

# **PIONEER HIGH SCHOOL**

# **STUDENT AND PARENT**

# **HANDBOOK**

*School Year 2022-2023*

Pioneer High School  
1200 SE Lynn Boulevard  
Prineville, Oregon 97754

Office: 541-447-1268  
Fax: 541-447-1862  
Internet: [crookcountyschools.org](http://crookcountyschools.org)



**PIONEER**  
**HIGH SCHOOL**



*Home of the Pathfinders*

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.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

Any information in this student handbook is subject to unilateral revision or elimination from time to time without notice. Notification may be provided when appropriate.

Crook County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Jay Weeks, District Office, [jay.weeks@crookcountyschools.org](mailto:jay.weeks@crookcountyschools.org), 541-447-5664

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

Jay Weeks, District Office, [jay.weeks@crookcountyschools.org](mailto:jay.weeks@crookcountyschools.org), 541-447-5664

Procedure for filing a complaint can be found on the district's home page at [crookcountyschools.org](http://crookcountyschools.org).

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

Parents objecting to the release of directory information on their student must notify the district office within 15 days of receipt of the student handbook.

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

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<sup>1</sup> Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047.

## Crook County District Office

471 NE Ochoco Plaza Dr.

Prineville, OR 97754

(541) 447-5664

Fax (541) 447-3645

### District Administration

#### Superintendent

Dr. Sara Johnson

#### Board of Directors

Zone 1 – NW Area: Doug Smith

Zone 2 – NE Area: Scott Cooper

Zone 3 – SE Area: Patti Norris

Zone 4 – SW Area: Jessica Ritter

At-Large Position – Gwen Carr

Executive Assistant – Heather Hixson

## Pioneer High School

1200 SE Lynn Boulevard

Prineville, OR 97754

Front Office Phone: (541) 447-1268

Front Office Fax: (541) 447-1862

Internet: [crookcountyschools.org](http://crookcountyschools.org)

### School Mission

Pioneer High School provides students with a wide range of opportunities to recover credits for on-time graduation, in a workforce readiness-centered environment that emphasizes small class sizes, personalized learning, and supportive relationships that promote student engagement and academic progress.

### Expectations for Students

- Students save their use of cell phones or other devices for scheduled or announced breaks; they do not use them during class time without permission from the teacher.
- Students take responsibility for their learning and their futures by staying on task, making up missing work, and asking for help when needed.
- Students allow the other students in class to learn, even when they are having a bad day themselves.
- Students attend regularly and on time, just as they would for a paid job.
- Students talk with a trusted adult if they are aware of something going on that may be unsafe

### Staff

**Principal:** Michelle Jonas

**Assistant Principal:** Pete Goodrich

**Secretary:** Jeanie Koch

#### Classroom Teachers:

Anthony Carmack (Special Education)

Billy Hall (Career & Technical Education)

Christine Kasberger (Math)

Stephanie Kind (Language Arts)

Jeremy Mclean (GED Option Program/Online Credit Recovery)

**Graduation Specialist:** McKenzie Kudlac

**School Counselor:** Ann Kasberger

## **ADMISSION**

A student who is seeking enrollment in the district must register online or at the school office. All students must comply with all academic, age, residence, attendance, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, school 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 nonresident student.

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

Alternative education services will be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

### **ALTERNATIVE EDUCATION PROGRAMS\*\***

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

The district will provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

#### **In-District Alternative Education Programs**

1. Pioneer High School
2. Tutorial instruction
3. Online programs
4. Others as approved by the district.

#### **Non-District Alternative Education Programs**

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 98% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

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

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

If a student is not successful in the alternative education program or the student and/or parent do not accept the alternative education programs, there is no obligation to propose or fund a second program.

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

\*\*Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

**Notification:**

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

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

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

Notification shall include:

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

**ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The superintendent serves as the district’s asbestos program manager and may be reached for additional information.

**ADEQUATE PROGRESS**

1. Students at Pioneer High School (PHS) are expected to make adequate academic progress on a regular basis. “Adequate progress” is defined as completing at least the minimum number of credits

necessary to stay on pace to graduate on time. This number varies by student, but in general, a student needs to complete at least two full credits (2.0) per trimester, with one of those credits being from core classes.

2. Any student who fails to complete the minimum required number of credits in a term may be placed on academic probation under a special contract. Requirements of the contract may include full-day attendance and/or other interventions. If the student fails to demonstrate adequate progress by the end of the next term (or other specified time period) in accordance with his/her contract, the PHS staff may recommend a change of placement assessment.

## **ASSESSMENT PROGRAM**

1. The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education. Students may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

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

## **ATHLETICS**

The administration and staff of Pioneer High School are committed to the value of student participation in school activities. Research has shown that students who have some involvement in activities make more satisfactory adjustments to school overall. Thus, the instructional and activity programs complement one another. ***The ideal activity program would be one in which each member of the student body becomes involved, and through that involvement, develops a greater sense of belonging to the school.***

### **Attendance**

**Student athletes must attend school for at least one-half of the regular academic school day before they are allowed to practice or compete on that day.** This includes excused absences! Any unexcused absence automatically excludes a student from athletic participation in practice or competition during that day. If the unexcused absence occurs on Friday, the student will not be allowed to compete on the weekend. Attendance will be monitored daily by the athletic director and coaches. Those students who do not comply with the attendance policy will be immediately removed from practice or competition. There will be zero tolerance for attendance related issues. Students placed in In-School Suspension or Out-of-School Suspension will be considered ineligible for participation.

### **Conduct**

All student athletes must:

1. Dress and appear as stipulated by the coach of each sport.
2. Abide by published expectations distributed by each coach.

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

### **Academic Eligibility**

In order to be OSAA eligible a student athlete must have passed four classes the previous term and also be currently enrolled in and passing five classes. OSAA now requires that all athletes are making satisfactory progress towards graduation by earning a minimum of the following quantity of credits:

incoming sophomores must have 4.5 credits, incoming juniors must have 10 credits, and seniors must have earned 17 credits prior to the beginning of their senior year.

Pioneer High School staff will complete grade checks every three weeks. An athlete is ineligible if, upon grade checks, they are found to have one F or two D's. They will be ineligible until they can show necessary improvement.

### **Insurance**

Student athletes must show proof of medical insurance prior to athletic participation. School insurance is available if needed.

### **Medical**

Student athletes must pass an athletic physical examination every two years on the official OSAA Sports Examination Form. This form is kept on file at PHS.

All students are required to travel to all athletic contests in school-sanctioned vehicles. Deviations from the above require prior approval of the school's athletic director.

