

# YONCALLA HIGH SCHOOL



*HOME OF THE*  
**EAGLES**

# 2025-2026

## WE ARE YONCALLA

We are RESPECTFUL to our peers, our staff, and our building.

We PERSEVERE when things get hard.

We have INTEGRITY in our actions and words.

We are good CITIZENS in our community.

WE ARE EAGLE STRONG.

This handbook is designed for students and parents. It provides general rules guidelines, procedures, and practices here at Yoncalla High. We have also included a calendar with important dates and other information deemed important for students and families to know. Please review this during the first weeks of the school year.

Dates are subject to change and some dates have yet to be determined. For additional information about specific rules and practices or for a complete list of policies, please see The Yoncalla School District Policies that can be found at the YSD School Board Page online at

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The Yoncalla School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, and Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Yoncalla District office for additional information and/or compliance issues: Brian Berry, Superintendent.

# ***PARENT/STUDENT HANDBOOK***

## **TABLE OF CONTENTS**

High School Staff	5
Mission Statement	5
District Educational Philosophy	5 - 6
School Calendar	7
<b>Academic Policies</b>	<b>8 - 17</b>
• Attendance Regulations and Requirements	8
• Absences	8 - 10
• Bell Schedule	10
• Cell Phones and Other Electronic Devices	11 - 12
• Cheating and Plagiarism	12
• Class Advisors	12
• Class Rankings	12
• Course Challenge	12 - 13
• Course Credits	13
• Drop/Add	14
• Finals – End of Course Tests	14
• Grade Classification	14
• Grade Reporting	14
• Graduation Success Policy	15
• Homework/Finish Work/Missed Work Policy	15
• Independent Study	15
• Pass / No Pass Grading	15
• Student Activities	15 - 16
• Student Body Cards	16
• Success	16
• Student Vue	16
• Talented and Gifted Education	16
• Teacher's Aide Requirements	17
• Work Experience Program	17
<b>Graduation Requirements</b>	<b>18 - 23</b>
• Diplomas	18
• Diploma Options	19 - 20
• Commencement Guidelines	21
• Dress	21
• Early Graduation	21

• Essential Skills	21
• Honors	22
• Senior Trip	23
<b>Athletics and Extracurriculars</b>	<b>24 - 27</b>
• Coaching Assignments	24
• Code of Conduct	24
• Eligibility Requirements	24 - 25
• Insurance	25
• Inter-School Conduct	25
• OSAA Eligibility	25-26
• Participation Fee	26
• Physicals	26
• Transportation	26 - 27
○ Community Transportation	27
<b>General Information</b>	<b>28 - 37</b>
• After School Issues	28
• Alternative Education Program	28
• Assemblies	28
• Building Hours	28
• Closed Campus	28 - 29
• Clubs and Organizations	29
• Communication Between Staff and District Families	29
• Complaints	29
• Computers	29 - 30
• Counseling Services	30
• Daily Bulletin / Announcements	30
• Dances and Social Events	30
• Directory Information	31
• Dress Code	31 - 32
• Dress Code Enforcement	32 - 33
• Equal Opportunity	33
• Freedom of Expression	33
• Library	34
• Lost and Found	34
• Non-Student Loitering	34
• Personnel Policies	34
• Program Exceptions	34
• Required Notification	34
• Skateboards, Etc.	34
• Social Security Number	34 - 35

• Stealing	35
• Student Records	35 - 36
• Student Redress	36
• Vehicles at School	36 - 37
• Visitors	37

## **Emergency Procedures and Student Safety 38 - 53**

• Emergency School Closure	38
• Fire and Earthquake Drills	38 - 39
• Harassment and Cyber Bullying	39 - 40
• Health Services	40
• Insurance	41
• Lockers	41
• Medication Policies'	41 - 42
• Police Questioning	42
• Search and Seizure	42 - 43
• Sign Out Policy	43
• Surveillance Cameras	43
• Student Code of Conduct	43 - 44
• YMS/YHS Discipline Flow Chart	45 - 54
○ Detention	45 - 46
○ Friday School	46
○ In-School Suspension	46
○ Suspension	47
○ Expulsion	47
○ Classroom Behavior	47
○ Corporal Punishment	47
○ Discipline Law	47 - 48
○ Discipline of Disabled Students	49
○ Expressions of Affection	49
○ Gang Involvement	49
○ Hall Conduct	49
○ Reluctant Learner	49 - 50
○ School Busses	50 - 51
○ Student Guidelines	51
○ Student Rights/Responsibilities	51
○ Substance Abuse	51 - 52
○ Swearing and Vulgar Language	52
○ Tobacco	52
○ Weapons	52 - 53

# WELCOME TO YONCALLA HIGH SCHOOL

## SCHOOL BOARD

Della Orcutt, Board Chair  
Twila McDonald

Cathey Grimes

Fawn Sybrant  
Lisa Frasier

## SUPERINTENDENT

Brian Berry

## PRINCIPAL

Chelsea Ross

## OFFICE STAFF

Mone't Sheffield

## TEACHING STAFF

Sasha Cameron  
Holdem Elkins  
Jerry Fauci  
Amelia Grabinski  
Peter James  
Alex Kilmer  
Jessie McHaffie  
Matt Sybrant  
Kristy Westbrook  
Jannelle Wilde

## INSTRUCTIONAL ASSISTANTS

Tellisa Buckler  
Sue Herbst  
Leighsa Swearingen

## SUPPORT STAFF

Benton Cameron  
Beth Durbin - Nurse  
Karena Cook – Food Service

## INDIGENOUS EDUCATION

Shannin Stutzman

## CUSTODIAL

Traci Sprinkle

## MAINTENANCE

Austin Buchert

## TECHNOLOGY

Cody Reed

## GROUNDKEEPING

Robert Olinski  
Ian Sprinkle

## MISSION STATEMENT

Yoncalla School District is dedicated to academic and personal growth for social responsibility and lifetime success. We believe:

- In challenging each student by maintaining a solid academic core.
- Integrity and responsibility are major components of personal growth.
- In the importance of contributing to family and service to the community.
- That a safe, stable, caring environment is vital.

## DISTRICT EDUCATIONAL PHILOSOPHY

Education in the public schools of Yoncalla is primarily concerned with the development of each individual to his/her greatest capacity. In addition to providing for student's maximum mental growth, consistent effort must be made to meet his/her social, emotional and physical needs. Basic to all of these is the formation of values and attitudes, which foster self-respect, self-discipline, respect for others and respect for education.

Students of Yoncalla should become aware that knowledge is more important than grades, sportsmanship more important than winning, and an honest effort is a better mark of success than dishonest achievement.

In applying educational policies to the group, the school must remember that there are inherent differences among all children. Therefore, it must implement a program flexible enough to meet these individual needs and abilities.

In order to meet the goals of providing the best enlightened and progressive education for the youth of our community, internal policies should be made by the teaching and administration staff and helped by all that are constructively concerned with education. Our community as a segment of society cannot afford to see any aspect to this goal sacrificed to pressure arising from interests beyond the function of education.

The social environment of the school should stimulate each individual to develop the moral integrity and courage necessary to face his/her own problems and to meet his/her responsibilities to a local and world society. He/she should be challenged to self-improvement.



# Yoncalla School District

## Student Calendar, 2025-26 (150 Days)

July 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2025				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
INS 18	INS 19	WD 20	WD 21	WD 22
25	26	27	28	29

September 2025				
M	T	W	Th	F
H	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	P1 25	26
29	30			

October 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	Q1 30	31

November 2025				
M	T	W	Th	F
3	4	5	6*	7 CONF
10	H	12	13	14
17	18	19	20	21
24	25	V 26	H	V 28

December 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	P2 11	12
15	16	17	18	19
V 22	V 23	V 24	H	V 26
V 29	V 30	V 31		

January 2026				
M	T	W	Th	F
			V 1	V 2
V 5	6	7	8	9
12	13	14	15	M
H	20	21	22	23
26	27	28	Q2 29	30

February 2026				
M	T	W	Th	F
2	3	4	5	M
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27

March 2026				
M	T	W	Th	F
2	3	4	P3 5	6
9	10	11	12	M
16	17	18	19	20
V 23	V 24	V 25	V 26	V 27
V 30	31			

April 2026				
M	T	W	Th	F
		1	2	3
6	7	8	Q3 9	10
13	14	15	16*	17 CONF
20	21	22	23	M
27	28	29	30	

May 2026				
M	T	W	Th	F
				M
4	5	6	P4 7	8
11	12	13	14	15
18	19	20	21	22
H	26	27	28	29

June 2026				
M	T	W	Th	F
1	2	3	Q4 ER	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### IMPORTANT DATES

First Day of School: August 25, 2025

Kindergarten Soft Start: August 25 to 28, 2025

First Full Day of Kindergarten: September 2, 2025

First Day of Preschool: September 2, 2025

Parent Teacher Conferences (CONF): November 7, 2025, and April 17, 2026 (\*Early Release at YES)

Make Up Days (M): January 16, 2026; February 6, 2026; March 13, 2026; April 24, 2026; May 1, 2026

Last Day for Seniors: May 26, 2026

Last Day K-11: June 4, 2026

Graduation (🎓): May 29, 2026 at 6:30pm

Progress 1 Ends: September 25

Progress 2 Ends: December 11

Progress 3 Ends: March 5

Progress 4 Ends: May 7

Quarter 1 Ends: October 29

Quarter 2 Ends: January 29

Quarter 3 Ends: April 9

Quarter 4 Ends: June 4



## **ACADEMIC POLICIES**

### **ATTENDANCE REGULATIONS AND REQUIREMENTS**

Attendance plays an important part in the teaching efficiency of the faculty and the learning efficiency of the students. Students are encouraged to attend school every day in order to get the greatest benefit from the school.

Oregon State Compulsory Attendance Law requires regular daily attendance in assigned classes for students' ages 6 – 18 that have not completed grade 12. Oregon law also requires that parents or legal guardians work together with the school to accomplish regular daily attendance by their children in all assigned classes.

The fundamental purpose for requiring punctuality and regular school attendance is to help students develop habits of responsibility. These habits will help them to succeed in their education and/or in their chosen vocation. Failure and frustration with the high school experience is often associated directly with irregular attendance. Therefore, we may notify parents or legal guardians, either by phone or in writing, as soon as we become aware a student has not attended school. *Emergencies:* When an emergency arises forcing you to miss school, a parent must call to confirm the emergency. Each case will be decided by the administration. Whenever possible, work will be sent home for a student during long periods of illness.

Goals and objectives of the attendance requirements in the Yoncalla District are to:

1. Contribute to the academic success of students.
2. Inform parents about the class attendance and/or nonattendance of their student.
3. Place the responsibility for attendance in the hands of students and their parents.
4. Aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions.
5. Stress that punctual and regular attendance is a learned function necessary in coping with life.
6. Meet Oregon graduation requirements.

The Yoncalla School Board directs the Superintendent to develop rules and regulations, which meet these objectives, and to publish those rules and regulations annually for students and their parents.

### **ABSENCES**

Student absences may either be excused or unexcused. It is the expectation of Yoncalla Schools that students attend 95% or more days in a school year.

*Excused Absences:* In compliance with state law, ORS 339.065, excused absences will be granted by the school for absences caused by the pupil's illness, or by illness of some member of the family which necessitates the student's absence, or by an emergency, or for court appointment.

