

**WALLOWA
HIGH SCHOOL**

Home of the Cougars



**STUDENT HANDBOOK
2017-2018**

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ADMINISTRATION MESSAGE

Wallowa Schools have a well-earned reputation as being excellent schools. This handbook is provided to let you know of our programs, policies and activities. Please take the time to become familiar with it and keep it to use as a resource to answer questions you may have during the school year. Throughout the school year, please keep in mind what makes the Wallowa Cougars so special. We stand for:

- high academic standards
- commitment to personal excellence
- supporting all school and team rules
- attending every class, every day, on time
- getting involved in activities and sports
- contributing to the community
- courtesy and respect for all students and staff members
- a drug free, alcohol free and tobacco free campus
- a school free of harassment, bullying and teasing
- a school where every student feels safe.

David Howe
High School Principal / Athletic Director

Bret Uptmor
Superintendent

The material covered within this student handbook is intended as a method of communicating to students and parents** regarding general district information, rules and procedures. It is not intended to either enlarge or diminish any school board policy, administrative regulation or negotiated agreement. Material contained herein may be superseded by school board policy, administrative regulation or negotiated agreement. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration. Any information contained in this student handbook is subject to unilateral revision or elimination without notice.

Wallowa School District #12 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, age, sexual orientation, cultural background, socio-economic status, physical characteristics or place of residence in providing education or providing access to benefits of education services, activities and programs in accordance with title VI of the Civil Rights Act of 1964 as amended; Title VII; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. The individuals to contact in accordance with Title III, Title 1C, Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act (ADA) are listed below:

Superintendent Bret Uptmor (541) 886-2061

- Title IX
- Civil Rights
- Title VII
- Linda Wingo (541) 426-4997
- Discrimination Issues
- ADA
- Title VI
- Section 504 • IDEA

Questions or concerns about equal opportunity in the district should be directed to the superintendent.

Family Education Rights and Privacy Act (FERPA)

The Family *Education Rights and Privacy Act (FERPA)*, a federal law, requires that the Wallowa School District, with certain expectations, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational record. However, Wallowa School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of director information is to allow the Wallowa School District to include this type of information from your child's education records in certain school publications. Examples included:

- A concert production, showing your student's role in the concert;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as basketball, showing height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information- names, addresses and telephone listings- unless parents have advised the LEA that they do not want their students information disclosed without the prior written consent.

If you do not want Wallowa School District to disclose directory information from your child's education records without your prior written consent, you must notify the district by September 1 of each year. Wallowa School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

BOARD OF EDUCATION

- Position 1- Carrie Hermans—Vice Chair
- Position 2- Dave Flynn
- Position 3- Woody Wolfe
- Position 4- Jim Wightman—Board Chair
- Position 5- Polly DeVore

SCHOOL PERSONNEL

ADMINISTRATION

- Bret Uptmor----- Superintendent
- David Howe----- High School Principal /Athletic Director

LICENSED STAFF

- Katie Butterfield, Olivia Fox----- Special Education
- Mitch Frye----- PE/Health
- Wendy Stauffer----- K-12 Music, Yearbook
- David Duncan ----- Math
- Jeff Journigan ----- Science
- Danielle Weaver ----- Language Arts
- Jeremy McCulloch ----- AG/Vocational Education
- Tom Nordtvedt ----- Social Studies
- Jori Journigan ----- Computer/Business
- Diane Pfel ----- Art

CLASSIFIED STAFF

- District Secretary ----- Pam Stitzel
- District Clerk ----- Sandi Gordon
- Head Cook ----- Kathy DeVore
- Cook ----- Deena Woods
- Head Custodian ----- Jacob MacDonald
- Custodian ----- Becky Bloyd
- Custodian -----
- High School Secretary ----- Laina Fisher
- Special Education Aides ----- Denise McDaniel & Audra Burns
- Librarian ----- Heather Howard

ORGANIZATIONS AND ADVISORS

Grade 7 -----	David Duncan
Grade 8 -----	Mr. Journigan
Freshman Class -----	Mr. Frye
Sophomore Class -----	Mr. Nordvedt
Junior Class -----	Mrs. Fox
Senior Class -----	Mrs. Nordvedt
Activities -----	Janea Hulse
Band -----	Ms. Stauffer
Student Government -----	TBD
NHS -----	Ms. Weaver
Rotary -----	TBD
FFA -----	Mr. McCulloch

STUDENT GOVERNMENT AND CLASS OFFICERS

STUDENT BODY

President -----	Daniel Delancey
Vice President-----	Riley Ferre`
Treasurer -----	Rylee Goller
Secretary -----	Ashley Wilson
Business Manager -----	

SENIOR

President -----	Teagan Miller
Vice President-----	Ethan Burns
Treasurer -----	Brianna Poulson
Secretary -----	Sam Hilliard
Business Manager -----	Danny Araya

JUNIOR

President -----	Grace Pendarvis
Vice President-----	Gus Ramsden
Treasurer -----	Rylee Goller
Secretary -----	Lily Cabral
Business Manager -----	Austin Brockamp

SOPHOMORE

President -----
Vice President-----
Treasurer -----
Secretary -----
Business Manager -----

FRESHMAN

President ----- Brody Tippet
Vice President----- Chase Murray
Treasurer ----- Shanna Rae Tillery
Secretary ----- Ella Moeller

GRADE 8

President ----- Ian Foster
Vice President----- Lane Tanzey
Treasurer ----- Willy Gibbs
Secretary ----- Ella Moeller

GRADE 7

President ----- Ian Foster
Vice President ----- Haley Brockamp
Treasurer ----- Lannie Stonebrink
Secretary ----- Willie Gibbs

CLUB OFFICERS

ROTARY CLUB

President ----- TBD
Vice President----- TBD
Treasurer/Secretary ----- TBD

NHS

President ----- Teagan Miller
Vice President----- Daniel Delancy
Treasurer ----- Ashley Wilson
Secretary ----- Rylee Goller

FFA

President ----- Teagan Miller
Vice President----- Riley Ferre`

Treasurer ----- Michael Diggins
 Secretary ----- Rylee Goller
 Historian ----- Grace Pendarvis
 Reporter ----- Ashlyn Young
 Sentinel ----- Wyatt Prince
 Junior Advisor ----- Gus Ramsden

MUSIC DEPARTMENT OFFICERS (Will do elections in the Fall)

President -----
 Vice-President -----
 Secretary -----
 Treasurer -----
 Librarian -----
 Historian -----
 Event Planner -----

GENERAL INFORMATION

ACADEMIC COUNSELING

Students needing academic counseling assistance are encouraged to talk with their teachers or administration to learn about the curriculum, course offerings and graduation requirements. Students, who are interested in attending a college, university or training school or pursuing some other advanced education, should work closely with their teachers and administration to take courses that will best prepare them for future goals. The administration/designee can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

ADMINISTERING MEDICINES TO STUDENTS

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. In case of an emergency the administrator/designee, will contact a physician or emergency room. Parent may request in writing that a backup auto-injectable epinephrine be kept at a reasonably secure location in student’s classroom if a licensed health care professional verified in writing that lack of immediate access to auto-injectable epinephrine may be life threatening to the student. Parents are required to provide medication for emergency use by the student.

Administration of prescription medication requirements:

Physician’s written instructions to include name of medication, dosage, time interval and method of administration;

Medication in original container;

Container label clearly showing the students and doctor's name and instructions (either on label or separate communication from physician).

Administration of Over-The-Counter Medication Requirements:

Parent's written instructions;

Physician's written instructions;

Medication in original container.

