consent;
- Permitting another student to duplicate your personal work;
- Plagiarism, which involves claiming information from digital or printed sources as your own original thought;
- Utilizing restricted study aids or prohibited materials during assessments;
- Employing AI tools to generate content presented as your own skills or analysis;
- Using unauthorized technological support, such as a calculator when its use is expressly forbidden.

Use of artificial intelligence (AI) resources for academic work

- NKNHS acknowledges the potential advantages of AI technologies. Certain instructional activities may permit their use with explicit educator authorization. Nevertheless, utilizing AI to create content for submission as a student's own unique intellectual work constitutes academic dishonesty. Faculty members may utilize detection tools to assess the authenticity of student submissions. Work identified as AI-generated will be subject to the disciplinary procedures established in the Academic Integrity section. Indicators of unoriginal work include:
 - Submissions showing significant deviations from a student's established writing style or voice;
 - Material produced with unnatural speed or consisting of large, pasted segments;
 - Inconsistent quality or tone within a single document.

Regarding Generative Artificial Intelligence: District staff will implement the AI Assessment Scale (AIAS) to provide a structured framework for the ethical use of Generative Artificial Intelligence (GenAI) in school assessments and assignments. The AIAS enables teachers to determine the permitted level of GenAI based on specific learning objectives. This tool ensures transparency and equity, providing a balanced approach that utilizes technological opportunities while recognizing when human-only efforts are required for pedagogy. GenAI encompasses models that produce text or other media based on statistical patterns. The AIAS assists educators in adapting assignments to the digital landscape and helps students maintain academic integrity while using modern tools.

The AIAS primary objectives are to:

1. Assist staff in evaluating assessment design in the context of GenAI accessibility.
2. Define clear boundaries for students regarding appropriate AI integration.
3. Encourage the completion of coursework in accordance with ethical standards.

The AIAS serves as a resource for students to understand how to effectively and ethically incorporate GenAI into their studies. By facilitating open dialogue on appropriate use, the district prepares students for a future where these technologies are prevalent while promoting responsible citizenship. This adaptive approach ensures our educational environment remains forward-thinking and principled.

1	No AI	The assessment is completed entirely without AI assistance. This level ensures that students rely solely on their knowledge, understanding, and skills. AI must not be used at any point during the assessment.
2	AI- ASSISTED IDEA GENERATION AND STRUCTURING	AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work. No AI content is allowed in the final submission.
3	AI-ASSISTED EDITING	AI can be used to make improvement to the clarity or quality of student created work to improve the final output, but no new content can be created using AI. AI can be used, but your original work with no AI content must be provided in an appendix.
4	AI TASK COMPLETION, HUMAN EVALUATION	AI is used to complete certain elements of the task, with students providing discussion or commentary on the AI-generated content. This level requires critical engagement with AI generated content and evaluating its output. You will use AI to complete specified tasks in your assessment. An AI created content must be cited.
5	FULL AI	AI should be used as a “co-pilot” in order to meet the requirements of the assessment, allowing for a collaborative approach with AI and enhancing creativity. You may use AI throughout our assessment to support your own work and DO not have to specify which content is AI generated.

DOI of published version: <https://doi.org/10.53761/q3azde36>

AI may be used throughout the project without the need to distinguish generated segments.

Reference DOI: <https://doi.org/10.53761/q3azde36>

Level 1, No AI: Students rely exclusively on their personal proficiency. This is mandatory when authentic assessment of individual skill is required.

Level 2, AI-Assisted Idea Generation: GenAI serves as a tool for structuring concepts and receiving feedback; however, the final product must be human-authored. This helps students explore diverse perspectives while maintaining authorship. Examples include:

- Collaborative brainstorming sessions to refine project concepts;
- Utilizing AI to develop a logical structural outline;
- Identifying potential research topics or source materials.

Level 3, AI-Assisted Editing: Students may use AI to refine their original compositions. This is particularly useful for improving fluency or technical accuracy. Final contributions must be verified against original drafts. Examples include:

- Correcting grammar, spelling, and mechanical errors;
- Enhancing vocabulary and word choice for better clarity;
- Rephrasing for coherence without changing original intent;
- Applying visual editing techniques like generative fill to student images.

Level 4, AI Task Completion: Students employ GenAI for specific task segments, focusing on interpreting and validating the results. This level promotes a nuanced understanding of AI capabilities and limitations. Examples include:

- Generating initial narratives or datasets to serve as a baseline for original work;
- Conducting comparative analysis between AI and human-authored content;
- Critiquing AI outputs to identify biases and inaccuracies;
- Integrating AI-produced segments into broader authentic tasks.

Level 5, Full AI: Tools may be used throughout the process as a co-pilot. This applies when the learning outcome allows for full technological collaboration, reflecting industry trends. Examples include:

- Co-creating complex projects through iterative AI interaction;
- Exploring ethical implications across various technological domains;
- Utilizing continuous AI feedback to shape final outputs;
- Creating artifacts or software primarily through GenAI tools.

ADMISSION**

{JECA - Admission of Resident Students, JECB - Admission of Nonresident Students, and any accompanying administrative regulations.}

A student seeking enrollment in the district must register in the office. All students enrolled in the district must comply with Oregon laws related to age, residence, health, attendance, and immunization. Students who do not reside within district boundaries may be required to pay tuition.

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 nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

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

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

ALTERNATIVE EDUCATION PROGRAMS**

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

In-District Alternative Education Programs

1. Examples of alternative education program options are not limited to, but include:

2. Tutorial instruction;
3. Work experience;
4. Independent study;

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

~~{Coordinate the following statement with policy published in JECA—Admission of Students.}~~

~~The district [will] [will not] [may, based on district criteria,] provide alternative education programs for students expelled from another district for a violation of applicable state or federal weapons laws.~~

Establishment of Alternative Education Programs

~~Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee in compliance with Board policy IGBHB—Establishment of Alternative Education Programs and its accompanying administrative regulation.~~

In-District Alternative Education Programs

~~Examples of alternative education program options are not limited to, but may include evening classes, tutorial instruction, small group instruction, career technical programs, work experience, instructional activities provided by other accredited institutions, community service, independent study, Expanded Options Program, or others as approved by the district.~~

~~Parents may request additional in-district alternative education programs by submitting written requests to the superintendent or designee or in accordance with Board policy.~~

~~{Coordinate with Board policy IGBHB—Establishment of Alternative Education Programs}~~

Nondistrict Alternative Education Programs

1. —[Other school(s) or program(s);
2. —Community college;
3. —Others as approved by the district.]

~~The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in nondistrict alternative education programs. The student's placement must have the prior approval of the district.~~

~~The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.~~

~~If a parent receives an exemption on a semiannual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.~~

~~If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student or parent, there is no obligation to propose or fund a second program.~~

~~{Coordinate with Board policy IGBHA—Alternative Education Programs}~~

Notification of Alternative Education

~~{Coordinate with Board policy IGBHC—Alternative Education Notification}~~

~~Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:~~

- ~~1. When two or more severe disciplinary problems occur within a three-year period. [Severe disciplinary problems will be defined in the Student Code of Conduct;]~~
- ~~2. When a student has erratic attendance. "Erratic attendance" means the student is frequently absent to the degree that the student is not benefiting from the education program as determined by the district;~~
- ~~3. When an expulsion is being considered;~~
- ~~4. When a student is expelled;~~
- ~~5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.~~

~~Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.~~

~~Notification shall include:~~

- ~~1. The student's action;~~
- ~~2. A list of alternative education programs for the student;~~
- ~~3. The program recommendation for the student based upon the student's learning styles and needs;~~
- ~~4. Procedures for enrolling the student in the recommended program.~~

~~{Coordinate with Board policy JEGA – Admission of Resident Students}~~

ANIMAL DISSECTION

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

{Coordinate with Board policy INI – Animals Dissection}

ANIMALS IN THE SCHOOLS

In accordance with Board policy ING – Animals in District Facilities, only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability or animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Companion and comfort animals are not considered service animals.

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

{Coordinate with Board policy ING – Animals in District Facilities}

ASBESTOS

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

The management plan is available for public inspection in the district office.

The **Grounds and Maintenance Director** ~~Superintendent~~ serves as the district's asbestos program manager and may be reached for additional information.

{Coordinate with Board policies EB - Safety Program}

ASSEMBLIES

{Coordinate with any other district guidelines. Revise as necessary to reflect district practices.}

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

ASSESSMENT PROGRAM

{Coordinate with Board policy IL – Assessment Program}

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

Students may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal or a counselor **within the first week of the term starting.** ~~prior to [June 1] of the school year in question, or no later than [six] weeks prior to a semester break during a school year.~~ Requests to change a student's assigned class must be directed to the principal. Final decisions are the responsibility of the principal or designee.

ASSIGNMENT OF STUDENTS TO SCHOOLS**

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

~~A district may allow transfers within the district based on established district criteria.~~

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school as required by the Every Student Succeeds Act (ESSA).

Parents of students considering private placement for IDEA or Section 504 services must notify the district in advance before privately placing their student, or else potentially forfeit any right to reimbursement or prospective payment for that placement. Many students who are unilaterally placed by their parents are sometimes placed when they are not yet identified under the IDEA or Section 504 of the Rehabilitation Act.

ATTENDANCE**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school and maintain the child in regular attendance during the school term.

Staff will monitor and report violations of the state compulsory attendance law. ~~[A citation for violation of ORS 339.035 may be issued.]~~

A parent will be issued a written notification in the native language of the parent, and the **principal** will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a notice by the district for the student's failure to attend school.

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

Absences and Excuses

In state reporting, ODE does not distinguish between "excused" and "unexcused" absences, only whether a student is "present" or "absent". To stay consistent with that reporting standard, we've adjusted how absences are documented in Synergy (our online reporting database) so that our local data aligns with state expectations.

We do code absences (when a parent calls in or sends a note from a doctor) as a "notified" absence. Of course, if a child is sick, we want them to recover at home. Our change in coding absences isn't meant to punish or give the perception of punishment to those with valid reasons. We are trying to bring awareness to families and limit the absences occurring when students are away for non-illness related reasons like vacations, hunting trips, etc. that used to be coded as "excused" because a parent called it into the school.

The attendance rate is a snap shot in time. If a student has been absent for 10 of the 40 days we've been in school, the attendance rate we see is 75%. This, too, mirrors the state's accounting system instead of calculating 10 missed days out of the possible 168 school days.