- **Work missed due to an excused absence WILL be accepted for full credit IF it is turned in within the guidelines of the teacher's policy.**
- Students attending a school-sponsored trip such as a field trip or athletic event are not considered absent.

- Students will be required to bring a note signed and dated from the parent/guardian indicating the specific reason for the absence. Such correspondence is DUE WITHIN TWO DAYS OF THE RETURN FROM THE ABSENCE.

*Pre-Arranged Absences:* Absences other than illness or emergency conditions must be pre-arranged. At least two days before the absence is to occur, you must have a note from home requesting that you be allowed to miss school. The prearranged absence form can be picked up in the office and must be signed by the teachers of the affected period and returned to the office for approval. You will need to pick up advanced assignments so that no school time is lost.

- Examples of pre-arranged absence use would be job appointment interviews, college visitations, driver's license examinations and other appointments of which you are aware ahead of time.

*Unexcused Absences:* All absences, which are not caused by the pupil's illness, or by illness of some member of the family that necessitates the student's absence, or by an emergency, or for court appointment will be unexcused. Absences where the student has not pre-arranged or checked out will also be unexcused. State law allows the district to request suspension of the driver's license of a student with excessive unexcused absences.

- Examples of unexcused absences are:
  - Truancy (Skipping School)
  - Leaving school during the day without properly checking out in the front office or returning without signing in
  - Car or vehicle problems
  - Missing the bus
  - Arriving to class 15 minutes or more late, OR arriving to class 25 minutes or more late to a Block class
  - Sleeping in
  - Shopping with parents or without parents
  - Concerts
  - Vacations (unless pre-arranged)

*Truancy:* A student is truant if he/she is absent from school without the parent's or guardian's consent. Parents will be contacted and the student may be suspended from school until a parent-principal conference is arranged.

The following regulations regarding attendance will be implemented.

1. Any student who enters the classroom after the final bell will be considered tardy unless that student has a note from school personnel requesting that the tardy be excused.
2. Any student who enters the classroom 15 minutes after the final bell will be considered absent for that class period.
3. Each individual teacher will have their own tardy policy that will be enforced for the first three tardies to an individual class. **The fourth tardy a student receives per semester will constitute a Friday School.**
4. Students who are truant will be assigned Friday School. Students will be required to make-up each hour missed. Students who do not serve their Friday School will serve an in school suspension and the student will lose the privilege to participate in extracurricular activities. During out of school suspension the student loses all privileges related to extracurricular activities. Students serving any out of school suspension should have their parents pick up class assignments at the end of the school day in the office. To receive credit for

the missed days of school, the student must return their assignments to the office in the morning of the day they return to school. Late assignments may result in no credit.

5. **Students who are unable to be at school during the school day (All Day) are not allowed to attend school events later that day (or the next day if it is a non-school day) unless they have obtained special permission through the office.**
6. Whenever a student leaves school during the day they must check out through the office; if they don't, the absence may be considered unexcused.
7. **Excessive absences will be dealt with according to law and may affect a student's grade. Missing more than 7.5 days (10%) in a semester may be cause for loss of credit. The credit may be regained and consideration of credit retrieval will begin through a petition process.**

### **BELL SCHEDULE**

YMS/YHS operates on a modified block schedule, a blend of a traditional 7 class periods a day and block classes.

#### **Monday and Tuesday\***

	High School	Middle School
7:35-7:56am	Breakfast	
8:00-8:57am	Period 1	Period 1
9:01-9:58am	Period 2	Period 2
10:02-10:59am	Period 3	Period 3
	HS Period 4 11:03-12:00pm	MS Lunch 10:59-11:29am
	HS Lunch 12:00-12:30pm	MS Period 4 11:33am-12:30pm
12:34-1:30pm	Period 5	Period 5
1:34-2:30pm	Period 6	Period 6
2:34-3:30pm	Period 7	Period 7

**\*When school occurs on a Friday, we will follow this schedule.**

	Wednesday		Thursday	
7:35-7:56am	Breakfast		Breakfast	
8:00am-9:46am	Period 1		Period 4	
9:50am-11:36am	Period 2		Period 5	
	MS Lunch 11:36am- 12:06pm	HS Success 11:40am- 12:10pm	MS Lunch 11:36am- 12:06pm	HS Success 11:40am- 12:10pm
	MS Success 12:10pm- 12:40pm	HS Lunch 12:10pm- 12:40pm	MS Success 12:10pm- 12:40pm	HS Lunch 12:10pm- 12:40pm
12:44pm-2:30pm	Period 3		Period 6	
2:34pm-3:30pm	Period 7		Period 7	

## **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES (as of 8/14/2025)**

Following Executive Order 25-09 (EO 25-09, Personal Electronic Devices in Schools), all student cellphones and other personal electronic devices must be stored in student lockers regular instructional hours also known as Bell to Bell. This is from 8:00am to 3:30pm or end of school day.

A Personal Electronic Device is defined as “any portable, electronically powered device that is capable of:

- Making and receiving phone calls
- Making and receiving text messages
- Accessing the internet independently from the school’s network infrastructure.”

This includes device such as cell phones, smart phones, smartwatches, and other portable, internet-enabled devices capable of texting, calling, or accessing the internet independently.” This also includes headphones and earbuds attached to personal electronic devices. This does not apply to laptop computer or other device required to support academic activities.

Additionally, following EO 25-09, cellphones and other personal electronic devices are not permitted to be used during school field trips, school-sponsored events, or recreational activities that occur during the instructional day.

### *Exceptions to policy:*

- High school students (those in grades 9-12) are permitted access to their phones during lunch and when NOT on school grounds;
- Where a cellphone or personal electronic device is needed for medical necessity (when use is part of a care or treatment plan ordered by a licensed medical provider);
- Individualized Education Plans (IEPs) or Section 504 Plans, when use is required for access or accommodation;
- Other Approved Exemptions, based on district-developed guidelines that allow administrators to consider a student’s individual needs or specific educational outcomes.

### *Consequences if rules are not upheld:*

- 1<sup>ST</sup> OFFENSE: Students will be given a warning by teacher or staff member and is required to store phone in locker or backpack. The incident will be documented.
- 2<sup>ND</sup> OFFENSE: The student will be given a detention given by the teacher and their cell phone will be taken away. The student will be allowed to pick up the cell phone at the end of the school day. The incident will be documented.
- 3<sup>RD</sup> OFFENSE: The student will be given a Friday School. The student’s cell phone will be taken away and school administration will contact the parent/guardian to come and pick up the cell phone. The incident will be documented.
- 4<sup>TH</sup> OFFENSE: The student must have a parent/principal conference and a Friday School or other appropriate consequences. The incident will be documented. The student may be prevented from bringing their cellphone/personal electronic device to school for a period of up to one Academic Quarter.

- 5<sup>th</sup> OFFENSE: The student will be given additional consequences assigned by the Principal or other administrator.

### **CHEATING/PLAGIARISM**

Cheating/plagiarism will not be tolerated. Discipline for a first offense will be at the discretion of each teacher/supervisor. Additional offenses will result in a zero for a grade and will be referred to the administration for disciplinary action. The use of Artificial Intelligence or AI platforms (including but not limited to: Grok, ChatGPT, Gemini, Claude, Microsoft Copilot, etc....) to complete school work and present it as one's own, is cheating/plagiarism.

### **CLASS ADVISORS**

Class advisors will serve as academic advisors to the students of their assigned class. Families are contacted within the first two weeks of school or the student's enrollment by the class advisor to welcome them into the school and community. The class advisor is also a guide to families on how to problem solve when issues arise.

<b>7<sup>th</sup> GRADE</b>	<b>8<sup>th</sup> GRADE</b>	<b>FRESHMEN</b>	<b>SOPHOMORES</b>	<b>JUNIORS</b>	<b>SENIORS</b>
Mrs. Westbrook	Mr. Fauci	Mr. McHaffie	Mr. James	Mr. Sybrant	Ms. Wilde
		Mrs. Cameron	Mr. Elkins		Mr. Kilmer

### **CLASS RANKINGS**

Listing for the Honor Roll requires a 3.5 G.P.A. or higher. Students who earn 3.0 to 3.49 will achieve Honorable Mention. A student who receives one or more marks of "incomplete" is not eligible for the Honor Roll until the incomplete is removed. A student must be in four graded classes before being eligible for the Honor Roll. All teachers' aides will receive a "P" (Pass) or "NP" (No Pass), therefore, this class will not be considered and/or computed toward the G.P.A.

### **COURSE CHALLENGE**

The state standards for elementary and secondary education provide local school districts with the option to allow students to challenge courses for credit. Under these proposals Yoncalla High School students will be allowed to challenge for credit most required courses offered at the high school, providing that they meet the following requirements:

1. A hierarchy will be constructed for each department's offerings and students will not be allowed to challenge course prerequisite to one that they have already successfully completed. YHS students may not challenge a course whose content is prerequisite to material in the class, which they have been referred.
2. The student must complete a comprehensive evaluation designed by the instructor of the challenged course and approved by the administration. The evaluation instrument must include demonstration or research components as well as paper and pencil test portions and/or oral exam before a board.

#### *Additional Policies:*

1. For any challenge to be successful the student must receive an evaluation equivalent to a "B" or 80% accuracy on the challenge exam or instrument and a pre-determined project.
2. Remedial courses, i.e., courses that cover material taught prior to high school entrances are not available to be challenged. This policy primarily covers "Instructional Reading" and "General Math," etc.

3. Tests must be comprehensive for the period covered and must meet the objectives stated in the Planned Course Statements.
4. Challenge tests are most commonly used by advance students, out-of-state transfers meeting Oregon's requirements and by students who have failed a particular course.

### **COURSE CREDITS**

All students at Yoncalla High School must complete and pass 24 course units of study to graduate with a Yoncalla High School diploma effective Class of 2026.

<u>Courses and Offerings (subject to availability)</u>	<u>Subject Credits Required</u>
Language Arts	4
Mathematics (Algebra, Geometry/Data Science, + 1)	3
Science	3
Social Studies (0.5 must be Civics)	3
Career Technology Education/Foreign Language/Art	3
Health	1
Physical Education	1
Personal Finance	0.5
Careers	1
Senior Success	1
Elective	3.5
Total	<hr/> 24

With administrative approval, Umpqua Community College credit may be substituted for YHS credit. This option is generally offered during the junior/senior year through Umpqua Community Colleges Career Academy or Expanded Options Program. However, it may be granted earlier for talented & gifted students who meet district requirements for their freshmen and sophomore years. Three UCC credit hours equal one half unit of high school credit, six UCC credit hours equal one unit of high school credit.

Credits may also be obtained by approved off campus work experience. Off campus work experience will be allowed for up to 260 clock hours. Goals and guidelines for off campus credit will be cleared with the Principal and the Counselor and the individual actually instructing the off-campus work experience.

## **DROP/ADD**

Students will be allowed to initiate Drop/Adds without penalty through the first week of the semester. After that time, unless the Drop/Add is initiated by a staff member and approved by administration, any student who drops a class after the 2<sup>nd</sup> week of the semester will automatically earn an “F” for that course.