Over-the-counter medication may include, but not limited to, vitamins, food supplements, eye, ear and nose drops, inhalants, aspirins, cough drops and antacids. All medications will be kept in the office in a secure location unless a student must carry medication on his/her person during the school day. A written statement signed by the physician and parent must be provided that instructs the school to allow a student to carry medication. Otherwise only designated school employees may administer medications.

Each time medication is administered, a record noting date, time, amount, and name of person administering medication shall be made. Parents will be notified if a student refuses medication. Notification will be made as soon as possible. At the end of each school year all unused medication will be returned if requested, or disposed of.

ALTERNATIVE EDUCATION

Alternative education plans are available through Wallowa School District in the form of Modified or Alternative Diploma programs. These programs are accessible to students who:

Fail to achieve the goals of the curriculum of this district and are referred to alternative class(es);

Show erratic or irregular attendance;

Are, or are going to be, expelled;

For regularly enrolled students at WHS, alternative course-work will be accepted in lieu of WHS graduation requirements only with signed approval by the administration prior to alternative course enrollment. In certain cases due to scheduling conflicts the Wallowa School District may compensate students participating in the programs by paying for some or all of course expenses. It is the responsibility of the student to make all arrangements concerning enrollment and satisfaction of alternative course requirements. Any student considering embarking on an alternative program should, with their parent, review their high school plan with the administration before beginning alternative course-work in order to ensure that state and district graduation requirements will be met.

APPEALS AND COMPLAINTS

Any patron, parent or student may file a complaint with the school district. In doing so, it is necessary to follow the proper chain of command with the intent to address the issue as close as possible to the origin. A complaint concerning a classroom/teacher can often be resolved with a parent-teacher conference and should first be brought to the appropriate teacher. Parents are encouraged to schedule a conference with the teacher through the high school office. If the

outcome of the conference is not satisfactory, the matter can be brought to the principal where it may be necessary to fill out a complaint form. If the complaint cannot be resolved at the administrator's level the issue can then be presented to the superintendent. If resolution of the issue is not reached at the superintendent's level, the complaint can be brought before the Board of Directors. Complaints that are being brought to the Board of Directors will be required to follow procedures in Board Policy BDDH, BDDI, KL, and KL-AR. Copies of these policies are available for public inspection in the district office. Unless specifically provided by state or federal law or administrative rule, the decision of the Board of Directors shall be final.

CITIZENS COMMUNICATIONS

At each Board meeting, the chairman shall permit any citizen to be heard. However, the chairman may limit the amount of time for individual presentations and discussions. Undue interruptions, other interference, and defamatory or abusive remarks are always out of order. At a public meeting of the Board no person shall orally initiate charges or complaints against personnel. Any and all such charges shall be presented in writing to the superintendent and/or the Board and signed by the complainant as prescribed by board policy KL-AR

If the complaint alleges a violation of standards of the Oregon Administrative Rules in Chapter 581, Division 22, the complainant may direct an appeal to the State Superintendent of Public Instruction, after exhausting local procedures or after 45 days from filing a written complaint with the school district.

MEDICAL EMERGENCIES DURING SCHOOL

The parents/guardians of each student are to annually sign a medical release form (it is important that parents/guardians include alternate party contact information). This form gives permission to school personnel to call emergency medical personnel and /or grant medical treatment (in case the parent/guardian cannot be found) for a child. If a student is injured during the normal school day school personnel will make every reasonable effort to quickly notify parents/guardians.

If a child becomes ill during the school day, the child is normally brought to the school office and parents/guardians are notified as quickly as can be reasonably expected. In most cases the District will request that the parent/guardian come and get the child. In special situations the school may inform the parent/guardian that medical personnel should check the child. Nevertheless, it is the parent/guardian's responsibility to make the final determination as to whether to seek medical assistance.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the administration so that other students who may have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious.

These diseases include but, not limited to, chicken pox, mumps, head lice, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ringworm and the "flu". Parents with

questions should contact the school office.

Although AIDS and Hepatitis B are serious illnesses, the risk of contracting the disease in school is extremely low. Transmission is generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, the district requires that staff and students approach infection control using universally recognized precautions. Each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV-HBV and/or other infectious diseases.

As a general rule, an infected student is entitled to remain in a regular classroom setting and is eligible for all rights, privileges and services as provided by law and school board policy. The district recognizes that there is no obligation to report an HIV positive condition or AIDS diagnoses to the district.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release. If a student/parent wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures. Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

CONCERNS OR QUESTIONS ABOUT THE CLASSROOM

If a parent has a question about what is happening in the classroom the first step should be to arrange to meet with the classroom teacher. Often a phone call or e-mail to the teacher will straighten out any concerns the parent has. If the parent/guardian feels that the concern was not fully answered by the teacher they should contact the school administrator.

CONFERENCES

Conference days scheduled in the fall and spring will be held on non-class Thursday and Fridays to review student progress. Parents should contact the HS office to schedule conferences. In addition to conference days, the district encourages a student or parent who has questions or needs additional information to speak with the appropriate teacher, counselor or principal. A parent who wishes to speak with a teacher may call the school office for an appointment before or after school, during the teacher's preparation period or request a phone contact to arrange a mutually convenient time.

Reasonable accommodations for meetings with school staff will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Related inquiries and additional requests may be directed to the Superintendent, 315 First St. Box 425, Wallowa, Oregon 97885. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at 1-800-735-2900.

CUSTODY OF A STUDENT

In cases of custody disputes, Wallowa School District has no legal authority to prevent a parent from seeing a child, or obtaining information about his/her child. A

duly executed court order is required for the District to deny a parent access to a child, or the child's school information and progress.

DIRECTORY INFORMATION

Directory information shall only be released with administrative direction. Directory information considered by the district to be detrimental will not be released. Directory information will not be given over the phone except in health/safety emergencies. The following information is to be known as 'Directory Information': students name, address, telephone number, date and place of birth, photograph. Dates of attendance, most recent school/program attended, participation in officially recognized activities and sports (including photographs, height, and weight), awards and degrees received.

Exclusions from any or all directory categories names as directory information must be submitted in writing to the office by the parent, guardian or student (if age 18 or officially emancipated) within 15 days of the annual public notice.

DISTRIBUTION OF MATERIALS

All aspects of school-sponsored publications, including student newspapers and/or yearbooks, are completely under the supervision of the teacher and administration. Students may be required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not overseen during preparation by appropriate district personnel must be submitted to the administration for review and approval before being distributed. Materials shall be reviewed based on legitimate educational concerns. Concerns are based on whether the material is: defamatory; age-appropriate to the grade level and/or maturity of the reading audience; poorly written; inadequately researched; biased or prejudiced; not factual; free of racial, ethnic, religious or sexual bias; includes advertising that violates public school laws, rules and/or school board policy; deemed inappropriate for students; reasonably perceived to bear the sanction or approval of the district. Disapproval's may be appealed by submitting the material to the Superintendent for review and final decision.

DRILLS

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies during the school year. When the alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly manner.

EDUCATION RECORDS

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

If the records that are inspected are inaccurate, misleading or otherwise in violation of the student's privacy or other rights the parent may make a request in writing to the administration to have the records revised.

Inspections and review of education records shall occur during regular building hours.

IMMUNIZATION

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

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be held upon request.

PARENTAL INVOLVEMENT

Education is most successful when there is a strong partnership between home and school. Since a partnership thrives on communication, the district asks parents to:

- Encourage their student to put a high priority on their education and to commit to making the most of the educational opportunities provided;
- Keep informed on district activities and issues. The school newsletter, conference nights in the fall or spring, and parent meetings provide opportunities for learning more about the district;
- Become a district volunteer. For further information contact the school office;

Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council.