### **Participation Fee**

Students who participate in the interscholastic athletic program shall pay a participation fee to partially defray expenses of the athletic programs. This fee does not influence the manner in which coaches select participants for events. The following rules and procedures will apply:

1. Students involved in any school-sponsored interscholastic sports will be assessed a \$125.00 participation fee per sport; \$100.00 participation fee for Free/Reduced eligibility per sport; maximum for family \$750.00 per school year.
2. Fees must be paid in full or a payment plan must be worked out with the athletic secretary or office bookkeeper prior to the official first day of practice.

### **Miscellaneous**

1. All school athletic clothing is the property of the school district.
2. School athletic clothing is to be worn only when directed by the coach.

## **ATTENDANCE**

### **General**

1. Pioneer High School (PHS) is committed to working together with the community and families to promote academic success. We believe strongly that regular attendance is directly linked to academic success.
2. All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.
3. For truant/non-attending students, their parent may be issued a notification by the school administration, in writing and in the native language of the parent. In accordance with law, the administration will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.
4. Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12<sup>th</sup> grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation for the student's failure to attend school. Failure to send a student to school may be a Class C violation of law and may be punishable by a court-imposed fine.
5. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child may be a Class A

violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

## **Excused Absences**

1. **Parents/guardians should call or otherwise contact the school any time their child will be absent.** In the case of multiple-day absences, it would be very helpful for the parent(s)/guardian(s) to notify the school one day prior to the student's return. When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence, if the parent did not already contact the school directly regarding the absence.

2. **Absence from school will be excused under the following circumstances:**

- a. Illness, including mental and behavioral health of the student;
- b. Illness of an immediate family member when the student's presence at home is necessary;
- c. Emergency situations that require the student's absence;
- d. Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year.
- e. Medical, dental, mental health/counseling, or court/probation-related appointments that cannot be scheduled during non-school hours. Confirmation of such appointments is required.
- e. Field trips and school-approved activities.
- f. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance.

3. Students may be excused on a limited basis from selected portions of the established curricula on the basis of a disability or for personal, religious or ethnic considerations.

4. A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid, if appropriate. The school will contact emergency medical personnel if necessary and will attempt to notify the student's parents whenever the student has been transported for treatment.

5. A student who must leave school during the day must check out through the front office and provide a signed note from his/her parent(s)/guardian(s) for a pre-arranged absence.

6. 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. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent three or more days. Students have one more day than the number of days absent to complete and hand in make-up work for excused absences.

***\*Note: Students are responsible for contacting teachers for missed assignments. At the high school level, homework is not routinely gathered on behalf of absent students, especially for pre-arranged absences. Teachers' email addresses are available on the school website. If internet access is not available, a student or parent may call the school to find out the best time and phone number to reach a teacher. In the event of an emergency or illness involving three or more absent days in a row, homework may be requested through office staff.***

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

## **Pre-Arranged Absences**

When a student will be missing school for a pre-arranged reason, students are to make arrangements regarding the work to be missed. (Note: even with pre-arranged absences, work will still be missed in the



classroom and this may result in a decrease in performance by the student and could affect academic progress.)

### **Unexcused Absences and Dismissals**

1. A student who is absent from school all day or from any period (including scheduled breaks) without permission may be considered truant. The student may receive an unexcused absence for any period skipped or missed.
2. PHS uses an automatic dialer system to inform parents/guardians of their children's absences. PHS staff may attempt to personally contact an absent student's parent(s)/guardian(s) prior to that student reaching the status of having irregular attendance. Parents/guardians are encouraged to check on their children's attendance at any time by calling or visiting the school.
3. An uncooperative or disruptive student may be sent home at any time by a staff member for the benefit of the remaining students. The dismissed student may receive an excused absence for the remainder of the period or for the remainder of the day, depending on circumstances. The staff member will attempt to contact the student's parent(s) or guardian(s) before dismissing the student. In addition, the staff member may contact the student's probation officer (if applicable) to advise him/her of the student's attendance status for that day.

### **Suspension of Driving Privileges**

1. Students who fail to maintain regular attendance at PHS may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 330.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age.
2. 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 30<sup>th</sup> day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:
  - a. More than ten (10) consecutive days of unexcused absences; or
  - b. Fifteen (15) school days total of unexcused absences during a single 12-week period (equivalent to a trimester.)
3. The student has the right to appeal the superintendent/designee's or Board's decision through the district's due process procedures for suspension/expulsion.

### **Tardies**

1. Students are expected to be at school on time, as would be expected of any employee by any employer. Those students who are on modified schedules also need to be on time, as their opportunities to work with the staff are even more limited.
2. All students benefit from developing the self-discipline needed to be on time and to meet deadlines, as these are key skills in the adult work world
3. Therefore, students who are tardy may receive the following consequences:
  - a. Three (3) unexcused tardies in any 10-day period may result in a mandatory "make-up" period being assigned to the student.
  - b. This period may be during lunch or after school, as determined by the staff member.
  - c. Failure to attend the make-up period may be treated as insubordination and subject to additional make-up time and/or a minor referral.
  - d. During the make-up period, the student may complete regularly assigned class work or special assignments as determined by the teacher. The student may not use the time to sleep, watch videos, or engage in other non-academically productive activities.

e. Once the make-up period has been served, the student's tardy count resets to zero and the count starts over.

4. Excessive tardies will be considered together with other factors when considering a change of placement for any student.

### **Exemptions from Compulsory Attendance**

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

- a. Employed full-time;
- b. Employed part-time and enrolled in school part-time;
- c. Enrolled in a community college or other state-registered alternative education program.

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

3. Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

4. Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

5. Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each trimester. Parents will be notified of the need to reapply for an exemption no later than the second week of each trimester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

### **CHEATING**

1. Pioneer High School strongly promotes academic honesty and integrity as part of its focus on workforce readiness. Cheating will not be tolerated. Any student caught cheating may receive a grade of zero on the assignment or exam, and may be removed from the class with loss of credit, suspension, or expulsion from school.

2. Cheating includes all acts of academic dishonesty such as supplying or receiving information during a test, copying tests or homework, allowing others to copy your work, obtaining test answers or questions beforehand, using unauthorized materials during a test, using a project or paper in a second class without teacher permission, or using the ideas or writing of another as your own (plagiarism).

### **CLOSED CAMPUS**

**1. The Pioneer High School campus is closed during all breaks between class periods. Students may not leave the campus without permission from a staff member.** "Campus" for this purpose at Pioneer High School is defined as the interior of the building, lawns, sidewalks, and any portion of the paved parking lot on the north side of the building designated by the staff.