## **(FINALS) END OF COURSE TESTS**

Yoncalla High School/Middle School does not mandate end of course tests in all academic classes. A final examination may be given in individual classes as administered by the teacher. Final examinations are to be taken seriously and every effort should be made to set aside an appropriate period of time to study for these tests. Under proposed rules these tests will count up to 10% of the student's final grade.

Students will not be permitted to take final examinations before the scheduled examination period. Students may make up final examinations when arrangements are made in advance with the classroom teacher.

## **GRADE CLASSIFICATION**

The minimum numbers of credits for individual grade classification (as of September each year) are as follows:

- Grade 9, 0 credits
- Grade 10, 6 credits (including 1 credit of English and at least 0.5 credit in Math/Soc/Sci)
- Grade 11, 12 credits (including 2 credits of English and at least 1.5 credits in Math/Soc/Sci)
- Grade 12, 18 credits (including 3 credits of English and at least 2.5 credits in Math/Soc/Sci)

## **GRADE REPORTING**

The school year is divided into four-quarter periods of approximately nine weeks each. During the week following each period, report cards will be issued indicating what grade has been given for the previous nine weeks' work. Also, at mid-quarter there will be a grade period when teachers will average the work for the four and a half weeks and report to the student their standing at that time.

There will be no report card issued for the mid-quarter grade period. Parents will be notified by a “special report” that will be sent to them if the student's work at this time is below average (D) or unsatisfactory (F). Parents are urged to arrange for an appointment with the teacher so that they may discuss these challenges. Certain classes may be evaluated by Pass (P) or No Pass (NP).

The following grading system is used at Yoncalla High School:

- A Excellent
- B Above Average
- C Average
- D Below Average
- F Failing

## **GRADUATION SUCCESS POLICY**

Edmentum classes will be given under the following criteria:

1. Students who received a failing grade or have an unresolvable issue (approved by the principal), may be placed in credit recovery/Edmentum.
2. The class will be designated "ED \_\_\_\_\_" on the student's transcript.
3. Standard A – F grades will be issued for credit recovery classes.

## **HOMEWORK/FINISH WORK/MISSED WORK POLICY**

Homework is a learning activity that should increase in complexity with the maturity of the student. It is the responsibility of the student to finish all work in the timeframe allotted by the classroom teacher. Students who miss less than two days of school can contact teachers directly to obtain any missing work/classwork. **Homework requests will only be fulfilled for students who are absent for two or more days.**

## **INDEPENDENT STUDY**

Independent study will only be given under the following circumstances:

1. There needs to be an un-resolvable scheduling issue.
2. All independent study credit will go through the classroom teacher.
3. Students who attend UCC (Umpqua Community College) will be required to attend class at YHS on the days they are not attending UCC classes.
4. All independent study work will be handed out and graded by the regular classroom teacher.
5. Standard A, B, C, D, F grades will be issued.

## **PASS/NO PASS GRADING**

Pass/No Pass grades will be given to all student and office aides. A student meeting the course standards for a passing mark shall be given a grade of "P" and student failing to meet minimum standards will receive a grade of "NP." There may be other instances when this grading option is used, upon approval of the administration. A student must speak to the teacher within the first week of each semester if they are going to take a class as Pass/No Pass. If this is not done within the aforementioned timeframe a letter grade will be given.

## **STUDENT ACTIVITIES**

*Leadership 2025-2026*

- *Student Body Officers:*
  - President – Riley Templeton
  - Vice President – Jayden Churchwell
  - Secretary – Sapphira Ruiz-Weight
- *Class Representatives:*
  - Senior Class – Jayden Churchwell, Delila Peralta
  - Junior Class – Brinleigh Lewis, Lucy Brundage
  - Sophomore Class – Preston Carnahan, Kade Davidson
  - Freshmen Class – Adaleigh Bowman, Gary Bash



- Eighth Grade – To be Announced
- Seventh Grade – To be Announced

#### *Yoncalla High School Clubs and Organizations*

- Student Government - Mr. Kilmer
- National Honor Society - Mrs. Westbrook
- Future Natural Resource Leaders - Ms. Wilde
- Yearbook/Publications - Ms. Wilde
- Dungeons and Dragons - Mrs. Cameron
- Robotics – Mr. McHaffie
- Young Americans for Freedom – Benton Cameron

### **STUDENT BODY CARDS**

Student Body Cards cost \$20.00. Students become members of the Associated Student Body of Yoncalla High School/Middle School upon purchase of a Student Body Card and are entitled to vote in Student Body elections, to participate in student sponsored activities and are admitted to games, dances, assemblies and contests sponsored by the Associated Student Body.

### **SUCCESS**

Students are expected to attend their Success class with their grade level or other advisor as stipulated by the current schedule each day. Success is a 30-minute class period designed to assist students in their classwork, check their grades, and support students to an on-track graduation. This is a noncredit class but counts toward student attendance.

### **STUDENTVUE**

All students are expected to log into StudentVue at least twice a week to monitor grades and submitted work. Students may access StudentVue through the StudentVue app (available through the Google or Apple Store) or by clicking the “A+” Icon on Yoncalla High School’s website: <https://www.yoncalla.k12.or.us/>.

### **TALENTED AND GIFTED EDUCATION**

Enriched sets of curricular experiences are planned for those students who meet the district criteria for special programs. Students identified as Academically Talented or Intellectually Gifted, as defined by ORS 343.395 will be provided services needed to address their assessed levels of learning and accelerated rates of learning. Every effort is made to identify and serve students from special populations such as, but not limited to: cultural and ethnic minorities, disadvantaged, underachieving gifted, and handicapped learners.

The school will inform parents/guardians of the identification of their child as talented and gifted. Parents may refer their child for consideration of identification by requesting an evaluation. The school will also inform parents/guardians of programs and service options available, and provide them an opportunity to participate in selecting those programs or options most appropriate for their child. The identified students are offered a variety of activities both in and out of the regular classrooms.

### **TEACHER'S AIDE REQUIREMENTS**

Students may earn a maximum of 2 Teacher's Aide credits with the following provisions:

1. Prior teacher approval
2. Most student must be in the 11-12 grade levels

### **WORK EXPERIENCE PROGRAM**

The Work Experience Program is designed to provide learning experiences in which students can explore career interest in occupational fields through a program not offered in the regular high school curriculum. The student applies to the Work Experience Coordinator. Goals and objectives are established between the student and the coordinator. The student must meet attendance and performance standards in order to earn credit. Each 65 verifiable hours may count for 0.5 credit. A maximum of 2 credits will be allowed.

## **YONCALLA GRADUATION REQUIREMENTS**

### **DIPLOMAS**

Yoncalla School District offers the following diplomas:

1. Regular Diploma: Awarded to students who have satisfactorily completed all state and Yoncalla School District requirements for units of credit and attendance.
2. Honors Diploma: Awarded to students who fulfill the seven requirements for an honors diploma. For more information, students need to see the building principal and apply by the beginning of the first week in April of his/her senior year. Students need to have a 3.5 GPA and have passed the Essential Skills to be eligible.
3. Modified Diploma: Awarded to students who have satisfactorily completed an educational program, units of credit and attendance, but have not completed all requirements for a regular diploma. A regular diploma may be issued if regular requirements are met.
4. Extended Diploma: Awarded to special education students who satisfactorily completed the required content area credits needed for this diploma.
5. Certificate of Attainment: Awarded to students who have some but not all requirements for a diploma or modified diploma as recorded on the student's transcript.

## Yoncalla High School Diploma Options

	<b>Standard Diploma</b> (Effective Class of 2026)	<b>Honors Diploma</b>	<b>Modified Diploma</b> (Effective January 1, 2027)	<b>Extended Diploma</b>	<b>Certificate of Attendance</b>
<b>Eligible Students</b>	All	All	Requires approval of Modified Diploma Committee/IEP Team	Special Education Students	Students unable to satisfy diploma requirements
<b>Required Content Area Credits</b>	<b>24 Total Credits</b> <ul style="list-style-type: none"> <li>• 4 Language Arts</li> <li>• 3 Math (Algebra 1 or above)</li> <li>• 3 Science</li> <li>• 3 History (0.5 must be Civics)</li> <li>• 1 PE</li> <li>• 1 Health</li> <li>• 1 Careers</li> <li>• 1 Senior Success</li> <li>• 0.5 Personal Finance</li> <li>• 3 CTE/Foreign Language/Art</li> <li>• 3.5 Elective</li> </ul>	<b>24 Total Credits</b> <ul style="list-style-type: none"> <li>• 4 Language Arts</li> <li>• 3 Math (Algebra 1 or above)</li> <li>• 3 Science</li> <li>• 3 History (0.5 must be Civics)</li> <li>• 1 PE</li> <li>• 1 Health</li> <li>• 1 Careers</li> <li>• 1 Senior Success</li> <li>• 0.5 Personal Finance</li> <li>• 3 CTE/Foreign Language/Art</li> <li>• 3.5 Elective</li> </ul>	<b>24 Total Credits</b> <ul style="list-style-type: none"> <li>• 3 Language Arts</li> <li>• 2 Math</li> <li>• 2 Science</li> <li>• 2 History</li> <li>• 1 PE</li> <li>• 1 Health</li> <li>• 1 CTE/Foreign Language/Arts</li> <li>• 0.5 Personal Finance</li> <li>• 0.5 Careers</li> <li>• 11 Elective</li> </ul>	<b>12 Total Credits</b> <ul style="list-style-type: none"> <li>• 2 Language Arts</li> <li>• 2 Math</li> <li>• 2 Science</li> <li>• 3 Social Studies</li> <li>• 1 Health</li> <li>• 1 PE</li> <li>• 1 Art or World Language</li> </ul> <p>* While in grade 9 through high school, complete 12 credits, which may not include more than six credit earned in a self-contained special education classroom.</p> <p>*Students must participate in the Extended Assessment</p>	To be determined by the school district
<b>Essential Skills Proficiencies</b> *Waived through class of 2027	Reading Writing Math	Reading Writing Math Science	Reading Writing Math	To be determined by IEP team	To be determined by the school district
<b>Special Education Services</b>	No special education services are provided by the school district beyond high school.	No special education services are provided by the school district beyond high school.	May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher.	May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher.	May be provided through the school year in which the student turns 21 or until student receives a standard diploma or higher.

Community College/ Vocational Schools	Accepted	Accepted by some but students may find it difficult to meet entrance criteria-may need to complete additional requirements.	Students will find it difficult to meet entrance criteria-may need to complete additional requirements.	Not Accepted
4-year Colleges and Universities	Accepted with two years of Foreign Language. One year of a Foreign Language may be required upon acceptance at university.	Possibly accepted with a waiver or after the successful completion of an associate degree	Not accepted-Students who receive an extended diploma will find it difficult to meet entrance criteria required by colleges.	Not Accepted
Federal Student Aid	Meets Eligibility	May qualify – school dependent	Does not meet eligibility Criteria	
Military	May qualify to enlist in any branch of military with qualifying ASVAB score.	Students must check with military branches to determine eligibility.		

**\*\*\*Note for Extended Diplomas**

\*District may make modifications to the assessments for students who seek a modified diploma when the following conditions are met:

**For students on IEPs**, any modifications to work samples must be consistent with requirements established in the IEP and must be consistent with OAR 581-022-0610 section 4(d).

**For students not on IEPs**, any modifications to work samples must be approved by the school team that is responsible for monitoring the students' progress toward the modified diploma.