~~In order for an absence to be excused, within [five] days after an absence, [a student must bring a note signed by the parent that describes the reason for the absence] [a parent must communicate the reason for the absence by phone, email or [communication app]]. A student's absence from school or class will be excused under the following circumstances:~~

Reasonable reasons for missing school might include:

1. Illness, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence away from school is necessary;
3. Emergency situations that require the student's absence;

4. Student is a dependent of a member of the U.S. Armed Forces³ who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

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

A student who must leave school during the day, must have a parent send a communication to the school via phone, email or ParentSquare. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The nurse or designated staff will decide whether the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment (OAR 581-021-0081 requires students be allowed "a minimum of one day per day absent").

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

Truancy

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

AWARDS AND HONORS

Students will be recognized for Honor Roll, Honor Society, Rotary Student of the Month, Athlete of the Month, Student of the Semester, Most Improved Attendance, 90% and Above Attendance, and Perfect Attendance. To be recognized on the honor roll, a student must have at least a 3.5 GPA on semester grades and be a full-time student. Students may have one grade of "C."

CLASS RANKING

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.

Determining factor: Highest weighted G.P.A. through Semester 1 of Senior year

³ U.S. Armed Forces includes the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marines Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

- Weighted grades are for classes receiving transferable college credit and all AP classes

CLOSED CAMPUS

Neah-Kah-Nie High School has a closed campus, which means students will stay on campus once they arrive until they are released in the afternoon. You may not leave campus and return to catch the bus home. The only time a student may leave campus is during school hours if they have a work release, cadet teaching, qualified through state testing scores, or parent permission approved by the office. Students with parent permission must still check out at the office.

“Off-limits” areas include, but are not limited to:

- Rock quarry and the road to the top of the hill
- Middle school
- Baseball and softball fields

Students will receive disciplinary action if they are off campus when they should be on campus. (See “Leaving Campus” in Point Grid)

NKN School District and/or staff is not liable for student behavior off campus, although NKN does reserve the right to discipline a student for off-campus behavior if the activity results in a problem or disruption for the school environment, whether it is during meal time, class time, etc. NKN reserves the right to discipline accordingly because of our obligation to keep schools safe and/or if any activity may cause risk on campus.

CLUBS AND ORGANIZATIONS

~~{Consider listing student clubs and organizations. Coordinate with any policies related to extracurricular activities, etc.}~~

~~Student clubs, organizations and performing groups may establish rules of conduct and consequences for misconduct that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.~~

COMMUNICABLE DISEASES IN SCHOOLS**

{Coordinate with Board policies GBEB – Communicable Diseases in Schools}

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation GBEB-AR – Communicable Diseases – in Schools. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to contact the nurse or principal so that other students who have been exposed to the disease can be alerted.

Parents with questions should contact the school office.

COMPUTER USE

As is outlined in Board policy IIBGA - Electronic Communications System, students may be permitted to use the district's electronic communications system for school and instruction related activities. Personal use of district computers including Internet and email access is permitted when consistent with board policy and administrative regulations and when during the school day.

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

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

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law; school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, received, generated, or stored on district servers are not private and may be subject to monitoring.

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

Students will comply with district policies, including but not limited to, Board policy IIBGA – Electronic Communications System and its administrative regulation. Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and revocation of district system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.

CONCUSSIONS AND TRAUMATIC BRAIN INJURIES

{Coordinate with Board policy JHCA – Immunization, School Sports Participation, Concussions and Other Brain Injuries}

Upon receipt of written notification from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan. Written notice is not required for the district to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.

Accommodations will be in effect no later than 10 school days after the written notification is received by the district and will be reviewed as needed, but no later than every two months.

For information related to concussions and participation in sports, see School Sports Participation.

CONDUCT**

{Coordinate with Board policy JFC – Student Conduct}

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

Student Code of Conduct

{Coordinate with Board policies JBA/GBN – Sexual Harassment JFC – Student Conduct JFCF – [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence, or Domestic Violence – Student, JFC – Student Conduct, JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems, JFCJ – Weapons in Schools, JFCM – Threats of Violence, JG – Student Discipline}

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

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

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence[, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student, and accompanying administrative regulation];
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements;
5. Violent behavior or threats of violence or harm [as prohibited by Board policy JFCM – Threats of Violence];
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon [as prohibited by Board policy JFCJ – Weapons in Schools];
8. Vandalism, malicious mischief, and theft, [as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB – Care of District Property by Students] including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment [as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation];
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems];
11. Use or display of profane or obscene language;

12. Disruption of the school environment;
13. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
14. Violation of district transportation rules;
15. Violation of law, Board policy, administrative regulation, school, or classroom rules.]

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

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

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful manufacture or delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.⁴

Student Rights and Responsibilities

{Coordinate with Board policy JF/JFA – Student Rights and Responsibilities}

Student rights and responsibilities include, but are not limited to, the following:

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

Neah-Kah-Nie High School Misconduct Point Grid

Behavior & Policy	Definition	First Offense (Range of Consequences)	Repeat Offense (Range of Consequences)
Alcohol/Dangerous Drugs/Tobacco/Vape/Inhalant Delivery Systems	Using, possessing, taking affirmative action to possess, selling, distributing, or being under the influence of alcohol, drugs, tobacco, or other intoxicants. Possessing any drug paraphernalia. A dangerous drug is defined as: any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the	See Student Discipline Policy. 1. Police notified 2. Provided information on substance abuse/tobacco/alcohol etc.	See Student Discipline Policy. SECOND OFFENSE 1. Police notified 2. Third party alcohol/drug evaluation if more than 12 months have passed since prior evaluation.

⁴ The district is prohibited from retaliating against any student "for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation." ORS 659.852.

	user or others. This includes, but is not limited to, marijuana, cocaine, heroin, stimulants, depressants, hallucinogens and other substances	3. Up to five-day suspension from school 4. 45-day activity suspension including all school-sponsored activities, athletics and extracurricular events. 5. 15 Points	3. Up to ten-day suspension from school. 4. 45-day activity suspension, including all school-sponsored activities, athletics and extracurricular events. 5. 30 Points THIRD OFFENSE 1. Police notified 2. Recommendation for expulsion
Assault/Battery	Intentionally, knowingly or recklessly causing physical injury to another, but not mutual combat.	1. 5-day OSS. Referral to police. 2. Points 25	1. Referral to police. Suspension pending expulsion hearing. 2. Points 50
Away from assigned area	Leaving without permission, being in an unsupervised area or being in off limits area	1. Detention 2. Points 5	1. Detention to suspension 2. Points 10
Cheating/Plagiarism/Violation of Academic Integrity	Teacher observes test security violation, cheating or identifies plagiarism on assignment	1. Remove to office, "F" on assignment. Teacher notifies the parent and administrator.	1. Remove to office 2. "F" for semester grade, invalidate test.
Disrespect, Insubordination, Defiance, Rude Speech or Behavior (Teasing/Taunting)	Behaving in a manner that is impolite or crude.	1. Detention to Suspension 2. Points 0-10	1. Detention to Suspension 2. Points 10 - 20
Endangerment	Reckless, unintentional conduct which creates substantial risk of physical injury to another person and/or self.	1. Detention to Suspension 2. Points 10	1. Suspension to Expulsion 2. Points 10-25
Extortion (see Threat)	Demanding money, or something of value (i.e., lunches) from another person in return for protection from violence or by threat of violence.	1. Up to 5-day suspension 2. Points 25	1. Suspension pending expulsion. 2. Referral to police. 3. Points 50
Fighting (Both Participants)	Exchange of mutual physical contact, such as pushing, shoving and hitting.	1. 1-3-day suspension. 2. Points 25	1. 3 to 5-day suspension to expulsion 2. Police referral with any injury. 3. Points 25
Fire Alarm Pull/AED Unit Tampering	Setting off a fire alarm without a reasonable belief that a fire exists or opening the door of the AED unit without just cause.	1. Police referral. 2. 5-day suspension. 3. Points 30	1. Suspension pending expulsion. 2. Police referral. 3. Points 50
Fire Tools/Ignition Sources	Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited. Fire tools are defined as: any tool that creates a form of heat by creating a flame or spark, including but not limited to matches, cigarette lighters, and multi-purpose lighters (BBQ). Ignition sources other than fire tools are defined as a form of heat which instigate or are used to propagate fire and include, but are not limited to, candles, road flares, fuses, and fireworks.	1. Confiscation. 2. Detention to Suspension. 3. Possible police referral. 4. Points 0 - 10	1. Confiscation. 2. 1 - 3-day suspension. 3. Police referral. 4. Points 10 - 20
Forgery	Providing a false signature or altering school documents.	1. ISS to OSS. Possible police referral. 2. Points 5 - 10	1. OSS to suspension pending expulsion. 2. Points 25

Gangs/Secret Societies	Oregon law prohibits the existence of any secret society in public schools. Students who participate in gang-related activities at school or school-sponsored functions – such as possession or display of gang-related clothing, symbols, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti, signs or signals, harassment or intimidation of others; or recruitment for gang membership – will be subject to strict disciplinary measures.	1. Detention to Suspension. 2. Review student handbook. 3. Willingly changes or removes attire. (Not willing, see defiance) 4. Points 0 - 10	1. Suspension to Expulsion. 2. Points 10 - 25
Hazing/Harassment Intimidation/ Bullying/Menacing Teasing/Taunting (see disrespect)	A disturbance (language, behavior, technology-cyber bullying) which insults, ridicules, or torments another person. (Maximum consequences for offenses against protected classes)	1. ISS to 2-day OSS. 2. Points 10 - 20	1. 3 to 5-day suspension. 2. Possible expulsion. Referral to police. 3. Points 25
Harassment - Sexual	It may be verbal, visual, written, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited. Taking inappropriate videos of others.	1. 1 to 3-day suspension. 2. Parent conference before returning to school. 3. Possible police referral. 4. Points 10 - 20	1. 3 to 5-day suspension. 2. Possible expulsion. 3. Referral to police. 4. Points 25
Inappropriate Dress & Disruptive Appearance	Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean or threatens the health or safety of the student or others. Clothing, jewelry, or wording/graphics on clothing which is sexually suggestive, drug related, vulgar, which depicts violence, insulting, gang membership related, or ridicules a particular person or group is prohibited.	1. Students change attire. 2. Warning to Detention. 3. Points 0-5	1. Detention to OSS. 2. Student (parent) conference. 3. Points 5 to 10
Insubordination	Failure to comply with a verbal direction or instruction of a staff member, after the 2nd request.	1. Detention to Suspension. 2. Points 0-10	1. Detention to Suspension 2. Points 10-20
Littering on and off campus	Dropping trash or spilling liquids in common areas or while off campus during school hours.	1. Clean-up area.	1. Restitution 2. OSS Hallway clean-up duty after school for 3 to 5 days.
Loitering	Students are not to be in the building after school hours unless they are supervised by an adult. This policy is being implemented to decrease theft, vandalism, and to create a safe school environment. Students who are staying after school should be in their supervised area 15 minutes after school ends.	1. Reminder of policy 2. Escorted out of the building and/or off campus. 3. Points 0 - 5	1. Parent phone call to Suspension. 2. Points 5 - 10