TESTING

Federal statutes mandate annual student testing. The state of Oregon via the State Department of Education meets these mandates through the use of Oregon Statewide Assessment tests given at all schools. These tests are administered throughout the school year.

ACADEMIC INFORMATION

GRADUATION

The district has developed guidelines for graduation that include all state and local district course requirements including appropriate requirements for determining whether a student is to graduate with an honor diploma, regular diploma, or a modified diploma. No student will be allowed to participate in the graduation exercise

if they have not met the graduation requirements for one of these diplomas by the Wednesday prior to graduation. A student must be enrolled in and attending Wallowa classes full-time for at least the final grading term of the second semester to participate in the graduation ceremony. Any student leaving school to get a G.E.D. (graduate equivalent diploma) or an alternative school diploma will not be allowed to participate in graduation exercises.

Requests for early graduation must be submitted and approved by the administration. Full time students must be enrolled in and making progress toward credits in five or more subjects. Pre-approved credits are arranged through the administration before coursework begins.

Students may only use 2 1/2 pass/fail-graded credits toward compulsory WHS diploma courses. It is the student's responsibility to secure course-work specific to entrance requirements at post-secondary institutions. Upon completion of the senior year, students shall receive one of the following documents:

Modified Diploma

Awarded to students who have not met the required standards and/or have received significant modifications for course-work in any of the 24 credit graduation requirements.

Regular Diploma

Awarded to students who have achieved at the competency levels required and earned full credit in all of the 24 credit graduation requirements.

Honors Diploma

Awarded to students who have achieved at the competency levels required; earned full credit with a GPA of 3.50 or higher without modifications in any of the 24 credit graduation requirements;

GRADUATION REQUIREMENTS

Beginning with the Class of 2012

Language Arts	4 credits
Mathematics (Algebra 1 and above)	3 credits
Science	3 credits
Social Studies	3 credits
Health	1 credit
Physical Education	1 credit
Career and Technical Education, The Arts or Second Language	3 credits
Electives	<u>6 credits</u>
Total	24 credits

In addition to credit requirements, as outlined in OAR 581-022-1130, a student must

demonstrate proficiency in the essential learning skills of reading, writing and math; develop an education plan and build an education profile. Demonstrate extended application through a collection of evidence and participate in career-related learning experiences.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student's request and, if required, if the student's parent or guardian consents. It must be noted that a student/family that opts to graduate early shall have the right to participate in the annual commencement ceremonies.

A modified diploma will be awarded to students who have met specific requirements established by the State Board of Education and have demonstrated an inability to meet the full set of academic standards even with reasonable modifications and accommodations. To be eligible for a modified diploma a student must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or a documented history of a medical condition that creates a barrier to achievement

Senior Seminar Class

Seniors will be required to take a senior seminar class that will focus on career education, scholarships, personal finance and preparing for life beyond Wallowa High School.

EXPANDED OPTIONS/PROFICIENCY CREDIT

The "Expanded Options Program" offering high school students an opportunity to earn concurrent credit by taking eligible post-secondary courses at community colleges, state higher education institutions or the Oregon Health Science University. Participation in expanded options must be developed in advance with the administration.

Proficiency is defined as sufficient evidence of student demonstrated knowledge and skills that meet or exceed defined levels of performance. To offer students the flexibility to acquire and demonstrate their proficiency towards fulfilling the goals of their student educational plan. This is not a substance credit recovery or course replacement program.

Credit for Proficiency Experiences. Students who have not taken a course, but who will be participating in a relevant alternative experience may earn elective credit for that experience.

Examples of appropriate experiences may include:

- Summer experiences such as internships or other work-related experiences;
- Advanced training in the arts such as dance, music or visual art;
- Others as approved through application available from the administration.

CLASS/SCHEDULE CHANGES

Student-initiated schedule changes must be completed no later than four school days after the end of the grading period. Class change forms are available in the office. Students are to begin the process by talking with the administration/designee about the proposed change. Parent signatures will be required for class changes that student's request.

FEES

Materials that are part of the basic educational program are provided to each student without charge. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits.

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

GRADE POINT AVERAGE (GPA) DETERMINATION

Is a based on a zero to four-point scale:

A- or higher	4.00
B	3.25
C	2.25
D	1.25
F	0.0
NG	0.0

Grades with a '+' will have an additional .25 added to them; 'B' grades or lower with a minus '-' will have a .25 deducted.

It is important to note that Oregon University System (OUS) schools (EOU, OSU, etc.) require a C- or better grade in specific required secondary school coursework. Students and parents should contact the school counselor to determine the OUS requirements and any other requirements specific to the postsecondary schools being considered for future enrollment.

Alternative certificates may be awarded to a student who does not satisfy the requirements for a diploma or modified diploma if the student meets minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student's needs and achievement. A student who receives a modified diploma or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

Eligible students with disabilities are entitled to a Free Appropriate Public Education ("FAPE") until the age of 21, even if they have earned a modified diploma, certificate of attendance or completion or a General Education Development document. The continuance of services for students with modified diplomas is contingent on the IEP team determining services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district will review graduation requirements biennially in conjunction with the secondary school improvement plan. Graduation requirements may be revised to address student benchmark performance.

The district will issue a high school diploma, upon request, to a person who served in the Armed Forces, as specified in Oregon law, if the person was discharged or released under honorable conditions and has received either a General Educational Development, a post-secondary degree or has received a minimum score on the

Armed Services Vocational Aptitude Battery.

HONOR ROLL

Students earn honor roll status when they have completed and are enrolled full time (at least 5 credits), with a GPA of 3.25 in a nine-week grading period. See “grade point average determination” to assist in calculation information

VALEDICTORIAN/SALUTATORIAN

The student completing 24 credits of regular graded diploma course-work, completion of at least three advanced level math, science, or English classes**, attending Wallowa High School for the full junior and senior year and, graduating with the highest grade point average shall be called “Valedictorian”. The student with the next closest ranking shall be called “Salutatorian”.

UNFINISHED WORK

It is the student’s responsibility to arrange for completion of missed work. If a student misses an assignment deadline (un-excused) (s)he:

- May receive a grade penalty, at the teacher’s discretion;
- Will be given a no-credit deadline (maximum) two days after which the student will not receive credit for the assignment. However, the student may still be required to complete the assignment.

TEACHER (Juniors and Seniors Only)

A student may request placement as a teacher aide for assigned period(s) during the school day during their junior or senior year only. Previous school performance, behavior, and attendance are considered in a student’s placement as an aide. Students are graded with a pass/fail grade. Students wishing to be a teacher aide must be on track to graduate. Becoming a teacher aide is a privilege, which may be revoked for failure to perform expected duties or misuse of the position. And aide will be held to the highest behavior standards. In the event a student is removed from their duties they will be denied their term credit and re-enrolled into a regular class for the duration of the grading quarter.

INCOMPLETE GRADES

A student may receive an incomplete in any course in which excused “make-up” work is not completed by the end of the quarter. It is the student’s responsibility to arrange for make-up of incomplete work. Make-up work not completed two weeks after the end of the quarter will be assigned a zero and the zero will be computed into the quarter grade at level of completion. Incomplete grades will be recorded on the report card along with the grade earned to date. Allowance for extension of the two-week period may be made by the school administration in cases of medical or other compelling need. Requests for an extension are the responsibility of the student and their parents and must be submitted as soon as possible.

POST HIGH SCHOOL REQUIREMENTS

College bound students and their parents are strongly encouraged to discuss postgraduate goals with the administration. The ever-developing admissions policy

for Oregon State Systems of Higher Education (OSSHE) schools should be considered from the start of the freshmen year. For example, students MAY not have two years of the same language foreign language instruction for admission to the OSHEE schools.