## **COMMENCEMENT GUIDELINES**

The commencement policy is designed to provide clear guidelines for the graduation ceremony and ensure the integrity of the graduation ceremony.

### *Commencement Guidelines:*

1. It is generally expected that students who participate in graduation exercises will have met all the requirements for a Yoncalla High School diploma.
2. Graduates must be enrolled at Yoncalla High School at the time of graduation.
3. Graduates must maintain regular attendance for the entire school year. (No more than 8 unexcused ½ day absences in the school year [ORS 339.065] and/or no more than 10 consecutive full day absences.)
4. Seniors are expected to maintain appropriate behavior while attending school and at all school related events. Those who do not may forfeit commencement privileges.
5. Any senior enrolled in and attending an alternative program, which grants a diploma or certificate, will go through the ceremony with that program and not at Yoncalla High School.
6. Only those students meeting the requirements for a Yoncalla High School diploma, modified diploma, honors diploma, or certificate of attainment will be permitted to participate in the commencement exercises.
7. The high school Principal and Superintendent reserve the right to make exceptions to these guidelines as appropriate to meet the needs of students with special needs or handicapping conditions. Applications for exceptions must be made through the high school Principal and the Superintendent.

## **DRESS**

Graduating students must wear the school's cap and gown and be fully dressed underneath. Students are highly encouraged to wear semi-formal attire under caps and gowns. Semi-formal attire can include but is not limited to: dresses, skirts, dress slacks, blouses, button up shirts, ties, and dress shoes. Students can't wear clothing, accessories or jewelry that draws attention away from the dignity of the event. Mantles, cords, insignias or medals can be worn only if the school has awarded them.

## **EARLY GRADUATION**

In order to meet the needs of all our students, we do make available an Early Graduation Request Form. A student may choose to graduate early if they complete the attendance and credit requirements for a high school diploma. When a student graduates at semester, they are no longer an active member of the Yoncalla Student Body and therefore, forfeit all rights to participate in student body activities (e.g. use of Student Body Card, Junior/Senior Prom, dances, etc.). The Principal will handle special cases that do not specifically comply with this policy on an individual basis.

## **ESSENTIAL SKILLS**

Students who meet grade 11 state benchmark standards will be awarded an Essential Skills award. Awards will be presented in May at the Academic Awards Night and an additional cord will be worn at graduation.

## **HONORS**

In an effort to encourage students to maximize their course offerings, Yoncalla High School will recognize the Valedictorian and Salutatorian of the graduating Senior Class according to the following procedure:

### **Philosophy of Yoncalla High School's "Best in Class:"**

- A candidate for Valedictorian/Salutatorian exemplifies qualities of a student who has reached the highest level of coursework obtainable while he/she is enrolled in the Yoncalla School District. This individual is a high-achieving and self-motivating leader who accepts academic challenges and exemplifies the core values of citizenship, respect, perseverance and integrity.

### **The Process:**

- At the end of the first semester of their senior year, students will be ranked by GPA. This ranking will be based on two categories. First, those who physical attend Yoncalla High School. Second, those who may be attending a college and who are enrolled at YHS. A student who is attending a college will be defined as a full time college student (at least 3 classes) who has attended college both their junior and senior years while enrolled at the Yoncalla School District. From this list of students, the highest GPA, one each from each category, will determine co-valedictorians. The same process will be used to select the salutatorian. Students must maintain a minimum 3.5 GPA to qualify for this award. If the minimum GPA requirement is not met, the principal may pick the highest GPA from either category to be selected as the valedictorian/salutatorian.

### **Graduation Speakers:**

- At the end of the first semester of their senior year, the senior class advisors will meet with the senior class and ask for a list of five potential speakers who the class feels would represent the YHS core values. From this list, the staff will make the final selection of the three speakers who will speak at graduation. The speaking assignments will consist of two main speakers whose topics the students choose with the guidance of the principal, and one speaker who will introduce a variety of people.

### **Other Awards:**

1. The Principal will convene a selection committee at the conclusion of the third quarter, to include two faculty members and the Principal.
2. The committee will identify the Valedictorian/Salutatorian (perhaps additional deserving students) of the graduating Senior Class based upon the following criteria:
  - academic excellence
  - *citizenship*
  - service to the school and/or community
3. The committee may identify other special awards for deserving senior students. These awards may include the Challenger Award, Service Award or some other appropriate recognition for special accomplishments.
4. The Outstanding Senior Award will be voted on by the staff at YHS. Students must have a 3.2 GPA or above to qualify.

## **SENIOR TRIP**

Class funds may be used by the graduating class for a senior trip under the following conditions:

1. A formal proposal must be written and submitted to the advisor and the principal.
2. The deadline for writing up a proposal for a senior trip is November 1<sup>st</sup>.
3. There is a maximum of one trip per class.
4. The trip must be voted on in a class meeting that is attended by an advisor.
5.  $\frac{3}{4}$  of the class must be present to vote.
6. There must be a simple majority for the agreement.
7. The trip must take place before the last day in February.
8. The trip can take place during a school day and cannot be overnight.
9. The trip must be attended by the class advisor and must be an educational opportunity.



## **ATHLETICS AND EXTRACURRICULARS**

### **COACHING ASSIGNMENTS**

<i>Fall - Football</i> <ul style="list-style-type: none"> <li>• HS – Matt Bragg, Jason Ellis, Jeff Williams, Holdem Elkins</li> <li>• MS – Todd Joyner</li> </ul>	<i>Fall - Volleyball</i> <ul style="list-style-type: none"> <li>• HS – Shelby Geyer and Leighsa Swearingen</li> <li>• MS – Sam Niko</li> </ul>	<i>Fall - Cross Country</i> <ul style="list-style-type: none"> <li>• MS – Traci Sprinkle</li> <li>• HS – Eric Sprinkle</li> </ul>
<i>Winter - Basketball</i> <ul style="list-style-type: none"> <li>• HS Girls – Jason Ellis, Jeff Williams, Richard Noffsinger</li> <li>• HS Boys – Jason Ellis, Jeff Williams, Holdem Elkins</li> <li>• MS Girls – Shelby Geyer</li> <li>• MS Boys – Holdem Elkins</li> </ul>	<i>Winter - Wrestling</i> <ul style="list-style-type: none"> <li>• HS – Todd Joyner and Chad Ashbaugh</li> <li>• MS – Chad Ashbaugh</li> </ul>	<i>Cheerleading</i> <ul style="list-style-type: none"> <li>• Postponed for 2025-2026</li> </ul>
<i>Spring - Baseball</i> <ul style="list-style-type: none"> <li>• HS - TBA</li> </ul>	<i>Spring - Softball</i> <ul style="list-style-type: none"> <li>• HS – Chad Ashbaugh, Shelby Geyer, Hanna Drennen</li> </ul>	<i>Spring - Track and Field</i> <ul style="list-style-type: none"> <li>• HS – Eric Sprinkle</li> <li>• MS – Traci Sprinkle</li> </ul>

**Any coaching changes will be updated at the start of each season**

### **CODE OF CONDUCT**

All students participating in school sponsored extracurricular activities will be asked to sign (as well as the parent/guardian) a “Code of Conduct.” Standards of behavior related to alcohol, drugs, tobacco, attendance and citizenship are outlined in the “Code of Conduct.” For each new activity/sports season, students and parents will be asked to review and sign the “Code of Conduct.” **All rules within the code of conduct will be enforced regardless of age.**

An athlete must complete the ENTIRE sports season to be eligible to receive a varsity athletic letter. Varsity athletic letters are awarded to athletes based on criteria from the Head Coach and Athletic Director.

### **ELIGIBILITY REQUIREMENTS**

An Eligibility Policy is essential if we are to provide students with a well-balanced academic/extracurricular program. This policy is designed to assist students in being successful in their total school effort. The Yoncalla High School District Policy is:

1. An eligibility list is compiled on Thursday and is based on cumulative grades during each nine-week session.
2. Students become ineligible upon receiving a failing grade during a given week and will be notified of the ineligibility on Thursdays. Students will be given a written warning stating they have one week to improve their failing grades. During this week warning week, a student with a F in any class, is required to attend and actively participate in After School Homework Club until their grade is a 60% or higher, as confirmed by the

Athletic Director with the teacher of record. Students are strongly recommended to attend After School Homework Club if they are in the "Danger Zone" or have a grade of 60 - 67%.

3. If the student does not improve their failing grade after their warning week, they become ineligible. The ineligibility period runs from Monday through Sunday of the following week. A student who is ineligible for play, will not be allowed to ride the player bus.
4. The Principal, Teacher, or other staff member may also declare a student ineligible for citizenship or disciplinary reasons.
5. A student who is ineligible for play, will not be allowed to ride the player bus.

## **INSURANCE**

Participants in athletic programs must have insurance coverage. Students not covered by school insurance must provide written proof of an alternative health and accident plan. All athletes must have the appropriate district insurance forms on file in the high school office before participating in any sport or activity. The District will not assume financial responsibility for bills in excess of what the policy pays.

## **INTER-SCHOOL CONDUCT**

Yoncalla High School is a member of the Oregon School Activities Association. A member school cannot engage in a festival, meet, contest, or tournament with a nonmember school, or with a school that has been suspended from the Constitution and bylaws of the OSAA.

*The school must be considered liable for all acts of the participating team or school groups while on trips. The Principal, or his authorized representative, accompanying the team or school group to a festival, meet, contest, or tournament will exercise the utmost care in the supervision of said team or school group. Any school whose students, supporters, rooters, or partisans take part in riots, fights, pilfering, painting or any unsportsmanlike conduct shall be subject to fine and/or suspension.*

## **STUDENTS PLEASE NOTE**

In the event of any trouble, the OSAA holds the ENTIRE school responsible and the school as a whole is fined or suspended. This makes all of us at Yoncalla responsible for each other's conduct. The action of any group of our students, regardless of the size of the group, affects us all.

**ANY ATHLETE GUILTY OF ACTION THAT BRINGS DISCREDIT UPON THE INDIVIDUAL, THE TEAM, OR THE SCHOOL, MAY BE SUSPENDED PENDING AN INVESTIGATION, WHICH COULD POSSIBLY MEAN DISMISSAL FROM THE SQUAD.**

## **OSAA ELIGIBILITY**

### ***Minimum Satisfactory Progress Requirements (Effective August 1, 2015)***

<b>Credits to Graduate</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>Prior to Grade 10</b>	<b>4.5</b>	<b>4</b>	<b>4.5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5.5</b>
<b>Prior to Grade 11</b>	<b>10</b>	<b>10.5</b>	<b>11.5</b>	<b>11</b>	<b>11.5</b>	<b>12</b>	<b>12.5</b>

Prior to Grade 12	17	17.5	18.5	19	19.5	20.5	21
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The Oregon Schools Activities Association has certain rules of eligibility. The Yoncalla School District also applies local requirements. To be eligible for the current semester a student must do the following:

1. Pass five classes in the previous semester.
2. Be enrolled in and passing five classes in the current semester.
3. All incomplete grades must be converted to letter grades within ten days after the semester ends.
4. A student must be making satisfactory progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year.