2. Students who drive are expected to leave their cars immediately upon arriving at school and to refrain from returning to their cars during the school day, except during the lunch period.

3. Once any student has entered the campus during regular school hours by any means, he/she is subject to the closed campus requirement except as noted below:

- During the lunch period, students may leave the campus, except for any student whose parent/guardian and/or probation officer has requested that the student be restricted to campus,

or any student who has been restricted to a closed campus lunch for violating school rules including repeatedly failing to return to school after lunch.

- During the lunch period, 9<sup>th</sup> grade students may be restricted to campus.

4. Students without open-campus privileges who choose to leave the grounds during lunch may receive a written referral with parent/guardian and/or probation officer contact. For all students, leaving campus without permission at any time before the lunch period may result in an unexcused absence for the missed period(s) and/or a written referral and parent/guardian and/or probation officer contact. Leaving campus without permission after the lunch period may result in an unexcused absence for any subsequent missed period(s) and/or a written referral and parent/guardian and/or probation officer contact. Other possible consequences for repeated offenses may include in-school suspension.

5. Any student's open-campus privilege may be suspended or revoked by a staff member for misconduct or failure to make or maintain adequate academic progress. The suspension may be for one (1) to ten (10) days. Revocation may be for the remainder of a school year.

6. In general, PHS students are not allowed in Crook County High School (CCHS) unless they are cross-enrolled in a CCHS course or have other explicit, written permission from a PHS staff member. PHS students may be cited for trespassing if they are found inside CCHS without permission. PHS students who ride a district bus to and from school will unload at a specially designated bus stop near the Pioneer school building. They will load in the same area as the CCHS students, on the south side of the CCHS Commons and gymnasium. When boarding their bus at CCHS, Pioneer students are expected to do so quickly and to wait on their designated bus, not in or around the CCHS campus and buildings. Exceptions to this policy will be made on a case-by-case basis for any cross-enrolled students or for special events or school functions.

## **CLUBS AND ORGANIZATIONS**

A strong, healthy program of clubs and other school-related organizations is one that represents the common interest of a group of students and a staff member willing to serve as an advisor. There will be an opportunity for interested students to sign up for club participation.

Student clubs and performing groups such as the band, choir, cheer, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Students may forfeit office, honors and activities for violations of conduct.

### **Conduct**

1. Students must dress and appear as stipulated by advisor;
2. Student must abide by expectations distributed by advisor.

## **COMMUNICABLE DISEASES**

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

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

3. A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation

JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way that both furthers the education and protects the health of students and others.

4. Parents with questions should contact the school office.

## CONDUCT

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

2. Among these student rights and responsibilities are the following:

- a. Civil rights, including **the rights** to equal educational opportunity and freedom from discrimination, and **the responsibility** to not discriminate against others.
- b. **The right** to attend free public schools, and **the responsibility** to attend school regularly and to observe school rules that are essential for permitting others to learn while at school.
- c. **The right** to due process of law with respect to suspension, expulsion, and other administrative decisions/actions that the student believes injure his/her rights.
- d. **The right** to open inquiry and expression, and **the responsibility** to observe reasonable rules regarding these rights.
- e. **The right** to assemble informally, and **the responsibility** to not disrupt the orderly operation of the educational process nor infringe upon the rights of others.
- f. **The right** to privacy in respect to the student's educational records.
- g. **The right** to know the behavior standards expected, and **the responsibility** to know the consequences of misbehavior.

### Pioneer High School Code of Conduct

**Participation** - Come to school prepared and ready to learn actively

**Respect** – Treat others with courtesy, as you would hope to be treated

**Integrity** – Follow the rules and do what is right (even when no one else is watching)

**Diversity** – Be tolerant of other people's views even if they differ from your own

**Excellence** – Always strive to do good work that you can be proud of

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

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

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

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence[, as prohibited by Board policy JFCF – [Hazing, ]Harassment, Intimidation, Bullying, [Menacing, ] Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation];
3. Coercion;
4. Suspected abuse of a child pursuant to Board policy JHFE - Suspected Abuse of a Child Reporting Requirements;

5. Violent behavior or threats of violence or harm [as prohibited by Board policy JFCM - Threats of Violence];
6. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
7. Bringing, possessing, concealing, or using a weapon [as prohibited by Board policy JFCJ - Weapons in Schools];
8. Vandalism, malicious mischief, and theft, [as prohibited by Board policies ECAB – Vandalism, Malicious Mischief, or Theft and JFCB - Care of District Property by Students] including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
9. Sexual harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
10. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia [as prohibited by Board policy(ies) [JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems];
11. Use or display of profane or obscene language;
12. Excessive public displays of affection including prolonged or repeated hugging, groping, and/or kissing;
13. Disruption of the school environment;
14. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
15. Violation of district transportation rules;
16. Violation of law, Board policy, administrative regulation, school, or classroom rules.]

\* 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 no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment, or coercion against a district employee or another student. A second such request for a subsequent violation may result in suspension of driving privileges of the student, 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 ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

\*\* In accordance with Oregon law, any person under age 21 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 21 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine, or both as provided by ORS 475.999.

\*\*\* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous 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 circumstance 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 be 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. A student who violates the Student Code of Conduct shall be subject to disciplinary action.

### **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 students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district’s notice, the amount will become a debt owed and the student’s grade reports, diploma and records may be withheld.

### **Disciplinary Process and Consequences**

1. A student who engages in misconduct shall be subject to disciplinary action.
2. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff members.
3. Staff members consider the nature of the offense when applying disciplinary measures. The age and past pattern of behavior of a student will also be considered prior to any suspension or expulsion.
4. 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 shall be reported to law enforcement when required by law..
5. A student who violates any of the school rules may receive one or more of the following consequences:
  - a. Loss of privileges (open campus at lunch, modified schedule, etc.)
  - b. Absence recorded as a suspension
  - c. One- to three-day out-of-school or in-school suspension\* with mandatory re-entry meeting.
  - d. Five- to 10-day out-of-school or in-school suspension with recommended change of placement and/or mandatory re-entry meeting.
  - e. Expulsion\*\*.
  - f. Other, as determined by the school administrator. (**Note:** Severe violations of the Code of Conduct may result in consequences up to an immediate 10-day suspension, change of placement, or expulsion.