All students, regardless of their career goal should seriously consider involvement in PSAT, ASVB, and SAT/ACT or other nationally administered testing processes. The administration can answer questions regarding such aptitude tests.

PROGRAM/COURSE 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. An alternative program for credit shall be provided. All such requests should be directed in writing to the administration by the parent and include the reason for the request.

PROMOTION AND PLACEMENT OF STUDENTS

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student.

The first three report cards are issued to students on the Wednesday following the end of a grading period. Fourth quarter report cards are mailed shortly after students leave for the summer. Grades will be held pending unpaid bills or missing materials.

A decision to retain a student will be made only after prior notification and discussion with the student's parents. The final decision will rest with school administration.

WORK EXPERIENCE

The work experience (for credit) program at Wallowa High School is designed to provide learning experiences beyond the classroom. Credit may be granted for work experience depending upon prior approval by the administration and the educational needs of the student. Credit given will be awarded on a pass/fail basis. The administration in conjunction with the student and employer will develop a contract detailing duties, hours, and other parameters to earn HS credit and will coordinate and supervise the student's on-the-job experience through regular contact with employer (work sheet signed and dated by the employer) and regular conferences with the student. All parties involved are expected to follow the guidelines set by the school:

- Students will be considered on individual education need. The student must agree to enroll in regular school classes for that part of the school day not devoted to work experience.
- The student must be at work during the school time allotted for work, unless illness or emergency prevents. In case of absence, the student or parent must notify both the school and the employer.
- The student must maintain behavior specified by the conduct code at school, work, and during travel between school and work.

- The work experience arrangement is to be for a grading period of nine-weeks and may be renewed and continued for succeeding grading periods. Therefore a student who quits his/her job, is laid-off or is fired, must report that fact immediately to the school coordinator and re-enroll in a full schedule of school classes (minimum of 5 subject credits).
- A student who willfully violates these rules is subject to discipline, including suspension and expulsion.
- The student will meet weekly with the school coordinator to report on, and discuss work experiences.

WORK RELEASE

Work release (non-credit) is an option for seniors on track to graduate and who do not need to attend school for the full day. A student on work release must observe the following:

- Work release students are required to attend a minimum of 4 periods per day at school.
- The student may be paid or unpaid, as per the agreement with the employer and/or school.

Student-athletes are responsible for meeting District and OSAA eligibility rules (see athletics)

STUDENT INFORMATION

INFECTION/DISEASE INSTRUCTION

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and Hepatitis B is part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

INTERNET

The purpose of WALNET (the district backbone network to the INTERNET) is to support research and education. Transmission of any material in violation of US or state regulation is prohibited. This includes but is not limited to: copyright material, threatening or obscene material, or trade secret material. Use for political lobbying is also prohibited.

Use of WALNET is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. Vandalism is any malicious attempt to harm or destroy data of another user, other users on the network, network equipment or other networks that are connected. This includes the intentional uploading of viruses.

Students must complete a computer use agreement form each year to be granted access to school computers.

Students exceeding folder capacity may request special allowance. Games, music, or other non-academic contents may be deleted to maintain appropriate capacity levels.

LIBRARY

Books: May be checked out for three weeks, with one renewal. Reference and reserved books may be checked out only with the permission of the librarian.

Magazines: Back issues of magazines may be checked out for three weeks with one renewal. Current issues of magazines may only be checked out with permission of the librarian.

Any materials overdue for a month will be considered lost and billed to the student.

Food and drink are **NOT ALLOWED** at the computers in the library.

FOOD AND BEVERAGES

Consumption of foods and flavored beverages is allowed in supervised areas only. Students may temporarily store sealed beverage containers in their lockers along with other foodstuffs (sealed containers are not opened cans or paper drinking cups). Sealed containers are screw-capped beverage containers that will not leak when dropped or tipped over. Beverage items being consumed outside of approved staff supervision will be taken away and disposed of. Custodian or staff reports of foods, wrappers littering the buildings will result in loss of privileges.

FOOD SERVICE

Serving of breakfast runs from 7:30 a.m. to 7:44 a.m. Breakfast is free for all students.

Important: Those families that qualify for the free and reduced lunch program must fill out a yearly application. Free and Reduced Lunch Applications can also be obtained by calling the office. If a family participated in the free and reduced lunch program last year they must re-register in the first two weeks of school or lose their status after ten school days.

It is important for the school and families to register for the free and reduced lunch program as other funding becomes available if the percentage of eligible students meets various thresholds. Individual student/parents names are not used for purposes of obtaining other funding for the schools.

Breakfast and lunch prices are set by the District before school starts.

High School Lunch	\$3.00	Reduced	Free
Adult Lunch	\$3.50	Breakfast	\$1.75

LOST AND FOUND

All articles that are found should be turned into the high school office. Students losing articles may contact the office to claim lost items.

LOCKERS

Students may be provided with the use of a locker to keep their books and personal effects. Any student enrolled in physical education is also provided with a small locker for gym clothes. Personal padlocks are not to be used on school lockers without the combination or key information is given to the office. Valuable personal property (such as watches, phones, money, iPods, etc.) should not be left in lockers.

Lockers are the property of the school and the school retains the right to inspect lockers. Searches of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present. School property (lockers, parking lots, locker rooms) may also be inspected periodically with the use of a trained drug dog. Searches may be conducted when there is reasonable suspicion to do so. Students are not to trade lockers. Lockers must be clean and checked at the end of the year.

Misuse of a locker may result in cancellation or relocation. Students should report any locker damages or malfunctions immediately. Display of indecent materials in or on lockers is not acceptable. Discovery of such items by school personnel will result in their removal and disposal. Items too large to fit in lockers should not be brought to school. Please arrange with a teacher, coach, or the office to store them elsewhere.

Locker locations are:

- Freshmen and Sophomores: upper floor only
- Juniors and Seniors: main floor only
- Seventh and Eighth graders: lower floor only

Before morning classes begin, during extended breaks, and over the noon hour no high school age students are to be loitering in the middle school hallway. Conversely, middle school students are not to be loitering in the high school hallways at those times.

MODIFIED COURSE GRADE

The teacher will indicate that a student's grade is based on a modified requirement by putting an asterisk by the grade on the grade card. If, at a later date, a student wishes to do so he/she may retake the course(s) without modifications and the modified grade will be replaced by the grade received.

SCHOOL CLOSURE

If school is going to be canceled, due to weather or some other emergency, the KWVR radio station (1340 AM or 92.1 FM) will carry the announcement. In addition the school will notify KCMB in LaGrande.

Moffit Brothers Transportation determines weather cancellations. If school is to be canceled before the day starts, the announcement will be broadcast no later than 7:15 A.M. Typically a bus route may be cancelled (or late) with the remainder of the school following normal daily operation.

In rare instances, school may have to be canceled after the school day has started. Parents need to understand that if this occurs, students will be transported to their residence unless prior arrangements have been made. On bad weather days parents are encouraged to keep tuned to KWVR for school updates. In addition the school will notify KCMB in LaGrande.

SCHOOL HOURS

Any student who remains in the building after 4:30 p.m. must be under direct supervision of a teacher. Open building hours are 7:15 a.m. To 4:00 p.m.

STUDENT ASSISTANCE PROGRAM

This is a Wallowa ESD referral program for students to receive small group or one-on-one assistance in dealing with factors affecting their successful completion of academic or behavioral requirements. Enrollment in the student assistance program requires written parent permission.