### **PARTICIPATION FEE**

Yoncalla High School will be charging a participation fee this year for sports. No towel fees will be charged, however, student athletes/PE students must provide their own towel for sports/class activities. Students are required to pay for their Student Body Card fee. Additionally, the fee is \$50.00 per sport with a \$100.00 family limit. Students must pay their fees or arrange for fees to be paid prior to the first game. If payment or arrangements have not been made by the first game, the student will not be able to participate until either the fee is paid or arrangements are made.

Middle School students are required to have their Student Body Cards, a fee of \$20, to participate. This is their participation fee for any middle school sport during the school year. Students must have paid for their student body card prior to the first game. If payment or arrangements have not been made prior to the first game, the student will not be able to participate until either the fee is paid or arrangements are made.

### **PHYSICALS**

All athletes must have a physical examination on the OSAA pre-participation form. This must be submitted to the Coach or front office and confirmed before students are allowed to participate or practice. Physicals are good for two calendar years but student-athletes are strongly recommended to receive a physical once a year.

### **TRANSPORTATION**

All members of athletic teams must travel in school transportation and must return by school transportation. Exceptions to this rule may be granted when a student has permission to ride home from a sporting event with his/her parent. The parent must confirm the arrangements with the coach in person and provide written authorization. Under no circumstances will a student athlete be allowed to travel home from an event with another student.

All athletic trips are to be taken in District provided vehicles, preferably buses. The Athletic Director or the Principal must clear any exceptions to this rule.

The coach will exercise the responsibility to see that the conduct and appearance of players in his/her charge are exemplary in every way.

***Community Transportation:***

Community members and non-participants are allowed to ride the athletic bus/spectator bus to events if the following criteria are met:

- There must be room on the bus.
- Pre-approval must be obtained from the coach for the person to ride.
- If the community member is a student/child not enrolled at Yoncalla High School, the students/child's parent **MUST** accompany them to the event and on the return trip.

## ***GENERAL INFORMATION AND POLICIES***

### **AFTER SCHOOL ISSUES**

Any student enrolled at Yoncalla High School who displays flagrant action toward a teacher or District employee will be suspended and may be brought before the Board for a hearing.

### **ALTERNATIVE EDUCATION PROGRAMS**

Students, parents and guardians will be invited to confer with the building principal about alternative education programs upon the second occurrence of a severe disciplinary problem within the same school year, if the student's attendance is so erratic that he/she is not benefiting from the current educational program, if the student is being considered for expulsion as a disciplinary alternative, or when a student is expelled pursuant to subsection (3) or ORS 330.250.

For parents/students interested in alternative programs, a list of program options is available with building principal.

### **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities to learn formal behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet, booing, and clapping at inappropriate times are discourteous and disruptive to the performers and is not permitted.

The following regulations will apply to student assemblies:

1. When the leaders of the assembly ask for your attention, give it to them immediately.
2. All students are to stand during the Pledge of Allegiance/National Anthem.
3. Students will be courteous to the performers and to their neighbors.
4. Applause should be generous, courteous, and in keeping with the occasion.

### **BUILDING HOURS**

In order to maintain building security, Yoncalla High School is open to students from 7:35 A.M. to 3:45 P.M. All students are expected to leave the building by 3:45 P.M. after each regular school day. Only those students or student groups that are properly organized and supervised may be in the building.

### **CLOSED CAMPUS**

Campus is closed from the time of arrival until classes are dismissed at the end of the school day. No student is to leave at any time, except for the following exceptions:

- 1) a specific need verified by parent and approved by the administrator;
- 2) students who have parent and school approved work release privilege.

During lunch for students in grades 10-12, Yoncalla High School functions as an open campus. However, open campus is a privilege, not a right. It may be revoked at any time if, in the judgment of the administration, students are

abusing this privilege. Parents who wish their students to be restricted to campus during lunch must contact the office to make these arrangements. **(7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade students have closed campus at all times.)**

### **CLUBS & ORGANIZATIONS**

Student clubs and performing groups such as drama, Future Natural Resource Leaders, Dungeons and Dragons, 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.

### **COMMUNICATION BETWEEN STAFF AND DISTRICT FAMILIES**

It is the intent of the Yoncalla School District to maintain effective communication with parents/guardians. The District may schedule open houses, conferences, student/parent meetings, written and verbal communications, etc. Communication is encouraged to be informative both positive and/or challenging in nature. The intent is to keep parents informed so the school and home can work collaboratively to help a student succeed.

ParentVUE, used at the Yoncalla High, is a web and app-based communication system for grading and attendance. Parents/Guardians can also communicate with teachers via email through ParentVUE and see upcoming events through announcements. Parents/Guardians should check ParentVUE at least once a week.

Teachers and Staff in the Yoncalla School District also use Remind as a communication app with families to share daily information and updates. All communication through Remind can be done through text, app, or email notifications. Remind is often used to give families reminders about student finish work or upcoming events.

### **COMPLAINTS**

A student or parent who has a complaint concerning a classroom/teacher issue should follow this procedure:

1. Bring the matter up to the appropriate teacher.
2. If the outcome is unsatisfactory, a conference with the Principal can be requested within five calendar days following the conference with the teacher.
3. If the outcome of this meeting is unsatisfactory, the student or parent may meet with the Superintendent.
4. If the outcome of this meeting is unsatisfactory, the parent of the student may file a written, signed complaint to the Board in care of the Superintendent within ten calendar days following their conference with the Superintendent (or designee) and appear before the Board, in accordance with Board Policy.

### **COMPUTERS**

Abusing the privilege to use school computers and related equipment will result in the loss of that privilege. Abuse includes but is not limited to:

1. Physical damage to the equipment and/or using the equipment to access, view, or produce obscene, vulgar, sexual, and other objectionable material.
2. Violation of District Internet agreements, accessing or overriding Internet sites that have been purposely blocked, (i.e. hotmail and game sites).

3. Using a VPN or related application to circumvent our network security or internet security applications. Unauthorized VPN access will result in loss of computer and/or internet privileges.

### **COUNSELING SERVICES**

Yoncalla School District contracts out counseling and therapy services to an outside organization who hosts sessions with students in each building and is based on individual needs. Counseling services may include but are not limited to family counseling, adolescent counseling, and mental health referrals.

### **DAILY BULLETIN/ANNOUNCEMENTS**

A daily bulletin/announcements will be typed every morning and read during third period. All announcements must be into the Publications Advisor by 7:45 a.m. to be included in the bulletin. It will be the students' responsibility to read the bulletin posted on Yoncalla High's Facebook page, if they are unable to get the information during class.

### **DANCES & SOCIAL EVENTS**

Dances are for Yoncalla High School students. 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 event. A student who wishes to bring a guest must sign them up at the office by the designated time frame. The person inviting the guest will share responsibility for the conduct of the guest. **Parents are encouraged and invited to attend school dances.** Regulations governing dances are as follows:

1. Dances must be chaperoned by the high school staff and parents.
2. Once a student has left a dance he/she may not be readmitted.
3. A guest must be at least in high school to attend a dance.
4. No one over the age of 20 will be admitted to a school-sponsored dance without permission from the principal.
5. Appropriate clothing and behavior is expected.
6. No dance (except the Black Light Dance, Prom or Homecoming) shall extend beyond 11:00 PM.
7. The administration has the right to refuse access to any person who is not a student at YHS.
8. Middle School dances will be during the school day and are for YMS students only. (No guests are allowed – No Exceptions)

### **DIRECTORY INFORMATION**

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, telephone number, photograph, date and place of birth, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, film clips and illness or accident information as may be appropriate for dealing with health and safety emergencies.

Exclusions from any or all directory categories named as directory information must be submitted in writing to the school principal by a parent, student 18 years of age, or emancipated students. **Unless a parent objects to the release of any or all of this information within fifteen (15) school days of the date this student handbook is posted on the high school or middle school web site, directory information may be released by the District**

for use in local school publications/newspapers, the school web site, or other media outlets for purposes deemed appropriate by the Principal. Parents and eligible students also have the right to review and propose amendments to such records under the conditions of SB97.

### **DRESS CODE**

The purpose of the Yoncalla High School/Middle School dress code is to provide guidance to students and parents as to appropriate attire for school and at any school function. In addition, the dress code is a primary means of helping students learn a skill, which is required for success in getting and keeping employment linked to attire. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religious/cultural observance, household income, or body type/size.

#### **Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with opaque fabric. However, cleavage will not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

1. **Students Must Wear,**\* while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

2. **Students May Wear,** as long as these items do not violate Section 1 above:

- Hats if allowed by the classroom teacher. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is not allowed, the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; (no halter tops)
- Athletic attire



- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

### 3. **Students Cannot Wear:**

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bulletproof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required for a class).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance) which includes hoods.

### **DRESS CODE ENFORCEMENT**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Section 3 above. Students in violation of Section 3 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the

- entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

### **EQUAL OPPORTUNITY**

Yoncalla High School assures equal opportunity for all students regardless of age, gender, religion, national origin, disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, or marital or parental status. Students are excused from state and/or district-required programs or learning activities, where necessary, to accommodate their disability or religious beliefs.

### **FREEDOM OF EXPRESSION**

1. Students are entitled to express personal opinions under reasonable circumstances.
2. Any publication supervised and/or sponsored in any way by the school shall be known as a school publication. Even though the publication may be accomplished by student effort, the student has a responsibility to the total school community. Libelous and profane or obscene matter is prohibited from all school publications. The school's duty is to maintain the student's right to free speech, and its duty to educate pupils and protect the rights of all students need careful consideration when either duty tends to conflict with the other.
3. School Board Policy governing school publications will be followed.
4. Students may refuse to participate in patriotic exercises as long as the manner of such nonparticipation does not disrupt the educational process.
5. The use of profane or obscene language and threats of harm to persons or property are prohibited.

Students who do not meet these credit requirements will be placed in the class appropriate for their credits, will be signed up for credit recovery, and/or required to attend Summer School.

### **LIBRARY**

Students may check out materials anytime that the librarian is on duty. The media center contains materials relating to the curriculum. Many of the resources are used for reports and projects. Therefore, a student keeping books past the due date may be preventing other students from completing their assignments. Students with excessive overdue books and fines over \$3.00 will be notified and a letter informing parents may be sent home.

Library books and materials should be treated with care and will be checked by the librarian upon return for damages. The following regulations will be observed while in the library:

1. Students having overdue books and fines will be notified periodically.
2. Reference books are not to be taken out of the library except with the permission of the librarian.
3. Students who are in the library will be expected to have a definite project or purpose.
4. If the student is released from a class to go to the library, he must have a pass/slip and the project must be listed on the slip.

5. Failure to return books may result in the loss of library privileges.
6. Students are allowed in the computer lab only with teacher supervision.
7. Middle school students are permitted to check out books in the High School Library. A separate section has been set up with age/reading level appropriate books. However, your student will have access to all the books in our system for checkout. If there are any concerns, please contact your student's teacher.

### **LOST AND FOUND**

Found clothing, personal items, and other articles such as pens, wallets, money, purses, and other small items should be turned into the main office. Students who have lost such items may retrieve them from the office. Items left in the lost and found will be donated at the end of the school year if they have not been claimed.

### **NON-STUDENT LOITERING**

To help protect student and school property and to prevent disruption, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds. Visitors in the school building during a normal school day are expected to report to the main office first and arrange for the conduct of their business.

No individual may loiter in or near a school building or grounds. Loitering means not having any reason or relationship involving custody of or legitimate reason for being there.

