

IRRIGON JR/SR HIGH SCHOOL

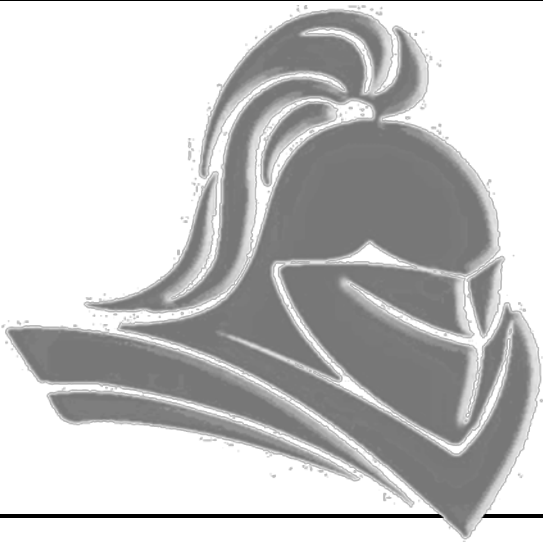
<http://www.ihs.morrow.k12.or.us>

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IJSHS KEY CONTACTS

Principal:	Ryan Keefauver	ext. 2311
Vice Principal:	Rose Palmer	ext. 2312
Head Secretary:	Misty Hofbauer	ext. 2310
Attendance Secretary:	Val Hopkins	ext. 2313
Registrar:	Linda Pedro	ext. 2314



2017-2018 STUDENT HANDBOOK

MORROW COUNTY SCHOOL DISTRICT

<http://www.morrow.k12.or.us>

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MCSO KEY CONTACTS

Dirk Dirksen, Superintendent EXT. 2012
Jack Johns, Director of Special Education EXT. 2382
Erin Stocker, Executive Director of Human Resources EXT. 2811
Marie Shimer, Director of Educational Services EXT. 2370
Matt Combe – Director of Maintenance/Facilities EXT. 2511

EQUAL EMPLOYMENT OPPORTUNITY/AMERICAN DISABILITIES ACT

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, gender, sexual orientation, age, marital status, veteran status, genetic profiling, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Morrow County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, 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, Title II of the Genetic Information Nondiscrimination act of 2008.

Jack Johns, ADA & Section 504 Coordinator
Morrow County School District – North Office
240 Columbia Lane
Irrigon, OR 97844
541-922-4004 x 2382

If you are in need of special accommodations for any district activity including: public meetings, student activities, parent/teacher conferences, programs, graduations or athletic events, please contact Jack Johns, Director of Special Education at 240 Columbia Lane in Irrigon, OR or by phone at 541-922-4004 x 2382. Please give 48 hours prior notice of the event so that appropriate accommodation can be procured.

IRRIGON JUNIOR-SENIOR HIGH SCHOOL

Student Handbook

PREFACE

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

EQUAL EDUCATION OPPORTUNITY

Morrow County School District does not discriminate on the basis of race, color, national origin, sexual orientation, religion, sex, age, marital status, veteran's status, genetic information, or disability in providing education or access to benefits of education services, activities and programs in accordance with Title II, 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 of 1990.

ASBESTOS

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

VALUES AND BELIEFS STATEMENT

Learning is a lifelong process, which is adaptable to change, and not confined to any one institution. Students learn in a variety of ways. Differences in learning styles and rates should be respected, and different modes of learning should be available. In order to prepare students for a global environment, the learning process must emphasize the access, manipulation and use of information. Technological competence must be integrated with critical thinking and reasoning skills. Students need a strong sense of values, skills, and knowledge to make choices which enable them to function as responsible, productive members of society.

Education is a partnership in which all parties have both rights and responsibilities. Schools, students, families, business, and communities should seek to enter meaningful and effective relationships with open lines of communication to ensure educational opportunities and growth.

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An effective learning environment is safe, nurturing, and challenging. In an effective learning environment, each member of the educational partnership feels respected and accommodated.

Self-esteem is enhanced in an environment where individual differences and ideas are respected, where special strengths and weaknesses are addressed, and where each person is valued as a unique individual regardless of race, gender, or ethnicity.

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ACADEMICS

GRADUATION REQUIREMENTS

STANDARD DIPLOMA REQUIREMENTS

Subject	Graduates of 2015 and 2016	Graduates of 2017 and beyond
English	4 (one unit in written comprehension)	4 (one unit in written comprehension)
Math	3	3 (at Algebra I level and higher)
Science	3	3
Social Studies	3	3
Health	1	1
PE	1	1
Career Technical Ed, The Arts or Second Language (in any combination)	3	3
Career Education	1	1
Electives	5	7
Total credits required to graduate:	24	26

ESSENTIAL SKILLS

Students must pass 11th grade benchmarks and complete all work samples (reading, writing, and mathematics problem solving) required for graduation. Additionally, other requirements are necessary for graduation as per Policy IKF-AR Standard (i.e. Educational Plan and Profile, Extended Application, Career-Related Learning, and Learning Experiences).

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HONORS DIPLOMA REQUIREMENTS

Purpose:

- Provide a valuable framework of standard requirements for students who are 4yr college/university bound.
- Offer an incentive for students to take challenging courses throughout their high school tenure.
- Reward students who challenge themselves academically.
- Provide students distinction when applying for college admittance and scholarships.

Credit Requirements – Rigorous coursework for all 4 high school years as described below:

AREA OF STUDY:	CREDITS	RIGOROUS COURSEWORK REQUIREMENTS (class of 2016)
Language Arts	4	1 Credit Must Be AP/Advanced/Honors/College
Science	3	1 Credit Must Be Advanced Science (Physics/Chem./Adv. Biology/AP/College)
Math	3	1 Credit Must Be At Or Above Algebra III/Pre-Calculus
Social Science	4	1 Credit Must Be Advanced (Law/Psychology/AP/College, COM 101)
Health	1	
Physical Education	1	
Career Education	1	
Foreign Language	2	2 Credits Study of The Same Language
Technology	1	CTE/Business/Ag. Science/Computers
Electives	5	
Total Credits	26	

AREA OF STUDY:	CREDITS	RIGOROUS COURSEWORK REQUIREMENTS (class of 2017 & beyond)
Language Arts	4	1 Credit Must Be AP/Advanced/Honors/College
Science	3	1 Credit Must Be Advanced Science (Physics/Chem./Adv. Biology/AP/College)
Math	3	1 Credit Must Be At Or Above Algebra III/Pre-Calculus
Social Science	4	1 Credit Must Be Advanced (Law/Psychology/AP/College, COM 101)
Health	1	
Physical Education	1	
Career Education	1	
Foreign Language	2	2 Credits Study of The Same Language
Technology	1	PTE/Business/Ag. Science/Computers
Fine Arts	1	Art/2 nd Language/Music/CTE
Electives	9	
College Credits	12	Eastern Promise/Dual Credit/Expanded Options
Total Credits	30	

GPA Requirements: GPA of 3.5 – or – 3.25 and (1650 SAT) or (23 ACT) score.

Other Requirements: No D or F on transcript; must pass 11th grade benchmarks (reading, writing, mathematics, and science); complete all work samples (writing, speaking, mathematics problem solving, scientific inquiry) required for graduation. Additional requirements as per Policy IKF-Standard (i.e. Educational Plan and Profile, Extended Application, Career-Related Learning, and Learning Experiences).

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Additional requirements as per Policy IKF-Standard (i.e. Educational Plan & Profile, Extended Application, Career-Related Learning and Learning Experiences)

Students interested in attaining an Honors Diploma must begin planning with their guidance counselors, class advisors, and parent(s)/guardian(s) early on in their high school careers to insure GPA and credit requirements are being met.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian will be the student in the graduating class who has obtained an Honors Diploma and maintained the highest GPA in the class. In the instance of a tie, both parties will be named Valedictorian. The Salutatorian will be the student in the graduating class who has obtained an Honors Diploma and has the second highest GPA in the class. In case of a tie, all parties will be named Salutatorian. **Beginning with the class of 2016 Valedictorian and Salutatorian will be required to have 15 college credits.**

MODIFIED AND EXTENDED DIPLOMAS & ALTERNATIVE CERTIFICATE PARENT NOTIFICATION

A school district or public charter school may award a **modified or extended diploma** to a student only upon the consent of the parent or guardian of the student. A district or school must receive the consent in writing and during the school year in which the modified diploma is awarded. The requirement for obtaining the consent of a student's parent or guardian does not apply to a student who is emancipated or has reached the age of majority of 18 years of age or older at the time the modified diploma is awarded.