STUDENT COMMUNICATIONS

All publications or other productions or displays which students want to distribute on District property or at District activities or, are displayed or distributed in the general community and represented as associated with the Wallowa School District must comply with District standards. Students may not distribute/display materials which: are defamatory or libelous; threaten or intimidate any individual or group; are obscene as to minors; contain vulgar and or offensive language, advocate breaking school rules, District rules, or committing unlawful acts; or will or reasonably could be anticipated to result in a disruption of or a material interference with school work, school activities, discipline, the education environment, or the rights of others within or associated with the school.

Violations of this policy may result in discipline pursuant to district policy. The District will not accept liability for the content of unauthorized or non-school sponsored distributions by students.

Distribution permitted does not constitute any endorsement of the materials in question, nor does it indicate that the District or any District employee vouches for the accuracy of any such materials.

The Administration must first approve signs, banners or posters that a student wishes to display. Signs, banners or posters displayed without authorization may be removed.

STUDENT PARKING

Vehicles parked on district property are under the jurisdiction of the district. The district grants parking privileges with the understanding that the student holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

Parking on district property is a privilege and not a right. Students are notified that as a condition of parking on district property, district officials may conduct searches

of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 are required by law to wear a helmet. The district assumes no responsibility or liability for loss or damage to bicycles or vehicles.

Students will not park their vehicles behind the school except for vocational project vehicles. To eliminate unnecessary driving during class time, the vehicles should be parked at the vocational area upon arrival at school and then moved to the student lot on highway 82 at noon. For afternoon classes, vehicles should be parked in the student lot upon morning arrival and moved to the vocational area at noon where they will remain until dismissal.

STUDENT RECORDS

The District keeps student records in the office and/or in the Resource Room, located in the high school building. Parents/guardians have a right to inspect those records at any time. Within 45 days of a request to review a student's educational records, the district will provide the parent/guardian with a place to review the records and someone to help interpret the information. In most instances the district will attempt to accommodate the request with 24 hours. Under no circumstance will parents be allowed to take student records with them. Parent/Guardians can request copies of records at \$.30 per page.

If a parent/guardian wants something removed from the student's records, a request can be made to the Superintendent. If the District disallows a parent's/guardian's request, an appeal procedure is available. (See Appeals and Complaints)

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

Education records are those records related to a student maintained by the district.

A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

STUDENT TRANSFERS

Parents/guardians of students who are withdrawing from Wallowa School District should inform the school office, in advance, in order to obtain a student's transfer slip and to sign a release for transfer of the student's records. School lunch charges or credit should be taken care of at this time.

Under ORS 326.565, before records are sent, parents/guardians have the right to inspect their child's records at the school. A parent/guardian will have up to ten (10) days from the date of a letter from the school notifying them that the records are going to be transferred. Student-athletes are strongly encouraged to meet with the

Athletic Director before making a transfer decision. OSAA transfer rules may affect sports eligibility.

Student education records shall be forwarded to other public or private schools, state institution, private agency or youth care center upon notice of student enrollment, no sooner than seven working days after the receipt of the request. The district shall notify the parent of the student of the requested transfer by phone or regular mail within three working days of the receipt of such request of the right to review the records subject to transfer. Parents may request the amendment of specified contents if the parent believes the contents are inaccurate, misleading or in violation of the privacy or other right of the student.

Parents are entitled to a hearing if the district refuses a request to amend specific material.

If no request is made to review records, the district shall transfer the student's educational records no later than 10 calendar days after receipt of the transfer of records request.

If a request to amend specified material is pending, the district shall transfer only those records not subject to the amendment no later than 10 calendar days after receipt of the transfer of records request.

The education records of a student will be requested within 10 working days of a student seeking initial enrollment in the district.

Records requested by another school district to determine the student's progress will not be withheld.

TELEPHONE

Students may use the phone outside the office before classes, during the lunch period, and after school for local calls only. No long distance calls may be made from this phone.

Students will not be called from class to answer the phone unless it is an emergency.

Messages will be delivered at a convenient time, unless it is an emergency.

Lengthy calls are not permitted.

To use the phone during class time, the student must have permission from the teacher granting permission.

VISITORS

Out of town visitors are not allowed unless they are directly involved in classroom activities and are to be present at teacher request. Parents are welcome and encouraged to visit the school and attend their child's classes or activities. Because of the potential for classroom distraction parents should pre-arrange their visits and refrain from inappropriate involvement in class activities. Parents must notify the

office upon arrival.

TRANSPORTATION

Pupils being transported are under authority of the bus driver will obey the following rules:

- The bus driver may assign pupils seats.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
- Pupils shall remain seated while bus is in motion.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms, or heads through the windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of driver.
- Pupils shall keep the bus clean, and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils, and passers-by.
- Pupils shall not eat or drink while riding the bus.
- Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.

BUS PROTOCOL

On all trips:

1. During daylight hours athletes (boys and girls) may sit together
2. During night time hour's students are to sit on opposite side of the bus. For example boys on drivers side and girls on passenger side. Using front to back configuration with unequal number of boys and girls
3. No boys/girls combinations under blankets
4. No foul language
5. No loud and obnoxious behavior
6. No loud music
7. **You must clean up all trash in your area when you leave the bus**
8. Bags may be checked
9. No throwing of anything while on the bus.
10. Coaches will do periodic check during the trips

If you violate a rule:

1. You may end up sitting next to a coach in the front of the bus.
2. First trip boys in front half of the bus girls in the back half or front to back (switch on the next trip)
3. You may be removed from the bus and your parents will be called to take you home.
4. Coaches will sit in the back, middle, and front of the bus

ATTENDANCE PROCEDURES

State law requires parents/guardians of a child between the ages of 7 and 18 who has not completed the 12th grade to send and maintain that child in regular attendance in public school. Exceptions to this requirement are spelled out in the law. Accepting whether an absence is excused or un-excused rests with the administration. A student who is absent from school will not be allowed to participate in school-related activities on that day or evening.

Excused Absences

Parents/guardians are to send a note to school when their child has been absent. Failure to send a note may result in the absence being treated as unexcused.

The following procedure(s) should be followed when absence is going to be extended and is known in advance. Advance absence forms are to be picked up in the office. The form is to be signed by the parent/guardian, teachers and administration prior to the absence. Regardless of the nature of the excused absence, all work must be made up to the satisfaction of the teacher(s).

In clear-cut cases involving extended illness the attendance requirements may be waived with administrative approval.

Un-excused absences

A student absent from school without parental and/or school consent receives an un-excused absence. Students who are un-excused may serve an in-school or out-of-school suspension. Accumulating the equivalent of more than four days of un-excused absences in any FOUR-week period may be referred to the proper authorities and expulsion from school is possible.

Attendance Check-in/ Checkout Procedures

Students are required to check in at the office when arriving late to school. **Only students with a note from parents, or those able to obtain permission by phone will be allowed to leave during the school day.** In special situations where students must leave without a parent note, or without parent contact, students are required to check out from the office when leaving. Students not checking out will be considered truant. Students may be granted emergency release on a case-by-case basis (example could be, One exception will be if a teacher signs a student out). IF there is no subsequent parent excuse regarding the emergency absence the absence shall be considered unexcused two days after the student returns, Students abusing the checkout procedure may have their checkout privileges restricted or revoked.

Tardy policy

A student is considered to be tardy at the bell tone when they are not in their seat ready for class. Any student who is more than five minutes late to class must get a re-admit slip from the office and will be considered absent for that period. Students will be allowed one tardy per quarter after this the consequence will be a detention

Truancy

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

Effects of absences on grades

Teacher grading policies distributed to students at the start of the school year will identify how attendance and participation in class relate to instructional goals. Grading policies will detail how lack of attendance, both excused and un-excused, will be considered in determining grades. Students will be accorded a due process appeal regarding grade penalties per the process outlined elsewhere in this handbook (see Appeals and Complaints).

