

Scappoose High School Student Handbook 2022-2023

Mission statement:

To nurture, inspire, and challenge students to become confident critical thinkers, socially responsible citizens and life-long learners.



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 negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

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

For additional clarification, please refer to Scappoose School District 1J School Board Policies.

<https://policy.osba.org/scappoos/index.asp>

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Welcome to Scappoose High School

The administration and staff at Scappoose High School welcome you to the 2022-2023 school year. We are delighted that you will be a member of our student body and look forward to doing all that we can to make this year both successful and memorable for you. Our primary goal is to provide a safe and nurturing environment to work, learn, and grow as you start to make your mark in the world. The material in this student handbook is to provide you and your family with information that will assist you in having a successful year at SHS. Please take time to review the information in the sections that follow and become familiar with the contents. As a high school student, it is our expectation that you will be responsible for being aware of the information contained here. Scappoose High School is focused on creating strong partnerships between home and school to establish trust through open communication. Our mission statement and its placement is meaningful because it symbolizes our staff commitment to preparing each of our students for future success. We anticipate that this will be an amazing year for our student body. If there is anything we can do to help you throughout the school year, please do not hesitate to contact any staff member here at SHS. Best wishes for a great school year! Go, Indians!

Respectfully,
Jeremy Kelley
Principal, Scappoose High School

We have several ways to discover more about our school's calendar, events, news, and information:

Website:

<http://www.scappoosek12.org/shs>

Scappoose School District App:

<https://itunes.apple.com/us/app/scappoose-school-district/id1304651927?mt=8>

ParentVue

<https://parent-scappoose.cascadetech.org/scappoose>

Scappoose High School Facebook page

https://www.facebook.com/profile.php?id=100333443346642&ref=br_rs

Rank One Sport:

https://www.rankonesport.com/Schedules/View_Schedule_All.aspx?D=4ec5cc09-6a7c-418c-a3bb-55b79b137e26&S=2795

Instagram: various accounts for the high school in general as well as teams and clubs.

EMERGENCY SCHOOL 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.

Notification will be made through Blackboard connect via phone, email and/or text message, Flash Alert (system that notifies the local news media), and posting to the District web page. Only these announcements should be regarded as official.

Scappoose High School

Bell Schedule 2022-23

MONDAY MEETING / ASSEMBLY				J-TERM			
	START	END	MINUTES		START	END	MINUTES
PERIOD 1	8:30	9:25	55	PERIOD 1	9:30	11:15	105
PERIOD 2	9:30	10:25	55	LUNCH	11:15	11:45	30
PERIOD 3	10:30	11:25	55	PERIOD 2	11:50	1:35	105
LUNCH	11:25	11:55	30	PERIOD 3	1:40	3:25	105
PERIOD 4	12:00	12:55	55				
ASSEMBLY	1:00	1:25	25				
PERIOD 5	1:30	2:25	55	J-TERM EARLY RELEASE WEDNESDAY			
					START	END	MINUTES
PERIOD 6	2:30	3:25	55	PERIOD 1	9:30	10:55	85
TUES, THURS & FRIDAY				PERIOD 2	11:00	12:25	85
	START	END	MINUTES	LUNCH	12:25	12:55	30
PERIOD 1	8:30	9:30	60	PERIOD 3	1:00	2:25	85
PERIOD 2	9:35	10:35	60				
PERIOD 3	10:40	11:40	60				
LUNCH	11:40	12:10	30	TWO HOUR WEATHER DELAY			
PERIOD 4	12:15	1:15	60		START	END	MINUTES
PERIOD 5	1:20	2:20	60	PERIOD 1	10:30	11:10	40
PERIOD 6	2:25	3:25	60	PERIOD 2	11:15	11:55	40
				PERIOD 3	12:00	12:40	40
WEDNESDAY				LUNCH	12:40	1:10	30
	START	END	MINUTES	PERIOD 4	1:15	1:55	40
PERIOD 1	8:30	9:20	50	PERIOD 5	2:00	2:40	40
PERIOD 2	9:25	10:15	50	PERIOD 6	2:45	3:25	40
PERIOD 3	10:20	11:10	50				
LUNCH	11:10	11:40	30				
PERIOD 4	11:45	12:35	50				
PERIOD 5	12:40	1:30	50				
PERIOD 6	1:35	2:25	50				

Administration Team

Jerimy Kelley, Principal	jkelly@scappoose.k12.or.us
Brad McKedy, Assistant Principal	bmckedy@scappoose.k12.or.us
Dale French, Assistant Principal, Athletic Director	dfrench@scappoose.k12.or.us
Jami Schmid, Lead Secretary, Accounts Manager	jschmid@scappoose.k12.or.us
Tina Gift, Program Specialist/ Attendance	tgift@scappoose.k12.or.us
Brenda Lohman, Program Specialist/ Athletics	blohman@scappoose.k12.or.us
Ondrae Sold, Program Specialist/ Registrar	osold@scappoose.k12.or.us
Nicole Verzino, Clerical Assistant	nverzino@scappoose.k12.or.us
Aarin Pinkstaff, Counselor A-K	apinkstaff@scappoose.k12.or.us
Alyssa Bettendorf, Counselor L-Z	abettendorf@scappoose.k12.or.us
Susie Erickson, Intervention Specialist	serickson@scappoose.k12.or.us
Justin Engstrom, Care Coordinator	jengstrom@scappoose.k12.or.us
Corey Hedger, yearbook, video	chedger@scappoose.k12.or.us
Kristen Hagen, Activities Director	khagen@scappoose.k12.or.us
Tyler Lazz, Website Manager	tlazz@scappoose.k12.or.us

Contacting Staff

Inquiries dealing with your student's progress should always be done through the teacher. At Scappoose High School there are a few ways that you may contact a teacher or staff member.