Beginning in grade five, school district and public charter schools shall annually provide information to the parents or guardians of a *student taking an alternate assessment of the availability of a modified diploma, extended diploma and an alternative certificate and the requirements for the modified, extended diplomas and an alternative certificate.* (OAR 581-022-1134, OAR 581-022-1133, OAR 581-022-1135)

GRADUATION EXERCISES

Students who have not met the requirements for a Morrow County regular or modified high school diploma and not paid all fees/fines will not be permitted to take part in District graduation exercises.

GRADE CHECK

Follow these steps to perform an on-line grade check:

1. Go to: www.ihs.morrow.k12.or.us
2. Click on "Parent Resources" (for parents' access to "Family Link") in the menu on the left.
Or "Student Resources" for student access to "Family Link"
3. Follow the directions as listed.

REPORT CARDS AND GRADING SYSTEM

Report cards are issued each nine-week period. Parent-teacher conferences are scheduled at the end of the first and third grading periods. Report cards can be picked up by parents at conferences; otherwise they will be mailed home.

HONOR ROLL QUALIFICATIONS

A student must be enrolled in **five graded classes** to be eligible for honor roll and must have a 3.5 GPA or better.

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a credit denial, though attendance will not be the sole criterion used. Such decisions will not

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be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy.

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

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

RECORDS

All student records at Irrigon Jr./Sr. High School will be handled in the manner prescribed by the Morrow County School District Record Policy. The District policy is in compliance with previously established federal and state guidelines and is available in the school office upon request.

The following types of information shall be known as directory information and will be released unless a specific request that it not be released is made by a parent, guardian, or student of consenting age (18): the student's name, date and place of birth, major field of study, height, weight, and grade of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency and institution attended by the student. Student pictures will be allowed in school publications (i.e. school newspaper, yearbook, newsletters) unless specific request that it not be allowed is made by a parent, guardian, or student of consenting age.

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

- Education records are those records related to a student maintained by the district. As student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records, with and without parent and eligible student notice and consent, will comply with all state and federal laws.
- Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.
- Education records are maintained in a minimum one-hour fire-safe place in the office by the principal. Permanent records shall include: Full legal name of student, name and address of educational agency or institution, student birth date and place of birth, name of parent/guardian, and date of entry into school.

WITHHOLDING OF STUDENT RECORDS

On July 1, 2004, changes in ORS 339.260 went into effect, requiring school districts to withhold the grade reports, diploma, and records of any student or former student who owes a debt of \$50 or more to the District. A district may withhold records for a debt of less than \$50.

SCHEDULING

Scheduling for classes will be done each spring. Students should make every effort to plan ahead for classes to be taken the following school year. Help from counselors, teachers and parents should be sought. Many of the courses that are offered are directly related to the classes selected by the student interest survey. Selecting a course in the spring of the year and then changing at the time school starts can have a very adverse effect upon the schedule. Schedule changes will not be permitted after the first week of school, unless there are extenuating circumstances.

ALTERNATIVE PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist

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students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

Students are informed of alternative programs available if they meet one of the following conditions:

- Being or has been expelled.
- Having repeated severe disciplinary problems.
- Attending so erratically that he/she is not benefiting from the educational program.
- Sixteen years old or older and having given written notice of intent to withdraw from the regular school program for reasons other than enrolling in another educational program.

For information or appeals regarding expulsions and alternative school placement, contact the Oregon Department of Education Department of Alternative Learning Specialist at (503)378-3600.

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee. "Alternative Education Program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

- Goals
- Criteria for enrollment
- Proposed budget
- Staffing
- Location
- Assurance on nondiscrimination

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

Students seeking re-admission to regular school programs from alternative programs must meet the following criteria:

- Have sufficient credits to be on track to graduate from the regular program
- Show a pattern of regular attendance in the alternative program
- Show sufficient progress in academic work in the alternative program
- Be free of any disciplinary actions and exhibit a willingness to abide by the regular school rules & regulations
- Adhere to all policies and regulations stipulated by the administration

ATTENDANCE

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

ATTENDANCE REGULATIONS

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with the compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine up to \$150 as provided by ORS 339.25.

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

The superintendent or designee has the authority to enforce the provisions of the compulsory attendance laws;

- Failure to send a student to school is a Class C violation;
- A citation may be issued by the district in the amount of a \$150 fine;
- A conference with the parent and student is required.
- The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

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

There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. However, students can fail on the basis of performance, despite good attendance.

STUDENT ATTENDANCE EXPECTATIONS

Irrigon Jr./Sr. High School students maintain good attendance in the following ways:

- Attend all classes regularly and report to all classes on time.
- Check in at the office before going to class if you arrive late to school.
- Check out before leaving campus even if your parents pick you up.
- Get appointments or trips pre-arranged. Bring a note to the office explaining the date, time, and reason for the absence two days prior to the absence
- Get all schoolwork to be missed ahead of time whenever possible.
- Clear all absences within (2) days or the absence will be considered unexcused.

ABSENCE WITHOUT PRIOR ARRANGEMENT

Upon return to school, a student should report to the Main Office with a note from the parent/guardian. The note should include the date, student's name, date(s) and/or time of student absence, reason for absence, and parent/guardian signature.

Students who are 18 ***and living on their own*** may write their own notes. Only these students may sign themselves in/out at the office with administrative approval.

PRE-ARRANGED ABSENCE

When a student is aware in advance that he/she will be gone for more than one day, the student must first bring a note from home stating that the student will be absent. Then the student must pick up a "prearranged absence" form. The student will take this form to each teacher allowing them to be aware of the absence, and the student to get their assignments in advance.

College Visitation Guidelines (Attendance)

Juniors and Seniors are allowed two (2) days for college visitations. If a student wishes to exceed the 2 day limit for a college visitation, the absence will be excused if they have pre-arranged the absence, but it will not be considered a school related absence. The following criteria must be met for the absence to be considered school related:

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- A staff member takes a group of students on a college visit that has been pre-arranged with the college.
- The student and parent must set up the visit with Irrigon High School and the college. The college must set up the tour and documentation must be given to IHS from the college.
- Only Juniors and Seniors are eligible for college visitations as a school related absences for the 95-95 finals policy.

LEAVING SCHOOL DURING SCHOOL HOURS

If it should become necessary to leave school during the school day, the student must check out of school by seeing the office secretary and gaining clearance from the administration. *Failure to do so will constitute an unexcused absence, regardless of whether or not your parents are "aware"*. Discipline will be administered as stated within the behavior management procedure. If parents wish to have a student excused during the school day, arrangements must be made with an administrator. The administrator will determine whether the reason is of sufficient cause to release the student, and to determine whether the absence will be excused.

EXCUSED ABSENCES

Student will have one day per day absent to complete and turn in work for full credit. ***Per state law (ORS 339.065), excused absences will only be given for:***

- Family emergency – determined by the administrator
- Illness
- Pre-arranged absence
- School sponsored activities – participants will not be counted absent from class. Make up all work on time as required by the teacher.
- Homework requests will only be honored for absences in excess of two (2) school days.

UNEXCUSED ABSENCES

- Assignments must be completed upon return.
- Leaving campus without properly checking out through the office. (A note or phone call from the parent stating the date and time of absence and the reason for the absence is required to excuse the absence.)
- Skipping class (truancy)—Leaving class without permission
- Oversleeping or missing the bus or motor vehicle problems
- Personal errands or family vacations
- TRUANCY—A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and ineligibility to participate in athletics or other activities.

CODE OF CONDUCT

Students are responsible for conducting themselves properly and in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. At Irrigon Jr./Sr. High School the teachers and staff believe that people move toward personal maturity as they make good behavioral choices and take responsibility for their actions. We believe that mature and responsible behavioral choices deserve acknowledgment. A complete record of the conduct of each student is maintained at the school.