\* **Suspension:** Staff members will make reasonable and prompt efforts to notify the student’s parent(s)/guardian(s), and probation officer if applicable, of any in-school or out-of-school suspension action. Any suspension action will include a specification of the reasons for the suspension, the length of the suspension, a plan for re-admission, and an opportunity to appeal the decision. Students serving out-of-school suspension from Pioneer may not be present on any district property at any time, except when taking part in a scheduled meeting with school staff members (e.g., a re-entry meeting.)

\*\* **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(s)/guardian(s) – or the student, if 18 years of age or older – waives the right to a hearing, either in writing or by failing to appear at a scheduled hearing. An expulsion may not extend beyond one calendar year. The district will

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

6. Discipline of Disabled Students: When a student being served by an Individualized Education Plan (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, a school staff member will notify the student’s parent(s)/guardian(s) within 24 hours of the circumstances of the misconduct. The staff member will also provide the time and location of the student’s IEP team meeting, at which the IEP team will discuss the infraction and its relationship to the disability.

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

b. If the IEP team concludes that the misconduct is a consequence of the student’s disability, the team may review and revise the student’s IEP and determine whether a change of placement is needed. The district may not suspend for more than 10 days –or expel – a disabled student or terminate educational services for any conduct that is a manifestation of the disability.

7. Drug/Weapon/Injurious Behavior Violations: A student may be removed from the current educational placement to an interim alternative setting for up to 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer’s order to remove a student as described above if the student is exhibiting injurious behavior. For this purpose, “injurious behavior” is defined as behavior that is substantially likely to result in injury to the student and/or to others.

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

## STUDENT BEHAVIOR SUPPORT PLAN

Referral	Plan Level	Referral Form	Contact Parent and/or PO	2-Strikes Contract	Suspension	Other
1st Minor	0	Yes	No	No	No	N/a
2nd Minor	0	Yes	Yes	No	< 1 day possible	N/a
3rd Minor	Step 1	Yes	Yes	No	< 1 day possible	Re-entry meeting with administrator
4th Minor or 1st Major	Step 2	Yes	Yes	Yes	1 to 3 days	Mandatory re-entry meeting; may initiate a behavior contract
5th Minor or 2nd Major	Step 3	Yes	Yes	Yes	3 to 5 days	Mandatory re-entry meeting with parent(s) to review contract; may recommend change of placement
6th Minor or 3rd Major	Step 4	Yes	Yes	Closed	Up to 10 days	Change of placement and/or expulsion

*\*Note: A student may "buy back" up to two minor referrals per school year*

**“Buy Back” Option:** A student may “buy back” up to two minor referrals in a school year. Buying back a minor referral requires the student to attend all periods of the day including the lunch period for up to five school days, as scheduled by an administrator, during which time the student will complete special assignments as directed by his/her advisory teacher.

- The Buy Back option may be used by a student for up to and including the 3<sup>rd</sup> minor referral in a school year.
- A student who chooses to use the Buy Back option but does not complete the full attendance obligation, as determined by his/her advisory teacher, loses that one Buy Back opportunity.
- A student loses the Buy Back option for the remainder of the year after having received three minor referrals without having used the Buy Back option previously, i.e., a student at Step 1 with three previous minor referrals, who has not used the Buy Back option before, may not use that option upon receiving a fourth minor referral, and will be moved to Step 2.
- A student at Step 2 who does not have any previous minor referrals may use the Buy Back option.
- The Buy Back option may not be used at Step 3 or Step 4.

### **Break Room and Outdoor Break Area**

1. Students may have access to a break room and an outdoor break area before school, during breaks and after school.
2. Access to the break room and its resources and the outdoor break area may be limited by the staff as a consequence for inappropriate use by students, to include excessive profanity, trash, and vandalism.

### **Computer, Network, and Internet Use**

**Overview:** Crook County School District provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community. Some of the tools include Google Apps for Education (for more information on Google Apps, please visit [bit.ly/CCSGAFE](http://bit.ly/CCSGAFE)), learning management systems, and other online resources. With the privilege of access comes the responsibility to exercise personal responsibility in the use of these resources. School district policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. Crook County School District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The school district maintains a system of Internet content filtering on district provided devices at school and at home.

**Digital Citizenship:** Crook County School District staff and students will use technology in meaningful, safe, and responsible ways while at school and at home. Digital citizenship means:

1. Respect for one’s self - users will nurture an appropriate and respectful online presence, and will purposefully consider information and images before and after posting online.
2. Respect for others - users will refrain from using technology to bully, tease, or harass other people.
3. Respect for intellectual property - users will suitably cite any use of websites, books, media, etc. while adhering to Fair Use practices.
4. Protect one’s self and others - users will protect themselves and others by immediately reporting abuse and by not forwarding inappropriate materials or communications.
5. Protect personal data - users will not share personal log-ins and passwords and are urged to update passwords regularly. Users should not share personal information (name, address, phone number, etc.) in online forums or other electronic communications. Users will not share information belonging to other users.

**Expectations:** Responsible use of CCSD technology resources is to be ethical, respectful, academically honest, and supportive of the district’s mission. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school



purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communication (including electronic mail) to ensure that users are using the system in accordance with school district policy. Users should not expect that files stored on district servers, within Google Drive, or on hard disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A; Access to Public Records and Meetings.

**Some activities are expressly prohibited by law.** Users must abide by the generally accepted rules of network etiquette while at school and at home. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with Crook County School District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
3. Intentional or unintentional use of networked resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
4. Software and/or services may not be installed or downloaded on school devices without prior approval of the school's administration.
5. Use of computer resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
6. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, use accounts, hardware and/or unauthorized costs incurred.
7. Files stored on district-managed networks, Google Apps for Education accounts, or on district-assigned devices may be inspected at any time and should not be considered private.
8. Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Policy Violations: Crook County School District reserves the right to deny or limit access to technology and/or Internet to anyone. Violating any portion of this policy may result in disciplinary action, including a temporary or permanent restriction on computer or Internet use, suspension or dismissal from school, and/or legal action. The school district may cooperate with law enforcement officers in investigations related illegal activities conducted through its network.

## **Dances/Social Events**

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

Dances are a privilege. In order to continue dances, students must follow the guidelines below:

- Be a current CCHS or Pioneer student to gain admittance to all dances
- Students who leave the dance will not be re-admitted and may be asked to sign out when leaving before the end of the activity
- All school rules are enforced at dances and other after-school activities
- Students with any major step violation within the last 10 school days may not attend
- **Winter Formal and Prom:**
  - Dress code for Winter Formal is formal attire and the Junior/Senior Prom is formal/semi-formal attire
  - For Winter Formal and Prom, students may bring one 9<sup>th</sup> to 12<sup>th</sup> grade guest and no older than 19 years of age, **if a guest pass has been approved by administration in the main office three school days prior to the dance.** Prom tickets may only be purchased by Juniors or Seniors. Freshmen and Sophomores may attend as a guest of an upperclassman.

