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## 2019 - 2020 SCHOOL DISTRICT CALENDAR

Please call schools for parent/teacher conference dates, to verify calendar dates, or with any other questions you may have regarding the calendar. Some dates are not available at summer printing, and changes may be made later. Please pick up a copy of the latest district calendar at registration.

### August 2019

20 Registration 9 AM – 4 PM  
21 Registration 9 AM – 4 PM  
22 Registration 11 AM – 7 PM  
8/27-8/29 Teacher In-Service

### September 2019

2 Holiday-Labor Day  
3 School Begins

### October 2019

11 State In-Service Day - No School

### November 2019

1 End of 1<sup>st</sup> Quarter  
1 Grading Day- No School  
7 Parent Conferences 4-8 (School in session)  
8 In-Service Day - No School  
11 Holiday - Veterans Day  
12 Parent Conferences 4-8 (School in session)  
27-29 Holiday break - Thanksgiving

### December 2019

23-31 Winter Break

### January 2020

1-3 Winter Break  
6 School Resumes  
20 Holiday - Martin Luther King Day  
24 End of 2<sup>nd</sup> Quarter  
27 Grading Day - No School

### February 2020

14 In-Service Day- No School  
17 Holiday - Presidents Day

### March 2020

20 No School  
23-27 Spring Break  
30 School Resumes

### April 2020

2 End of 3<sup>rd</sup> Quarter  
3 Grading Day No School  
13 Parent Conferences 11-7

### May 2020

15 Non Contract Day - No School  
25 Holiday - Memorial Day

### June 2020

5 Graduation  
11 Last Day for Students ½ Day

Scio High School  
38875 NW 1<sup>st</sup>  
Scio, OR 97374  
503-394-3276

### Scio High School Bell Schedules

REGULAR	
1st Period	08:00 - 08:52
2nd Period	08:56 - 9:48
3rd Period	09:56 - 10:48
4th Period	10:52 - 11:44
Lunch	11:44 - 12:14
5th Period	12:18 - 01:09
6th Period	01:13 - 02:04
7th Period	02:08 - 3:00

MM/AM ASSEMBLY	
1st Period	08:00 - 08:45
2nd Period	08:49 - 09:34
3rd Period	09:42 - 10:27
4th Period	10:31 - 11:16
MM/ Assembly	11:20 - 11:59
Lunch	11:59 - 12:29
5th Period	12:33 - 01:20
6th Period	01:24 - 02:11
7th Period	02:15 - 03:00

PM ACTIVITY	
1st Period	08:00 - 08:49
2nd Period	08:53 - 9:42
3rd Period	09:50 - 10:39
4th Period	10:43 - 11:32
Lunch	11:32 - 12:02
5th Period	12:06 - 12:54
6th Period	12:58 - 01:46
7th Period	01:50 - 2:39
Activity	02:43 - 03:00

PM ASSEMBLY	
1st Period	08:00 - 08:46
2nd Period	08:50 - 09:36
3rd Period	09:44 - 10:30
4th Period	10:34 - 11:20
Lunch	11:20 - 11:50
5th Period	11:54 - 12:39
6th Period	12:43 - 01:28
7th Period	01:32 - 02:18
Assembly	02:22 - 03:00

AM ACTIVITY	
1st Period	08:00 - 08:49
2nd Period	08:53 - 09:42
3rd Period	09:50 - 10:39
4th Period	10:43 - 11:32
Activity	11:36 - 11:53
Lunch	11:53 - 12:23
5th Period	12:27 - 01:15
6th Period	01:19 - 02:07
7th Period	02:11 - 03:00

STATE TEST/2 HR DELAY	
Testing	08:00 - 09:41
Break	09:41 - 09:56
1st Period	10:00 - 10:35
2nd Period	10:39 - 11:14
3rd Period	11:18 - 11:53
Lunch	11:53 - 12:23
4th Period	12:27 - 01:02
5th Period	01:06 - 01:41
6th Period	01:45 - 02:20
7th Period	02:24 - 03:00