At Irrigon Jr./Sr. High School, individuals will conduct themselves as good citizens as outlined:

- Regard for the rights and privileges of others
- Show respect for those in authority
- Care for the condition and appearance of the grounds, buildings, and fixtures of the school
- Are timely and punctual

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GENERAL CONDUCT EXPECTATIONS

School rules apply to all school activities on and off campus, including during lunch and during school events. Respectfully address staff members by using Miss, Mr., Mrs., or Ms and their last name. **The following rules of general conduct are expected of all students:**

AT SCHOOL

- Be polite and respectful of the rights and freedoms of others.
- Use appropriate language and dress appropriately.
- Follow directions or instructions given by staff members immediately.
- Walk and move through the school safely. Running, pushing, shoving, tag, kicking, and other types of rough play are not allowed because of how often students become injured.
- Personal communication devices such cell phones will be able to used before school and at lunch in the with the following stipulations
 - Phone conversations or music **WITHOUT** headphones are not allowed in the building
 - When the bell rings to go to class phones / devices must be put away
 - During class cell phones need to be put away unless the teacher has given permission to use them for academic purposes.
 - Cell phones are still not used for recreational purposes in the classroom.
 - If a student is violating cell phone use they will be asked to put their phone away – if there are continued issues then notify the office to address the issue.
- High School students may hold hands or walk arm-in-arm. Other displays of affection make others uncomfortable and are not allowed. Junior High students are required to keep their hands to themselves at all times.

CLASSROOM

- Follow rules and expectations established by the individual teacher.
- Be honest and make sure that what you write or create is your original work.
 - If you need to reference or quote another person’s work, give credit to the author with a proper citation or reference.

CAFETERIA

- Food, drink, and snacks must only be eaten in the cafeteria or outside. Lunches can be stored in lockers in a closed bag, knapsack, or lunchbox.
- Food and drink are allowed in specific classrooms during special classroom events.
 - Food, drink, and snacks are not allowed in other areas of the school because of the damage spills do to the flooring.

COMPUTER LABS

- Computers are provided to give students access to information and tools that aid in learning.
- Only use computers for educational purposes. The following activities violate school and district technology policies and are not allowed:
 - Games that are not part of the class or lesson
 - Communication via Social Networking sites (MySpace, Facebook, etc.) or non-school email
 - Sites that host illegal (copyrighted) content
 - Production, printing, or downloading of inappropriate materials such as gang graffiti, obscene or profane messages, etc.
 - Making online purchases

LIBRARY

- Work quietly and be respectful of others’ learning.
- Return books, magazines, newspapers, and electronics to their proper place.
- Return checked out materials when they are due.

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GYM

- Enter and exit calmly.
- Ask permission to use sporting equipment.
- Wear gym shoes or if asked by a staff member, wear only socks.
- During assemblies, listen respectfully to the presenter(s)
- Cheer loudly for our KNIGHTS!
- Be respectful of guests to our school.

ATTENDANCE

A student must attend school the day of an after school function in order to participate in that function unless he/she has prearranged his/her absence with the administration.

Student tardiness is a disruption to the daily operation of classes. Students are advised that repeated tardiness in the same quarter will result in immediate consequences and/or parent contact. Consequences may include detention or, in extreme instances, in or out of -school suspension. Students later than 10 minutes to class will be considered and marked absent.

STUDENT RIGHTS AND RESPONSIBILITIES

Your Rights:	Your Responsibilities:
Civil rights: The right to equal educational opportunity and freedom from discrimination.	The responsibility not to discriminate against others.
The right to attend free public schools.	Attend school regularly.
The right to due process of law with respect to suspension, expulsion and decisions which the student believes violate his or her rights.	Observe school rules essential for permitting others to learn at school.
The right to free inquiry and expression.	The responsibility to observe reasonable rules regarding these rights.
The right to assemble peacefully and informally.	The responsibility to not disrupt the orderly operation of the educational process nor infringe upon the rights of others.
The right to privacy which includes privacy in respect to the students' education records.	The responsibility to inquire about possible errors in those records.
The right to know the behavior standards expected.	The responsibility to know the consequences of misbehavior.

STUDENT MANAGEMENT POLICY

The teachers and staff at Irrigon Jr./Sr. High School believe that students have the right to a safe, pleasant environment in which to learn. It is important that students be encouraged to conduct themselves in a manner that will maintain such a climate that everyone is given the greatest opportunity to achieve and succeed. When every person in a school is doing their best, the school becomes an exciting and warm place where every person is learning new things every single day.

THE DISTRICT HAS LEGAL AUTHORITY OVER A STUDENT AT SCHOOL DURING THE REGULAR SCHOOL DAY, AT ANY SCHOOL RELATED ACTIVITY, REGARDLESS OF TIME OR LOCATION AND WHILE BEING TRANSPORTED IN DISTRICT-PROVIDED TRANSPORTATION.

DISCIPLINARY CONSEQUENCES

- A student who violates the Student Code of Conduct shall be subject to disciplinary action.
- A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.
- The district's disciplinary options include using one or more discipline management techniques, including, but not limited to, counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards and removal to an alternative education program.
- Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student may be considered prior to any suspension or expulsion.
- In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.
- Students who have been put on a behavior contract, and have violated that contract, may incur consequences including, but not limited to, removal from their regular courses, loss of student body privileges, and may be recommended for referral to the Morrow Education Center.

BULLYING, HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION, HAZING, AND MENACING

The Morrow County School Board and Irrigon Jr./Sr. High School are committed to providing a positive learning and working environment. Bullying; harassment; intimidation; and menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the school district. (MCSO Policy JFCF) If you believe that you or someone else is being harassed or bullied in any way you must report to a school staff member immediately.

SEXUAL HARASSMENT

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

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

- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits, submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff, or the conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of his/her job; or creates an intimidating, offensive or hostile educational or working environment.

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

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

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

BUS REGULATIONS

The Morrow County School District provides bus transportation or payments in lieu of transportation to all students in Morrow County living more than one mile from school. The local administrator or the bus supervisor establishes bus routes. Any request for a route change must be made to the bus supervisor, as the driver does not have the authority to alter the bus route. The state regulations governing students while riding school buses are posted on each school bus. Any violation of these rules may cause loss of bus privileges.

Bus Rules

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

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Students will remain seated while bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms, or heads through bus windows.
11. Students will have written permission from an administrator to leave the bus other than for home or school.
12. Students will have written permission from their parent(s) to ride a bus that is different from their usual bus.
13. Students will converse in normal tones; loud or vulgar language is prohibited.
14. Students will not open or close windows without permission of the driver.
15. Students will keep the bus clean and must refrain from damaging it.

DAMAGE TO DISTRICT PROPERTY

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. (If the cost is \$50 or more, the district will notify the student and parent.) If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld.

GANG ACTIVITY/HATE GROUPS

Gang/Hate group activity will not be allowed. Prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors or insignia and the use of language, code or gestures that provoke violence or seek to advocate the purpose and objectives of such groups. All tattoos deemed gang related must be covered. The display of gang graffiti or symbols anywhere on school grounds is prohibited. This includes the display of such graffiti or symbols on a student's person or personal items. The consequences for participating in any gang activity will be:

- 1st Offense – Automatic 4 or more days out-of-school suspension.
- 2nd Offense – 10-day out-of-school suspension pending expulsion.

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DRESS CODE

The District dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. In addition to the District policy on dress and grooming, dress issues often constitute conflicts with district policy on sexual harassment and gangs. Such dress can, at times, for some students, create a hostile school environment. The following dress code seeks to create a more logical and useful set of guidelines for students and parents. Students in PE and Weight Lifting classes must be in compliance with the policy.