Physical Escalation	Aggressive physical Interaction. Not fighting.	1. Detention to Suspension. 2. Points 0-10	1. Detention to Suspension. 2. Points 10-20
Profanity/ Lewd Conduct/ Offensive Conduct	Indecent exposure and/or the use of obscenity or profanity, or offensive conduct whether oral, written, or by gesture. This includes possessing, selling, or distributing lewd items.	1. Detention to Suspension. 2. Points 0- 10	1. Suspension – Expulsion. 2. Points 10 - 20
No Show for Detention	Students willingly or unwillingly skips assigned detention.	1. Assigned an additional detention. 2. Points 0 - 5	1. ISS 2. Points 5 to 10
Tardy	Failure to be in a place of instruction at the assigned time.	See Behavior Expectations section.	See Behavior Expectations section.
Technology Use (Inappropriate)	Failure to comply with the district's "Information Technology System Network Usage Agreement." And Personal Electronic Devices and social media (See addendum)	1. Administrative Discretion. (See technology agreement/addendum) 2. Loss of use of district technology 3. Possible referral to Police	1. Administrative Discretion. 2. (See technology agreement/addendum)
Theft-minor	Taking, giving, selling, or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or stolen. (Retail value less than \$50, excluding wallets, purses or keys)	1. Return or restitution of property. 2. Detention to Suspension. 3. Points 0 - 10	1. 3-day suspension. 2. Return or restitution of property. 3. Points 20
Threats/ Menacing/Hate Lists	An intentional, serious threat by word or act (including physical and /or verbal bullying/threatening), which places another person in fear of imminent serious physical injury. This includes, but is not limited to, words, target lists, or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, gender, color, religion, national origin, sexual orientation, or disability.	1. Detention to Suspension. 2. Referral to Police. 3. Points 5-25	1. Suspension to Expulsion. 2. Referral to Police. 3. Points 25-50
Threats with a weapon or dangerous instrument.	Using an actual weapon, simulated weapon or any dangerous object to threaten another person with bodily injury.	1. Suspension pending expulsion. 2. Referral to police. 3. Points 50	1. Suspension pending expulsion. 2. Referral to police. 3. Points 50
Truancy	Students leaving w/o permission or being off campus when they should be on campus.	1. Detention to ISS. 2. Points 10	1. Up to 5 days ISS 2. Points 10-25
Use of legitimate tools as a weapon. (See Weapons: others)	Use of pencils, pens, compasses, combs, etc., with an intent to inflict bodily harm on others or to force others to act against their will.	1. 5-day suspension pending expulsion. 2. Points 25	1. Suspension pending expulsion. 2. Referral to police. 3. Points 50
Vandalism-minor	Intentionally causing damage to, destroying or defacing school or property of others. Minor vandalism includes situations in which damage can be repaired or replaced at no cost to school or person.	1. 1 day in-school suspension. 2. 5 hours' community service. 3. Points 10	1. 1-3 days' suspension. 2. 10 hours community service. 3. Points 25

Vandalism-major	Includes situations in which it will cost the school or individual to repair or replace the damage, or the damage involves a substantial disruption of school activities, such as destruction of school records. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages.	1. Restitution for damages. 2. Police referral. 3. 5-day suspension. 4. 15 hours of community service. 5. Points 15	1. Suspension pending expulsion. 2. Police referral. 3. 25 hours community service. 4. Points 30
Vehicle - Driving without license	Student use of any vehicle without a driver's license.	1. Referral to police. 2. 1-week suspension of parking privileges for car owner. 3. Points 5	1. Referral to police. 2. 30-day suspension of parking privileges for car owner. 3. Points 10
Vehicle - Parking violation	Students violate campus parking rules.	1. Review rules. 2. Warning.	1. Loss of parking privilege for 1 week to 30 days. 2. Parent contact.
Vehicle - Reckless driving (see Endangerment)	Using any motorized vehicle on/near school grounds in a reckless manner so as to threaten the health or safety of another; action disrupts educational process.	1. 30-day suspension of parking privileges. 2. Points 10	3. Suspension of parking privileges for 60 days to the remainder of the year. 4. Referral to police. 5. Points 25
Weapons: Dangerous or Deadly	"Dangerous weapon" is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. "Deadly weapon" is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.	1. Suspension pending expulsion. 2. Referral to police. 3. Points 50	
Weapons: Destructive Device/ Explosives	The use, distribution, possession, or sale of an explosive device or material is prohibited on school district property, school bus, or at any school sponsored event.	1. Suspension pending expulsion. 2. Referral to police. 3. Points 50	
Weapons: Firearms	The use, distribution, possession, or sale of a firearm is prohibited.	1. Suspension pending expulsion. 2. Referral to police. 3. Points 50	
Weapons: Look-Alike Explosive Devices, Firearms, Knives, or Dangerous or Deadly Weapons	The possession, use, threat of use of a look-alike explosive device, firearm, knife, or other dangerous or deadly weapons is prohibited. Possession, distribution, use, threat of use, and sale of a look-alike weapon on campus, in car or school bus, or at any school sponsored event is prohibited.	1. Suspension pending an expulsion. 2. Points 50	
Weapons: Others	The use or threat of use of a 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 physical injury.	1. Suspension pending an expulsion. 2. Points 50	

Administration reserves the right to use discretion in assigning consequences for behavior infractions as needed

Discipline Point System:

1. 20 points: Parents will be notified by a phone call or in writing.
2. 35 points: 5 week activity suspension, including all school-sponsored activities and extracurricular events.
3. 50 points: Student is suspended pending an expulsion hearing.

Consequence Definitions:

1. Lunch Detention: occurring during lunch and is handled by a staff member.
2. ISS: In-School Suspension during the school day in a designated area of the school.
3. OSS: Out-of-School Suspension and is a temporary elusion from regular class. The student is not allowed on campus and cannot attend school-sponsored events for the duration of the suspension.
4. Expulsion: Up to one calendar year. Determined by the Superintendent or the hearings officer.

CONFERENCES**

{Consider including dates and times of annual conferences.}

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

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

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

Student-led conferences are scheduled for November 5-6, 2026 and April 8-9, 2027

COUNSELING**

Academic Counseling

{Coordinate with Board policy IJ – School Counseling Program}

Students and parents are encouraged to talk with district counselors, teachers, and building administrators to learn about the curriculum, course offerings, activities and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended and available courses for students. All students are encouraged to attend college, university or training school, or pursue some other advanced education, and should work closely with their counselor so that they may take the courses that may best prepare them for further education. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

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

Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information may be protected as privileged communications by Oregon law.

CREDIT FOR PROFICIENCY

In addition to credit by completing classroom or equivalent work, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards:

1. Classroom or equivalent work that meets common curriculum goals and academic content standards required by OAR 581-022-2030;
2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning experiences.

A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. This includes damage to the district's network and other electronic systems. [If the cost is \$50 or more, the district will notify the student and parent.] The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines, and Charges.

DANCES AND SOCIAL EVENTS

{Consider adding any other information about dances and social events}

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. ~~A student attending a dance or social event may be asked to sign out when leaving before the end of the activity.~~ Anyone leaving before the official end of the activity will not be readmitted.

DISCIPLINE AND DUE PROCESS**

{Coordinate with Board policy JG – Student Discipline}

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

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

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

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

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

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

No student will be subjected to corporal punishment.

The district may provide information regarding recovery schools to students being disciplined for substance abuse violations.^{5} To mitigate disciplinary action for drug- and alcohol-related offenses, [for a first offense] a student may voluntarily complete a drug and alcohol assessment or evaluation at parent expense, by a qualified professional approved by the superintendent or designee and the student's parent. If the parent and student agree to the voluntary assessment or evaluation, the student may be readmitted to school after arrangements for the assessment or evaluation are verified by the superintendent or designee and completion of the terms of the mitigated district-imposed discipline. Failure to complete the evaluation or to comply with the recommendations of the evaluator will result in imposition of the unmitigated terms of the original disciplinary action.}

Detention

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged. Any detention must not violate any law, policy or procedure related to restraint and seclusion.

{Consider adding rules about detention and to specify exactly when and where detention is held.}

Discipline of Students with Disabilities

{Coordinate with Board policy JGDA – Discipline of Students with Disabilities}

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time, and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

Expulsion

{Coordinate with Board policy JGE – Expulsion}

Students may only be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or

⁵ {If the district's disciplinary sanctions for substance abuse and drug- and alcohol-related offenses include voluntary completion of a substance abuse, drug and alcohol assessment and rehabilitation program, language may be added such as this proposed paragraph. **IF THE DISTRICT REQUIRES THE ASSESSMENT OR EVALUATION, IT MAY BE OBLIGATING ITSELF TO PAY FOR IT. CONSULT WITH LEGAL COUNSEL.}**}

3. When required by law.

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

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

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

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process.

Suspension

{Coordinate with Board policy JGD – Suspension}

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

~~The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or c) when the suspension is required by law.~~

~~When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.~~

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

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

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

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

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

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Clothing or other adornments which promote alcohol/tobacco/drugs, or which have offensive/profane pictures, sayings, or profanity are not permitted

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

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

{Coordinate with Board policy IGAEB – Drug, Alcohol and Tobacco Prevention, Health Education}

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

Drug, alcohol, and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. The district will 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 annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, or legally as a result of illegal drug, alcohol, and tobacco use.

Parents are encouraged to contact the-{counseling} office for information on district and community resources available to assist students in need.