- 1. Staff email addresses are available on the Scappoose High School website.**
- 2. Parents may also contact teaching staff through the ParentVue website.**

<https://parent-scappoose.cascadetech.org/scappoose>

- 3. Call 971-200-8005 and ask for the teacher. If the teacher is not available, our office staff will relay a message for you. Please leave your name, your student's name, contact number, and the teacher that you wish to speak with.**

Who's Who at Scappoose High School

Principal

Jeremy Kelley

Assistant Principal

Brad McKedy

Assistant Principal/ Athletic Director

Dale French

Activities Director

Kristen Hagen

Administration Assistants

Jami Schmid, Lead

Tina Gift, Attendance

Brenda Lohman, Athletics

Ondrae Sold, Registrar

Nicole Verzino, Clerical

CTE

Tyler Lazz

Greg Kilbourne

Ryan Poster

Corey Hedger

Counseling

Aarin Pinkstaff

Alyssa Bettendorf

Susie Erickson

Justin Engstrom

ELD

Rebecca White

Educational Assistants

Jean Deuker

Rose Durbin

Jeff Erickson

Marianne Jones

Kimberly Mickelonis

Danielle Dani

Connie Tuttle

Lilly Tuttle

Jody Fortner

Patti Vanderwerf

Wendy Stout

Fine Arts

Ron LaGrone

Hannah Moorman

Marc Barron

Foreign Language

Andrew Dunnwirth

Mary Schulte

Health & Physical Ed

Joe Nowlin

Sean McNabb

Chelsea Morrill

Language Arts

Dean Backus

Scott Deckelmann

Julia Edge

Megan Fajardo

Autumn Gonzales

Ann So

Mathematics

Nick Byrd

Branden Bailey

Peter Chadwick

Kellia Holzworth

Mark Sprenger

Science

Amanda Darlak

Kristen Hagen

Emily Stout

Kevin Pinkstaff

Courtney Fountain-Miller

Social Science

Karl Atkins

Robbie Backus

Michelle Parsons

Ryan Svenson

Student Services

Mary Bailey

Kevin Loncosky

Theresa Sprute

Branden Bailey

Rebecca West

Campus Security

Robbie Buxton

Kitchen Staff

Angela Austin, Lead

Sue Clark

Katie Abouchiani

Misty Borglund

Karen Neifert

Custodial Staff

Trever Almack, Lead

Mike Funk

Jody Valet

Keith Woods

Scappoose High School Site Council

Role- The primary role of the Scappoose High School Site Council is to help provide guidance in the areas of professional growth for school staff and improvement of the school's instructional programs in accordance with school administration and the 100% Leadership Team. in its mission to nurture, inspire, and challenge students to become confident critical thinkers, socially responsible citizens and life-long learners.

Mission- The Site Council supports Scappoose High School in its mission to nurture, inspire, and challenge students to become confident critical thinkers, socially responsible citizens and life-long learners.

If interested in participating in Site Council, please contact the high school for more details.

Who To See for Information

Information	Who	Where
Activities and Clubs	Kristen Hagen	D3
ASB Cards	Jami Schmid	Main Office
Athletics	Dale French	Athletic Office
Athletic Forms	Brenda Lohman	Athletic Office
Attendance	Tina Gift	Main Office
Bulletin/Newsletter	Jami Schmid	Main Office
Class Schedules	Counselors	Counseling Office
College Information	Counselors	Counseling Office
Discipline	Dale French/Brad McKedy	Athletic/Main Office
Fees/Fines	Jami Schmid	Main Office
First Aid/Medications	Secretaries	Main Office
General School Issues	Dale French/Brad McKedy	Athletic/Main Office
Lost and Found	Secretaries	Main Office
Lockers	Tina Gift	Main Office
Lunch Money Deposits	Angela Austin	Cafeteria
Schedule Changes	Ondrae Sold	Counseling Office
Security/Parking Permits	Robbie Buxton	Athletic Office
Transcripts/Enrolling	Ondrae Sold/ Nicole Verzino	Counseling Office
Withdrawal From School	Tina Gift	Main Office

ADMISSION/ REGISTRATION INFORMATION:

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

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

The District 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 law and who subsequently becomes a resident of the District or who applies for admission to the District as a non-resident student.

Alternative educational services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the District.

Proof of Residency: Before a student is enrolled, proof of residency within the Scappoose School District must be provided. At the time of registration, two original documents must be presented. They must be within the last 30 days and reflect the home address (not P.O. Box) of the parent/guardian and student. The following will be accepted as proof of residency:

- Financial documents such as a bank statement, credit card bill or pay stub
- Utility bills such as phone, electric, natural gas or water
- Insurance such as home, rental, health, or car
- Real estate documents such as mortgage paperwork

NOTE: a driver's license is NOT an acceptable proof of residency.

Registration for the new school year takes place in late August. If you are new to the area, please contact the district office @ 971-200-8000 for residency requirements and then the counseling office for information and to schedule an appointment. If you have already forecasted for the new school year, please plan on attending registration in order to get your student body card/photo and to pay fees.

Fees:

Associated Student Body (ASB) fees: \$55

Yearbook (optional): TBD

School Pictures: All students must have ID pictures taken during scheduled picture day or upon enrollment. All students are required to have their picture taken. Our school will provide a professional photographer and order forms will be available. The student's face must be clearly visible in the photograph. Ordering pictures is optional.