- Clothing must be clean and cover the student adequately. Bare-skin or revealing clothing is distracting and disruptive to the educational process.
- Clothing must be safe, and it cannot promote or symbolize anything offensive, disruptive, or destructive:
 - No clothing advertising, symbolizing, or implying alcohol, tobacco, drugs, sexual activity, weapons, or discriminating messages.
 - Coveralls or overalls must be completely fastened. Chains and other noisy or dangerous items attached to clothing are not allowed and must be removed for safety purposes.
 - *Stocking hats knotted in back, bandanas, headbands, hairnets, and hanging belts are not allowed.
 - *No personalized messages or inappropriate nicknames on clothing and no text, insignias, graphics, or logos identified by the Umatilla-Morrow Gang Task Force as gang-related are permitted.
- Shoes must be worn at all times. Sandals are permitted.
- Hats, stocking caps, hoods or any other headgear are not to be worn at any time inside of the school building or outside during class time.

Students found to be in violation of these guidelines will be asked to conform immediately and will be subject to disciplinary action according to the student management policy. Be aware, however, that violations of guidelines marked with an asterisk (*) may be a violation of the District's gang policy and could result in severe disciplinary action.

DRUG AND ALCOHOL POLICY - MCSD

Student Drug and Alcohol Use Policy - Oregon State Law ORS 474 and 475 prohibits the possession, use or sale of alcohol, narcotics, and habit-forming drugs. This obligates the school district to enforce a policy prohibiting the possession, use, sale or source of supply of alcohol, narcotics and habit-forming drugs (or look-alikes) on or near the school grounds, or at any time students are going to or from school or while being transported to and from any school sponsored activity.

Morrow County School District recognizes that chemical dependency is a treatable health problem. To help make the school drug-free, the following policy will be enforced:

Violations

Possession and Use

Students in violation of the policy for the first time by being in possession of or using any narcotic, hallucinogenic, or intoxicating drug or alcohol will be suspended from school until a voluntary assessment is completed for up to a maximum of 10 school days. Police will be called and the student will be cited. A conference with the parents or guardian will be required. Parents must agree to psychological counseling and/or informational seminars for the student. A second violation of being in possession or using will result in the student being automatically expelled from school. The expelled student may request a hearing with the board. Mandatory assessment and recommendation for treatment will be required prior to reinstatement.

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Sale or Supply

Students involved in selling or supplying narcotics or other dangerous drugs shall be suspended and shall be recommended to the superintendent and the Board of Education for mandatory expulsion. Student and/or non-students supplying drugs on campus will be prosecuted. Such activity is a violation of state and federal law. Drug and alcohol violations by students either in possession, use or sale will be reported to proper law enforcement officials for subsequent follow up action on their part. Use of a drug authorized by medical prescription from a registered physician, and within the guidelines of the District Policy on medication, shall not be considered a violation of this rule.

First Offense:

1. Staff confiscates the product, if possible, and gives to the appropriate administrator.
2. A building administrator notifies parents/guardians of student's possession and/or use.
3. Student may be suspended for up to 4 days.
4. If under 18 years of age, the student will be referred to the local authorities for an MIP citation.

Second Offense:

1. Staff confiscates the product, if possible, and gives to the appropriate administrator.
2. A building administrator schedules a meeting with the student and parents/guardians.
3. Student will be encouraged to complete a drug education class unless already having done so.
4. Students receive up to four (4) days in-school suspension.
5. If under 18 years of age, the student will be referred to the local authorities for an MIP citation.

Third Offense:

1. Staff confiscates tobacco products if possible and gives to the appropriate administrator.
2. Staff notifies parents/guardians of tobacco use and subsequent referral for expulsion.
3. If under 18 years of age, the student will be referred to the local authorities for an MIP tobacco citation.
4. Student will be suspended, and possible alternative placement considered, pending expulsion.

WEAPONS

At any time when subject to school and district rules, students shall not knowingly possess, handle, and transmit any object or instrument that can be considered a weapon. This includes weapon look-alikes, mace, pepper spray, or any other device sold as a method of protection or as a weapon. State and federal law requires expulsion for one calendar year for weapon offenses. Law enforcement authorities will also be contacted.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The District's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors, and administrators; detention; suspension; expulsion; loss of driving privileges; loss of right to apply for driving privileges; and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits drug, alcohol and/or tobacco-related offenses, or any other criminal act, he/she may also be referred to law enforcement officials.

DETENTION

A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

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SUSPENSION

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

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

Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension a student may not attend after school activities, athletic events, be present on district property, or participate in activities directed or sponsored by the district. Schoolwork missed by a student while on suspension is due on the day the student returns to school.

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 parents or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law. See alternative education programs in this handbook.

DISCIPLINE OF DISABLED STUDENTS

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

When a disabled student is suspended for more than ten consecutive school days or for more than ten cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior, which is a manifestation of the disability.

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

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VEHICLES ON CAMPUS

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

In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. As a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule, or procedure violation. Revenue generated from the \$10.00 parking permit sales will be used towards parking lot maintenance and repairs. The parking permit can be transferred from vehicle to vehicle or additional permits may be purchased for \$3.00. The parking permit should be displayed on the plastic hanger on the rearview mirror.

Bicycles ridden to school by student must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. Bicycles, scooters, and skateboards may be ridden on parking lots and driveways only. They are NOT to be ridden on sidewalks.

The District assumes no responsibility or liability for loss or damage to vehicles or bicycles. Students will park in the west parking lot. No students will be permitted to park in the front parking lot.

Students who drive to school are expected to obey the following regulations:

- Travel at posted speed limits and obey all traffic laws.
- All student vehicles must park in designated areas in the parking lot. Keys must be removed from ignitions
- Students are not allowed to drive other students during school hours without written permission from the parents or guardians of both students.
- Students are allowed to drive vehicles only before school and after school. Students may drive at lunch with the express permission of Principal or his representative. Vehicles are not to be driven during classroom hours unless permission is obtained from the administration.
- Students are not to use cars for errands during school time unless given special permission from the administration.
- Students who drive or park inappropriately may lose their privilege to drive or park on school grounds.

ATHLETICS / CLUBS

The following athletic code has been adopted by the Irrigon Jr./Sr. High School Administration and Athletic Director and is in accordance with the policy of the Morrow County Board of Education. It is also consistent with the suggested policy of the Oregon School Activities Association (OSAA). This code shall apply to all students participating in extracurricular activities sponsored by Irrigon Jr./Sr. High School. Any athlete not conforming to the letter of this code shall be subject to disciplinary action as prescribed.

PARTICIPATION

Any athlete who quits one sport or is dismissed from a team for disciplinary reasons shall not participate in another sport during that original sport season without the express permission of the head coaches involved.

Any unexcused absence during the day of an athletic contest will result in a student being unable to participate that day. If the absence is excused, the athlete must be in attendance a majority of the day in order to be allowed to participate that day. Students are responsible for any work they miss due to an athletic trip/extra-curricular activity. Arrangements

should be made with teachers of those classes to be missed prior to leaving on the trip. Any absence from a regularly scheduled practice session without the coach's authorization, either by prearrangement, conference with the coach, or absence from school shall receive consequences at the discretion of the coach in charge.

When there is reasonable suspicion of a violation of the athletic policy, a student who is participating in an extra-curricular activity may be tested for drugs/alcohol at the first available opportunity after the school becomes aware of the situation.

All paperwork, including sports physical examination, medical information form, proof of insurance, and drug & alcohol policy signed by the student and his/her parent/guardian must be turned in to office before the first practice and the Pay to Participate and ASB fees must be paid in full prior to the first contest.