Drug, Alcohol, and Tobacco Policy Violations:

FIRST OFFENSE

1. Police notified
2. Up to five-day suspension from school
3. 45-day suspension from activities, athletic, and extracurricular events.
4. 15 discipline points

SECOND OFFENSE

1. Police notified
2. Third party alcohol/drug evaluation if more than 12 months have passed since prior evaluation.
3. Up to ten-day suspension from school.
4. 45-day suspension from activities, athletic, and extracurricular events.
5. 30 discipline points

THIRD OFFENSE

1. Police notified
2. Recommendation for expulsion

Regardless of the procedures above, the administration reserves the option to recommend any level of discipline, up to and including expulsion for any offense.

The sale or distribution of alcohol or drugs under this policy will result in an immediate recommendation for expulsion. Offenses are cumulative for grades 9-12.

Breathalyzer Wand

If the District has reasonable suspicion that a student has consumed or been consuming alcohol, a Breathalyzer wand or similar device may be used on the student.

EARLY/DELAYED GRADUATION

Application must be made prior to the end of the first trimester of junior year for a student to be considered for early graduation. Students will submit a course plan with their application that will indicate how they anticipate meeting all the credit and subject requirements needed to graduate. This plan will serve as a contract that students will be expected to follow. NKN High School administration approval is required.

Students not completing the required graduation credits will be enrolled for an additional year, unless they have made arrangements to obtain credit through alternative learning options or have attained 18 years of age. Students need administrative approval to continue at NKN after their respective class has graduated.

EMERGENCY DRILLS – FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS

{Coordinate with Board policy EBCB – Emergency Procedure Drills and Instruction}

1. Instruction and drills on emergency procedures including fire, earthquake [, tsunami] and safety threats shall be conducted for students at least 30 minutes each school month.
2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.
3. ~~[At least two drills on earthquakes will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as “drop, cover and hold on.”]~~ OR [At least three drills on earthquakes and tsunamis will be conducted each year. Drills and instruction on earthquake emergencies shall include the response procedure known as “drop, cover and hold on.” Drills and instruction on tsunami hazard emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning.]
4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
5. A map or diagram of the fire [and tsunami hazard] escape routes is posted near all classroom doorways and reviewed with students.

When the fire alarm [or tsunami warning] is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

EMERGENCY MEDICAL TREATMENT**

{Coordinate with Board policy EBCB – Emergency Procedure Drills and Instruction, EBC – Emergency Plan and First Aid}

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

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

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

EMERGENCY SCHOOL CLOSING INFORMATION

{Coordinate with Board policies EBCD – Emergency Closure}

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

~~{Include local information on weather-related or other emergency procedures (including, but not limited to, pandemic flu, declared public health emergency, or other catastrophes).}~~

~~{Insert methods of emergency closure communication and media outlets.}~~ School closures will be communicated through Parent Square to parents through email and text alerts, as well as posted on school district social media.

EXCHANGE STUDENTS

The school may enroll a maximum of [insert the number established in board policy] students from other nations from those exchange programs officially recognized by the Board. [See Board policy JECBA – Exchange Students and its accompanying administrative regulation.]

~~{Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by [August 1], prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by [December 1].}~~

Exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Exchange students may be awarded ~~{an honorary high school diploma}~~ upon satisfactory completion of the school's prescribed course of study.

EXPANDED OPTIONS PROGRAM

By February 15th, the high school will send a notice to students and parents about the Expanded Options Program (EOP) explaining eligibility requirements. A student may apply to, and be accepted by, a post-secondary institution through the EOP. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

Additional information about the EOP may be found in Board policy IGBHE – Expanded Options Program or accessed through school staff.

EXTRACURRICULAR ACTIVITIES

{Coordinate with Board policy IGD – Cocurricular/ Extracurricular Activities}

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

Interested students should contact the office for additional information.

{Students and parents may be required to sign an acknowledgment of stricter standards of conduct as a condition for participation in extracurricular activities.}

Art Club

Band

Baseball

Basketball

Cheerleading

Chess Club

Choir & Solo Music

Cross Country

DEP (Diverse Educators Pathway)

Dungeons and Dragons

FBLA (Future Business Leaders of America)

Film Club

Folklorico Dance Group

Football

FNRL (Future Natural Resource Leaders)

Golf

Inclusion Alliance

Juntos

Link Crew

LEO's

Music Tech Club

NHS (National Honor Society)

Pirate Players:

Robotics

Soccer

Softball

Speech and Debate

Student Council

Swimming

Student Health Center Focus Group

Student Attendance Team

Take a Breath Campaign Student Advocates

Track and Field

Unified

Volleyball

Wrestling

Yearbook

ATHLETIC (AND ACTIVITIES) PARTICIPATION REQUIREMENTS

1. Must pass 5 of 7 classes during the previous semester
2. Meet OSAA graduation guidelines
 - a. Start of 10 th grade year- 5 credits earned
 - b. Start of 11 th grade year- 11 credits earned
 - c. Start of 12 th grade year- 18.5 credits earned
3. Proof of insurance must be on file.

4. Must have a physical exam before participating (athletics).
5. Must have a parent permission form completed.
6. Must have a parent and participant sign Athletic Code of Conduct
7. Must attend all classes or have a prearranged excused absence during the school day to participate in games.
8. See the NKNHS Athletics Policies form for more detailed information on athletics.

FAMILY RESOURCE CENTER

The Family Resource Center (FRC) at Neah-Kah-Nie High School is part of our school district's goals to encourage family, school and community partnerships. We believe that through collaboration, the support will be in place to help each student flourish. The FRC, located in the Senior Hall, has parenting materials, information to connect families with community services, social services, and other resources. Our center can help with school supplies, hygiene products, clothing, applications for the Oregon Health Plan, Northwest Oregon Housing Authority (NOHA information), and employment, as well as snacks and emergency food boxes, plus a variety of other needs. Please contact the school office, or counselor for more information or assistance.

FEES, FINES AND CHARGES**

{Coordinate with Board policies JN – Student Fees, Fines and Charges, JO/IGBAB – Education Records/Records of Students with Disabilities and accompanying administrative regulations}

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

1. ~~Club due~~ ASB fee;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Optional student identification cards;
9. Fees for damaged library books and school-owned equipment;
10. Lock or locker ~~deposits~~ loss or damage fee;
11. ~~Fees for use of towels provided by the district for P.E. classes or athletics;~~
12. Field trips considered optional to the district's regular school program;
13. Admission fees for certain extracurricular activities;
14. ~~Participation fees or "pay to play" for involvement in activities.~~

No student will be denied an education because of an inability to pay supplementary fees.

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

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

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

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

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

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

The district shall not withhold grades or diplomas for failure to pay fees or fines.

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.

FLAG SALUTE

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

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

FUND-RAISING**

{Coordinate with Board policies IGDG – Student Activity Funds, IGDF – Student Fund-Raising Activities and EFA - Local Wellness, if fund raising consists of selling food items.}

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 {10} days before the event.

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

GANGS

{Coordinate with Board policies JFCEA – Gang Activity and JFCM – Threats of Violence}

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

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

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

No student on or about district property or at any district activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (i.e., gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

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

GRADE CLASSIFICATION

~~{Coordinate with Board policy IKF—Graduation Requirements and any accompanying administrative regulation}~~

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

[Units of Credit Earned]	Grade Placement
6	10 (sophomore)
12	11 (junior)
18	12 (senior)]

GRADE REDUCTION AND CREDIT DENIAL**

~~{Coordinate with Board policy IKAD – Grade Reduction/Credit Denial}~~

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

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

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

GRADUATION EXERCISES

~~{Coordinate with Board policies IKFB – Graduation Exercises and any accompanying administrative regulations}~~

In accordance with Board policy, students in ~~[good standing^[6]]~~ who have successfully completed the requirements for a high school diploma, qualify to receive or receives a modified diploma, an extended

⁶ [A student may be denied participation in graduation exercises for conduct that violates board policy, administrative regulation and/or code of conduct provisions.]

diploma, or a certificate of attendance, including ~~{students participating in a district-sponsored alternative education program and}~~ students with disabilities receiving a document certifying successful completion of program requirement, shall have the option to participate in graduation exercises. Students who have not met the district's diploma or certificate requirements ~~{will not}~~ ~~{may, at the discretion of the superintendent or designee}~~ be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

1. Qualifies to receive a high school diploma, a modified diploma, an extended diploma or a certificate of attendance; and
2. Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.

Graduating students will be allowed to wear ⁷"Native American items of cultural significance" ^{⁸}or other items of cultural significance.⁹

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

Graduation programs may be **planned by the principal** on the date selected by the superintendent and school board.~~{+}~~

GRADUATION REQUIREMENTS**

{Coordinate with Board policy IKF – Graduation Requirements}

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and a certificate of attendance, which meet or exceed state requirements. ~~{See Board Policy IKF – Graduation Requirements for more information.}~~

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

Students will have onsite access to the appropriate resources and courses to achieve high school diplomas, modified diplomas, and extended diplomas at each high school in the district. The district provides age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is an emancipated minor or who has reached the age of 18 (adult student) at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district must receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

⁷ "Native American items of cultural significance" means items or objects that are traditionally associated with a Native American or that have religious or cultural significance to a Native American.

⁸ {ORS 332.112 requires that districts allow students to wear "Native American items of cultural significance" to graduation and other school events. Districts can choose to allow students to wear items of significance to other cultures.}

⁹ The district may prohibit an item or object that: a) is likely to cause a substantial disruption of, or material interference with the graduation ceremony, or b) replaces a cap or gown customarily worn at a graduation ceremony.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in the later of four years after starting grade nine, or until the student reached the age of 21 years of age, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may complete the requirements for a modified diploma, an extended diploma, or a certificate of attendance in less than 4 years but not less than 3 years. To satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21.

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

A student who received a modified diploma, an extended diploma, or a certificate of attendance shall have access to instructional hours, hours of transition services, and hours of other services that are designed to meet the unique needs of the student. When added together, the district will provide a total number of hours of instruction and services to the student that equals at least the total number of instructional hours that are required to be provided to students who are attending a public high school. The district may not unilaterally decrease the total number of hours of instruction and services to which the student has access regardless of the age of the student.

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

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

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Oregon statewide assessments in language arts and/or mathematics by completing the Oregon Department of Education's Opt-out Form¹⁰ and submitting the form to the district.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.

Students and their parents will be notified of graduation and diploma requirements through ~~the high school curriculum guide~~ the student handbook and board policy.