Student body cards: All students will receive a student body card with their most current photo and student ID number. Students should carry their card with them at all school functions.

Students who have lost their cards will need to order replacement cards in the Main Office.

ParentVue/StudentVue: Upon registration of student, ParentVue and StudentVue accounts will be created and activation codes will be given. If you have issues with logging in, please contact the counseling office.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a drill and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



Student Government 2022-2023

Associated Student Body (ASB) Officers

President	Kaylie Schrotzberger
Cabinet Members	Lindsay Brown
	Sammy Heimback

Senior Class Officers

President	Reagan Witt
Cabinet Members	Gabby Hanke
	Skylar Koehler-Grover
	Adi Stoddard

Junior Class Officers

President	Kevin Havlik
Cabinet Members	Addy Brubaker
	Rian Hamblin
	Addison Marshall

Sophomore Class Officers

President	Ava Vetsch
Cabinet Members	Allison Brown
	Charles Leader
	Peyton Piccolo

Freshmen Class Officers

President	To be determined
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SCAPPOOSE HIGH SCHOOL
SCHOOL CODE: 381-060
2022-2023 TESTING DATES

The Scappoose School District wants to provide college and career readiness support to all students as they plan their futures after high school.

Scheduled Test Date	Status	Number of Seats	Deadline Date
SAT @ SHS			
October 1, 2022	open	60	September 2, 2022
March 11, 2023	open	60	February 10, 2023
Registration: http://sat.collegeboard.org/register			
PSAT			
October 12, 2022			
Exam fee: \$12.00			
If you need financial assistance, please contact SAT Coordinator, Alyssa Bettendorf,			
Offered to Juniors			
Registration begins September 1, 2022			
AP EXAMS			
Date	Time	Subject	
May 2023	TBA	Physics	
May 2023	TBA	Statistics	
May 2023	TBA	US History	
<i>Information will be given to students in January.</i>			
Registration: Opens in March, SHS counseling office			
Exam Fees: TBA			
FREE for students who qualify for F/R Lunch			

PARENT INFORMATION:

Conferences will be held twice per school year. Dates are posted on the district calendar.

Weekly Community Newsletters will be distributed once a week electronically. They will be distributed via email.

The **Scappoose Parents Association (SPA)** began in 2003 through a local grassroots effort led by parents, educators and volunteers committed to assisting students within the Sauvie Island, Scappoose and Warren communities. Please check out the link on the district website under the tab, "For Parents." Looking for a way to help pay for your child's school expenses (sports, band, school trips, class fees and more)? Join Scappoose Parents Association and participate in the **Food for Funds** program. For more information on how to sign up with SPA, email inquiries to shsrosequarter@yahoo.com.

Scappoose Boosters: The Scappoose Boosters are a 501(c)(3) non-profit organization which strives to encourage positive life experiences for the youth around the Scappoose Community. By offering exciting and engaging community events, entertainment, and fundraisers the Scappoose Boosters generate funds to support the community youth programs through capital as well as program support. For more information, visit the link on the district website or contact us via email at info@scappooseboosters.org.

ATTENDANCE INFORMATION:

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

Any parent who fails to send a student to school within three (3) days of notification by the District that their student is not complying with compulsory attendance requirements may be issued a citation by the District for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine by ORS 339.925.

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

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the District in the amount to a \$150 fine as per board policy;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

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 failed to attend school as required.

Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended.

Absences and Excuses

To increase accountability, **written notes are not accepted**. Parents are required to **CALL or email** within 24 hours to the Attendance Office 971-200-8052 to excuse their student. **Unexcused absences will result in the inability to make up work**. An automated call system will begin each evening at 4:30 pm. The system will notify parents if a student has an unexcused absence or tardy for one or more periods during the day. Absences from school or class will be excused under the following circumstances:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical/dental appointments;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence, such as appointments at the DMV.
- Pre-arranged absence. Forms available in the Main Office.

NOTE: Oversleeping, even when excused by a parent/guardian, is not considered as excused.

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

A parent must call or email the attendance office in order to allow a student to leave campus early. A student who becomes ill during the school day should, with the teacher's permission, report to Attendance. The school nurse or secretary will decide whether or not the student should be sent home and will notify the student's parent as appropriate. Students who leave campus without checking out with Attendance will be subject to disciplinary action/suspension.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. **The student is responsible for making up work missed during an excused absence as scheduled by the teacher. Students with unexcused absences will not be allowed to make up work missed.** Parents should contact the Attendance Office to arrange for the collection of homework assignments for a student who will be absent for more than three days. Please allow at least 1 day to get homework from teachers. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.

Attendance Eligibility for After School Events

In order for a student to be able to participate in an after-school event, including practices and rehearsals (this applies to spectators also), student must attend school all day on the day of the event, unless pre-arranged with the administration. Administrative decisions will be final.

Irregular Attendance/Truancy

Truancy is defined as a situation in which a student is absent from school or from any class without permission. This includes students who leave school grounds without a "permit to leave campus" form. Truancy or unexcused absences will be subject to disciplinary action including detention, suspension, expulsion, and ineligibility to participate in athletics or other activities and/or loss of driving privileges. **Excessive absences will negatively impact a student's grade.** A student will be withdrawn from school if absent for 10 consecutive days. A Parent/Guardian will be notified.

Tardy Policy

Each staff member will provide a tardy policy for his/her classroom. Excessive tardies will be turned over to the administration for disciplinary action.