MCSD/OSAA ELIGIBILITY REQUIREMENTS

The Morrow County School District believes that the extra-curricular programs (defined as those activities under the sponsorship or direction of the school for which participation is voluntary) provided in the schools of Morrow County are an important part of the educational process and that these activities encourage and support the academic programs. Pursuant to IHS, MCSD, and OSAA policies, the following requirements must be met in order for a student to be eligible for participation in extra-curricular programs:

To be eligible to participate in extra-curricular activities a student must:

1. Athletes are required to be enrolled in a minimum of five **graded** classes and meet all OSAA eligibility requirements.
2. **Grade checks are conducted at the start of each season and every two weeks thereafter. Students whose GPA falls below a 2.0 will be placed on probationary status.** During probation a student is allowed to practice and participate in contests/events.
3. Failure to reach a 2.0 GPA within two weeks after being placed on probation will result in the student being declared ineligible.
While ineligible:
 - i. A student is allowed to practice, but not participate in contests/events.
 - ii. Not allowed to miss school time to attend a contest/event. With permission of the coach they may attend events that leave after the end of the school day or on non-school days.
 - iii. Not allowed to suit up and sit on the bench. They may have other duties like stat keeper or manager.
 - iv. The period of ineligibility will last as long as the student's GPA is below a 2.0 but no less than 1 week.
4. **Students will move from ineligible status to probationary status then to eligible.**
5. The school administration is authorized to set this policy aside in order to give special consideration to those students who, because of mental, emotional, or physical handicaps cannot fulfill the requirements of the policy.
 - a. OSAA Rule 8.1 - A student must pass a minimum of five (5) classes in the previous semester (quarter for the Junior High), enrolled full time as a member of the student body.
 - b. OSAA Rule 8.1.1 - Full time enrollment is defined as one who is enrolled in high school, attending regularly, and passing in ***courses offered by a high school, college, work experiences, or other school approved educational activities (including summer school or night school)***.
 - c. OSAA Rule 8.1.2 - To be scholastically eligible, a student must ***also*** be making satisfactory progress towards the school's graduation requirements ***by earning a minimum of the quantity of credits indicated on the chart below for the specified year.***

Minimum Satisfactory Progress Requirements

Credits Required to Graduate	26
(70%) – Prior to Grade 10	4.5
(80%) – Prior to Grade 11	10
(90%) – Prior to Grade 12	17.5

2. Refrain from the use of alcohol, drugs, and tobacco. (Students violating this will be dealt with according to the Morrow County School District Conduct Code as well as the local school conduct and athletic codes.)
3. Be in attendance the entire day of a particular activity unless pre-arranged per building policy. Emergencies or exceptions only upon appeal to the administration. Coaches will be notified as soon as possible when a student on an activity roster is absent from school. Students who are absent or late to school the day after an activity will be referred to the coach for disciplinary action per team rules.

The above rules apply to extra-curricular activities only, though academic activities may be withheld if warranted for disciplinary reasons.

In addition to the above, students involved in the school athletic programs shall meet the following requirements:

- A physical examination by a registered physician and approval from the physician to participate (first participation in Junior High and every two years thereafter). Students who have been seriously injured, who have had surgery, or who have a health condition which requires regular checkups, may be required to have additional physical examinations before participation.
- Meet all the requirements of a specific school athletic code.
- Be covered by school insurance or comparable coverage.

ALCOHOL, DRUG, AND TOBACCO POLICY

Morrow County School District Policy IGDJ-AR-2 and JFCIA-AR – Alcohol / Drug / Tobacco Violations

DEFINITIONS

Drug: Any substance considered illegal by Oregon statute or which is controlled by the Food and Drug Administration.

District Athletic/Non-Athletic Participant: Any student participating in any athletic program or non-athletic program sponsored by Morrow County School District including, but not limited to, athletics; clubs; and organizations sponsored by the school; and student body organizations, including student council.

Season: Fall, Winter and Spring athletic and cheerleading seasons begin on the first day of practice and end the day prior to the next season as determined by the OSAA. For other non-athletic activities a season will be an academic quarter.

Assessment: A process by which information is gathered about attitudes and behaviors which may be symptomatic of use or dependency. Assessment is to be performed by any licensed assessment provider. The result of assessment must be submitted to the administration. Students who choose voluntary assessment must follow the recommendation of the outcome of the assessment. Documentation of satisfactory progress must be provided to the administration by the treating agency. Upon receiving this documentation, the administration will make the determination whether the student will remain in participation in the activity.

Positive Test: The presence of any level of illegal drugs other than prescription medications. (See procedures below).

SPECIFIC CODE FOR DISTRICT ATHLETIC & NON-ATHLETIC PARTICIPANTS

Alcohol/Drug Violations

Voluntary Student Admission: With the intent of encouraging students who are using drugs or alcohol to participate in treatment programs, Morrow County School District supports students who voluntarily admit, of their own accord, and

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prior to any staff questioning, that they use/abuse alcohol and/or illegal drugs. If a student voluntarily admits to a coach, advisor, athletic director, or administrator that they have a drug/alcohol problem at least 24 hours prior to any drug testing or prior to being called into the principal's office during an incident investigation, the following discipline will be administered:

First Voluntary Admission: For the first voluntary admission, the student will be given the option of:

1. A short suspension (10 days or 1 contest/event*, whichever is greater, from the date of the admission); and a good faith participation in a State certified drug and alcohol assistance program at the student's /parent's expense:

OR

2. If the student does not choose the above noted option, the student will be suspended for the remainder of the activity season, will lose their letter, and will lose any privileges of the activity.

If the student elects the option of participating in the drug/alcohol assistance program, the student will continue to practice/participate with the team/group, but not participate in any game/event* during the suspension. The minimum length of the suspension shall be for 10 days, or one contest/event*, whichever is longer, which will carry over to the next season/quarter of participation if the schedule ends before the time has elapsed. If the first session of the drug assistance program has not occurred by the end of the punishment period, the student will be suspended from practice/involvement and participation in games/events* until he/she has attended at least one session. Continued participation will be contingent on the student missing no session of the drug/alcohol treatment program.

Second Voluntary Admission: For the second voluntary admission, discipline will be handled according to the first offense. Repeat admissions will be dealt with under subsequent offenses.

First Offense: Students determined to be in violation of this policy by use of, possession of, or active involvement with unlawful drugs or alcohol, as determined by self-admission, citation/conviction, school personnel affidavit, or positive drug test will be subject to an immediate suspension of at least 3 weeks (21 calendar days) and/or 2 contest days/events*, whichever is greater.

The suspension will begin as soon as the school becomes aware of the violation. The total actual time of the suspension from activities will be determined as follows:

Option A: Student chooses to undergo voluntary participation in a State certified drug and alcohol assistance program at the student's/parent's expense. The student will continue to practice, but will not play/participate in any contests/events* during this period of suspension.

- **For athletic purposes only:** Following any suspension the student will be reinstated to full participation in the activity. The student will be reinstated to the same team (Varsity, JV, etc.), and have full opportunity to play on that team by earning his/her way back through hard work and a positive attitude. The student is not expected to be reinstated to a starting position, but he/she must have the opportunity to earn it back.

Option B: If the student does not choose Option A, the student will be suspended from the team/non-athletic program for the remainder of the current season and the next sport season/academic quarter in which the student participates.

Second Offense: In the student's Irrigon Jr./Sr. High School career, the student will be suspended from all athletic/non-athletic programs for 9 weeks of contests/events*. The student shall not participate in activity programs until the student has successfully completed a treatment program.

Third Offense: Immediate and full suspension from all athletic/non-athletic programs for a period of one calendar year (365 days from the date of suspension). The student shall not participate in activity programs/events* until the student has successfully completed a treatment program.

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Fourth Offense: The student will be suspended from participation for the remainder of the student's Irrigon Jr./Sr. High School career.

ATHLETIC/NON-ATHLETIC DRUG TESTING PROCEDURES

Rules related to this policy will be made available in writing as a part of the registration process. The rules will be reviewed with students at the beginning of each school year. An "Authorization to Test for Drugs" Agreement will be signed by each student and his/her parent/guardian before the student will be allowed to participate in any athletic/non-athletic activity. The policy will be in effect the entire school year the student is enrolled at a Morrow County School District Jr/Sr high school and will govern the conduct of the athletic/non-athletic participant. Consequences for violations during the spring will continue into the next year.

1.0 CONSENT

Each student involved in any athletic/non-athletic program(s) will be required to provide a signed consent form prior to joining the program. Both student and parent/guardian signatures are required.

2.0 NON-PUNITIVE NATURE OF POLICY

Students will not be penalized academically for testing positive for illegal drugs under this policy, nor will athletic/non-athletic drug tests be documented in any student's academic records. The information gathered under this policy will only be disclosed to criminal or juvenile authorities in order to comply with lawful court orders or subpoenas. In the event of such legal compulsion, the District will notify parents/guardians at least 72 hours prior to releasing information.