- Guest passes will only be issued for the Winter Formal and Prom
- Guests will be expected to observe the same rules as students attending the events
- Students must dance appropriately or they will be asked to leave
- Breathalyzers may be used at extra-curricular activities

## **Dress and Grooming**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

**The following general guidelines are designed broadly enough to allow individual expression:**

1. **Underwear should not show.** This means that pants should be high enough that boxers don't peek out. It also means that shoulder straps and armholes can't reveal undergarments.
2. **See-through clothes are not appropriate.** Mesh shirts, gauzy blouses, and contrasting underwear warrant too much attention for school attire.
3. **Bare skin should be limited.** Strapless tops, low-cut t-shirts, cropped blouses, short shorts, and hip hugger pants are not acceptable dress if they reveal midriffs, bare backs, navels, cleavage, or buttocks. A good guideline for straps is that they should be at least one inch in width.
4. **Slogans on clothing may not contradict our educational mission.** Images that promote or glorify drugs, alcohol, tobacco, physical brutality, promiscuous sex, vulgarity, or other inappropriate topics do not belong at school.
5. **Sunglasses** should not be worn in school.
6. **Hats** are permitted in school but **hoods** on sweatshirts may not worn on the head during class periods.

When dress or grooming clearly disrupts learning or presents a health or safety hazard, the student will be required to change attire prior to returning to class. Students refusing to change their attire will be considered defiant and the staff will administer appropriate consequences.

## **Field Trips**

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

## **Food and Drink**

1. Students may possess and consume food and beverages on campus, within normal limits (no alcoholic drinks, etc.) Students will clean up any messes they make. Excessive or repeated messes may result in loss of some of the privilege (e.g., snacks) to some or all students. Staff members including teachers may further restrict food and beverages in their assigned classrooms or workspaces, at their discretion.
2. Students may receive breakfast and lunch meals from the school district or they may bring their own meal. A refrigerator and microwave oven are available for student use upon request. Students are encouraged to bring a water bottle for personal use, to reduce the waste associated with use of disposable cups.
3. School-provided meals must be consumed in the school building or on school grounds.

## **Gangs and Secret Societies**

1. The presence of gangs and the violent activities, and drug abuse that often accompany gang involvement will not be tolerated at Pioneer High School. Gang activity can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.
2. According to district policies, a gang is a group of two or more persons whose purpose is to commit illegal acts or whose activities can cause a substantial disruption with school or school activities. A gang is also defined as any group that identifies itself with a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. The question of items related with gangs or subversive groups will be identified by school administrators in conjunction with local law enforcement agencies and communicated to parents and students.
3. No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act of violation of district policies.
4. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing**

1. Hazing, harassment, intimidation, menacing, bullying, cyberbullying, or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.
2. 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, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.
3. Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.
4. "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 or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.
5. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:
  - a. Physically harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

c. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.

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

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

8. "Menacing" includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

9. "Retaliation" means hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

10. An administrator will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the administrator who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated, menaced or bullied and acts of being cyberbullied in violation of this policy should immediately report his/her concerns to the administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

11. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair. All complaints will be promptly investigated in accordance with the following procedures:

a. Step 1 - Any hazing, harassment, intimidation or bullying or menacing acts of cyberbullying information (complaints, rumors, etc.) shall be presented to an administrator. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.

b. Step 2 - The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

c. Step 3 - If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

d. Step 4 - If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

12. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

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

### **Personal Electronic Devices**

1. A student's high school experience should have a balance between gaining an excellent education and having an enjoyable time. It is also a time to prepare for becoming a successful member of the work force. Our cell phone policy will be guided by expectations of a reasonable employer in a job setting.

2. Students may not possess and/or use any electronic device in school intended primarily for the viewing of DVDs or similar visual formats.

3. Students may possess cell phones and may use them during authorized breaks. Students must silence or turn off **cell phones and put them away, out of sight (for example, in a purse or pack) during all periods of instruction.** Failure to comply may result in a written referral, parent contact, and/or in-school suspension.

4. The district will not be liable for personal electronic devices brought to district property. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities. Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator may be subject to disciplinary action. The device may be confiscated and released only to the student's parents.

5. 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 sexting) 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.

6. 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.

7. The PHS staff requests that parents/guardians who wish to contact a student do so by calling the school office (541-447-1268). We will notify the student of the call and provide an opportunity for the student to speak with his/her parent/guardian promptly. **Please do not contact your child on his or her cell phone during class periods.**

### **School Telephones**

1. School phones are available for school-related use during breaks, including lunch, with the permission of a staff member.

2. School phones shall not be used for social calls by students during either class periods or breaks.

### **Student Vehicles**

1. 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. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules. The district assumes no liability for loss or damage to vehicle or bicycles.

2. Student drivers are expected to obey all applicable laws and regulations when parking on public streets. The district assumes no responsibility for property damage or theft relating to student vehicles parked on public streets.

3. 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.

### **Threats**

1. Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

2. Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

### **Valuable Personal Property**

1. Unfortunately, there are students in every school who will steal if given the opportunity. **Please do not bring large sums of money or other valuable items to school.**

2. Students are responsible for maintaining the security of any such items they bring to school. The school staff cannot be responsible for loss of personal items, including in the building and on school grounds. Students should report all thefts to the staff immediately.

## **CONTRACTS**

1. Students at PHS may be required to sign an annual contract before starting school. The contract may cover adequate academic progress, behavior, and/or attendance. Parents/guardians of non-emancipated students are required to sign the contract along with the student.

2. Violation of the contract may result in disciplinary actions including but not limited to written referrals, meetings with parents, and recommendations for change of placement.

3. Additional contracts for specific behavior issues including truancy and lack of adequate progress may be initiated additionally for any student, as deemed necessary by staff members.

## **CREDIT BY PROFICIENCY OR EXAMINATION**

A student, who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified standards (knowledge and skills). In addition to credit by completing classroom or equivalent work as in a course of at least 130 clock hours, a student may receive credit toward a diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work; 2. Passing an appropriate exam; 3. Providing a collection of work or other assessment evidence and/or; 4. Providing documentation of prior learning experience.