STANDARD DIPLOMA CREDIT REQUIREMENTS

Credit Type	Total Required
ENGLISH LANGUAGE ARTS	4.0
MATH	3.0
SCIENCE	3.0

¹⁰ Oregon Department of Education page for: [30-day notice and opt-out form](#)

US HISTORY	1.0
WORLD STUDIES	1.0
GOVERNMENT	0.5
OREGON HISTORY	0.5
HEALTH	1.0
PE	1.0
ELECTIVE	5
COLLEGE/CAREER LEARNING	0.5
PERSONAL FINANCE	0.5
FINE ARTS/ CAREER & TECHNICAL	3.0
TOTAL	24.00

HONORS DIPLOMA CREDIT REQUIREMENTS

Credit Type	Total Required	Specifics
ENGLISH LANGUAGE ARTS	4.0	*See Below One must be at AP or college level
MATH	4.0	One credit must be at or above Algebra III/Pre-Calculus Level
SCIENCE	4.0	one credit must be advanced science (i.e.- Chemistry, Physics, Anatomy and Physiology)
US HISTORY	1.0	-----
WORLD STUDIES	1.0	-----
GOVERNMENT	0.5	-----
OREGON HISTORY	0.5	-----
HEALTH	1.0	-----
PE	1.0	-----
ELECTIVE	6	-----
COLLEGE/CAREER LEARNING	0.5	-----
PERSONAL FINANCE	0.5	-----
FOREIGN LANGUAGE	2.0	Must be in the same language
FINE ARTS/	2.0	Business, Construction Trades, Natural Resources)

CAREER & TECHNICAL		&/or Fine Arts (Choir, Band, Art)
TOTAL	28.00	----

Other Requirements:

- ☐ 28 High School Credits
- ☐ 12 College or AP Credits
- ☐ No D or F on transcript, all core classes must be for a letter grade
- ☐ GPA of 3.5 or higher
- ☐ Pass State Assessments
 - ☐ English Language Arts
 - ☐ Math
 - ☐ Science

{HAZING,} HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, {MENACING,} TEEN DATING VIOLENCE, DOMESTIC VIOLENCE**

{Coordinate with Board policy JFCF – [Hazing,] Harassment, Intimidation, Bullying, Cyberbullying, [Menacing,] Teen Dating Violence or Domestic Violence – Student and accompanying administrative regulation}

{Hazing,} harassment, intimidation, bullying, {menacing,} cyberbullying or teen dating violence, by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation, bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

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

Individuals may also be referred to law enforcement officials.

{“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment{.} [(i.e., personal servitude; sexual stimulation/sexual assault; 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;] [or assignment of pranks to be performed or other such activities intended to degrade or humiliate.] It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.{

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

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or

3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

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

“Teen dating violence” means:

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

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

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

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

[“Menacing” includes any act intended to place a student in fear of imminent serious physical injury.]

“Retaliation” means any act of, including but not limited to, [hazing,] harassment, intimidation, bullying, [menacing,] teen dating violence, and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of, [hazing,] harassment, intimidation, bullying, [menacing,] teen dating violence, and acts of cyberbullying, or retaliation.

The [employee position title] will take reports and conduct a prompt investigation of any reported acts of [hazing,] harassment, intimidation, bullying, [menacing,] cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF – [Hazing,] Harassment, Intimidation, Bullying, Cyberbullying, [Menacing,] Teen Dating Violence or Domestic Violence – Student shall immediately report their concerns to the [employee position title] who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of Board policy JFCF or feels they have been subjected to an act of [hazing,] harassment, intimidation, bullying, [menacing,] or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the [employee position title] who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall notify the parents or guardians of a student who was subjected to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356).

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

- Step 1 Any reports or information on acts of [hazing,] harassment, intimidation, bullying, [menacing,] acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to ~~[employee position title]~~ a school administrator. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

Step 2 The ~~{employee position title}~~ school administrator receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The ~~{employee position title}~~ school administrator will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The ~~{employee position title}~~ school administrator conducting the investigation shall notify the person making the report within {10} working days of receipt of the information or report, and parents as appropriate, [in writing] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

~~{A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.}~~

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within {10} working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within {10} working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within {10} working days after receipt of the Step 3 decision. The Board shall, within {20} working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within {30} days of receipt of the appeal by the Board.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

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

Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student is available on the district website.

HOMEWORK

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

HUMAN SEXUALITY, AIDS, HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION

{Coordinate with Board policy IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education}

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of this instructional program required by Oregon law by contacting the principal for additional information and procedures.

IMMIGRATION ENFORCEMENT

Policy KNA Immigration Enforcement on District Policy

IMMUNIZATION

{Coordinate with Board policy JHCA- Immunization and School Sports Participation}

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

Any student who is not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

INFECTION CONTROL AND BLOODBORNE PATHOGENS

{Coordinate with Board policies EBBA – Infection Control and Bloodborne Pathogens and GBEB – Communicable Diseases in Schools}

The risk of exposure to body fluids due to casual contact in the school environment is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for bloodborne pathogens¹¹.

INSURANCE**

{Modify, as necessary. The district may include a statement that a form accepting or rejecting the student accident insurance shall be signed and returned by a parent or guardian at the beginning of the year.}

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

~~{Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students, and parents must have: (1) purchased the student accident insurance; or (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.}~~

LOCAL WELLNESS

{Coordinate with Board policies EFA – Local Wellness (Required) and, if necessary, with EFAA – District Nutrition and Food Services}

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

LOCKERS

{Coordinate with Board policy JFG – Student Searches and accompanying administrative regulations}

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition, and safety; and to reclaim district property including instructional materials.

¹¹ "Bloodborne pathogens" are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

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

LOST AND FOUND

{Consider adding district or school specific information}

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the ~~[end of each semester]~~~~[end of the school year]~~.

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

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

MEAL PROGRAMS

{Coordinate with Board policies EFAA – District Nutrition and Food Services}

The district participates in the National School Lunch Program, School Breakfast Program, ~~Special Milk Program,~~ ~~[Child and Adult Care Food Program (CACFP),]~~ ~~[Summer Food Service Program (SFSP),]~~ and Commodity Programs and offers **free meals for all students**. A student shall be provided a meal upon request. ~~which may be based on a student's financial need.~~

Additional information can be obtained in the office.

The district participates in the Community Eligibility Provision program which provides a fully reimbursable meal for breakfast and lunch daily. Any additional meals purchased are charged at the current meal rates. ~~charging requirements are [insert requirements here].~~

~~A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only. [The district will refer delinquent meal charges to third parties for collection.]~~

MEDIA ACCESS TO STUDENTS**

{Coordinate with Board policies JOD – Media Access to Students, JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information, and JOB – Personally Identifiable Information}

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

Parents who do not want their student interviewed or photographed should direct their student accordingly.

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

MEDICATIONS**

{Coordinate with the district's health services plan, Board policy JHCD – Medications. Include as much information from policy as is helpful for students and parents.}

Medications must be stored, administered, and processed in accordance with Board policy JHCD – Medications.

ONLINE LEARNING

{Coordinate with Board policies IGBHE - Expanded Options Program}

The district may grant credit for approved online courses offered by district-approved institutions, ~~{online courses offered through a public charter school}~~. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

~~{Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation, the student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program.}~~

PARENTAL INVOLVEMENT**

{Consider adding any district specific language about parent involvement}

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The [district] newsletter published [monthly], ["Back to School" nights in the fall and spring] and parent or booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information contact the **main office of the school** ~~{principal}~~; and
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.

SURVEYS**

{Coordinate with Board policy KAB - Parental Rights}

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

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

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

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

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

PEDICULOSIS (HEAD LICE)

{Modify according to practice and/or board policy JHCCF - Pediculosis (Head Lice)}

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will **not** be allowed to remain in school.

[Suggested school measures for head lice provided in [Communicable Disease Guidance for Schools](#) issued by the Oregon Department of Education and Oregon Health Authority will be consulted.]

PERSONAL ELECTRONIC DEVICES**

{Coordinate with Board policy JFCEB - Personal Electronic Devices}

Student ~~{possession or}~~ use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. ~~{Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)}¹².~~

Except as otherwise provided in this policy, “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure.^[13] This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;¹⁴
2. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);¹⁵
3. A written exemption provided for the student based on a request received in administrative regulation JFCEB-AR – Request for Personal Electronic Device Exception. School administration will respond to such a request within [10] school days.¹⁶

¹² If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}

¹³ [ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.”]

¹⁴ JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

¹⁵ If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

¹⁶ JFCEB-AR must be submitted to the building administrator.

Personal electronic devices **must be placed in district-provided pouches or storage** during regular instructional hours.

POSTERS

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

[Additional policy is published in Board policies KJA – Materials Distribution and KJB – Signs and Banners.]

PROGRAM EXEMPTIONS**

{Coordinate with Board policies IGBHD - Program Exemptions}

Students {may} ~~{shall}~~ be excused from a state-required program or learning activity for reasons of religion[,] ~~{or}~~ disability[, or other reasons deemed appropriate by the district]. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the ~~{teacher or}~~ principal].

The district will determine if credit will be granted for any alternative activity.

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS**

{Coordinate with Board policies IKE - Promotion and Retention of Students}

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

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

~~A decision to retain a student will be made only after prior notification and explanation to the student's parents. [The final decision will rest with school authorities.] [Parental decisions will be final.]~~

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

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

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

RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent or as otherwise provided by law.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

{Review Board policy JEF – Release Time for Religious Instruction and ICB – Religious and Cultural Holidays to determine if additional information is needed.}

Students may be excused from school for religious instruction, not to exceed two hours for grades 1 through 8 and five hours for grades 9 through 12 in any school week.

REPORTS TO STUDENT AND PARENTS**

{Coordinate with Board policies IK - Academic Achievement}

Written reports of student ~~{grades}~~ ~~{progress reports}~~ shall be issued to parents ~~{at least annually}~~ **each semester** informing parents of their student's progress toward achieving the academic content standards. ~~{Letter grades}~~ will be used. ~~{Grades}~~ ~~{Progress reports}~~ will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria. Parents will receive reports on their student's absences.

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

~~{Report cards}~~ ~~{Progress reports}~~ ~~must be signed by the parent and returned to the district within {three} days.~~

RESTRAINT OR SECLUSION**

{Coordinate with Board policy JGAB – Use of Restraint or Seclusion and accompanying administrative regulations}

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - (1) The date of the restraint or seclusion;
 - (2) The times the restraint or seclusion began and ended; and
 - (3) The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
2. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

A district Restraint and/or Seclusion Incident Report Form must be completed and copies provided to those attending the debriefing meeting for review and comment.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting¹⁷, and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion:

1. Oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Resources (DHS); and
2. Written notification of the incident must be provided to the DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable, to the union representative for the affected person.