3.0 TESTING RULES

- 3.1 All athletic/non-athletic participants may be tested at any time during the school year at the discretion of the superintendent.
- 3.2 Additionally, random testing will be conducted throughout the school year at the superintendent's discretion.
 - 3.2.1 A minimum of 5% and a maximum of 100% of co-curricular participants will be tested at each test period as determined by the superintendent.
 - 3.2.2 Once the "Authorization to Test for Drugs" Agreement is signed the student is eligible for random testing whether or not he/she is at that time participating in an athletic/non-athletic activity.

4.0 PROCEDURES FOR TESTING

- 4.1 Selection for testing will be by random procedures from a pool of all students who have signed the "Authorization to Test for Drugs" Agreement. The superintendent will take due precautions to ensure the integrity and confidentiality of the selection process. No individual involved in the selection process will be able to identify students or to determine the selection of a particular student for testing.
- 4.2 The school principal will be notified on the day students are selected for testing and will arrange for samples to be taken the same day. If a student is absent on a testing day an alternate will be tested. The absent student will be required to provide a sample at the nearest approved collection site within 24 hours upon return to school. Any student unable to provide a sample will be expected to remain at the collection area until a specimen is obtained. Those selected for testing will be given the option of doing so in private.
- 4.3 Students who refuse a sample will be considered to have tested positive and will be subject to the procedures listed under the Alcohol & Drug Violations section mentioned above.

5.0 PRESCRIPTION MEDICATIONS

Students on prescription medications may provide a copy of the prescription or a physician's written verification to the testing facility within 24 hours of the time a sample is collected. If a positive result is obtained, a "lab review" will be conducted to insure that prescription medications are not interfering with positive results. The legal guardian will be contacted by the laboratory to confirm possible prescription medications. Such information will not be provided to Morrow County School District.

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6.0 SCOPE OF TESTS AND CONFIDENTIALITY OF RESULTS

- 6.1 All specimens will be collected and tested by a State-certified laboratory. Specimens may be collected at a local certified collection site for make-up or follow-up testing needs. Chain of custody procedures, as recommended by the laboratory, will be followed.
- 6.2 Screening tests will test for common illegal drugs of abuse. The superintendent shall decide prior to selection of students which illegal drugs shall be screened. Samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication.
- 6.3 Test results will be communicated only to the superintendent, or the superintendent's designee, and principal. Individual test information will be treated confidentially.

7.0 POSITIVE RESULTS

Whenever a participant's results indicate the presence of drugs (positive test), there will be a meeting scheduled with the student, the parents or guardian, and the building principal.

ATHLETIC AWARDS

An athlete must be a member in good standing at the close of a sport season to be eligible for any award that may be given. The close of a sport season will be determined to be at the end of the last game or contest. An athlete must attend the awards presentation to receive or be considered for an award unless pre-excused by his/her coach.

WARNING: *Violation of training or citizenship rules at any time during a sport season may jeopardize a student's opportunity to receive any award, i.e., recognition for all-conference.*

ATHLETIC DRESS POLICY

All athletes must wear shirts during practice (sports bras are considered undergarments and are not acceptable). Athletes must meet dress code requirements while representing Irrigon Jr./Sr. High School. This includes practicing, traveling, and attending home and away contests. What an athlete wears on the day of a scheduled contest during any sport will be left up to the discretion of the coach as long as it meets or exceeds the district dress and grooming policy.

BUS TRIPS

All students participating in away games and activities must ride the bus to the game or activity if provided. If students are representing the school, they must ride the bus to the place of the event. Students may return with parents or another parent, providing parental permission is obtained in advance, cleared by the administrator and the parent signs the student out with the coach. Failure to comply with this protocol may result in student discipline, including not being allowed to participate in the activity, and/or a requirement to ride school transportation to and from all future activities.

EJECTION RULE

When a student athlete and/or coach is ejected from an OSAA sanctioned event the school will be fined. Each additional ejection throughout the course of the sport's season will increase the total amount of all fines. Irrigon Jr./Sr. High School and the District will **NOT** be responsible for paying these fines; they are the personal responsibility of the ejected athlete and/or coach. The athlete and/or coach will not be eligible to participate in and/or coach in any subsequent sport season and/or graduation until fines have been paid.

- Any athlete owing money from a previous sport will not be allowed to participate in any contest until the fine is paid.
- Athletes will clear all fines and fees owed before being allowed to participate in graduation.

SPORTSMANSHIP

Sportsmanship usually refers to the conduct of the athletes and student rooters while participating in various interscholastic activities. The following code is a good summary of a true sportsman. A sportsman will:

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- Consider all athletic opponents as guests and treat them with the courtesy due guests.
- Accept the decisions of officials without question; allow coaches to express concerns in the manner prescribed for each sport.
- Never hiss or boo a player or an official.
- Seek to win by fair means according to the rules of the game.
- Seek to win every contest. Win or lose always do your best.

SPORTS FEES

PAY TO PARTICIPATE

High School	\$50 per year \$50 max per individual	Middle School	\$25 per year \$25 max per individual
\$100 max per family			

If a family has both high school & junior high school students participating in sports, the maximum family fee will be \$100.

All player pay-to-participate fees are due to the Athletic Office no later than 48 hours prior to the first scheduled contest of each sport season.

In the event that a team has a member(s) that is/are unable to render payment by the deadline, the Head Coach may elect to utilize the team's ASB Funds to render payment for such member(s) by the deadline; however, those team member(s) who have borrowed funds from the team ASB funds must either work off the dollar value by performing tasks as deemed appropriate and arranged by the Head Coach or submit payment in full to the Head Coach no later than two weeks after the ASB funds are utilized.

GENERAL STUDENT INFORMATION

ACCIDENTS

All injuries must be reported to the office immediately by staff and an accident report completed. If a staff member is not present, students must report any injury immediately.

ASB FEES

The following fees will be charged to Irrigon Jr./Sr. High School students:

- Student Body Fee \$15.00 (required)
- Yearbook \$ 40.00 (optional)

CLUBS AND ORGANIZATIONS

Student clubs and activity organizations such as band, choir, rally, dance, Future Farmers of America, Associated Student Body, National Honor Society, etc., 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.

DANCES

All school events – banquets, parties, positive recognition activities, and dances are under the supervision of the student council or authorized student group and responsible to the administrator. The student council develops the dance calendar.

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The sponsoring organizations are responsible for all arrangements including finances, entertainment, refreshments, decorations, chaperones, and clean up. These organizations may also set a dress code for such dances (i.e. "formal", "semi-formal", etc.) No bare midriff or low cut dresses allowed.

The following rules govern school dances and parties:

1. Dances are held on Thursday, Friday, or Saturday nights.
2. The faculty class advisors (minimum 3) and parents (minimum 3) must chaperone each event.
3. Students leaving the building will not be allowed to re-enter the dance.
4. All school sponsored dances and parties are closed to all individuals except Irrigon Jr./Sr. High School students.
5. Under no circumstances will Junior High students be allowed to attend High School dances nor will High School students be allowed to attend Junior High dances.
6. Organizations must submit an activity request form to the student council at least two weeks prior to the event.
7. Except Homecoming and Prom, all parties and dances will end by 11:00 p.m.

Guests may be invited for Homecoming or Prom subject to prior approval by the principal or vice principal. Such approval can be obtained only by filling out a dance guest pass form (available at the office). **GUESTS MUST BE APPROVED TWO (2) SCHOOL DAYS PRIOR TO THE DANCE.** It is the intent of Irrigon Jr./Sr. High School Administrators to only approve guests who are no more than 3 years older than the inviting student. Guests must arrive with the student who invited them. Guest passes may not be used to "swap" guests (non-IHS "couples" attending IHS dances). If it becomes apparent to dance chaperones that this is occurring, both the IHS students and the guests they invited will be asked to leave. It is also expected that guests are high school graduates or are currently enrolled in high school.

FLAG SALUTE

Students will have an opportunity to salute the U.S. flag at least weekly by reciting The Pledge of Allegiance.

FUNDRAISING

Student organizations, clubs, classes, athletic teams, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives.

All funds raised or collected by or for school approved student groups will be receipted, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds.

The Student Body Treasurer serves as the student government representative in administration of student activity funds.