## GENERAL SCHOOL DISTRICT POLICIES

### Scio School District 95C District Goals

Scio School District believes that the function of education is to perpetuate our democratic way of life and to develop each individual to the fullest of student capacity to live that democratic life and to guide and direct the individual through those experiences which will best enable students to gain the understanding, abilities, and controls necessary for successful living in our society. In the practical application of these goals, our school district shall, within the limitations inherent within this system, provide each individual opportunity to:

1. Develop the skills necessary to achieve fulfillment as a person and to realize the values of self-worth and pride in his achievements.
2. Develop character, discipline and principles to assist him in making sound moral and ethical choices.
3. Achieve and maintain strong physical and mental health, while maintaining concern for the safety and well-being of others.
4. Develop understanding, appreciation, and individual talents in art, music, drama, and literature.
5. Develop an awareness of our changing society and the ability to understand and cope with its problems.
6. Learn to use leisure time both productively and responsibly through a positive attitude toward participation in a range of physical, intellectual, and creative leisure time activities.
7. Recognize the worth and dignity of the individual and develop a cooperative attitude in human relations.
8. Respect people of other cultures and races while acknowledging different political, economic, and social ideals.
9. Develop an understanding of our American heritage and the value of using democratic ideals and ideas.
10. Develop skills in reading, writing, speaking, and listening to effectively communicate ideas and feelings.
11. Develop an attitude that will foster the curiosity for life-long learning.
12. Examine and use information in a constructive and creative manner by reasoning, logical thinking, and scientific methods.
13. Develop skills in the use of mathematics as well as the natural, social and physical sciences.
14. Meet student obligation and responsibilities as a citizen and develop a respect for personal and public property.
15. Develop an understanding, appreciation, and individual talent for various skills, crafts, and professions, as well as the ability to be a good manager of money, property and resources.
16. Understand and appreciate the principles of living in a family group and develop attitudes leading to acceptance of responsibilities as a family member.

We further believe that the school and community must work together to make these goals possible. Therefore, there would be an attitude of mutual respect and confidence between professional educators and patrons of the community.

Below are a list of positive behavior and attitudes that, according to a national poll of employers of high school students, are essential to success in school and the world of work.

1. A willingness to learn.
2. Self-discipline, including regular and punctual attendance, and dependability.
3. The capacity to accept responsibility.
4. A realistic and positive attitude toward staff and fellow students.
5. A positive attitude toward work and pride in accomplishment.
6. The ability to work with or without supervision.
7. The ability to set goals and allocate time to achieve them.
8. Freedom from substance abuse.
9. An understanding of the needs for organization, supervision, rules, policies, and procedures.
10. Appropriate dress, grooming, and personal hygiene.

### Scio High School Mission Statement and Beliefs

#### **Scio School District Mission Statement**

*The Scio School District, in partnership with the community, will educate, inspire, and develop students to become capable, caring adults equipped to create their own future.*

#### **Scio High School Belief Statement**

All students graduate with a plan and the tools they need to succeed in a rapidly-evolving world.

- Students will have a post-graduation plan established.
- Students will be equipped with skills to adapt to the ever changing world.
- We prepare all students to achieve the highest level of success, regardless of where they think they're headed right now.

# SCIO HIGH SCHOOL STUDENT HANDBOOK

## General Information

### *Counseling Services*

The Scio School District recognizes all students as individuals with unique needs and strengths. The District Supports a counseling and guidance program for all grade levels which assists students to understand themselves and to realize their full potential.

All students need assistance in learning about themselves and about opportunities for self-realization. Students need to know of opportunities available in school and the community. Students need assistance in the understanding of others, in developing social interests and social responsibilities. The counseling and guidance program is based upon these needs of the students and reflects the changing patterns of life in our environment and especially in Scio.

The counseling and guidance services, based upon individual needs, provide each individual with the opportunity to explore develop, and express his/her own personality and unique talents. Counseling and guidance services are concerned with the intellectual, career, and emotional and social achievements of the individual.

The counseling and guidance service provides learning experiences for students, which help the individual, develop values and attitudes that enhance interpersonal relationships and foster responsible individual behavior. We recognize that the development of positive feelings toward self and others is a necessary motivating factor in accomplishing school tasks. Participation with a high degree of personal involvement aids in helping an individual derive permanent gains from his efforts. The counseling and guidance services support and supplement the administrative and teaching services.