## **DIPLOMAS**

Pioneer students generally work toward either of two different types of diplomas – the Standard Diploma and the Modified Diploma. The Standard diploma is awarded to students who successfully meet the high school graduation requirements of Pioneer High School, which are aligned with the State's requirements. The majority of students who attend Pioneer High School will receive this diploma. When students earn this diploma, they will be prepared to enter a community college and could be eligible for four-year colleges or universities under certain circumstances. The Modified diploma requires the same number of credits as the Standard diploma, but with fewer core credits and more elective credits. With the Modified diploma, a student may be eligible for community college or other post-secondary education/training opportunities. Pioneer staff members advise students on their diploma options and can provide additional details upon request.

Oregon Promise: This program provides grants to new high school graduates and GED recipients who will begin community college classes within six months of graduating or completing. This grant program is administered by the Office of Student Access and Completion (OSAC) in Oregon's Higher Education Coordinating Commission (HECC). Eligibility for the Oregon Promise is determined by the following criteria: 1. Graduate from an Oregon high school or complete a GED; 2. A 2.0 cumulative GPA or higher; 3. Enroll in an Oregon community college within 6 months of graduating high school/completing GED; 4. Be enrolled in an eligible program at least half time (6 or more credit hours) each term.

## **DIRECTORY INFORMATION**

1. Directory information is information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. This information may be released to the public through appropriate procedures:

- a. Student's name
- b. Photograph
- c. Date of birth
- d. Participation in officially recognized sports and activities
- e. Weight and height of athletic team members
- f. Dates of attendance
- g. Degrees or awards received

2. Directory information shall not include a student's address, telephone number; the name of the student's parent or other family member; the student's place of birth; and a personal identifier such as the student's social security number or student number. CCHS may post pictures of students on our district website. These might be classroom photos, sports pictures, assembly pictures etc. If you do not want your student's photo placed on our website you need to indicate this in writing (see last page of this handbook.)

3. The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information and the district's option to release such information. Such notice will be given prior to release of directory information.

4. Exclusions from any or all categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released. Information will not be given over the telephone except in health and safety emergencies.

## **DISTRIBUTION OF MATERIALS**

1. 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.

2. 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.

3. 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.

4. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent within three days. 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.

### **DRILLS – FIRE, EARTHQUAKE, AND OTHER EMERGENCY DRILLS**

Instruction on fire and earthquake dangers and other emergency drills for students shall be conducted for at least 30 minutes each school month. At least one emergency drill will be conducted each month for students in grades K-12. At least two drills on earthquakes for students will be conducted each year for students in grades K-12. A map/diagram of the fire escape route to be followed may be posted near all classroom doorways and reviewed with students. When the fire alarm is sounded or the drill is announced, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

### **EMERGENCY CLOSING OF SCHOOL**

1. On days when severe weather forces school closures or delayed starts, the following radio stations will begin announcing school closures by 6:30 a.m.: KRCO~AM 690, KRCO~FM96.5, The PEAK~FM 104.1, KQAK~FM105.7.

2. Changes in weather and road conditions can result in bus pick-up and route times being late. We ask that you avoid calling the school, as phone lines are needed for emergency use. Please call the Transportation Office at 541-447-7789 if you have questions about weather changes.

### **GRADE LEVEL CLASSIFICATION**

<b>Units of Credit Earned</b>	<b>Grade Placement</b>
6	(incoming) 10 Sophomore
12	(incoming) 11 Junior
18	(incoming) 12 Senior
24	To graduate

### **GRADUATION EXERCISES**

1. Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises.

2. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations, or school rules. Any violation resulting in a suspension during the window of time in which graduation exercises occur may result in students being denied the opportunity to walk at graduation.



3. All coursework/requirements for graduation must be completed (this includes all on-line courses and college courses with official transcript showing completion), all fees/fines must be paid, and books turned in by 3:30 p.m. the Friday before graduation.

### **GRADUATION REQUIREMENTS**

Subject Areas*	Standard Diploma Graduation in 2015 and beyond	Modified Diploma*** Graduation in 2015 and beyond
English Language Arts	4	3
Mathematics	3	2
Science	3 - Scientific Inquiry & Lab Experiences*	2
Social Sciences	3	2
Physical Education	1	1
Health	1	1
Second Language The Arts Career & Technical Education	3	1
Electives	6	12
<b>Total Credits</b>	<b>24</b>	<b>24</b>
<b>Essential Skills**</b>	<b>Reading, Writing, Math</b>	<b>Reading, Writing, Math</b>

\*Applied and integrated courses aligned to standards can meet credit requirements.

• Lab experiences can take place outside of the school in field-based experiences.

\*\*Proficiency in Essential Skills is not a condition of receiving a high school diploma during the 2021-2022, 2022-2023 or 2023-2024 school years, per Senate Bill 744, 2021.

\*\*\*Modified Diploma is generally an option only for students with Special Education status/IEPs.

### **GRADE REDUCTION/CREDIT DENIAL**

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

### **HOMELESS STUDENTS**

1. 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 the academic year in which he/she moved to permanent housing.

2. 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. For additional information concerning the rights of students and parents of students in homeless situations, or assistance in accessing transportation services, contact the district's liaison for homeless students, Stacy Smith, at 541-447-3030.

## **HUMAN SEXUALITY, AIDS/HIV AND SEXUALLY TRANSMITTED DISEASE INSTRUCTION**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. 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.

### **IDENTIFICATION CARDS**

1. All students are expected to carry a school I.D. card for identification purposes. I.D. pictures will be taken and cards issued during the first two weeks of school. There is no fee for the card. Replacement cards will be available during the year at the CCHS JROTC office at a cost of \$5.00.

2. Students should carry their I.D. cards at all times and always present them to staff members (*any adult district employee*) upon request.

### **IMMUNIZATION**

1. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized.

2. Proof of immunization may be personal records from a licensed physician or public health clinic.

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

### **INFECTION/DISEASE INSTRUCTION**

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

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

3. An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV, and HCV 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.

4. Students of parents with questions about the district's AIDS, HIV, HBV, and HCV health education program should contact Stacy Smith (Director, Curriculum & Instruction – 541-447-3743.)

## **INSURANCE**

1. At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.
2. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have: (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.

## **INTERNET ACCESS OF STUDENT RECORDS**

1. Parents and students now have Internet access to some student records here at Pioneer High School. The following items are now available: Attendance, grades, and student schedule
2. To access your student's records please go to: [www.crookcountyschools.org](http://www.crookcountyschools.org). Choose "ParentVUE". Enter login and password information. You may obtain parent login and/or access code information from the front office at (541) 447-1268. For any questions regarding access to your student's records through the Crook County School District website, please contact the Pioneer office.