The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

[The district, upon request from DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.]

The use of a seclusion cell is prohibited.

SCHOOL SPORTS PARTICIPATION

{Coordinate with Board policy JHCA – Immunization and School Sports Participation, Concussions and Other Brain Injuries}

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination¹⁸ prior to their initial participation in a related district program. The form¹⁹ is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law²⁰ who has examined and evaluated the student. The completed form(s) must be returned [as directed] [to the school office].

A student who is subsequently diagnosed with a significant illness or has had major surgery is required to have a physical examination prior to further participation.

¹⁷ "Meeting" means the debriefing meeting at which the audio or video recording will be viewed. (OAR 581-021-0556(9))

¹⁸ The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

¹⁹ The form may be used in either a hard copy or electronic format.

²⁰ This physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a licensed nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion.²¹ Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional²².

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

SPECIAL PROGRAMS**

Bilingual Students (English Language Learners)

{Coordinate with Board policy IGBI - Bilingual Education}

The school provides services for bilingual students (English language learners). A student or parent with questions about these programs should contact the building administrator.

Students with Disabilities

{Coordinate with Board policy IGBA - Students with Disabilities - Child Identification Procedures and accompanying administrative regulations}

The school provides services for students with disabilities. A student or parent with questions should contact the [special education director]. [Include name, title, and contact information for this individual.]

Title IA Services

{Coordinate with Board policy IGBC - Title IA/Parental Involvement and accompanying administrative regulations}

The school provides services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title IA program efforts.

Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor.

STUDENT/PARENT COMPLAINTS**

Discrimination Complaints

{Coordinate with Board policies AC - Nondiscrimination and Civil Rights, JB - Equal Educational Opportunity, any accompanying administrative regulation}

Any person, including students, staff, visitors, parents and third parties may file a complaint of discrimination. The person with a complaint regarding possible discrimination on any basis protected by law should contact the district's civil rights coordinator: [insert name of district civil rights coordinator].

²¹ For more information regarding medical releases for students in grades 9-12, see OSAA rules.

²² "Health care professional" includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.

The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-075-0001 – 581-075-0045.

Bias Incident Complaints

{Coordinate with Board policy ACB - Every Student Belongs and accompanying administrative regulations}

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

"Symbol of hate" means nooses^[23], symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property²⁴, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

Division 22 Education Standards Complaints

{Coordinate with Board policy KL – Public Complaints and accompanying administrative regulation}

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district's compliance with a Division 22 educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 30 days at any step or within 90 days of the initial filing of a complaint with the district (whichever occurs first), any complainant may appeal directly to the Deputy Superintendent of Public Instruction.

Instructional Materials Complaints

{Coordinate with Board policy IIA - Instructional Materials and any accompanying administrative regulations}

Concerns and complaints regarding instructional materials from students or parents should be handled in accordance with Board policy IIA – Instructional Materials and associated administrative regulations.

Should the student or parent, following initial efforts at informal resolution of the concern, desire to file a formal complaint, a [Request for Reconsideration of Instructional or Library Materials Form is available in IIA-AR(5)] and may be requested from the school office.

Placement and Enrollment of Students Experiencing Houselessness Complaints

{Coordinate with Board policy JECBD - Homeless Students and any accompanying administrative regulation.}

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student or parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students navigating housing instability.

²³ [The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under ORS 163.191]

²⁴ "School property" means any property under the control of the district.

See Student Experiencing Houselessness.

Public Complaints

{Coordinate with Board policy KL – Public Complaints and accompanying administrative regulations}

[Copy and insert the district's adopted Board policy KL - Public Complaints and any accompanying administrative regulations.]

Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District**

{Coordinate with Board Policy JHFF/GBNAA –Suspected Sexual Conduct with Students and Reporting Requirements and any accompanying administrative regulation}

Sexual conduct by district employees, contractors²⁵, agents²⁶, and volunteers²⁷ is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students²⁸ are subject to Board policy JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated [{}²⁹]licensed administrator, e.g., principal] and [alternate licensed administrator, e.g., superintendent], in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.*{Consider including names and contact information in this handbook.}*

²⁵ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

²⁶ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

²⁷ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

²⁸ Student conduct only meets the definition of sexual conduct if the student is also an employee, contractor, agent, or volunteer.

²⁹ {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, in the event the designated licensed administrator is the alleged perpetrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

The designated licensed administrator to receive sexual conduct reports at [name of school] is [insert position title]. In the event this person is the suspected perpetrator, the [insert title of the alternative licensed administrator] shall receive the report.

When a district official takes action on a report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

Students with Disabilities Complaints

{Coordinate with Board policies ACA - Americans with Disabilities Act, IGBAG - Special Education - Procedural Safeguards, and any accompanying administrative regulations.}

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

Students with Sexual Harassment Complaints

{Coordinate with Board policy JBA/GBN - Sexual Harassment and any accompanying administrative regulations.}

Reports of sexual harassment will be processed in accordance with Board policy JBA/GBN – Sexual Harassment and any accompanying administrative regulations.

{Districts should copy, paste, and insert their complete adopted policy HERE (not an amended version of the OSBA model sample). If handbooks are provided electronically, consider adding a link to the policy available online.}

Talented and Gifted (TAG) Programs and Services Complaints

{Coordinate with Board policy IGBB - Talented and Gifted Program and/or Services and the administrative regulation.}

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should follow the complaint procedures outlined by Board policy – IGBB - Talented and Gifted Program and/or Services, which refer to [IGBB-AR Complaints Regarding the Talented and Gifted Program and/or Services] [KL – Public Complaints].

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

STUDENT EDUCATION RECORDS**

{Coordinate with Board policies EHA – Health Insurance Portability and Accountability Act (HIPAA), JO/IGBAB - Education Records/Records of Students with Disabilities, JOA - Directory Information, JOB - Personally Identifiable Information}

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

"Education records" are those records directly related to a student and 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.

Directory information can be released in accordance with Board policy JOA – Directory Information. Information considered directory information is included under Directory Information Selection and Acknowledgement or Receipt of Handbook (p. [1]) and includes the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student's birth date;
4. Name of parents or guardians;
5. Date of entry into the school;
6. Name of school previously attended;
7. Courses of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school.

Providing a student's social security number is voluntary. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

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

Access and Release of Education Records

{Coordinate with Board policy JECAC/GBH - Staff/Student/Parent Relations}

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally-binding document that specifically revokes these rights.

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

Provision for Hearing to Challenge Content of Education Records

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

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The district shall appoint a hearings officer who shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:

- a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent(s); and
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted.

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

If, after such a hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Student Privacy Policy Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C., 20202-8520 or studentprivacy.ed.gov.

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

Requests for Education Records

A parent or student may request to view or receive a copy of student records in accordance with Board policy JO/IGBAB – Education Records/Records of Students with Disabilities.

Transfer of Education Records

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

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

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

Records requested by another public charter school or district to determine the student's placement may not be withheld.

STUDENT EXPERIENCING HOUSELESSNESS**

{Coordinate with Board policy JECBD – Homeless Students and any accompanying administrative regulation. State and federal law generally use the term "homeless," but districts can choose to use a different term.}

The district provides full and equal opportunity to students experiencing houselessness as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act.

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

See Placement and Enrollment of Students Experiencing Houselessness Complaints.

STUDENT OFFICES AND ELECTION

~~{Include information on topics such as becoming a candidate, campaigning, filling vacancies, special requirements, or standards of conduct for leadership positions.}~~

PREAMBLE:

We, the students and faculty of Neah-Kah-Nie High School, in order to promote a spirit of cooperation among the students and faculty, coordinate and regulate school activities, strive to uphold high standards of personal conduct, promote and encourage activities for the best interest of the school and develop good citizens through experience in government to hereby establish this constitution for the Associated Student Body of Neah-Kah-Nie High School.

ARTICLE I - NAME

The name of this organization shall be Associated Student Body of Neah-Kah-Nie High School, otherwise known as "Student Council."

ARTICLE II - PURPOSE

The purpose of this organization shall be to promote and control the school's social, business, athletic, and general activities, to bring about effective cooperation between the students and the faculty, and to increase the efficiency of Neah-Kah-Nie High School.

ARTICLE III - MEMBERSHIP

All full-time students and members of the faculty are members of the Associated Student Body as a part of the Neah-Kah-Nie High School.

ARTICLE IV - OFFICERS AND TERMS OF OFFICE

Section 1: The officers of the ASB organization shall be the following, but not limited to:

- A. President
- B. Vice-President
- C. Secretary
- D. Spirit Advisor

Section 2: The term of office for these officers shall be from the first day of the first term of the school year, to the last day of the last term of the school year following their election.

ARTICLE V - NOMINATIONS, SELECTIONS, AND INSTALLATION OF OFFICERS

Section 1: The Student Council shall hold elections/selections in the spring term for all positions including that of the incoming freshman class representatives. All prospects will follow the protocol for the selection process stated in the election packet.

Section 2: No student shall be nominated for more than one (1) position in office.

Section 3: All officers at the time of their nomination shall meet the same eligibility requirements with the respect to scholarship as those required by the Oregon School Activities Association for participation in athletic events and all Neah-Kah-Nie High School eligibility rules. *If an officer shall fail to maintain the scholarship requirements for any two week period, their office shall be declared vacant.

Section 4: All elected Student Council Officers need to be registered and in attendance of the Student leadership class in the term it is offered.

Section 5: A Student Body Officer shall perform the duties prescribed for their office under parliamentary practice and if the duties are violated they are liable for suspension by the Student Council from their Student Body Officers.

ARTICLE VI - VACANCIES

Section 1: Before impeaching any Student Council Body Officer, the administration must meet with Student Council at a closed meeting with the officers in question not being required to attend. The administration will make the final decision.

Section 2: A vacancy, for any reason, in the offices of the Student Council, except that of the president, which shall be filled by the vice-president, shall be filled by means of special Student Council election.

ARTICLE VII - MEETINGS

Section 1: The Student Council shall hold meetings during the appointed leadership class and advisory period and/or whenever they are needed additionally.

Section 2: The time and place of the Student Council meetings shall take place during the appointed Leadership class and the members are to be in attendance as per the school attendance Policy.

Section 3: There shall be a quorum of two-thirds of the voting members present to conduct the Student Council meeting or to hold a vote on anything.

Section 4: Special Student Body assemblies will be held throughout the year as deemed necessary by the Student Council and/or the advisor and/or the principal.