STUDENT CODE OF CONDUCT

The intent of regulations and guidelines concerning student conduct is to create an educational climate conducive to learning and to protect all members of the school community. Our philosophy requires a balance between recognition and concern for the worth of each student and the responsibility each student bears for their own conduct in relation to the rights of others. Students who conduct themselves with courtesy and common sense need few stated rules and may attend classes with a maximum of personal freedom. When disciplinary action is needed, it will be applied with the intent of encouraging appropriate behavior.

Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee, open defiance of a teacher's authority or use or display of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.

CELLULAR PHONES

Use in school during class-time is **NOT ALLOWED**. Students are required to place the phones in a box as they enter a classroom or leave them at home. Disruption in class results in temporary loss in the following order.

1. Give back at the end of the day
2. Give to office
3. Parent involvement

Continued instances will result in an escalation of consequences including suspension

SEARCHES AND QUESTIONING

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act,

violation of the Student Code of Conduct or district policy. A general search of district facilities and properties including, but not limited to, lockers or desks, personal vehicles on the school grounds, may occur at any time. Illegal items (weapons, alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others, or in violation of policy or law, will be seized. Items, which may be used to disrupt or interfere with the educational process, will be removed from a student's possession and/or forfeited in accordance with law or policy. Affected students will be notified that searches of district property have occurred and will be notified of any items seized.

Questioning: Should law enforcement officials find it necessary to question students the following procedures will guide events:

- The agency official will report to either school office before interview of any student is to take place;
- The agency official will identify him/herself to the administration;
- The administration will provide an office, or the private area, for the interview;
- School personnel will be excluded from any and all investigation procedures, unless specifically requested by agency official, or student, to be present.
- It is the responsibility of the agency doing the interview to notify the parent(s)/guardian(s) about the interview.
- It is the agency's responsibility, if custody or arrest is involved, to ensure that all procedural safeguards prescribed by law be observed.

TOBACCO ALCOHOL AND DRUGS

Student possession or use of tobacco including inhalant delivery systems or use of inhalant delivery device, (e-cigarettes) alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near WSD grounds or while participating in WSD sponsored programs and activities is prohibited. Violations will result in disciplinary action up to expulsion and the student will be referred to the proper law enforcement agencies.

CHEATING/PLAGIARISM

Students are expected to submit assignments that are their own work (or in the case of group-work...a product created by their assigned group). If a teacher determines that a student/group has intentionally submitted work that is not their own the student/group will not receive any credit for the assignment. Furthermore the student/group will not be eligible for honor roll recognition that grading quarter.

ELECTRONIC COMMUNICATIONS

Each school year students will be issued a packet outlining use of the schools electronic communications system (i.e. computers, email, etc.) hereby referred to as 'the system'. Prior to use each student will read and complete the sign-off portions

of the packet and return it to the system administrator. Responsibility for misuse of the system ultimately rests with the student. Misuse of the system may result in restriction of access, denial of access, and/or criminal prosecution.

SOCIAL MEDIA

Students may not access social media sites (including but not limited to Facebook, Myspace and Twitter) using district equipment, while on district property or at district sponsored activities unless the posting is approved by a district representative.

INTERPERSONAL RELATIONSHIPS

Students shall limit their demonstrations of mutual affection to the “holding of hands” during the school day, at school activities, and on buses while under the jurisdiction of the school officials and teacher.

HARASSMENT, BULLYING, INTIMIDATION, SEXUAL HARASSMENT

Students shall be assured a school environment free from harassment, bullying, intimidation and sexual harassment. Sexual harassment occurs through unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. Harassment, intimidation or bullying is any act that substantially interferes with a student’s education benefits, opportunities, or performance. Any student who believes that he/she has been subjected to sexual harassment, harassment, or intimidation by any person attending school, working or volunteering for the district while on or immediately adjacent to school grounds, on school-provided transportation or at school bus stops, or at a school sponsored location or event, should contact the administration immediately. All such complaints will be promptly investigated and addressed under the appropriate disciplinary guidelines and policies of the District. Direct complaints may be filed with an enforcement agency at any time. The initiation of a complaint in good faith shall not adversely affect the educational assignments or study environment of the student.

STANDARD OF DRESS

Students will attend school fully dressed and in good taste. Dress, grooming and good hygiene are an important personal responsibility.

Examples of inappropriate dress are:

- Display of offensive, obscene or, vulgar expressions
- Exposure of underwear
- Wearing of sheer/see-through items
- Shorts, dresses, shirts, pants or skirts that expose any area of the breast, genitals, or buttocks
- Shorts, dresses, shirts, pants or skirts that are not fingertip length or longer

- Shirt bottoms above the navel and/or combinations of low cut bottoms & navel cut shirts

Students with inappropriate dress will be instructed to change, conceal, or remove inappropriate items.

Students who represent the school in any activity such as a club or athletic team may be required to meet additional dress and grooming standards established by coaches or advisors, approved by the administration, and may be denied the opportunity to participate if those standards are not met.

WEAPONS

The responsibility for adhering to state and federal firearms laws on or about district property rests with each individual. As per law, violations mandate expulsion for at least one year for any student who brings a weapon to school. Any person who violates the law by intentionally possessing a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution.

The term firearm means:

- any weapon including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any such weapon
- any firearm muffler or firearm silencer
- any destructive device (any explosive, incendiary or poison gas)

POCKET KNIVES/MULTI-PURPOSE TOOLS

Students are not to possess knives or pocket tools (e.g. Leatherman, etc.) while at school or on a school activity. Staff will confiscate such items and turn them in to the school office.

GUIDELINES FOR DISCIPLINARY ACTION

Interpretation and evaluation of student conduct or extenuating circumstances is left to the administration. Parents/guardians will be notified either by phone, letter, or personal contact for severe instances of disciplinary action.

Violations of law and commission of crimes on school premises or during school activities may be reported to authorities. The school may take appropriate action as stated below whether or not legal action is taken against the offending student by the courts.

DEFINITIONS

Detention A structured environment outside normal classroom time that students

may be assigned as a consequence for classroom misbehavior or tardiness. Detention days, times and locations will be determined by the teacher or administrator making the assignment. Parent contact will be attempted to confirm all detentions served. The call is not an opportunity for parents to refute the detention.

Suspension (In-School) A student is required to be at school, but may not attend classes or participate in school activities. Students will not be on or about school grounds after school on days they have been assigned in-school suspension. Homework and class assignments are expected to be completed by students while under in-school suspension. Arrangements for students work will be made on a case-by-case basis.

Suspension (Out of School) A student is not allowed on school grounds during the duration of the suspension (from 1 to 7 days). Homework and class assignments are expected to be completed by students while under suspension. Arrangements for students work will be made on a case-by-case basis.

Expulsion A student may be expelled for severe or repeated violations of the student code of conduct. Expulsion is the loss of the right to attend school and be involved in school activities for up to one year.

Oregon law allows school districts to deny admission to a student under expulsion from another district. 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. Waiver is acknowledged either in writing or by failure to appear at a scheduled hearing. The district will provide appropriate expulsion notification, including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

Restitution To pay for something that has been stolen, destroyed or damaged. This includes reimbursement to the school district or an individual for the total cost of the replacement/repair.

General Information School disciplinary actions supersede participation in classroom or school activities. Students will complete the assigned discipline prior to any activity involvement. Students placed on in-school suspension or out of school suspension may not be on or about school grounds or activities until the morning following completion. Students are expected to complete all work missed during suspensions.