- **Tardy # 1: three unexcused tardies in any one class in one semester. Result is after school detention.**
- **Tardy # 2: any tardy from any other class in the same semester. Result is after school detention.**
- **Tardy # 3: the next tardy from any class in the same semester. Result is Saturday School.**
- **Unexcused absences will result in In School Suspension.**

Make-up Work When a class is missed, it is the student's responsibility to see teachers concerning make-up assignments. It is important that this be done the day the student returns to school so that they do not fall behind the rest of the class. Students will be allowed one day more than the number of days absent to complete their make-up work. Example, if a student is out for three days, they have four days in which to make up missed work. This policy does not apply to tests, exams, or major projects scheduled in advance. In these cases, the teacher's written class guidelines apply. If extenuating circumstances prevent the student from attending class, the student should contact the teacher the day the assignment is due. Students who have missed PE class need to arrange a make-up activity with their teacher.

STUDENT RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the District and lawful direction of staff. The District has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Students Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

Student Code of Conduct

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

Students will be subject to discipline including detention, suspension, expulsion, loss of awards and honors and/or referral to law enforcement officials for the following, including but not limited to:

1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. Substance abuse or any possession or use of tobacco, nicotine, alcohol or unlawful drugs, including drug paraphernalia;
3. Assault or menacing of a District employee or another student. Menacing means by word or conduct the student intentionally attempts to place a District employee or another student in fear of imminent serious physical injury;
4. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or District employee;
5. Willful damage or destruction of District property;
6. Willful damage or destruction of private property on District premises or during District activities;
7. Open defiance of authority;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of District transportation rules;
11. Hazing
12. Persistent failure to comply with rules under the lawful directions of staff or District officials.
13. Disorderly conduct, false threats, and other activity causing disruption of the school environment

Cyberbullying

Overview: The District prohibits any form of harassment, including harassment through electronic means, which is known as cyber bullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

Discriminatory Harassment and Bullying:

Students will represent Scappoose High School in a socially acceptable manner at all times whether at school or away at a school sanctioned event. Students will treat others fairly and respectfully, as well as refrain from any forms of discrimination, harassment, or bullying based on an individual's age, disability, national origin, race, color, marital status, religion, sex and sexual orientation.

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which include the use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent, so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on age, disability, national origin, race, color, marital status, religion, sex and sexual orientation, it violates civil rights laws that ODE enforces.

Hazing

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation

to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials. The principal and the superintendent are responsible for ensuring that this policy is implemented.

“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; 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.

Zero Tolerance: Weapons

Under state and federal law, expulsion from school is required for a period of not less than one (1) year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on District property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may readily assembled. A destructive device does not include any device, which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

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

In accordance with Oregon Law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for not more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a District employee or another student, for willful damage or injury to

District property or for use of threats, intimidation, harassment or coercion against a District employee or another student,

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation. A student may appeal District decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

Damage to District property

A student who is found to have damaged District property will be held responsible for the reasonable cost of repairing or replacing that property. The District will notify the student and parent 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 the student's grade reports, diploma and records may be withheld.

(Restitution – If you damage or take someone's property or school property, you will need to pay for the property. This isn't part of the disciplinary consequences; it's just replacing what you've damaged or taken from someone else.)

Discipline/due process

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

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

The District's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, honors, loss of privileges, awards, and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

Searches

District officials may search the student, his/her personal property and property assigned by the District for the student's use at any time on District property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion of a violation of a law, Board Policy, and/ or the Student Code of Conduct. Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The District prohibits strip searches. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

Questioning

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

Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude District personnel from the investigation procedures and may prohibit District personnel from contacting parents.

Consequences for Inappropriate Behaviors

<u>Behavior</u>	<u>Minimum</u>	<u>Maximum</u>
Absence/Tuancy	Conference	Expulsion
Arson	Expulsion/ Police	Expulsion
Assault	Expulsion/Police	Expulsion
Bus Ticket	Conference	Expulsion
Disrespect to Staff	Conference	Expulsion
Off Campus	Detention	Expulsion
Disruptive Conduct	Conference	Expulsion
Disruptive Device	Conference	Expulsion
Drugs/Alcohol	Expulsion/Police	Expulsion
Explosives	Expulsion/Police	Expulsion
Extortion	Expulsion/Police	Expulsion
Failure to serve assigned detention	Suspension	Expulsion
False Fire Alarm/Bomb Threat	Expulsion	Expulsion
Fighting	Suspension	Expulsion
Harassment	Conference	Expulsion
Insubordination	Conference	Expulsion
Inappropriate Dress	Conference	Expulsion
Inappropriate Language	Conference	Expulsion
Misbehavior	Conference	Expulsion
Plagiarism/Academic Dishonesty	Conference	Expulsion
Public Displays of Affection	Conference	Expulsion
Theft	Suspension	Expulsion
Threat of Violence/ Death	Suspension/ Police	Expulsion
Tobacco Use/Possession	Suspension	Expulsion
Vandalism	Suspension	Expulsion
Weapons	Expulsion/ Police	

Detention/Saturday School/ISS

A student may be detained outside of school hours for failure to comply with classroom rules and the Student Code of Conduct. Students may also be assigned Saturday School and/or In School Suspension by an administrator for failure to comply with school rules and guidelines. Students who do not serve a Saturday School as assigned may be subject to suspension or In-School Suspension (ISS).

Suspension

A student may be suspended from school for up to and including ten (10) school days for willful violations of the Student Code of Conduct. The District may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. 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 or participate in activities directed or sponsored by the District.