Section 5: Student Council Meetings are open to the entire Student Body. Only those holding

office are allowed to vote, unless they are appointed by two-thirds majority vote into a non-elected position.

ARTICLE VIII - FINANCES

Section 1: All expenses must be approved by the advisor with proper paperwork completed before any purchases are made.

Section 2: The Student Council will be informed of all expenditures from the Student Body Fund and be kept by the ASB secretary.

Section 3: The Student Body general fund shall be used for no other purpose than to support the Associated Student Body of Neah-Kah-Nie High School and the Student Body activities.

ARTICLE IX - STUDENT COUNCIL

Section 1: Membership--The Associated Student Council shall include the following, all of whom have a vote unless otherwise instructed:

1. All Associated Student Body Officers (President, Vice-President, Secretary, Spirit Advisor) and All Class Presidents (Freshman, Sophomore, Junior, and Senior).
2. All Class Roles (Class Presidents and Vice presidents- Freshman, Sophomore, Junior, and Senior).
3. The principal or an advisor appointed by the principal. This person has no vote but may veto any proposition stated in the meeting(s).

Section 2: Duties and Powers of the Student Council

1. The Student Council shall have any power extended to it by the administration, but not denied by the constitution.
2. The Student Council shall supervise and make recommendations in all matters.
3. The standing committees are led by Student Council members.
 - a. Chairman and welcoming committee of all meetings (President and Vice-President).
 - b. Chairman of publicity (ASB Vice President and/or Spirit Advisor).
 - c. Sub-categories can be assigned to any and all members of Student Council if and when administration or an advisor appointed by administration believe it necessary.

ARTICLE X - SCHOOL CLUBS

Section 1: Procedures to be followed in forming school organizations.

1. Draw up a set of aims and purposes or outline activities.
2. Obtain interest in a suitable number of students.
3. Obtain an advisor from the faculty or community.
4. Petition the Student Council for permission to organize, including the petition aims, advisors signature and the signature of five prospective members.
5. If permission is granted, a constitution must then be formulated and approved by the Student Council.
6. Develop a proposed budget.

Section 2: Club officers shall be elected in the first term of each school year.

ARTICLE XI - AMENDMENTS

An amendment to the constitution of the Associated Student Body of Neah-Kah-Nie High School may be proposed at any regular meetings of the Student Council. All proposals must then be posted for two (2) weeks so that it can be seen by all students. Then it can be voted on in a Student Body Election. A two-thirds majority is necessary to change the constitution. All voting is done by secret ballot.

ARTICLE XII - NON-ELECTED STUDENT COUNCIL POSITIONS

Section 1: A Student Council Advisor must be appointed by the principal to oversee all activities and members. This person is in charge of behavior, participation, clean-up, and other required suits as they are seen as necessary.

Section 2: The Student Council and/or the administration/advisor may appoint any of several non-elected positions who shall serve on Student Council in an ex-officio fashion. These positions will hold voting power but not an official position in office.

STUDENT COUNCIL ROLES AND RESPONSIBILITIES:

Section 1: Roles

- **ASB PRESIDENT:** is responsible for conducting meetings, assigning tasks, and organizing fundraisers and monthly class meetings. The president is responsible for holding high moral standing in the school and in the community.
- **ASB VICE PRESIDENT:** is responsible for filling in when the president is absent. The vice president is also responsible for morale with the student body and helping with anything the class needs. The vice president is responsible for holding high moral standing in the school and in the community. Acts as the Board Representative.
- **ASB SECRETARY:** is responsible for taking detailed notes on every meeting the council holds, including the all class meeting held once a month. These notes are to be posted in the Student Council Google Drive after every meeting (no later than two school days after the meeting). With the assistance of Class Presidents, the secretary is in charge of funds and Purchase Orders made through the Student Body.

Section 3: Fundraising

All grade levels are responsible for collaborative fundraising ideas and activities. They must all be approved by the administration as well as their class advisor. If they require help from outside the council, the fundraising must also be approved by the Student Council Advisor appointed by the principal.

Section 4: Maintaining Good Standing

1. Maintain a C+ or better grade in all classes
2. Be an active participant in the Student Leadership class
3. Have a positive attitude regarding all school activities, functions, clubs, and sports
4. Share school spirit with peers and staff
5. Attend all required meetings
6. Perform all required duties of the position held

Section 5: Repercussions

1. If any member is caught saying, writing, or spreading hate or negativity for any Neah-Kah-Nie functions, events, sports, clubs, or people they will have a two week probation period and make a public apology to those affected.
2. If any member has a disciplinary referral in their file, they will be on a two-week probation period. If the referral is a large infraction, ASB may hold a special meeting to assess impeachment possibilities.
3. If any member has a C- or worse during their monthly grade check, they will be put on a probation period for no more than two weeks, if their grade has not improved in two weeks a plan of assistance will be implemented.
4. If any member is at school, sporting events, dances, or fundraisers and does not help set up or tear down without previous approval from the club advisor, they will be warned, then appropriate measures will be taken. The Student Council shall hold elections/selections in the spring term for all positions including that of the incoming freshman class representatives. All prospects will follow the protocol for the selection process stated in the election packet.

STUDENT PUBLICATIONS AND MATERIALS

{Coordinate with Board policies IB – Freedom of Expression, IGDB – Student Publications K-8, KJA – Materials Distribution, KI – Public Solicitation in District Facilities, KJ – Commercial Advertising and KL – Public Complaints, and any accompanying administrative regulations.}

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns in accordance with Board policy IB – Freedom of Expression and IGDB – Student Publications K-8.

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law and in accordance with Board policy IB – Freedom of Expression.

Other written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a nonstudent without the approval of the administration in compliance with board policy.

Other materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district will not be allowed. All requests for such materials distribution require approval of the administration. The district may designate the time, place, and manner for distribution. If material is not approved within [48] hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days it will not be considered approved. The superintendent's decision shall be final and binding on all parties.

STUDENT SEARCHES**

{Coordinate with Board policies JFG - Student Searches, KN - Relations with Law Enforcement Agencies, and any accompanying administrative regulations.}

Searches

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials or others at the school.

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

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

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items and areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

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

Questioning of Students

{Coordinate with administrative regulations JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child, JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises, KN-AR(1) – Relations with Law Enforcement Agencies, and KN-AR(2) – Investigations Conducted on District Premises}

If a law enforcement official is allowed to question or meet with students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation except as provided below.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is conducting an investigation of a report of child abuse on school premises, the investigator may exclude district personnel from the investigation and district personnel are not allowed to notify any person, including the child's parents or guardian, other than the department or law enforcement agency and any school employee necessary to enable the investigation, of an investigation described in this paragraph and may not disclose any information obtained during the investigation.

STUDENT SUICIDE PREVENTION

*{**Required.** Policy JHH – Student Suicide Prevention requires the district's plan be available to students and on the district website.}*

The district publishes the required Student Suicide Prevention plan in accordance with law. The minimum requirements for the plan are published in Board policy JHH – Student Suicide Prevention. The plan is available upon request from the district office ~~[, from any school office]~~ and is published on the district website.

[Insert the link to or reference how to find the district's Student Suicide Prevention Plan here]

TALENTED AND GIFTED PROGRAM AND/OR SERVICES (TAG)**

The district's TAG plan is available at a school or district office and is published on the district's website. ~~[optional: insert link to plan]~~

Identification of Talented and Gifted Students

{Coordinate with Board policy IGBBA - Talented and Gifted Students Identification and any accompanying administrative regulations}

The district serves academically talented and gifted students in grades K-12.

This process of identification shall include at a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
 - a. Students who are racially or ethnically diverse;
 - b. Students experiencing disability;
 - c. Students who are culturally or linguistically diverse;
 - d. Students experiencing poverty; and
 - e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

Programs and Services

{Coordinate with Board policy IGBB – Talented and Gifted Program and/or Services}

The district's TAG program and service options will be developed and based on the individual needs of the student.

TAG Appeals

{Coordinate with Board policy IGBBA – Talented and Gifted Students – Identification and any accompanying administrative regulation.}

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal through [Board policy KL - Public Complaints and begin at [Step 2] with the superintendent [or designee]] [the accompanying administrative regulation, IGBBA-AR - Appeal Procedure for Talented and Gifted Student Identification and Placement**].

THREATS

{Coordinate with Board policies JFCM - Threats of Violence, JFCF - [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence or Domestic Violence - Student and any accompanying administrative regulations.}

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

third party on school property. A student may not use any electronic equipment to threaten, harass, or intimidate another. Additionally, false threats to damage school property will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline up to and including expulsion and may be subject to civil or criminal liability. The {superintendent or designee} {principal} shall notify the parent or guardian when their student is in violation of this policy and the disciplinary action imposed.

TOBACCO PRODUCTS, ALCOHOL, DRUGS OR INHALANT DELIVERY SYSTEMS

{Coordinate with Board policy JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems}

Student possession, use, sale or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited and will result in disciplinary action. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. A student may {shall} be referred to law enforcement officials. Parents will be notified of their student's violation and subsequent action taken by the school.

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

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

TRAFFIC SAFETY EDUCATION

~~*{Coordinate with Board policy IGAJ – Traffic Safety Education and any accompanying administrative regulation.}*~~

~~Traffic safety education is [provided] to all eligible resident students [and nonresident students upon application to the district and as resources permit]. [Instruction includes in-class, behind the wheel instruction, observation and supervised practice.] A tuition rate has been established by the Board. No student will be denied enrollment based solely on the ability to pay tuition.~~

~~[Eligible students may contact the office for additional information.]~~

TRANSCRIPT EVALUATION

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

TRANSFER OF STUDENTS**

{Coordinate with Board policies JECC - Assignment of Students to Schools, JECF - Interdistrict Transfer of Resident Students, JECBB - Intradistrict Transfer Students, and any accompanying administrative regulations.}

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons [may be approved in certain circumstances] [will be considered in accordance with Board policy JECBB – Intradistrict Transfer Students]. Requests to transfer to another district will be processed in accordance

with Board policy JECF – Interdistrict Transfer of Resident Students. Contact a building administrator or a counselor for additional information.