### **PERSONNEL POLICIES**

The Yoncalla School District maintains personnel policies. They are available to the public in the District Office.

### **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the District.

### **REQUIRED NOTIFICATION**

Yoncalla High School has asbestos containing building materials and is managed according to federal regulations.

### **SKATEBOARDS, ETC.**

Due to school district liability, skateboards and other wheeled devices are prohibited from use on school property.

### **SOCIAL SECURITY NUMBER**

The District is required by law to inform you about the use of student Social Security Numbers. The following is provided for your information:

- Providing your Social Security Number (SSN) is voluntary.
- If provided, the District will use your SSN for record keeping, research, and reporting purposes only.
- Your SSN will NOT be used to make any decisions directly affecting you or any other person.
- Your SSN will NOT be given to the general public.
- You will NOT be denied any rights as a student if you choose not to provide your SSN.

- Providing your SSN means that you consent to the use of your SSN in the manner described.

OAR 581-21-225 authorizes school districts to ask you to provide your SSN. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and requirements. It also helps school districts and the state research education programs and student success in the workplace.

The 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.

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

### **STEALING**

Stealing will not be tolerated in the Yoncalla School District. Stealing is defined as being in possession of “something” that does not belong to you. If you find something that does not belong to you, and you keep it, this will be considered as stealing. Anything found that belongs to someone other than you should be turned into the office.

### **STUDENT RECORDS**

Student records include all records relating to students such as behavioral records and student progress records.

All student records shall be confidential and except as hereinafter provided, shall be open for inspection only in accordance with the law and such rules and regulations as duly adopted by the District School Board.

All student records maintained by the District shall be available for inspection by any parent or legal guardian requesting to see such individual records; however, student behavioral records shall be released only in the presence of an individual qualified to interpret the records.

Only the Superintendent or his designated representative may release student behavioral records for use in any proceedings, civil or criminal, in any court of this state. Student behavioral records may also be released with the consent of the student or juvenile so confiding or to whom such records relate, if the student is 18 years of age or over, or if the person is a minor, with the consent of the student's parent or legal guardian. Release shall be made only in the presence of an individual qualified to interpret the records.

Student progress records will be available to all teaching staff, to parents or legal guardians, and upon request, to other agencies having a demonstrated interest in the student.

Progress records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if the parent or legal guardian has signed a written release.

### **STUDENT REDRESS**

Students have the ability to address situations where they feel that rules appear to be unjust or improperly applied. The following steps are applicable when considering student redress:

1. The student should not seek to have an issue resolved during class time. To do so may disrupt the educational process.
2. The student should make an appointment with the teacher or school counselor to discuss the issue outside of class time.
3. If the issue is not resolved, the student should go to the next level of authority (Principal).
4. If the issue is still not resolved, the student has the right to discuss the issue with the Superintendent.
5. If the issue is still not resolved, the student may go to the School Board. Action beyond this group would be at the county and state level.

Most procedures of this type require that action be initiated promptly, the issue being processed within 30 days of its occurrence.

### **VEHICLES AT SCHOOL**

Rules and regulations governing the use of student vehicles shall be distributed to each student. The privilege of driving to school is extended to any licensed driver complying with the rules and regulations; however, permission to drive a vehicle onto school grounds may be revoked for a demonstrated cause. The district assumes no responsibility or liability for loss or damage to vehicles.

#### *Responsibilities:*

- No student vehicles will be permitted to leave the school grounds during school hours without checking out in the office.
- Students are expected to show proof of insurance, licensure, and vehicle registration within the first week of school or within a week of driving to school.
- Drivers may be cited and fined, and driving privileges may be revoked for drivers who regularly abuse their driving privileges; driving too fast, driving recklessly, arriving late, habitually transporting students who do not have permission to ride are just a few examples of abuse of campus driving privileges.
- **When driving to school results in a student attendance problem, school authorities may deny the privilege of driving on school property.**
- ***Students are not to transport other students during lunch or school hours, for any reason.***
- Students are not to be in or near parked vehicles any time during the time school is in session including lunch.

- Students must park their cars in the marked areas of the parking lot. Those students not parking correctly, in the back of the school, in the bus lane, in the teachers' parking area, or blocking another car may be cited and fined.
- Any student trying to circumvent these regulations by parking in any other place other than where the school directs, or fails to abide by the rules and regulations governing vehicle use may forfeit all rights to drive to school under any circumstances and be subject to student discipline.

### **VISITORS**

All visitors must sign in at the office first and wear a "Visitor" badge. To keep disruptions of the educational process to a minimum, student guests will not be allowed unless the Principal gives special permission. The administration reserves the right to deny visitor privileges at any time. The following guidelines must be met for a visitor to attend Yoncalla High School:

1. The visitor must be enrolled in another high school.
2. The visitor's school is not in session during the visit.
3. The Yoncalla student must obtain teacher permission at least two days prior to the visit.
4. The visitor must check in at the main office before visiting.
5. NO visitors are permitted during finals week.
6. Visits are limited to one day.

**It will be the practice of Yoncalla High School/Middle School to deny student guests during school hours unless there are extenuating circumstances.**

## ***Emergency Procedures and Student Safety***

### **EMERGENCY SCHOOL CLOSURE**

It may be necessary because of the threat or arrival of severe weather to send children home from school early. Please select a second home (possibly a neighbor) where your children may stay in the event you are away from home.

- If any emergency (wind, snow, flood, earthquake, etc.) should occur suddenly, the Superintendent of schools will decide the matter of departure of your child from school. This decision may be to send your child home immediately; or it may be to keep them in the schools indefinitely under continued supervision until emergency conditions have passed. Whatever the decision, it will be predicated on providing the safest possible place for the students.
- In case of any emergency, please tune your radio to any local station for information concerning the release of children from school. Morning school closures will also be broadcast over these stations.
- If the decision is made to keep the students in their respective schools, they may be picked up at the school by checking at the school's office.
- **Weather information regarding school delays or closures - You will be contacted by the Alert Now system if we have up to date contact information in the office.**

### **FIRE AND EARTHQUAKE DRILLS**

A fire drill will be held at least once during each month. During this drill, a systematic and orderly evacuation is essential. Students must maintain orderly lines and talking, playing, and running are not permitted during the drill.

*Fire Drill Procedure:* In accordance with the State Fire Marshall's directive, schools must keep an accurate account of their students during the fire drill and check in restrooms and locker rooms.

1. Teachers will know the number of students in each class period. When roll is taken, keep in mind the number of students in that class. When the fire alarm is sounded, teachers will take the students outside, at least 100 feet from the building, and retake attendance. If a student is missing, the Principal shall be informed.
2. Room 9 teacher will be responsible for checking the lower restrooms.
3. Principal will be responsible for the middle men's restroom and the men's locker room.
4. Office attendant will check in the upper restroom and women's locker room.

*Earthquake Drill Procedure:* During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables or counters.

#### **If indoors:**

1. Stay inside, move away from windows, shelves and heavy objects and furniture that may fall. Take cover under a table or desk or in a strong doorway.

2. In halls or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows and clasp hands firmly behind neck.
3. In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.
4. Listen to the teacher for instructions to evacuate the building about 60 seconds after the shaking has stopped.

**If outdoors:**

1. Move to an open space away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.
2. On a school bus, students should remain in their seats and hold on. Listen to the bus driver for instructions to evacuate the bus after the shaking has stopped.

**HARASSMENT/CYBER BULLYING**

Harassment of any kind, bullying, cyber bullying, hazing, intimidation, threats and/or menacing by staff, students or third parties is strictly prohibited and will not be tolerated at any district events/activities on or away from district property.

Harassment/bullying includes but is not limited to any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, oral, written, or physical nature on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

**Sexual harassment** includes but is not limited to any act which subjects an individual or group to unwanted sexual advances, requests for sexual favors, and/or any other nonverbal, oral, written, or physical behavior of a sexual nature.

**Intimidation/threats** includes but is not limited to any threat or act intended to tamper, damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious injury on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

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

All complaints regarding harassment of any kind, hazing, intimidation, threats and/or menacing by staff, students or third parties shall be reported to the principal who will promptly investigate the complaint and issue a reply within a reasonable amount of time of receiving the complaint. Disciplinary action against a student may range from a letter of apology to expulsion, depending on the gravity of the student's actions. If the reply is not acceptable to the complainant, he/she may file a formal complaint.



### *Formal Written Complaints*

Step 1 - When a formal complaint is filed, a conference will be held with the complainant within five days of receiving the complaint. Parents will be notified of the nature of any complaint involving their student. The parties will have an opportunity to submit evidence and a list of witnesses. The official conducting the investigation shall notify the parties as appropriate in writing when the investigation is concluded and a decision is determined.

Step 2 - If the complainant is not satisfied with the decision of Step 1, he/she may submit a written appeal to the superintendent who shall meet with all parties involved and issue a written response within ten days of receiving the appeal.

Step 3 - If the complainant is not satisfied with the decision of Step 2, he/she may submit a written appeal to the Yoncalla School Board within ten days of the superintendent's response. The Board will conduct a hearing within 20 days of receiving the appeal. The complainant will be allowed to be present at the hearing. The Board will issue a written response within ten days of the hearing.

Step 4 - If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. (Reference: Board policies JBA/GBN and JFCF/GBNA)

### **HEALTH SERVICES**

*Student injury:* All injuries must be reported to a teacher or to the office immediately. Parents will be notified first in all cases except very minor injuries. At that time a decision will be made whether to seek medical attention. In the case of an emergency, procedure will be to call a doctor or ambulance and notify the parent. **Every attempt is made to contact parents or the emergency contact person whom you list on the emergency card and registration form. Our ability to reach you depends on your providing us with current phone numbers.**

*Communicable diseases:* Parents of a student with a communicable or contagious disease are asked to telephone the Principal's office so that other students who have been exposed to the disease can be alerted. A student with certain communicable or contagious diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of a local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. A parent must provide a signed statement that a recognized treatment has been initiated. These diseases include, but are not limited to, chicken poxes, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staphylococci infections, streptococci infections, and tuberculosis. Parents with questions should contact the school office.

*Infection/Disease Instruction:* An age-appropriate plan of instruction about infections/disease including AIDS, HIV and HBV has been included as an integral part of the District's health curriculum. Any parent/guardian 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.

## **INSURANCE**

At the beginning and throughout 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). Claim forms may be picked up at the school office. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school sponsored trip outside the District or school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) show proof of insurance or (3) signed a form rejecting the insurance offer.

## **LOCKERS**

Lockers are available to students and are assigned at the beginning of the school year. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SAFEGUARD OF ARTICLES LEFT IN THE LOCKERS. *The lockers are not designed for maximum security.* STUDENTS ARE URGED NOT TO PLACE VALUABLE ITEMS IN LOCKERS FOR SAFEKEEPING. Students are held responsible for the contents of their assigned lockers.

Decorating lockers will be limited to pictures which are taped on and school appropriate, wooden locker organizers, and tape or magnet mirrors. NO PICTURES/ITEMS ARE ALLOWED ON THE OUTSIDE OF THE LOCKER. Stickers, contact paper, inappropriate pictures, and permanent marking pens are prohibited in lockers. Students are required to thoroughly clean their lockers every year prior to leaving in June.