Schoolwork 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.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, 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 (1) 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. See alternative education programs and alternative education notice in the handbook.

Discipline of students who are being serviced by an IEP

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including 10 consecutive school days for violations of the Student Code of Conduct.

When a student that is on an IEP is suspended more than 10 consecutive school days or for more than 10 cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and 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 recommend alternative placement for the student. The District may not expel a disabled student or terminate educational services for any behavior, which is a consequence of the disability.

If the District determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the District may suspend the student for up to 10 consecutive school days or 10 cumulative school days, to provide a general planning and "cooling off" period. At the end of the 10-day period the student shall

be allowed to stay in his/her current school placement unless the District has obtained a hearings officer or court order to change the student's placement.

The Administration reserves the right to determine discipline consequences based on circumstances and the needs of the individual student.

STUDENT GENERAL INFORMATION

Appropriate Dress

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Attire or grooming which has as an intent on the advertising or promotion of anything illegal or immoral or shows disrespect towards the flag or law, such as violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited.

A student's attire or grooming should not be grounds for exclusion from his or her participation in school classes, programs or school related activities. Standards may be established by school authorities as a requirement for participation in the school's activity programs. If, however, the attire or grooming of a student poses a threat to the health or safety of any other person, the appropriate solution as stated in the attached policy will be followed.

School directed changes to the student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender neutral and consistent with all Scappoose High School students. The School Administration will review dress and grooming guidelines and examples of appropriate wear with students each academic year.

I. Definitions

- 1) Attire: Clothing, including outerwear, headwear, accessories such as scarves or jewelry, and shoes.
- 2) Grooming: Makeup, tattoos, and hair style.
- 3) Dress Code: A set of parameters determined by the district that describes standards for student attire and grooming.

II. Basic Dress Code

- 1) **Minimum Safe Attire.** Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.
 - a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
 - b) Shirts and dresses must have fabric in the front and on the sides (under the arms).
 - c) Clothing must cover undergarments (waistbands and straps excluded).
 - d) Fabric covering breasts, genitals and buttocks must be opaque (not able to be seen through; not transparent).
 - e) Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to the school staff (must be down while in building).
 - f) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
 - g) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

- 2) **District Dress Code.** Attire or grooming depicting or advocating violence, criminal activity, illegal or immoral activity, use of alcohol or drugs, pornography, or hate speech are prohibited. All Scappoose High School Students are expected to comply with the requirements of this policy.
 - a) Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
 - b) Clothing may not depict pornography, nudity or sexual acts.
 - c) Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or and other protected classification.
 - d) Clothing may not show disrespect toward the flag or law.
 - e) Clothing must not pose a threat to the health or safety of any other student or staff.
 - f) Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).
- 3) **Parent Responsibility.** The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. Parents or guardians are responsible for ensuring student compliance with the school dress code.
- 4) **Student Responsibility.** All students are responsible for complying with the district dress code during school hours and school activities.
- 5) **Staff Responsibility.** To equitably enforce the district dress code, teachers, administrators and all school staff must be notified of the policy at the beginning of the school year with a refresher in March before spring break in regards to its purpose and spirit, and how to enforce it without shaming students or disproportionately impacting certain student groups. Staff should be guided by the dress code policy and follow the letter and spirit of the district dress code.
- 6) **Enforcement.** When a school staff member or school administrator discusses a dress or grooming violation with a student, it is recommended that another adult should be present and at least one of the two adults should be of the same sex as the student. Unless there is an immediate concern, the student should not be spoken to about a dress code violation in front of other students.
 - a) Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate attire (e.g. school clothing closet).
 - b) Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.
 - c) Discipline for dress or grooming violations should be consistent with the discipline policies for comparable violations.

Assemblies:

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

Clubs

Scappoose High School offers a variety of clubs. Students may belong to as many as desired. Please see our SHS website for the most up to date club contact information.

EXCLUSIVE CLUBS

National Honor Society

Kristen Hagen, Adviser

khagen@scappoose.k12.or.us

CLASS ELECTIVE/CLUBS

Filmmaking

Yearbook

Symphonic Band & Jazz Band

Choir & Jazz Choir

Leadership (Community & Advanced)

DANCES

Organizations that sponsor dances should always assume the complete responsibility of the dance from start to finish. The staging of a well-organized dance is good assurance of being awarded additional dates for more dances when the opportunity presents itself.

Any Scappoose High School student body member desiring to attend the dance with someone not a member of the student body must obtain a visitor's dance pass from the attendance office. The student body member is then responsible for the conduct of the guest. **GUESTS MUST BE APPROVED BY SHS ADMINISTRATION IN ADVANCE. ONLY ONE GUEST PER STUDENT IS ALLOWED.**

FUNDRAISING

Individual or group solicitation of funds for personal or other reasons is prohibited without official authorization. All fundraising activities must be cleared through the Activities Director and approved by the administration. An official form is provided for this purpose and must be presented to the individual or business official when soliciting funds. Any fundraiser or activity will be canceled unless it is approved by this method.

HALL PASSES

Each teacher has one hall pass per class. Only one student is allowed out of the classroom at a time and students caught in the halls without a pass will be placed on the hall-walkers list and be subject to disciplinary action. Students on the hall-walkers list are not allowed in the hallway without direct staff supervision.

LUNCH

Campus is closed at lunch for all freshmen and sophomores. Only juniors and seniors with good attendance and not failing any classes will be allowed to walk off campus during lunch.