TRANSPORTATION OF STUDENTS**

{Coordinate with Board policy EEACC - Student Conduct on School Buses and any accompanying administrative regulations.}

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

Transportation Rules

{Include any additional local conduct rules regarding transportation.}

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

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling, or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons, or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms, or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students, and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

{Coordinate with Board policies EEACC - Student Conduct on School Buses, JGDA - Discipline of Students with Disabilities and any accompanying administrative}

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

- | | |
|-----------------------------|--|
| First Citation - Warning: | The driver verbally restates behavior expectations and issues a warning citation. |
| Second Citation: | The student is suspended from the bus until a conference, arranged by [the transportation supervisor], has been held with the student, the parent, the bus driver, [the transportation supervisor,] and the principal. |
| Third Citation of the Year: | The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by [the transportation supervisor], has been held with the student, the parent, the bus driver, [the transportation |

supervisor,] and the principal. At this time, a behavior contract will be made with the student, and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by [the transportation supervisor], involving the student, the bus driver, [the transportation supervisor,] the parent, and the principal.

In all instances, the appeal process may be used if the student or parent desires.]

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

VEHICLES, BICYCLES AND SKATEBOARDS ON CAMPUS**

{Coordinate with Board policies JFG - Student Searches, JHFD - Student Vehicle Use.}

Vehicles parked on district property are under the jurisdiction of the district. The district [requires] that before parking privileges are granted the student must show that they hold a valid driver's license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

In applying for a parking permit, students will be notified that 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, or procedure violation.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, or school rules.

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

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

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

VISITORS**

{Coordinate with Board policies KK - Visitors to District Facilities}

Parents and other visitors may visit district schools after scheduling such visits with [the principal or designee]. 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 scheduled, all visitors must report to the school office upon entering school property. [Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility.] The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

Appendix A:

ATHLETIC & ACTIVITY CODE OF CONDUCT

Neah-Kah-Nie School District #56 is proud to offer athletic and activity opportunities to Neah-Kah-Nie High School students. Our coaches, teachers, advisors and administrators expect students to apply themselves to their academics, maintain good attendance, be disciplined, and represent Neah-Kah-Nie High School with pride and respect. The primary goal of Neah-Kah-Nie athletic and activity programs is to provide fun, rewarding, and successful learning experiences for all student athletes.

Academic Eligibility-Athletics/Activities

Students must meet OSAA and Neah-Kah-Nie High School eligibility requirements each trimester to participate in any athletics/activities at NKN High School. Students must be enrolled in four curriculum classes per trimester. Students who do not pass 4 out of 5 classes are not eligible for the following trimester. Participation for fall sports will be based on the previous year's third trimester grades. Participation in team practices will be determined by the head coach/advisor. Students' grades will be monitored during the season at mid-term for continued eligibility. A student deemed ineligible will be unable to participate until they have fulfilled the OSAA pass-to-play rule (passing 4 out of 5 classes). Additionally, to be eligible to play, a student must also be making satisfactory progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year. (See OSAA Handbook, Rule 8.1.2.)

Minimum Satisfactory Progress Requirements:

Credits to Graduate: 24

Prior to Grade 10: 5

Prior to Grade 11: 11

Prior to Grade 12: 17

All returning students who do not meet the minimum credit requirements established above need to enroll in and complete a credit recovery program. Students who are not "on track to graduate" are not eligible to participate unless an Eligibility Request Form has been submitted to the OSAA office and approved by the Executive Director.

Students with unexcused absences or trancies will not participate in athletics/activities that day, although students with excused pre-arranged absences may participate in athletics/activities that day at the discretion of the administration. Appeals concerning the eligibility procedure must be made to the Athletic Director.

These guidelines have been established as a minimum code for athletics/activities. Coaches/advisors may institute additional rules of conduct.

Athletics & Activities offered at Neah-Kah-Nie High School:

Art Club	FBLA	Softball
Band	Football	Speech & Debate
Baseball	FNRL	Student Council
Basketball	Golf	Swimming
Cheerleading	Honor Society	Track and Field
Chess Club	LEO's	Unified Sports
Choir	NOSB	Volleyball
Cross Country	Pirate Players	Wrestling
Dungeons & Dragons	Robotics	Yearbook

Physical Exams for Athletics

All students must have a physical exam performed by a physician licensed by the Oregon State Board of Medical Examiners, **prior to** practice and competition in athletics. The physical exam is the responsibility of the parents/student and is to be paid for by parents. Any participant that has had an injury or illness and has been under the care of a physician **must** have a "Return to Play" form signed by the physician before participation. The following guidelines have been established by School District #56 and **MUST** be read by the student and a parent/guardian before that student can participate in athletics or activities.

General Rules

- a. The policy shall be in effect 24 hours a day from the first day of practice through the end of your senior year.
- b. Participants will ride to and from any event held at another school on school provided transportation. A student may ride with their own parent or guardian ONLY if it has been pre-arranged with the coach. (This is usually done only for the trip home.) If a student rides home with another player's parent, a change in transportation form must be completed prior to the trip.
- c. Athletes are eligible to compete in a contest or practice only if they attend school at least half the day of the contest or practice, and only if the absence is excusable. The only exceptions are pre-arranged absences or those with administration approval.
- d. A student removed from a team or suspended from sports competition may not letter or attend the awards banquet.
- e. All students must be covered by insurance before being allowed to practice or compete in an athletic event.
- f. All students must have a physical examination by a certified medical doctor using the prescribed OSAA physical form, unless they have had one within the last two years. All other students must complete an interim physical report.
- g. All paperwork must be turned in before the first practice.
- h. No student will be allowed to participate in more than one sport during a sport's season unless both coaches agree and complete a joint participation agreement.
- i. Students are expected to attend school **first** period in the morning after a school sponsored event. Any co-curricular participation accompanied by a tendency towards tardiness will require a meeting with the Athletic Director, any advisor or teachers involved, and a parent, to discuss further participation.

CO/CURRICULAR PARTICIPATION REGULATIONS

The use, sale, distribution, or possession of alcohol, tobacco (including vape), or prescription drugs prescribed for the student and not used in accordance with the prescription is prohibited on and off campus. Presence beyond a minimal amount of time at places where drugs, tobacco (including vape) or alcohol are being used illegally is a violation of the athletic/activity policy. It is the student's responsibility in such a situation to immediately leave the premises where such activities are going on. Administration has the discretion to enact discipline to fit the parameters of student misconduct at any time.

Students who find themselves in jeopardy because of a substance problem should receive professional assistance. If a student voluntarily requests assistance from school officials with regard to an alcohol, drug use or tobacco problem and has not previously committed an alcohol/non-prescribed drug use or possession of tobacco use offense, the participant will receive the discipline of non-co-curricular participants

(See drugs, alcohol and tobacco) and be required to complete the following to remain eligible for athletic participation:

- A. The student meets with his school counselor and follows their recommendations, including a recommendation for a drug and/or alcohol abuse assessment and any recommended treatment: and
- B. There are no subsequent incidents of either alcohol, tobacco, or non-prescribed drug use or possession.

In an instance where a student has failed to voluntarily request assistance as described above and is determined by a school official to have used or possessed either alcohol, tobacco, or non-prescribed drugs, the student will face the consequences below. Students and parents must clearly understand the offenses accumulated through the four years of high school. For example, a freshman student can break the Code of Conduct and receive a 45-day suspension. If they have a second offense **at any time** during their high school career, they will receive the punishment for the second offense. Any offense of distributing alcohol or drugs to students may be treated as a Third Offense at the discretion of the administrator.

First Offense

If a school official determines a student has used, possessed, sold, or distributed alcohol, drugs, or tobacco, or used prescription medicine not in accordance with the prescription, or has been present in a place for more than a minimal amount of time where drugs or alcohol are being used unlawfully by others, the student will be excluded from representing the NKN School District in a public forum/setting/competition for 45 calendar days from the time the violation is dealt with by school personnel. Within one week of suspension, the student must meet with the school counselor and demonstrate a willingness to follow their recommendation for treatment. Failure to comply will be treated as a second offense.

Second Offense (at any time during the high school career)

A full suspension from all sports/activities will be enforced for one calendar year. A student is considered to be under this policy even during "first offense" suspension. If a student breaks the rules during this time period, the student is automatically suspended for one calendar year from the date of the infraction.

Third Offense

Full suspension from all sports/activities for the remainder of the student's high school career.

Other Severe Violations May Include:

4. Fighting or Physical Aggression – Possible 15 calendar day athletic/activity suspension and at least one contest/game suspension.
5. Insubordination – Possible 5 school day athletic/activity suspension and no practice and 1 contest/game suspension.
6. Theft or vandalism while on athletic trips, from our school, or teammate - suspension for the duration of that sport season.
7. Bullying/Hazing/Harassment/Threats- Possible 15 calendar day suspension. Meeting with administrator/coach/counselor. Season suspension possible.
8. Plagiarism/violation of Academic Integrity Policy.
9. Weapons – Suspended from school pending an expulsion hearing.

NOTE: Activity suspensions will be consecutive school days and at least a partial or one game suspension for the violations listed above. Other consequences, depending on the infraction, may be at the coaches' and/or the athletic director's discretion.

All students may face other school consequences, including suspension and/or expulsion from school, and each individual coach/advisor may set higher standards for reinstatement after violations. Coaches/advisors may institute higher standards or expectations or additional rules of conduct, which shall be provided to students at the beginning of the season.

Any violation that requires a suspension from the extracurricular activity or sport of 45 days or more may be appealed to the Athletic/Activity Council, which consists of the high school principal, athletic director and up to three head coaches (one of which will be the coach of the sport from which the athlete is being suspended), or four staff members. The student or their parents must communicate the desire to appeal the suspension in writing to the high school principal within five days of the suspension. The Council will meet within three days of receiving the notice of the appeal. The student may attend the hearing. The Council will review the incident and consequences, and will notify the student and their parents within three days of the hearing date.

Ejections

If a student is ejected from a contest for unsportsmanlike conduct, the student/parent will pay the OSAA fine at the rate prescribed by the OSAA.

OSAA Ejection Policy

First ejection: \$50

Second ejection: \$100

Third ejection: \$150

Fourth ejection: \$200*

*Each ejection thereafter in a sport during that season shall result in a fine to be increased by \$50 increments for each ejection, without limitation. The fine for an ejection in the last contest of the season shall increase by \$100 over the standard fine for the offenses.

NKN Ejection Policy

For one ejection in a sports season, the player pays NKN High School \$50. The players share the total sum of the fines when two or more ejections occur in the same sports season:

Second Ejection: Each player pays \$75

Third Ejection: Each player pays \$100

Fourth Ejection: Each player pays \$125

An athlete may be dismissed from a team if they are ejected from a contest.