ATHLETICS AND ACTIVITIES ADMINISTRATION

Wallowa School District shall control the sponsorship and administration of all aspects of the school athletics and activities program. Final authority for determining consequences for behavioral acts and eligibility issues rests with the administration.

ACADEMIC ELIGIBILITY STANDARDS

Expelled/suspended students are not eligible for activities until the completion of their expulsion/suspension.

A student who at the end of any quarterly grading period fails one (or more) subjects will not be eligible to play until the next nine-week grade report.

Note: A student may play if they meet OSAA regulations and is under a probationary program.

Credit must be earned during the immediate preceding semester and/or quarter to be counted toward eligibility. The following chart will be used to evaluate student eligibility:

<u>9-WEEK GRADE</u>	<u>ELIGIBILITY TO PRACTICE</u>	<u>ELIGIBILITY TO PLAY</u>
High School		
1 or more F's	<ul style="list-style-type: none"> ▪ After each progress report if passing all classes. ▪ Completion of probation meeting. (see * below) 	<ul style="list-style-type: none"> ▪ After next report card if passing all classes. ▪ Weekly grade checks with teachers and turned into AD. ▪ Meets probationary requirements

In determining eligibility, the school considers grades of "D minus" or higher (including "P" for pass) as passing. In cases of "incomplete" grades, the athletic director will determine actual present grade in determining student's eligibility. It is a District policy that credit must be earned during the immediate preceding semester to be counted toward eligibility.

Eligibility extends to all students participating in interscholastic activities as a privilege dependent upon scholastic and behavioral status. A sports/activity season shall extend from the first contest/activity meeting until the last contest/activity is held.

*A student may enter into the probationary program by doing the following list below:

- A high school or middle school student may make an appeal for eligibility probation one sport season each school year
- The student and at least one of their custodial parents will meet with a panel consisting of the District Administrator, Athletic Director, and coach of that sport season.

Terms of probation:

Students will be under a weekly grade check and if they have an F they will not be able to play in a contest for that week until the F is no longer on their grade check. Full eligibility to participate will depend on the following:

- Absence of school and/or sport related disciplinary consequences
- Must adhere to school/sport policies related to attendance

- A satisfactory academic report for each class indicating positive academic and behavioral status

ASSEMBLIES

Unless specifically excused, students are to attend school assemblies. Students are usually released from class to attend assemblies by way of a PA announcement or the bell tone. Because most assemblies require set-up preparation by the presenter, students are not to go to the assembly before release.

Behavior at the assembly should be appropriate to the purpose of the program.

ATTENDANCE - GAME DAY/PRACTICE

Athletic/activity students will attend school the full day on game or practice day in order to compete/practice that day. Exceptions may be granted by prior arrangement, or extenuating circumstances when approved by the administration. Students will serve assigned detentions before practice or game attendance.

Absences due to attending an athletic/activity event are considered excused absences, however the student is responsible for approaching staff regarding make-up work and submitting that work in a timely manner.

BUS TRIPS

(See bus protocols Transportation) Travel distance shall be held to a minimum and shall be determined by the geographical characteristics of the community and participating schools. No musical systems will be allowed on school trips with the exception of those with headphone speakers only.

A coach/advisor may grant permission to leave the returning traveling team when parent(s) or legal guardian(s) personally contact the coach/advisor with a request to have the student return with them.

STUDENT PARTICIPANTS WILL NOT BE RELEASED TO OTHER HIGH SCHOOL STUDENTS

- Student participants are expected to utilize district provided transportation when traveling to and from athletic events or off campus school activities. (Due to the nature of Golf, the Enterprise course has been designated as the 'home course' and falls under unique guidelines for practice and home events. Contact the AD)
- If exceptions to above are necessary, the following guidelines are to be utilized. Final decision rests with the athletic director or administrator.
- Parents or legal guardians may pick up their child following a game or activity. The parent/guardian making this arrangement must personally contact the coach/advisor.
- Parents/legal guardians may give written permission for their child to ride home with another (non-high-school-student) adult. Provided the arrangements are made one day prior to the contest or activity. Permission slips must be turned in

at the High School office (24 hours in advance).

- Parents may provide transportation to a game or activity for their child if prior arrangements with the coach AND athletic director or building administrator are made
- Team personnel have first priority for seats on district transportation. In the event there are insufficient seats the head coach(es) will designate athletes who do not travel.

CONCESSIONS

The following guidelines will govern student concessions: The Junior class will have first right of concessions at athletic events for district-funded sports. Independently funded sports have first right for their sport concession. The junior class will have sole use of the concession booth in the gym lobby and at the football field.

Other organizations may sell food items at athletic events if items are not in conflict with (and approved by) the junior class.

The junior class will pay a \$200 deposit. \$75 of this deposit is not refundable and will go to a capital account to be used to purchase or replace concession equipment as needed. The rest of the deposit will be refunded or used to cover custodian clean-up costs (or graffiti over-painting if required) to prepare the stands for the next year.

DANCES

When a class or organization plans to sponsor a dance, they must obtain permission from the Student Activities Director, and have the date placed on the Master Calendar to avoid conflict with other school activities.

In the interest of encouraging full student body attendance it is an administrative policy that dance admission fees at Homecoming and Prom should be set to only cover the cost of the entertainment provided and not as a fundraiser or to pay for decorations.

There must be at least three chaperones including one staff member or advisor/coach with keys and knowledge of the facility.

Sponsors are responsible to see that rules are enforced and students should assist in seeing that rules are maintained. Sponsoring organizations will have complete charge of the dances from beginning to end. Award of future dances is dependent upon a well-organized dance.

There will be absolutely no use of substances by students or guests, either before attendance or during the dance. Students may be asked to submit to a sobriety test. Refusal will result in loss of admission privilege to the activity. Wallowa High School students may each invite one outside guest. The guest must be registered in the office before 3:00 p.m. on the day of the dance. **Guests must be in high school grades 9-12 and no older than age 19** unless specifically approved in advance by the administration. Guests must have a clean criminal record. Students are

responsible for their guest's conduct.

Students and guests must remain in the building at all times. Upon leaving the building it will be assumed that you are going home. No loitering by the students or guests outside of the building.

Failure to comply with accepted good conduct may mean forfeiture of future dances.

High school dances, as a general rule, will end promptly at 12:00 p.m. Junior High dances will end at 9:00 p.m.

ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES

Eligibility for all students participating in interscholastic activities is a privilege dependent upon scholastic and behavioral status. Students are expected to conform to district policy and handbooks. Off-campus and on-campus conduct should bring credit to themselves, the school, and the community. A sports/activity season shall extend from the first team/activity meeting until return from the final activity. It is expected that students will conform to district and school policies and the activity handbook. Students should conduct themselves off-campus as well as on-campus in a manner that will bring credit to themselves, the school, and the community.

In addition students are expected to follow policies established by their coaches/advisors. Consequences for failure to meet these policies are up to the coach/advisor. Eligibility issues fall under parameters set by the school and Oregon School Activities Association (OSAA).

EQUAL OPPORTUNITY

No student legally enrolled in the district shall, on the basis of sex, disability, national origin, skin color, race, religion, marital or parental status be excluded from participation in, be denied the benefits of, or be subject of discrimination under any activity administered or authorized by the district.

EQUIPMENT AND UNIFORMS

The participant is responsible for all equipment issued. Equipment lost by a player will be paid for by the player at the replacement value of the item(s). Participation in future activities will be determined if accounts are balanced.