All Fundraising Requests will be tracked in a database maintained by the Head Secretary. Fundraising Requests are processed as follows:

1. A Fundraising Request Form is requested from the Head Secretary. The requesting group/team must have the following information prior to obtaining the form:
 - Fundraising activity (car wash, bottle drive, etc.)
 - Date(s) of activity
 - Facility(s) requested
2. The Head Secretary will add a tracking number to the form and print the Fundraising Request form for the group/team.

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3. Once the tracking number is assigned, the group/team has 10 school days to return the form to the Head Secretary for review by the Student Council. If a group/team FAILS to return the form, the request is null and void and the group/team must re-submit the request.
4. When the Fundraising Request is returned to the Head Secretary, it must have the group/team advisor signature and a group/team student representative signature.
5. The group/team student representative will present the fundraising idea to the Associated Student Body (ASB).
6. ASB Approved Fundraising Requests are then provided to the Principal for final approval.
7. The Head Secretary will notify the group/team when the Fundraising Request has been approved or denied.

Current active fundraisers, trends in the community, etc. will be considered prior to approval of any Fundraising Request.

GOVERNMENT

The key organization of the school is the Irrigon High School Associated Student Body (ASB). It sponsors many school activities. The governing body of the association is the Student Council. Any student wishing to run for office must have at least a 2.5 GPA – see ASB constitution for additional requirements.

Students must purchase a student body card, become a member of the Irrigon Jr./Sr. High School Associated Student Body, and be enrolled as a student in order to participate in school activities (i.e., sports, clubs, etc.).

HALL PASS

Students must have a properly completed hall pass anytime they are out of class for any reason during class time. To be admitted to the library, the student must have the hall pass. Students must check out at the office when leaving the building for any reason other than lunch. This includes trips to the parking lot. Students who do not follow this procedure risk losing their hall pass privileges.

LIBRARY USE

The Irrigon Jr./Sr. High School Library is open every school day. Most materials are checked out for approximately two (2) weeks. Library rules are posted in the library.

LOCKERS

Student lockers are the property of the school district and may be opened and searched at any time by the administrator or by staff members designated by the administrator. Such a search does not require prior student notification if such action is deemed reasonable by the administration. Private locks are not authorized and will be cut off if found.

Money and other valuables should not be kept in lockers, restrooms, or dressing rooms. If the item cannot be kept on your person or left at home, consult the office. Some valuables are not allowed in class, nor will office staff keep them: i.e., music players, pagers, etc. without the permission of the teacher.

LOST AND FOUND

A lost and found site is maintained near the office. If you find an article, it should be turned into the office and it will be placed in the lost and found.

POSTERS

All signs, banners, or posters that a student wishes to display must be approved by administration first. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. All locker signs must be IJSHS spirit signs, only. No hand-held signs will be allowed at ballgames.

TEXTBOOK ISSUE PROCEDURE

Textbooks will be provided free to all students. If books are damaged, marked in any way, or lost, the student will be expected to pay for the repair or replacement cost of the book.

GENERAL INFORMATION

ADMISSIONS

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

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

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

Alternative educational services may be provided to resident students expelled for violation of applicable state or federal weapons law.

COMPLAINTS AND CONCERNS

It is the goal of the Morrow County Schools to effectively educate and enrich the lives of its students. Occasionally, however, the goals and practices of the school may not always correspond with those of the parent. In these cases, we have a system in place for parents to address such concerns involving their child. In our efforts to improve communication between the school and our community, we have put together a list of steps to aid in this process.

DISTRICT PERSONNEL COMPLAINTS

1. If a parent has a concern involving a staff member, he/she should first contact the staff member in an effort to resolve the conflict. If the concern involves student discipline, the vice principal should also be contacted. If the issue involves a coach or athletic situation, the athletic director should be contacted.
2. If the issue is not resolved to the parent's satisfaction, the parent should then schedule a meeting with the principal.
3. If after meeting with the principal, the parent still feels the issue has not been resolved he/she should request a Formal Complaint Procedure Form from the school office. Once the parent has completed their portion, the form should be returned to the main office at which time the principal will respond and submit the form to the superintendent.
4. The superintendent will review the complaint and respond within ten working days.
5. If after the meeting with the superintendent, the parent still does not feel the issue has been resolved, the Formal Complaint Procedure Form will be forwarded to the school board. The board will make a ruling within five working days following the regular scheduled Board meeting. Board decisions are final.

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6. Complaints Based On Discrimination of Race/Sex: A student and/or parent with a complaint regarding possible discrimination on the basis of race, color, national origin, sexual orientation, religion, sex, age, marital status, veteran's status, genetic information, or disability should contact the principal.

EDUCATION STANDARDS COMPLAINTS

Any resident of the district, or parent of a student attending district schools, may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided a copy of all applicable district procedures upon request.

After exhausting local procedures or waiting 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

INSTRUCTIONAL MATERIALS COMPLAINTS

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

All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

PLACEMENT/ENROLLMENT OF HOMELESS STUDENTS COMPLAINTS

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

PROGRAMS AND SERVICES COMPLAINTS

Individuals with complaints regarding the appropriateness of programs or services provided for "Talented and Gifted" (TAG) students should complete the Talented and Gifted Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

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

STUDENTS WITH DISABILITIES COMPLAINTS

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student should be directed to George Mendoza, Programs Director.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students, or may be reasonably perceived by the public to bear the sanction or approval of the district.

FEES AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. 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 including: club dues; security deposits; materials for a class project the student will keep in excess of minimum course requirements and at the option of the student; personal PE & athletic equipment; voluntary purchases of pictures, publications class rings graduation announcements, etc.; student accident insurance & insurance on school-owned equipment; lock or locker deposits; fees for use of towels provided by the district for PE or athletics; field trips considered optional to the district's regular school program; admission fees for certain extracurricular activities; participation fees or "pay to play" for involvement in activities).

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 principal.

The district will withhold the grade reports, diploma, and records of any student who owes a debt of \$50 or more for unpaid school fees, fines, and charges. The district may withhold grade reports, diploma, and records of students owing less than \$50. All such materials shall be released upon payment of moneys owed. Fees, fines, and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;

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4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines, and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma, and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in the student's grade reports, diploma, and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods of collection available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

HOMELESS STUDENTS

As required by law, the district provides full and equal opportunity to students in homeless situations, including immediate enrollment. School records, medical records, proof of residences or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school of origin will be provided, at the request of the parent or, in the case of an unaccompanied student, at the request of the district's liaison for homeless students.

INFECTION CONTROL/HIV/HBV/HCV/AIDS

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

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

INFECTION/DISEASE INSTRUCTION

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

Student of parents with questions about the district's AIDS, HIV, HCV, and HBV health education program should contact the principal.

LUNCHES – FREE AND REDUCED PRICES

The district participates in the National School Lunch and School Breakfast program. Free and reduced-price breakfast and lunch are available to those students who qualify based upon the family income level. Free and reduced-price meal application forms will be sent to the family of each child enrolled in the district's school at the beginning of the school year. Extra forms will be kept in the office and will be available to anyone upon request. Schools strive to maintain

confidentiality of all free/reduced students. The completed application may be returned to the school office or cafeteria in person or by mail. The District administrator will determine the eligibility of the child to receive free or reduced-priced meals based on the information given in the application. Appeals can be made in accordance with district policy.

MCS D ELECTRONIC COMMUNICATION SYSTEMS

The Board is committed to the development, establishment, and maintenance of quality, equitable, and cost-effective electronic communication systems. Electronic communication includes use of telephones, cell phones, computers, Internet, e-mail, fax machines, broadcast media, or any other manner of communication using electronic type transmission.

The systems' purposes shall be limited to advancement and promotion of research, learning, and teaching. The District's systems will be used to provide statewide, national, and global communications opportunities for staff and students. The superintendent will establish administrative regulations for the use of the district's system, in compliance with MCS D Policy IIBGA and the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of the computers by minors, harmful to minors;
2. Monitoring the on-line activities of minors;
3. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
4. Ensuring the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
5. Prohibiting unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
6. Prohibiting unauthorized disclosure, use, and dissemination of personal information regarding minors;
7. Installing measures designed to restrict minors' access to material harmful to minors.