All school rules apply during lunch. It is the responsibility of parents or guardians to prepay for school meals, provide a meal from home or complete an application establishing eligibility for free or reduced-price meals. The following steps are taken to communicate with families and students about cafeteria meal accounts:

Low Balance

- Families who have provided an email address will be notified via email.
- Parents can sign-up, at no cost, through www.mymealtime.com to get low-balance reminders. MyMealtime allows you to set the reminder balance amount.

Negative Balance

- If a student owes money for five or more meals, the district will make attempts to determine the student's eligibility for free or reduced meals. If the student is eligible, the district will determine if the student is categorically eligible for free meals or contact the parent or guardian (at least twice) to fill out a free and reduced lunch application.
- There is absolutely no charging for adult meals by family or school staff.

- School Administrators, parent groups or other groups have the option to set up a cafeteria account to pay for student meals that are not eligible to be covered by federal funding.

Per USDA guidelines food service is not permitted to carry negative debt or give away food. Once the student has exceeded the charge limit and the account has not been brought current, the district's business office will be notified and will assist in the collection of the outstanding debt.

Families are encouraged to enroll in the online service www.mymealtime.com for convenient online payment and account monitoring. Parents can set up a low balance reminder. Mealtime charges a transaction fee to process online deposits.

Important Reminder: Students are not eligible for free or reduced-price meals until all paperwork has been submitted and processed. Forms are available at all schools, the district office, and can also be found on our district website at <http://www.scappoose.k12.org> under the parent tab in Food Service. The application and outcome are confidential.

LOCKERS:

Lockers are available for all students. Students can request a locker assignment from the Attendance Office. Lockers remain the property of the school and are loaned to the students. However, students are responsible for general upkeep of the locker itself, as well as any items stored in the locker.

Students are not to trade lockers and should not leave any valuables, especially money, in their lockers. The school will not be responsible for any items that may be missing from lockers. Security fees may be charged for ensuring years if the locker is not left in good condition at the end of each school year.

LOST AND FOUND:

Please report any found articles to the Security Office, located in the Athletic Office, or to the main office. Articles in the PE lost and found are not to be removed without teacher authorization. A lost and found bin is located near the counseling office.

MEDICATION:

Students may be permitted to take prescription or nonprescription medication at school or at school sponsored activities when necessary.

District Administered Medication: The parent, in writing, shall make requests for the high school office staff to administer medication. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included. Written instructions of the parent/guardian, which include the information above, are required for all requests to administer non-prescription medication.

All medication to be administered by SHS staff is to be brought to school by the parent in its original container. Medication not picked up by the parent within five (5) school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the District nurse.

Self Medication: Students in grades 9-12 are permitted to self medicate prescription and nonprescription medication upon written request of the parent and building principal permission. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication. Only the amount of medication needed for that school day is allowed. Sharing or borrowing medication is strictly prohibited. Permission to self medicate may be revoked if the student is found to be in violation of these requirements. Contact the high school office for additional information and forms.

PARKING LOT/ PARKING PASSES/ DRIVING PRIVILEGES:

Parking passes may be obtained during registration or from our Campus Security Office and must be filled out completely and turned in to our Campus Security Office. All vehicles driven by students must be registered or face a fine.

Student Parking: Student vehicles are to be parked only in the upper parking lot at the West End of school. Student vehicles are not allowed to be parked in the faculty area (that area east of the school between the shop and main building), in front of school, or in the bus turnaround area. These areas are reserved for school personnel and visitors. Any student whose vehicle is found to be parked in one of these areas is subject to disciplinary action, which may include suspension. All vehicles must be parked within the lines of a designated parking spot.

Student Driving At Lunch: Students are not allowed to drive at lunch.

Riding in vehicles at any time during the school day is forbidden. Failure to comply with this regulation will result in disciplinary action and/or forfeiture of driving privileges at school.

Student Drivers: All students must register their vehicles with campus security. Students who fail to register their vehicles will be given a reminder/warning. Students will have five (5) school days to register. A fine of \$5.00 per day will be issued until registration is completed.

Failure to drive slowly and carefully around school grounds, could result in forfeiture of driving privileges at school and referral to civil authorities. This action is necessary for the personal safety and welfare of our students and the people in the immediate school vicinity.

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the District that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documents that complies with ORS 807.066.

A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absences; or
2. Fifteen school days total of unexcused absences during a single semester.

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 he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

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 and/or procedure violation.

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. The District assumes no responsibility or liability for loss or damage to vehicles or bicycles.

Skateboards: For safety reasons, during the school day, students must lock their skateboards in the designated skateboard rack outside near the counseling office entrance.

Just a reminder that skateboards/bicycles may not be ridden inside the school.

PDA (Public Display Of Affection): School is NOT the place for kissing or long embraces. It is acceptable to hold hands and place arms around another's waist. Students show respect to each other and those around by displaying affection appropriately.

TRESPASSING

Only students, parents/guardians, or people on official school business will be permitted on school grounds or in the building. Unauthorized persons will be asked to leave and will be prosecuted for criminal trespass if they refuse to leave.

TRANSPORTATION OF STUDENTS

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

Transportation Rules

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

VALUABLE PERSONAL PROPERTY: Please do not bring large sums of money or other valuable items to school. Don't share locker combinations! Report all thefts to security immediately. The school is not responsible for loss of any personal items, including class projects, cell phones, and personal computers.

VISITORS:

Parents and other adults are welcome in the building. Please enter through the main doors and check in at the main office. **All visitors are required to wear visitor identification tags when on our campus during a school day.** As a courtesy to staff, we require that parents provide advanced notification if they wish to visit classes. As a matter of building security, teachers are asked not to allow visitors into the classroom unless the visitor has checked into the main office and is wearing a visitor identification badge.