## **STUDENTS ACCEPTING LOCKERS DO SO WITH THE UNDERSTANDING THAT THEY ARE SUBJECT TO INSPECTION BY SCHOOL AUTHORITIES.**

Students may purchase a lock for their hall locker/PE locker for \$7.00. This fee is reimbursed at the end of the year when the student returns the lock. Locks may be purchased through the office.

## **MEDICATION POLICIES**

The Yoncalla School District recognizes that administering of medication to students and/or self-medication, may be necessary when the failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication at school, on a temporary or regular basis.

### *District Administered Medication:*

- The parent shall make requests in writing for the District to administer medication.
- Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of student, name of medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirement of 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. The District will dispose of 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 comes first.

*Student Self-Medication:*

- Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent. 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 non-prescription medication.
- Students may have in their possession only the amount of medication needed for that school day. 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.

**POLICE QUESTIONING**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Students have the right to refuse to speak with the police until his/her parents are present.

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

**SEARCH AND SEIZURE**

The District seeks to create a climate in the school which assures the safety and welfare of everyone. Equipment such as lockers belongs to the District, and students are allowed to use this equipment as a convenience. The school may insist that lockers be properly cared for and not used for the storage of illegal items. The following practices shall be applied when search and seizure are a concern:

1. A search of a student's person and/or property should be limited to situations where there is reasonable suspicion that the student is concealing evidence of an illegal act or violation of school policy.
2. Illegal items (firearms, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of the possessor or others may be seized by school officials.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
4. When a school official has reasonable doubt relating to safety or security, a general search of school properties including, but not limited to, lockers or desks may occur. Items belonging to the school may be seized.

5. All items seized shall be returned to the proper authorities or true owner.
6. When possible and practical, the student shall be present when a search of personal possessions is conducted.

### **SIGN OUT POLICY**

No student may leave campus without checking out through the office. The Office Staff will give approval to leave campus after the following steps have been completed:

1. Direct communication in person or over the telephone, between the office and the parent/guardian; or
2. Permission to leave campus for a teacher approved activity (this must go through the office).

Upon receiving permission from the office, the student checking out will sign the checkout sheet. Students failing to follow the proper checkout procedures will be considered unexcused and truant.

In severe cases, a school official may take the student home or to a medical facility to consult a doctor. Students may not take other students from the school grounds in their automobiles without prior approval from the Principal.

### **SURVEILLANCE CAMERAS**

For the safety of our students, staff, and community Yoncalla High School is equipped with surveillance cameras. These cameras are on 24 hours a day every day of the year. They are located both inside and outside the campus.

### **STUDENT CODE OF CONDUCT**

Proper student conduct is not only necessary to an orderly operation of the school, but commensurate discipline reinforces positive behavioral patterns that will serve the student later in life. It is the intent of Yoncalla High School to discipline students without malice or favoritism and with full observance of both the spirit and letter of the law regarding student rights, due process, the laws of the State of Oregon, and the administrative rules governing the operation of schools.

#### ***Minor Misconduct:***

May include, but not limited to the following examples:

- 1) Practical jokes
- 2) Disrespect – rude or dismissive words/actions to staff or students (including third parties), put downs that are rude but not major teasing, undermining comments to staff or students
- 3) Non serious physical contact such as roughhousing, horseplay, or engaging in PDA
- 4) Repeatedly coming unprepared to class/Excessive Tardies (parent and student contact must occur)
- 5) Minor Disruption – noises, out of seat, blurting, discussions at inappropriate times, throwing small objects (not at people with not intended to cause harm)
- 6) Throwing objects
- 7) Tardiness – Student is not in class with appropriate materials by the time the bell rings, arriving no more than 15 minutes after the bell
- 8) Refusal to follow Cellphone Policy
- 9) Misuse of school or personal property

Students exhibiting minor misconduct will be disciplined by their teachers. Continued disruptive behavior or violation of class rules will lead to the parents being contacted by the teacher. Students who continue to be disruptive or not follow class rules can expect other interventions or removal from class or school. An accumulation of 4 minor referrals will count as 1 major referral.

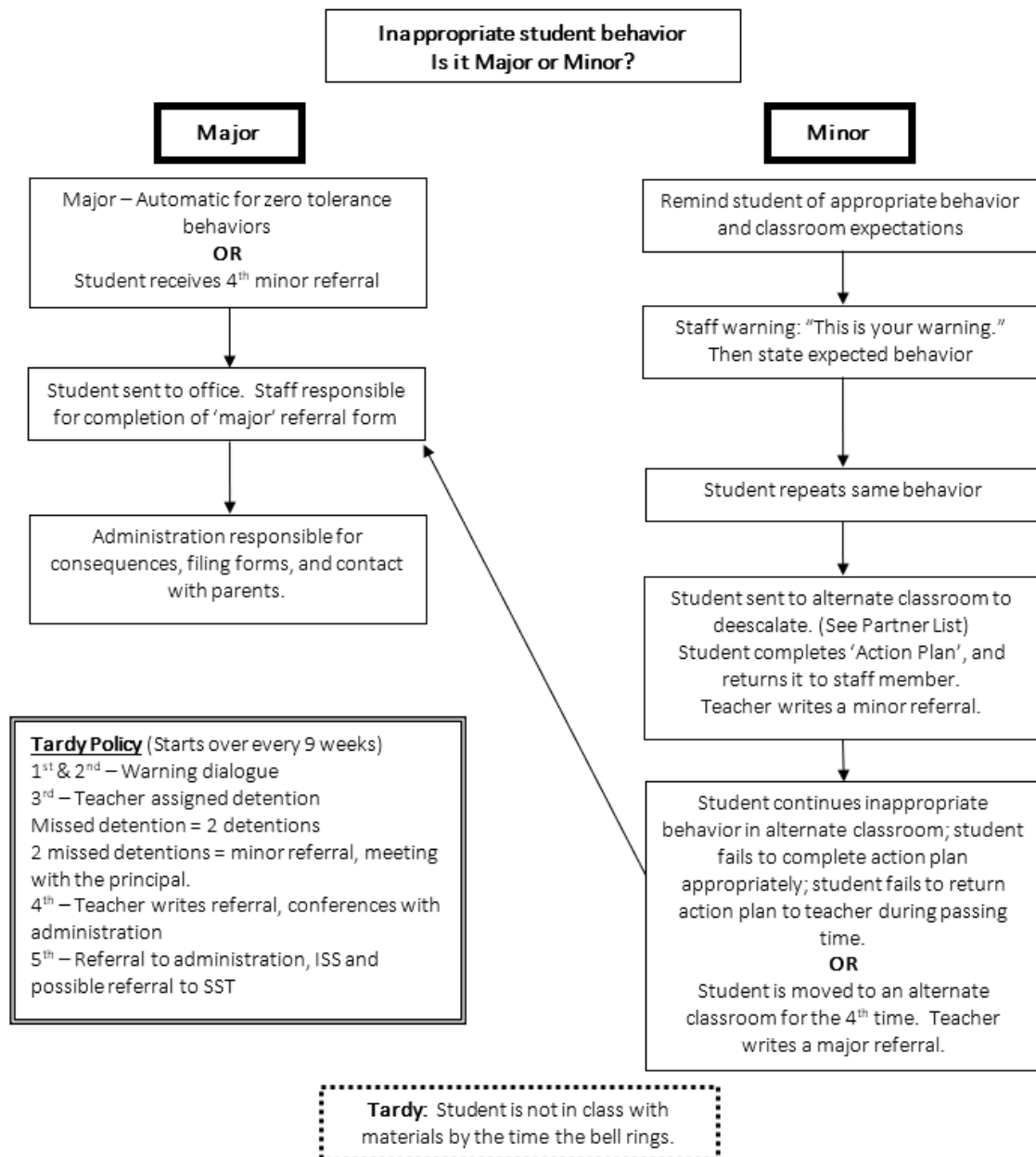
***Major Misconduct: (Zero tolerance behaviors)***

Major misconduct is defined as any act that is considered criminal under Oregon law or violates the civil rights of the people and the following:

- 1) Disrespect/Harassment/Bullying
  - a. Swearing that is directed at a student or staff member
  - b. Inappropriate hand gestures
  - c. Targeted hate speech – verbal or electronic
  - d. Targeted threat to others
- 2) Fighting/Physical Aggression (intent)
  - a. Kicking, hitting, pushing, throwing, shoving, biting, etc. with intent to do harm
- 3) Insubordination/Willful Disobedience (Major Defiance)
  - a. Repeated failure to comply, or follow directions
  - b. Leaving class without permission
- 4) Major Disruption
  - a. Serious interference with school process
  - b. High intensity, continuous disruption
- 5) Conduct that is vulgar or obscene (ORS 399.250).
  - a.
- 6) Property Destruction
  - a. Graffiti or vandalism with damage
  - b. Damage that is not easily restored
- 7) Use of Drugs, alcohol, and illegal substances (ORS 339.250)
- 8) Major Theft
  - a. In possession of, has passed on, or is responsible for removing property that is not their own without permission
- 9) Possession of weapons and articles that are a threat to health and safety.
- 10) Reckless use of automobiles, bicycles, or skateboards.
  - a. YHS cooperates with the Douglas County Sheriff's Department in the enforcement of traffic laws and regulations on school grounds.
- 11) Truancy.
- 12) An accumulation of 4 minor referrals in a 9-week period of time will constitute 1 major referral.

Students exhibiting major misconduct can expect suspension as a consequence. Continued major misconduct may cause removal from classes or expulsion from school. **A student who makes a threat of harm towards a staff member, student, or to themselves will be suspended until a risk assessment is performed by an independent third party at the parents' expense.**

## ***Yoncalla Middle and High School Discipline Flow Chart***



### ***Detention:***

Detention is intended as a “consequence” for students who abuse behavioral and/or attendance policies. It is set up as a “study/quiet area” and is a good opportunity to catch up on missed schoolwork. Students are to report to the detention room after school on the day assigned and remain for 30 minutes. Detentions may be assigned for students from 7:40-8:00am, during Friday School or on the scheduled time below.

*Schedule: Daily from 3:30-4pm*

### *Rules*

- Be on time. Detention is always after school for 30 minutes, unless scheduled at a time in accordance with the detention teacher.
- No food or drink is allowed in the detention room.
- No talking is allowed; maintain a quiet, study atmosphere.
- No electronic devices are allowed.
- Attend on the day agreed upon.
- No student will be allowed to participate in any school activities or practices unless the student attends detention obligations as assigned.
- If you cannot attend on the day assigned, contact the teacher in advance. It is only at the detention teachers discretion that a time can be changed.
- If you miss your scheduled detention you will be given one chance to show up at another detention. If you miss the second scheduled detention, you will automatically be suspended for one day.

### ***In-School Suspension:***

When behavior is unacceptable and inappropriate to the purpose of school, students may be temporarily assigned to In-School Suspension. Students who fail to comply with the rules and expectation of ISS will be sent home and placed on regular out of school suspension.

### ***Friday School:***

When behavior is unacceptable and inappropriate to the purpose of school, students may be assigned to Friday School. Friday School will be held on those Fridays when students have been excused from school because of teacher curriculum days/in-service days. Friday School runs from 8:00-10:00. Additional time may be added if the behavior warrants it. Students who fail to comply with the rules and expectations of Friday School will be sent home and place on regular suspension. Rules for Friday School include the following:

- No electronic devices.
- Bring work with you.
- No talking.
- Be on time.