FUND RAISING

Student organizations, clubs or classes, athletic teams, outside organization and/or parent groups may be permitted to conduct fund-raising drives. It is imperative that fundraising activities recognize that people approached for support are treated with respect regardless of their decision to contribute or not contribute to the cause. Seeking of outright donations without an exchange of service or a 'chance' at a prize is discouraged and should be carefully reviewed prior to approval.

All funds raised or collected by or for school-approved student groups will be receipted, deposited, disbursed and accounted for in accordance with Oregon law and district policy and procedures. The administration is responsible for

administering student activity funds; the student treasurer serves as the student government representative in administration of student activity funds. Approval for fundraising activities **MUST BE GIVEN BY THE ACTIVITIES DIRECTOR**. Activities without formal adult advisors must obtain approval for adult supervision from the activities director or school administration.

INSURANCE

Parents/guardians of any student wanting to participate in a sports or activity program, including cheerleaders/dance, must provide proof of health insurance / athletic accident insurance before the student is allowed to participate in practice or contests. The Wallowa School District does not insure students for athletics or activities. For the convenience of parents the school office has athletic accident insurance referral contact information. Please contact the athletic director or school office with any questions on this matter.

MIDDLE SCHOOL ELIGIBILITY

Recognizing that middle school is a transition for students to the high school grades, the athletic eligibility requirement for grades,7 and 8 should also be a transition end of year grades from grade 7 and 8 carry over to the fall term of the next year for the purposes of determining eligibility.

WALLOWA HONOR SOCIETY

At the end of the first semester of each school year National Honor Society membership will be extended to those students that meet the following criteria: demonstration of appropriate behavior, maintenance of a 3.5 or higher cumulative GPA, enrollment in at least two advanced classes (or Freshman enrolled in advanced math), and completed application forms submitted by the established deadline.

To continue membership: students must, maintain a 3.50 GPA or higher, attend club meetings, participate in club activities and fund-raisers, and complete at least one service project, approved by the advisor in advance.

OSAA ELIGIBILITY STANDARDS A student must have been in regular attendance, enrolled in and doing passing work in five full and regular subjects at the close of the preceding semester as well as the current semester.

Minimum Satisfactory Progress Requirements (Expanded Chart)

Credits to Graduate	24	25	26	27	28	29
Credits Per Year	6	6	6.5	6.5	7.0	7
Required Prior to Year 2	4.5	4.5	4.5	5.0	5.0	5.0
Required Prior to Year 3	10.0	10.5	11.0	11.0	11.5	12.0
Required Prior to Year 4	17.0	17.5	18.5	19	19.5	20.5

Home-schooled students must be registered with the Wallowa ESD. Home-schooled and alternative school students must follow appropriate OSAA guidelines regarding selection of participating school and must satisfy requirements equivalent to all handbook rules and policies. Expelled/suspended students are not eligible for activities until the completion of their expulsion/suspension.

PARTICIPATION

There shall be no athletic activity program for students in kindergarten through grade four. Where student interest is strong, an activity program may be offered in grades five through twelve. Factors to consider are student interest and level of competency; primacy of the academic mission of the district; availability of funding, facilities, equipment, personnel; travel distances and availability of opponents.

A student shall practice or compete in activity events only with the written consent of a parent or legal guardian, proof of health insurance and, a current athletic physical. It is strongly recommended that athletic competitors be matched in physical ability and physical maturity, and compete against comparable teams. OSAA and district eligibility rules for participation shall be followed. In the event a student desires to switch sports, both sport coaches shall meet with the athletic director to consider approval for the change.

PAY TO PARTICIPATE

Pay to participate fees will be assessed per student at the following rates per year:

\$55 per district funded sport at the High School level

\$25 per district funded sport at the Middle School level

\$150 maximum expense per family where the student(s) reside(s)

Athletes who desire to play but are unable to pay the fee are strongly encouraged to bring the matter to their coach or the athletic director's attention. The district will try to find an opportunity for the athlete to come up with the funds.

PENALTIES FOR SUBSTANCE POSSESSION

Students involved in a school sponsored activity* are not to use or have in possession tobacco including inhalant delivery systems or use of inhalant delivery device, (e-cigarettes) alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug. Steroids (unless doctor prescribed) or athletic food supplements (e.g. Creatine) shall be considered illegal substance. Consumption of 'natural' substance in un-natural amounts for the purpose of enhanced athletic performance shall be treated as an illegal substance for the purpose of the policy. (*activity is defined as OSAA sports and school-year groups such as FFA, NHS, Rotary, student body and class officers) A violation of this rule will result not only in regular school disciplinary action being taken, but also in the following:

First offenders

Will not be allowed to practice with or represent Wallowa high school in any contest/activity for 10% of season** or two contests/activities (whichever is greater) at their level of play. If the penalty carries over into a subsequent season, practice with the team or group will be up to the coach or advisor of that season.

Suspension calculations will commence with the first day of service of the

suspension. Resumption of participation may begin on the day following the last day of suspension.

** Season shall extend to team arrival back at Wallowa from the last school contest date for regular or post season play. Year round activities shall have an assigned 'season' based on OSAA practice dates...fall, winter, spring... example: if the OSAA winter practice date is November 9, a first offense/suspended fall FFA member fall 'season' will end November 8.

A **second offense** while involved in a school-sponsored activity during the career will result in a student being dropped from all activity participation for 30% of the season** or six contests/activities (whichever is greater) in which the infraction occurred.

A **third offense** while involved in a school-sponsored activity during the high school career will result disqualification from any further participation for ONE CALENDAR YEAR. When a student engaged in a sport/activity violates the above rule, the student will meet with the high school principal, after which a decision will be given to the student. Appeals of decisions will follow standard district appeals format.

A **fourth offense** will terminate participation for the remainder of the high school career.

Substance possession consequences may originate from staff observation, disclosure by the student or their parent to staff, or notice of citation from law enforcement. In the event a student wishes to appeal the penalty due process will take precedent and all consequences will be put on hold until resolution. If the action is sustained the consequences will resume in the manner outlined above.

PHYSICAL EXAMINATIONS

ORS 336.479, Section 1 (3) "A school district shall require students who continue to participate in extracurricular sports in grades 7 through 12 to have a physical examination once every two years." Section 1(5) "Any physical examination required by this section shall be conducted by a (a) physician possessing an unrestricted license to practice medicine;(b)licensed naturopathic physician;(c)licensed physician assistant;(d) certified nurse practitioner; or a (e)licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

In addition, physical examinations or doctors release, shall be required:

When the student has undergone major surgery in the intervening period between scheduled examinations.

Before a student, who has been released from PE by medical excuse, can return to train for, or compete in, athletic competition.

Before a student, who has been under a doctor's care for a fracture or suffered a

serious illness or injury during a season can return to train for competition in that or any other sport.

STUDENT ACTIVITIES PROCEDURES

In order to make planning and coordination of non-athletic student activities more efficient and to clarify responsibility in this area the following procedure will be used. All non-athletic activity requests must be submitted to the Activities Director on the standard request form with the advisor's signature. Office "OK" will be required before Student Council takes final action. Student Council may discuss non-approved events and set up the method for planning but may not vote final approval before administrative approval.

STUDENT BODY FEES

All students taking part in athletics **MUST** pay their student body dues **BEFORE** they will be allowed to compete in extracurricular activities. In the event a student desires to participate but cannot afford the fees (or expenses) associated with the activity the student or parent is encouraged to discretely contact the coach, athletic director, or school administrator. Efforts will be made to locate the necessary resources to enable a child to participate.

High School \$30

Junior High \$20

After School Student Pickup

The following diagram shows where students can be picked up by parent(s)/guardian(s) after school. Please do not pick up your child around the bus area, doing so could put your child in jeopardy with the amount of traffic that is on the street at this time.