Due to safety concerns and sensitivity to the education process, student visitors are not allowed on our campus during the school day. This includes siblings, students from other schools, and out-of-town student guests.

ELECTRONIC DEVICES: Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal electronic devices may be used during the student's lunch break and at passing times. They may not

be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times.

If electronic devices are visible in the classroom and hallways during instructional time, unless under the direction of the teacher, they will be confiscated and turned in to the athletic office.

- First offense: Student's phone will be confiscated and taken to the athletic office and student can pick it up at the end of the school day.
- Second offense: Student's phone will be confiscated and taken to the athletic office and returned to student at end of day. A communication will be sent to parent/guardian.
- Additional offenses: Device is confiscated followed by disciplinary action and/or parent/student/teacher/administrator conference.

Computer access for students: All students at SHS will be assigned a username and password to log on to the computers at SHS and to access their student email account. Parent and student each must sign the District Internet Agreement before username/password are given to students. Students have access to school computers as well as video and photographic equipment (if assigned to the photo class), and are expected to use them appropriately for educational purposes only. Failure to comply with guidelines posted will result in disciplinary action and denial of access to school computers and other school equipment.

Social Media Policy & Guidelines

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies[, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries. The district will not be responsible for the loss of, or damage to, personal property.

STUDENT ACADEMIC INFORMATION

ACADEMIC INFORMATION:

National Honor Society is open to qualified juniors and seniors who have maintained a 3.5 GPA. Those qualified will be INVITED to join in the SPRING prior to their junior or senior year. The following are the requirements:

- Fulfill 20 hours of community service.
- Fulfill 5 hours volunteering at an **NHS sponsored event**.
- Pay the \$20 annual NHS membership dues
- **Maintain** at least a 3.5 grade point average (grades checked each Semester)
- Attend every monthly meeting (1st Wednesday of the month)
- Attend the New Member Induction Ceremony in the spring
- Be an excellent citizen in our community, exhibiting qualities of character, leadership, and service.

ACADEMIC DISHONESTY:

Students are expected to put forth their best effort on tests and assignments. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. Students are encouraged to converse and

assist with other students when it is in a manner that is not inconsistent with testing or assignment instructions. Assisting others is prohibited, however, when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aids or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of direction of the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Plagiarism, or using ideas or writings of another as your own, will not be tolerated.

ACADEMIC ELIGIBILITY FOR ATHLETICS/ ACTIVITIES:

Activities are defined to include any club, class, or student government entity where students may be excused from class to participate, (i.e. Student Council, Drama Club, Choir, Band, etc.). The SHS grading policy will be in the athletic clearance forms.

OSAA Ineligibility: A student who fails to pass five subjects at the end of each semester grading period. They must pass two of the three J term classes. Student will remain ineligible for the duration of the semester.

A copy of the complete policy is available in the Athletic Director's Office.

ALTERNATIVE EDUCATION PROGRAMS:

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs shall be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; 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 State Department of Education. Home schooling shall not be used as an alternative education program placement.

The District will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-district alternative education programs:

- Credit Recovery-On Track
- Oregon Outreach, Inc.
- Instructional activities provided by other accredited institutions
- Others as approved by the District

Parents may request additional in-District alternative education programs by submitting written requests to the principal.

ENGLISH LANGUAGE LEARNERS (ELL)/ ENGLISH LANGUAGE DEVELOPMENT (ELD)

ELL/ELD services are offered to those students who qualify based upon having a native language other than English. Parents may refer students to be assessed for the program by contacting the student's teacher, counselor or school principal.

GRADE CHECKS/ REPORT CARDS:

Official semester grades will be mailed to parents following the end of each grading period. Parents can access student grades and attendance details online with Synergy ParentVUE.

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 although attendance will not be the sole criterion used. Such decisions will not be based on non-attendance

due to religious reasons, a student's disability or an excused absence, as determined by District policy. 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:

In order to graduate from Scappoose High School, a student must successfully complete the requirements for his/her class. The state of Oregon requires all students to complete a certain series of courses (see Curriculum and Planning Guide). Students who have not met the requirements for a regular high school diploma will not be permitted to take part in the District's graduation exercises. Students need to be a fulltime student and attend four of the six scheduled classes to walk with their class.

Valedictorians/Salutatorians:

After seven semesters of high school work, the student(s) with the highest weighted grade point average will be recognized as SHS valedictorian(s). The student(s) with the next highest grade point average will be recognized as SHS salutatorian(s).

INFECTION/DISEASE INSTRUCTION:

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

PASS/NO PASS OPTION:

A student may elect to have an elective course graded on a pass/no pass options under the following conditions:

1. The request for this option can be initiated by the student and must be made to the counselor no later than the third week of the semester.
2. A contract form must be signed by the student, counselor, parent, and teacher. This will require a counselor/parent conference to discuss ramifications of this choice. The signed contract will become part of the student's personal file.
3. Once the option is exercised, a letter grade can not be assigned at a later date.
4. A student is limited to no more than one (1) pass/no pass options each semester with an overall limit of four (4) during the high school career.
5. Pass/no pass courses will not be computed in the Grade Point Average (GPA)

PROGRAM EXEMPTIONS:

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the high school. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent/guardian in writing and include the reason for the request. A physician must sign medical requests.