### ***Suspension:***

A student may be suspended from school for violations of the student code of conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for re-admission and an opportunity to appeal the decision. A suspension may not exceed ten (10) consecutive school days.

Every reasonable and prompt effort will be made to notify the parents of a suspended student. It should be noted that the use of out of school suspensions is not meant to be a convenience for the parent or the student. It is meant to give the student an opportunity to change his/her behavior and give the students within the school their *RIGHT* to an education.

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

Schoolwork missed by the student while on suspension may be made up. It is the student's responsibility to ask his/her classroom teacher for the makeup work and to hand it in within the framework of that teacher.

***Expulsion:***

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion may extend to 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. See alternative education programs in this handbook.

**CLASSROOM BEHAVIOR**

Students are expected to be in the class to learn. Teachers will establish guidelines and give directions in the classes. Students are to conform to them. Flagrant misconduct or repeated instances of disruptive conduct will result in disciplinary action as will any instance of students leaving class without teacher approval.

**CORPORAL PUNISHMENT**

Physical discipline shall not involve striking or physical restraint of students. Physical restraint may be employed when actions of the student may be harmful to himself/herself or others.

**DISCIPLINE LAW**

The following is a list of student conduct and discipline laws. Parents and students are advised of these laws relating to the following Student Conduct and Discipline Laws:

1. Allows a school district to deny admission to a student who is expelled from another school district.  
*Requires a school district to deny admission to a student who is expelled from another school district for an offense that constitutes a violation of the Federal Gun Free Schools Act of 1994. (ORS 339.115)*
2. School boards may suspend or expel any student who assaults or menaces a school employee or another student. The age of a student and the past pattern of behavior of a student shall be considered prior to a suspension or expulsion of a student.  
*Menace is defined as "by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury." (ORS 339.250)*



3. The expulsion of a student shall not extend beyond one calendar year. Previously, a student could not be expelled beyond the current semester unless the semester ended within such a short period of time that the expulsion would be too short to be effective. (ORS 339.250)
4. Requires school districts to have a policy requiring the expulsion of any student for a period of not less than one year if that student is determined to have brought a weapon to a school under the jurisdiction of the school district. The Superintendent may modify the expulsion on a case-by-case basis.  
*Weapons may include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to sell, harm, threaten, or harass students, staff members, parents, and patrons.*
5. A school district may require a student to attend school during non-school hours as an alternative to suspension (ORS 339.250)
6. Allows a school district to adopt a policy to have the Superintendent or the Board to file a written request with the Department of Transportation to suspend the driving privileges of a student or the right to apply for driving privileges.

Requires the Department of Transportation to suspend the student's driving privileges or the right to apply for driving privileges upon written notification from the school district.

*Policies must include the following provisions:*

- *A written request may be filed only if the student is at least age 15 and:*
  1. *the student has been expelled for bringing a weapon to school, or*
  2. *the student has been suspended or expelled at least twice for assaulting or menacing a school employee or another student, for willful damage to school property, use of threats, intimidation, harassment or coercion against a school employee or another student.*
  3. *The school Superintendent must meet with the parent/guardian of the student before submitting the written request to the Department of Transportation.*
  4. *The driving privileges of the student or the right to apply for driving privileges may be suspended for no more than one year.*
  5. *If the school district files a second written request with the Department of Transportation to suspend the driving privileges of a student or the right to apply for driving privileges, those privileges shall be suspended until the student is 21.*
  6. *A student may appeal the decision of a school Superintendent regarding driving privileges of a student under the due process procedures of the school district for suspensions and expulsions.*
- *If the driving privileges of a student are suspended the student may apply to the Department of Transportation for a hardship permit.*

### **DISCIPLINE OF DISABLED STUDENTS**

A student being served by an Individual Education Program (IEP) who violates the code of conduct will be treated in accordance with district policies, and state and federal laws.

### **EXPRESSIONS OF AFFECTION**

Students must realize that school and the school grounds are not the place for visible expressions of affection. Acceptable conduct therefore, dictates that we restrict expressions of affection to the holding of hands by students in school, on school grounds, during school activities, and on school buses.

### **GANG INVOLVEMENT**

In an effort to reduce gang involvement, the District encourages students to become involved with District sponsored clubs, organizations and athletics. Students are encouraged to seek the assistance of counselors for additional guidance and District and community resources that offer support to students and alternatives to gang involvement.

No student on or about District property or at any District activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech, either verbal or 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 or other violation of District policies.

Students in violation of the District's Gang Policy will be subject to discipline in accordance with the District's Student Code of Conduct.

### **HALL CONDUCT**

Students are encouraged to be respectful of others and to conduct themselves in the hallways in such a way that the educational process is not hindered. Although the following list is not inclusive, the following infractions will be discouraged and appropriate discipline measures will be applied to offenders:

- Running in the halls.
- Scuffling in the halls.
- Abusing school property.
- Throwing paper or other articles on the floor.
- Unnecessarily obstructing or loitering in halls between classes.
- Demonstration of affections.
- Electronic devices shall not be played in the classrooms unless approved by the classroom teacher.

### **RELUCTANT LEARNER**

The following procedures are an attempt to implement the laws concerning pupil attendance at Yoncalla High School.

Pursuing the prescribed course of study shall be interpreted as being diligent in study. To be diligent in study, a student shall make a reasonable effort to do the following:

1. Complete assigned work on time.
2. Be courteous and attentive to the teacher and fellow students.
3. Perform work consistent with their ability.
4. Be regular and punctual in attendance.

Parent and student attention is directed particularly to the foregoing. Failure to comply with diligence in study will mean that a student may be expelled from the regular school and lose the privilege of attending school or getting credit for class.

1. Students may be considered for the Reluctant Learner Policy if they receive three or more failing grades at the end of any grading period, or upon written request for investigation submitted by a teacher to the Principal or his designated representative.
2. The Principal or designated representative will confer with all of the student's teachers, with the counselor, and the student's parents or guardian.
3. If the findings of the Principal's investigation indicate the school has made every possible effort to assist the student to accept the responsibility for earning an education, the Principal will then inform the student and parents/guardian of the student's status. The student will be placed on probation pending a marked improvement in all aspects of his/her schoolwork.
4. If during the probation period, the student has not improved his/her grades and associated performance in classes, the parents/guardian may be notified in writing and the student will be suspended from school pending an expulsion hearing.
5. At the expulsion hearing the student may petition for reinstatement. The District Superintendent shall determine reinstatement conditions.
6. If the Superintendent, upon reviewing the facts, determines that the student should be permanently excluded from school, all facts will be presented to the Board of Education for their action.

## **SCHOOL BUSES**

The following rules and regulations handed down by the Oregon State Board of Education will apply to all students riding District transportation:

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, tobacco, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. The bus driver may assign pupils seats.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through the bus windows.

10. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
11. Pupils shall keep the bus clean, and must refrain from damaging it.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall be courteous to the driver, to fellow pupils, and passers-by.
14. Pupils who refuse to obey promptly the directions of the bus driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

*Citations:* The School Board's Bus Policy allows one citation as a warning. A second citation may result in suspension of riding privileges for one week. A conference between the student, the driver, the parent, and a member of the administrative staff will be necessary before riding privileges may be reinstated. A third citation may mean the suspension of riding privileges for the remainder of the school year.

### **STUDENT GUIDELINES**

The single governing principle behind most rules and behind all relations with others is simply to treat others as you would like to be treated. Students are expected to:

1. Respect others
2. Respect the rights of others
3. Respect the property of others
4. Comply with attendance rules of the District
5. Comply with rules and lawful directions of the faculty

### **STUDENT RIGHTS/RESPONSIBILITIES**

The Board has responsibility to afford students the rights that are theirs by virtue or guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. Civil rights, including the right to equal educational opportunity and freedom from discrimination: the responsibility not to discriminate against others.
2. The right to attend free public school: the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of the law with respect to suspension, expulsion, and decisions, which the student believes injure his/her rights.
4. The right to free inquiry and expression: the responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

Students have the right to know the standards of behavior that are expected of them as well as to know the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through information distributed annually.

### **SUBSTANCE ABUSE REGULATIONS**

The possession, selling or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes drug possession, drug paraphernalia, selling or use at school during the regular school day and at any District related

activity, regardless of time or location and while being transported with District provided transportation. Students in violation of the District's Drug, Alcohol and Tobacco Policy will be subject to disciplinary action and referred to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.\*

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning the healthy development of students, the District has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the District. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. This program also includes staff training in District procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and legally as a result of illegal drug, alcohol and tobacco use.

The District's Drug, Alcohol, and Tobacco Prevention Program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on District and community resources.

*\*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, \$100,000 fine or both.*

### **SWEARING AND VULGAR LANGUAGE**

Swearing or vulgar language that is directed towards a staff member **WILL** result in the student's suspension from school. Continued incidences may result in the student's expulsion. Swearing or vulgar language in conversation will be cause for reprimand by the staff and could lead to suspension.

### **TOBACCO**

The use and/or possession of tobacco products (including e-cigarettes/vaporizers) is prohibited on all school district property. This applies to students, staff, patrons and visitors. The Yoncalla School District regards tobacco as a medical problem that can severely affect learning and behavior and young people stand the greatest danger of becoming addicted. Furthermore, Oregon law now prohibits the possession of tobacco products by people under 21. In compliance with this statute and a concern for the wellbeing of all students, the school district will enforce the following for students who possess and/or use tobacco. \*\*

- 1<sup>st</sup> Offense                      One day out-of-school suspension
- 2<sup>nd</sup> Offense                     Three day out-of-school suspension
- 3<sup>rd</sup> Offense                     Five day out-of-school suspension
- 4<sup>th</sup> Offense                     Recommendation for expulsion

*\*\*In accordance with Oregon law, any person under age 21 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 21 years of age is subject to a fine of not less than \$100 and up to \$500.*

## **WEAPONS**

Weapons and replicas of weapons are forbidden at Yoncalla High School. No person, with the exception of law enforcement officers or those authorized by the district superintendent, shall have possession of a loaded or unloaded firearm, dangerous weapon, or replica of a dangerous weapon, nor transfer possession of such a weapon to another person on school district property or at school sponsored events that occur off school property. \*\*\*

A dangerous weapon is defined as any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.

Weapons shall include, but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious and irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, and patrons.

Any student who has possession of a loaded or unloaded firearm or transfers possession to another is in violation of these policies and will be subject to discipline and will automatically receive an expulsion hearing.

Any student who has possession of any other dangerous weapon or a replica of a dangerous weapon will be subject to discipline, including but not limited to suspension and expulsion.

Any non-student who is found to have possession of a firearm or other dangerous weapon or transfers possession to another on school property or at school sponsored events that occur off the school campus will be considered to be unlawfully present on the premises and will be subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

The appropriate law enforcement agency will be promptly informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

- *\*\*\*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.*
- *\*\*\*In accordance with Federal law, students bringing a weapon to school shall be expelled up to one year. However, on a case-by-case basis, the superintendent may determine an expulsion for less than one year is appropriate. Under Federal law "weapon" is defined as any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or destructive device. "Destructive device" means an explosive, incendiary or poison gas, bomb, grenade, rocket or missile.*