## **MEALS**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information may be obtained in the school office.

## **MEDIA ACCESS TO STUDENTS**

1. Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.
2. Parents who do not want their student interviewed or photographed should direct their student accordingly.
3. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MEDICATION**

1. District-Administered Medication: Requests for the district to administer medication shall be made by the parent in writing. 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 requirements for written instructions from the physician, if the information above is included. Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication. All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five 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.
2. Self-Medication: Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry

medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted. All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication. Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. 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. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

### **MODIFIED SCHEDULES**

1. Students at PHS may request a modified daily schedule if they have earned eighteen (18) or more credit hours and have demonstrated the willingness and ability to remain on pace academically. PHS advisors may approve modified schedules for students who are employed outside of school or for other exceptional reasons such as the need to serve as primary care giver to a family member.
2. PHS advisors may consult with the building principal, guidance counselor, Juvenile Department representatives, mental health counselors and parent(s)/guardian(s), among others, when evaluating a request for a modified schedule. PHS advisors will not approve modified schedules for other purposes, such as to accommodate students who "just don't want to go to school."

### **PARENTAL INVOLVEMENT**

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The school and district websites are useful for learning more about the district;
3. Become a district volunteer. For further information, contact the main office;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

### **PARENTAL RIGHTS**

1. Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:
  - a. Political affiliations or beliefs of the student or the student's parent;
  - b. Mental or psychological problems of the student or the student's parent;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating or demeaning behavior;
  - e. Critical appraisals of other individuals with whom respondents have close family relationships;
  - f. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
  - g. Religious practices, affiliations or beliefs of the student or the student's parents;
  - h. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.
2. A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.
3. Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school

and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## **PARENT/VISITOR GUIDELINES**

1. In order to maintain an orderly, respectful and secure educational environment for the students and staff of Pioneer High School, it is essential that all parents and visitors to our buildings be aware of their responsibilities and follow the code of conduct as listed below. We ask parents to:

- a. Recognize that the education of children is a joint responsibility of the parents and the school community.
- b. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- c. Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- d. Build good relationships with teachers, other parents and their children's friends.
- e. Help their children deal effectively with peer pressure.
- f. Inform school officials of changes in the home situation that may affect student conduct or performance.
- g. Insist their children be dressed and groomed in a manner consistent with the school dress code.
- h. Treat all staff in a courteous or civil manner.
- i. Provide a place for study, and ensure homework assignments are completed.

2. Public Conduct on School Property: Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- a. All visitors to the school must report to the office upon arrival at the school. They may be required to sign the visitor's register and be issued a visitor's sticker, which must be worn at all times while in the school or on school grounds.
- b. Parents or citizens who wish to observe a classroom while school is in session are asked to arrange such visits with the classroom teacher(s) and administration so that class disruption is kept to a minimum. Please arrange this at least one day in advance.
- c. All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.
- d. If you make a delivery for your student, please drop the delivery off at the PHS office and we will deliver it for you.

3. Conduct Prohibited on School Property: No person shall:

- a. Intentionally injure any other person or threaten to do so.
- b. Disrupt the orderly conduct of classes, school programs or other school activities.
- c. Obstruct the free movement of any person in any place to which this code applies.
- d. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

3. Violation of the Code of Conduct: The authorization of a visitor to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises if a violation occurs. The parent may also be asked to remain off school grounds until the situation is resolved. If they refuse to leave, they shall be subject to a police citation for trespassing. The district reserves its right to pursue a civil or criminal legal action against any person violating these guidelines.

## **PERSONAL INFORMATION DISCLOSURE**

1. We are required by law to inform you about our use of student Social Security Numbers. The following is provided for your information:

a. Providing your Social Security Number (SSN) is voluntary. If you provide it, the school district will use your SSN for recordkeeping, research, and reporting purposes only. The school district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described.

b. OAR 581-21-225 authorizes school districts to ask you to provide your Social Security Number (SSN). Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs and student success in the workplace.

c. The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.

State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

2. Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

### **PROGRAM EXEMPTION**

1. Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided.

2. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

### **PROGRESS REPORTS**

1. Written reports of student grades, mid-term reports and absences may be issued to parents throughout the school year. Letter grades will generally be used.

2. Grades may be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

3. A progress report from your student's teacher(s) can be provided at any time during the school year. This usually takes two days including delivery by regular mail and may be summarized over the telephone by the teacher/advisor if parents have difficulty in coming to campus.

### **RELEASE OF STUDENTS FROM SCHOOL**

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

## **SAFETY & SECURITY I.D.**

1. All students are expected to carry a school I.D. card for identification purposes. In addition to serving as an activity card, it is used for checking materials out of the library. I.D. pictures will be taken and cards issued during class picture times. Replacement cards will be available during the year in the office at a cost of \$5.00.
2. Please do not bring large sums of money or other valuable items to school. If it is necessary, these items may be left in the main office to be secured in the safe. P.E. students should turn in money and other valuables to the teacher during the class period.

## **SCHOOL-BASED HEALTH CENTER**

1. Front office staff will receive a roster of students, to be updated monthly, who have written consent to access care at the School Based Health Center (Mosaic "Kids' Clinic" on First Street next to the former Pioneer building.) If a student is 15 years or older, the student may access care without a consent from parent.
2. If a student has a clinic appointment and/or becomes ill at school, s/he will be allowed to access care at SBHC. The student will obtain a hall pass from teacher to office. Office will check student out with "SBHC pass" with dismissal time to clinic. Clinic staff will sign "SBHC pass" arrival time and departure time. Student will check back into school at front office with "SBHC pass" and receive a hall pass back to class.

## **SEARCH, SEIZURE AND QUESTIONING**

1. 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 to believe evidence of a violation of a law, Board policy, administrative regulation, or the school rules is present in a particular place.
2. Searches will not be excessively intrusive in light of the age, gender, and maturity of the student and the nature of the infraction. The district prohibits strip searches.
3. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.
4. District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue textbooks or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.
5. Items found that are evidence of a violation of a law, policy, regulation or the Student Code of Conduct, may be seized and turned over to law enforcement officials, or returned to the rightful owner, as appropriate.
6. Should law enforcement or Oregon Department of Human Services (DHS) officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. School staff members will make an effort to notify the student's parent(s)/guardian(s) when appropriate, based on input received from the agency officials on the district's DHS/Law Enforcement Protocol form, which will be completed by the officials prior to any interview.
7. Parents are advised that in some cases including, but not limited to, suspected child abuse cases, the Oregon Department of Human Services, Community Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents or guardians.