SPECIAL EDUCATION FOR STUDENTS WITH DISABILITIES:

The Scappoose School District 1J has established procedures which ensure that all children from birth through age 21 who may have a disability and require accommodations and modified and/or special education services, receive these services. This falls under the Individuals with Disabilities Education

Act and/or Section 504 of the Rehabilitation Act of 1973 in order to access specific education programs.

Personnel in Scappoose School District 1J request notification to the specific school building or the District Office if you suspect your child may have a disability or with any questions regarding special education services that may include Head Start or Early Intervention.

STATE STANDARDS:

To earn a diploma, students must successfully complete the credit requirements and demonstrate proficiency in essential skills. Students will be taking state tests throughout the year for reading, writing, math and science. Please visit the following website to access information:

www.ode.state.or.us.

STUDENT SERVICES

COUNSELING OFFICE

Scappoose High School Counseling Department's mission is to provide support to each and every student to ensure their academic, career, and personal/social developments are being met. This is achieved by going into classrooms and teaching, assisting students and parents in developing academic and career plans, and addressing students' immediate concerns. Students are encouraged to come to the counseling office before school, after school, or during their lunch for drop-in counseling or they may schedule an appointment to meet with their counselor. Parents may call or drop by the SHS counseling office to set-up an appointment. Click on the link on the SHS website for more information: <https://www.scappoosek12.org/domain/1433>

COUNSELING BULLETIN BOARD: The counseling bulletin board is located in the senior hall, across from the athletic office. Students can sign-up for college visits, view the monthly counseling calendar (important scholarship deadlines, etc.), or pick up important counseling forms (work experience, add/drop, etc) they may need.

NAVIANCE: Naviance is an essential tool for managing the college process. Naviance is the website that allows students and families to research, track, and complete the process of applying to colleges. Students must use Naviance in order to complete their applications. Naviance can be found through a quick link on the counselor website or at <http://connection.naviance.com/scappoose>

EARLY GRADUATION: Scappoose High School provides the opportunity for some students to complete their schooling in less than twelve years. All early graduation requests must be made prior to the end of the student's sophomore year. In order to be considered for early graduation, a student must schedule an appointment with their counselor to complete the EARLY GRADUATION REQUEST FORM. Parent and student must meet with their counselor to review the plan and graduation requirements (including essential skills). Student must submit a written request that explains their reasons for early graduation, including their educational, vocational, or employment plans. The school principal will review the completed application and approve or deny the request.

SOCIAL SERVICES:

Unaccompanied youth: The District provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof

of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the District's liaison for homeless students.

Columbia County Mental Health (CCMH) is also available to meet with students as needed.

DISTRICT POLICIES AND INFORMATION:

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

A student or parent who has a complaint concerning a classroom teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five (5) calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within fifteen (15) calendar days that will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten (10) calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the superintendent at the District Office.

Distribution of Material

All aspects of 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.

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 non-student without the approval of the administration.

Materials not under the editorial control of the District must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed 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, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials 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 or approval of the District.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three (3) days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

Instructional Material Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial effort at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the high school Main Office. The principal will be available to assist in the completion of such forms as requested. All forms must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the District's services, activities or programs to a student should be directed to the Special Education Director at the District Office.

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board member, school volunteers, parents, school visitors, service contractors or others engaged in District business is strictly prohibited in the Scappoose School District. District includes District facilities, District premises and non-District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job or creates an intimidating, offensive or hostile educational or working environment.

Relevant factors to be considered will include, but not limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented. Students or parents with complaints not covered by this student handbook should contact the principal. Confidentiality will be maintained.

- Contact the Main Office for more information

STUDENT EDUCATION RECORDS

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

Education records are those records related to a student maintained by the District. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent/guardian or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire safe place in the High School and District Office. Permanent records shall include:

- Full legal name of student;
- Name and address of educational agency or institution;
- Student birth date and place of birth;
- Name of parent/guardian;
- Date of entry into school;
- Name of school previously attended;
- Course of study and marks received;
- Credits earned;
- Attendance;
- Date of withdrawal from school;
- Social Security Number (voluntary)

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

TALENTED & GIFTED PROGRAM

Identification of Talented & Gifted: In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving, gifted, and disabled learners, the District will identify students based on:

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

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

Appeals:

Parents may appeal the identification process and/or placement of their student in the District's program for talented and gifted students as follows:

Informal Process:

1. The parent(s) will contact the talented and gifted coordinator to request reconsideration;

2. The coordinator will confer with the parent(s) and may include any additional appropriate person, i.e. principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process. Please contact the Main Office of the high school.

Programs and Services:

The District's talented and gifted program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints:

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the Main Office. All complaints will be reported to the principal who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information. A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the District. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

THREATS OF VIOLENCE

The Scappoose School District places student and staff safety as our highest priority. The school district takes all threats seriously whether we think the threat may be real or not. All threats of violence will be investigated.

When a threat of violence is learned by school officials, school policy including JFCM will direct the school's response. School officials may refer the case to law enforcement for investigation and legal action. School officials working with law enforcement will determine the appropriate level of response based on the level of risk and information known at that time.

Communication with parents will be consistent with district policy and with the level of school response determined necessary by school and law enforcement.

TITLE IX COMPLIANCE

It is the policy of Scappoose School District 1J not to discriminate on the basis of gender in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. If you have any questions about Scappoose School District 1J's compliance with Title IX, please contact the Superintendent, Scappoose School District 1J, 33589 SE High School Way, Scappoose, OR 97056. Phone (971)200-8005. Inquiries may also be directed to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Scappoose School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