The administrative regulations will be consistent with sound guidelines as may be provided by the Umatilla-Morrow Education Service District, the Oregon Department of Education, and/or the Government Standards and Practices Commission and will include a complaint procedure for reporting violations. Failure to abide by district policy and administrative regulations governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion. Violations of law will be reported to law enforcement officials. Fees, fines, or other charges may also be imposed.

GENERAL GUIDELINES AND ETIQUETTE

1. System users will:
 - a. Adhere to the same standards for communicating online that are expected in the classroom and are consistent with Board policy and administrative regulations;
 - b. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
 - c. Take pride in communications. Check spelling and grammar;
 - d. Respect the privacy of others. Do not read the mail or files of others without their permission;
 - e. Cite all quotes, references and sources;
 - f. Adhere to guidelines for managing and composing effective e-mail messages:
 - (1) One subject per message - avoid covering various issues in a single e-mail message;
 - (2) Use a descriptive heading;
 - (3) Be concise - keep message short and to the point;
 - (4) Write short sentences;

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- (5) Use bulleted lists to break up complicated text;
 - (6) Conclude message with actions required and target dates;
 - (7) Remove e-mail in accordance with established guidelines;
 - (8) Remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
 - (9) Always sign messages;
 - (10) Always acknowledge receipt of a document or file.
- g. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password, or allowing such access by another, may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on the district's computers, e-mail system, or Internet access which is unknown to the district;
 - h. Communicate only with such users and/or sites as may be authorized by the district;
 - i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
 - j. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator, or administrator, as appropriate.

COMPLAINTS

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor, or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL and accompanying administrative regulation.

VIOLATIONS/CONSEQUENCES

Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

MCS D STUDENT NETWORK USER CODE OF CONDUCT

Use of the Internet by students at Morrow County School District shall be in support of educational activities and research that is curriculum based, teacher supported, and monitored. The district and all other organizations related to the district are not responsible for any liability or damages that may result from the use of the district network. If the student user is under eighteen years of age, the parent of the student must agree to accept all financial and legal liabilities which may result from that student's use of the district network. Internet access will be granted after the student and parent sign the Internet User Code of Conduct in the IJSHS Handbook. Students and parents not wishing student internet access must contact the Principal and request that access be denied.

Students must adhere to the following rules or Internet privileges will be revoked:

1. Use the Internet to complete educational activities as assigned by his\her teacher;
2. Do not knowingly violate copyright laws by copying or publishing the writing of others without their permission;
3. Do not intentionally waste limited network resources by tying up workstations and the Network. Be sure to quit Web browsers when finished using them;
4. Always protect your password and login information. Do not give this information to others. Do not use other's password;
5. Be ethical and courteous. Do not use obscene language, send hate, harassing, insulting, obscene mail, discriminatory remarks, or demonstrate other antisocial behavior;
6. Sending, displaying, or downloading offensive text, pictures, or graphics will not be permitted;
7. Do not engage in practices that threaten the network (e.g., loading files that may introduce a virus);
8. Damaging computers, computer systems, or computer networks will not be permitted;

9. Trespassing in others' folders, work, or files is not acceptable;
10. Do not use the network for your own commercial purposes.

MEDICINE AT SCHOOL

DISTRICT ADMINISTERED MEDICATION

Requests shall be made in writing by the parent if they wish the district to administer medication. Written instructions from the administering physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication. All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

SELF-MEDICATION

Students in grades 9-12 who must carry medication are permitted to self-medicate prescription and nonprescription medication upon written request of the parent. 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.

PARENT INVOLVEMENT POLICY

In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, Irrigon Jr./Sr. High School encourages parent involvement. Information about our school, including our school calendar, can be found on the Irrigon homepage, the reader board, and school newsletters.

In order to build an effective home-school partnership, Irrigon Jr./Sr. High School will provide the following:

- A web site containing the Student/Parent Handbook and access to grades. To access your child's grades go to www.ihs.morrow.k12.or.us.
- An annual Open House event where parents can meet their student's teachers and be reassured of their right and responsibility to be involved in their child's education. They will also have the opportunity to volunteer to serve on the IHS Site Council.
- A flexible number of meetings and activities throughout the year to assist parents in understanding the federal and state academic content and student achievement standards, as well as local academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the student's progress in order to improve student achievement.
- Two scheduled conference opportunities where the progress of the student will be discussed as well as the expectations for the grade level, school curriculum, test information and any other concerns that the teacher or parent may have.
- Communications sent in a format and language that is easily understandable and available in Spanish and English.
- A school-parent compact, located in the student handbook, designed by parents and school staff that outlines how parents, school staff and students share the responsibility for improving learning.

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- A parent-student handbook which provides information about school and district policy, including Irrigon Jr./Sr. High School's Student Conduct Code.
- A yearly survey of all parents and students will be conducted to collect opinions about the current program and curriculum for use in planning for continuous school improvement and topics for meetings that meet the needs of parents and families.

PARENTAL RIGHTS

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

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

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

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

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. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent, in writing, and include the reason for the request.

SAFETY DRILLS & OTHER EMERGENCIES

Fire drills and/or earthquake drills will be held monthly. In case of a fire or earthquake drill, all students are to leave the building immediately according to the evacuation procedure established for each room in the school. WALK, DO NOT RUN.

Unauthorized use of the fire extinguisher, AED, or fire alarm system is dangerous and illegal. Students tampering with fire equipment or creating false alarms may be fined, suspended, or expelled from school. Other emergency drills or simulations (i.e. bus evacuation, armed intruder, CSEPP) may be held periodically.

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SCHOOL CLOSURES

RADIO STATIONS

School closures will be announced on the district website as well as major local radio and television stations:

TELEPHONE MESSAGE

There will also be a message placed on the telephone answering system.

SEARCHES AND QUESTIONING

SEARCHES

District officials may search the student, his/her personal property, and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe that evidence of a violation of a law, Board policy, administrative regulations, school rules, or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation; to check mechanical conditions and safety; and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of violation of law, policy, regulation, school rule, or the Student Code of Conduct may be seized.

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.

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

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT

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

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

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

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- Oregon State system colleges, private colleges, community colleges, and vocational schools which require SS# for financial aid, Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. Your SS# will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

STUDENT INSURANCE

Morrow County School District has arranged to make available student insurance coverage with a private carrier at a reasonable cost. This plan is designed to assist in payment of medical expenses due to accidental bodily injuries sustained while at school. Coverage is provided for injuries while in school or while attending school activities away from school. Travel in school vehicles is also covered. An explanation sheet dealing with the coverage and limitations, as well as the cost of coverage is available at the school office.

TRANSFER OF STUDENTS

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

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment.

- The district shall comply with all laws pertaining to the use of surveillance equipment.
- Video cameras may be used in locations as deemed appropriate by the superintendent.
- The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property and on transportation vehicles.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. Video recordings may be provided to law enforcement agencies.

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

SPECIAL PROGRAMS

BILINGUAL STUDENTS

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the principal.

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In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English proficient students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program.
- The student's level of English proficiency, how such level was assessed, and the status of the student's academic achievement
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction.
- How the program in which their student is or will be participating will meet the educational strengths and needs of their student
- How such program will specifically help their student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs.
- In the case of a student with disabilities, how such program meets the objectives of the individualized education program (IEP) of the student
- Parent rights that include written guidance:
 - Detailing the right to have their student immediately removed from such program upon their request
 - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district

STUDENTS WITH DISABILITIES

The school provides special programs and services for students with disabilities. A student or parent with questions should contact Morrow County District Office at 541-676-9128.

TITLE I SERVICES

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor. The school will also provide to the parent, upon request, information regarding the professional qualifications of the student's classroom teachers including, at a minimum, the following:

- Whether the teacher has met state qualifications and licensing criteria of the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the student is provided services by paraprofessionals and, if so, their qualifications

Additionally, the school will provide parents with:

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- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law
- Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

Counseling Services

Morrow County School District provides a variety of counseling supports for students. This may include in-classroom guidance lessons, presentations, one-on-one and group counseling for social/emotional issues, career counseling, etc. These services may be provided by school counselors employed by MCSD, and/or by school-based mental health counselors contracted by MCSD. If you do not wish your student to receive these services, please inform the school, in writing, of your wishes.

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