## **STUDENT/PARENT/GUARDIAN COMPLAINTS**

### **1. 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 calendar] days. If the outcome of this conference is not satisfactory, the student or parent may file a formal complaint following board policy.

### **2. 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 building principal.

### **3. Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures. After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### **4. Instructional Material Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Reevaluation of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested. All Reconsideration Request 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.

### **5. 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.

### **6. Placement/Enrollment of Homeless Students Complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **7. Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the 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:

- a. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
- b. 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;



c. 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 be 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 subject 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.

Principals, 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.

a. Step I - Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

b. Step II - The district official receiving the information or complaint shall promptly initiate an investigation. S/he will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. Any documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

c. Step III - If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

d. Step IV - If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

e. Step V - If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

## **8. Staff Sexual Conduct with Students**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy. *“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Child Abuse.* The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified. The district will provide annual training to district employees, parents and student regarding the prevention and identification of sexual conduct.

## **STUDENT LEADERSHIP**

1. The school staff may provide a for-credit opportunity for students to serve on a “Student Leadership Team” or school governance team during the year. A designated staff member will serve as the official adviser to the team.
2. The student leadership team will have responsibility for providing input to the staff on student concerns, making recommendations for changes to school procedures, standards and facilities, conceiving and completing at least one school-wide improvement project annually, and managing the student break room on a daily basis. Members may be elected by students or appointed by staff members.
3. Student Council members will be required to maintain adequate attendance and academic progress in order to participate. Other details on the operations of the Student Council will be published by the staff adviser early in the school year.

## **STUDENT EDUCATION RECORDS**

1. General. 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. Education records are those records related to a student maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in minimum one-hour fire-safe places in the high school front office. Permanent records shall include:

- a. Full legal name of student
- b. Name and address of educational agency or institution
- c. Student birth date and place of birth
- d. Name of parent/guardian
- e. Date of entry into school
- f. Name of school previously attended
- g. Course of study and marks received
- h. Data documenting a student’s progress toward graduation
- i. Credits earned
- j. Attendance
- k. Date of withdrawal from school

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

2. Transfer of Education Records. The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records, or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student’s progress may not be withheld.

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

4. Access/Release of Education Records. By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there

is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

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

- a. Parent shall make request for hearing in which the objections are specified in writing to the principal.
- b. The principal shall establish a date and location for the hearing agreeable to both parties.
- c. The hearings panel shall consist of the following:
  - 1) The principal or designated representative;
  - 2) A member chosen by the parent;
  - 3) A disinterested, qualified third party appointed by the superintendent.
- d. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.
- e. An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. S/he shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.
- e. If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act (FERPA). File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202.
- f. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

### **STUDENT RESTRAINT AND SECLUSION**

1. The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.
2. Except in the case of an emergency, only staff current in the required training in accordance with the district designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.
3. Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.
4. Parents will be notified if their student has been restrained or secluded as described above.

### **TOBACCO PRODUCTS AND INHALENT DELIVERY SYSTEMS**

1. Student possession, use, or sale of tobacco products, including any smoking device, is strictly prohibited on school district property. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

2. For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, “bidi,” clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

3. “Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA approved tobacco products or other therapy products marked and sold solely for the approved purpose.

### **TRANSCRIPTS**

Transcripts will be provided at all times as needed free of charge. Transcripts can be obtained from the school secretary or through the student’s advisory teacher.

### **TRANSFER OF STUDENTS**

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

### **TRANSPORTATION**

1. All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct. Violation of the code of conduct or conduct that jeopardizes the healthy/safety of self and/or others may result in the loss of district-approved transportation services.

2. Please reference the complete transportation handbook online at or printed format through the District’s Transportation department.

### **VIDEO SURVEILLANCE AT SCHOOL**

1. In the interest of maintaining and improving a safe environment for student and staff at Pioneer High School, video cameras may be used to monitor student and visitor behavior.

2. Recorded violations of district and school conduct rules shall be subject to disciplinary action in accordance with established policy and regulations governing student conduct and discipline.

### **VISITORS**

1. Parents/guardians and other adults are welcome in the building and on campus. Such visitors should enter the building through the First Street entrance, and should check in with the staff member or student aide at the front desk. As a courtesy to the staff, parents/guardians should attempt to notify the staff prior to arrival.

2. Visits by non-parents/guardians of students (e.g., friends) are not permitted without pre-approval from PHS staff.

## **WITHDRAWAL/TRANSFERS FROM SCHOOL**

1. Students wishing to withdraw from PHS for any reason must take the following steps:

a. The parent(s)/guardian(s) must contact the school by phone, in person, or in writing to authorize the withdrawal. "Emancipated" students 18 years of age or older may request the withdrawal directly.

b. The student is responsible for requesting any copies of current grades or transcripts, and for returning any classroom materials that have been checked out. The release of grades or transcripts may be delayed if the student fails to return, or provide compensation for, such materials.

2. Students wishing to transfer from PHS to another program within the Crook County School District (for example, to COIC or to CCHS) must first discuss the request with their PHS advisors. The student's advisor will contact the building principal to discuss a possible CARE team review of the student's request. The CARE team (which includes the building principal, PHS and CCHS guidance counselors and County Juvenile Department representatives) will evaluate the request and approve, disapprove, or forward the request to the superintendent or his/her representative for approval. The building principal will notify the student's advisor of the outcome. The process may take one or more weeks depending on circumstances.

## **WORK EXPERIENCE AND CAREER RELATED LEARNING**

1. Students enrolled in the diploma plan at PHS may earn credits for work experience gained outside of the school. Work experience credit is based on clock hours: 65 clock hours of documented experience are required for one half-credit. Students may generally earn up to four (4) full credits of work experience, with those credits being applied to the elective requirement and/or the Career and Technical Education requirement. Hours must be documented using copies of pay documents or other verification of hours worked.

2. Work experience may be earned for paid or volunteer positions with any for-profit, not-for-profit, or non-profit organization. By exception, a student may earn work experience for other forms of employment with approval of the PHS work experience advisor. Student tutoring (arranged by the district) and SMART reader program participation may be eligible for consideration as work experience or they may be treated as regular electives, but not both (for the same credit). In general, informal temporary jobs such as baby-sitting are not eligible for work experience credit.

3. "Workforce Readiness" is a related but separate program that deals with a student's plans for life after high school. PHS advisors will work closely with each student at the appropriate time to identify and develop career related learning opportunities such as job shadowing, internships, and volunteer or paid positions. Further details of the program will be made available to the student upon starting the program.