### **24/7 Crisis Text Line**

Crisis Text Line Serves anyone, in any type of crisis (addiction, anxiety, assault, bullying, depression, eating disorders, self-harm, suicide, etc.), providing access to free, 24/7 support and information via text. How to Use Crisis Text Line:

1. Text OREGON to 741741 from anywhere in the United States.
2. AFter 2 automated responses, you'll connect with a live, trained volunteer Crisis Counselor who receive the text on their computer.
3. It usually takes less than 5 minutes to connect you with a Crisis Counselor, maybe longer during busy times.
4. The Crisis Counselor listens without judgement, invites you to share more, and helps you move from a hot moment to a cool calm., You will text back and forth, sharing only what you feel comfortable.
5. The goal of the conversation is to help you find calm. That may mean sharing resources for you to check out for more help; sometimes it means listening.
6. Conversation usually end when you and the Crisis Counselor feel comfortable that you are in a "cool", safe place, after 15-45 minutes.

### **YouthLine**

- YouthLine reaches teens throughout ORegon with teen to teen text, chat and phone line.
- YouthLine offers a free, confidential and safe way to work out challenging issues with another teen who will listen without Judging.
- YouthLine offers confidential peer to peer help, crisis and referral resources for youth dealing with issues ranging from a bad test grade or peer pressure, to more serious topics such as grief, depression, bullying, pregnancy, self harm, gender identity, LGBTQ issues, substance abuse and suicide.
- Youth Line operates daily from 4 to 10 PM with teen peer support. Phone calls are answered 24/7/365.
- **Text- teen2teen to 839863 or call 1-877.968.8491.**

### **Library**

Library hours are 7:45 A.M. to 3:15 P.M. and open during lunchtime. The library is closed when the librarian is not present. It is open during class time to those students only with library passes. Other students will be dismissed at the discretion of the librarian.

Rules for the library include:

1. The library is for quiet reading or studying.
2. There is to be no food or drinks in the library.
3. Student will sign in and out of the library.
4. The process to check out a book from the library includes:
  - a. Students will scan their student ID# to check out a book or magazine.
  - b. Check-out is for a two-week period, unless otherwise noted.
  - c. Renew materials to avoid overdue fines. (Fine for a late book is .10 per day.)
  - d. Being overdue will result in the loss of library and computer privileges until responsibilities have been met.
5. Reference materials do not leave the library except with the librarian's permission.
6. State library materials are available through the librarian and should be requested at least five to ten days in advance.
7. Books not returned by the end of each school year will be charged at the replacement cost to the student.

## ***Title IX***

Title IX is a comprehensive federal civil rights law that says, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." (Title IX of the Education Amendments of 1972). School districts are required to designate a Title IX coordinator, and in Scio School District that coordinator is the superintendent. Title IX coordinators make sure that all students and staff are informed of their rights and protections against sex discrimination and that these inequities are identified and ended. If you have questions or concerns regarding Title IX, please contact the district office at (503) 394-3261.

### ***Newspapers***

The library subscribes to newspapers for the enjoyment of students and school personnel. These are to remain in the library the day they are issued. Articles from these newspapers may be removed after a new Issue has been received.

### ***Magazines***

The library receives and stores a collection of magazines, which are indexed in the Reader's Guide to Periodical Literature. These Magazines may be requested for viewing and the purpose of research and enjoyment, the request should be in writing, including the title and date of the particular magazine.

### ***Computers***

There are computers provided for student use within the library. Unless the student is with a class, which is being supervised by a teacher, he is to use those computers rather than the computers in the lab, which is attached to the library. The posted rules for all computers include:

1. No email during class
2. No games during class
3. Computers are to be used for research and word processing only during class
4. No music is to be played from the computers
5. Infractions of these rules may result in removal of computer use privileges

### ***Immunizations***

State law requires students attending public schools be immunized against certain communicable diseases. If you do not meet these requirements, we are forced to exclude you from school until you have had the needed immunizations. These immunization requirements are available at the main office. You must have on file with the school, medical or immunization records that show the required immunizations; or, you must have a medical exemption signed by a physician or a religious exemption signed by a parent.

### ***Accident Insurance***

Accident insurance is available through an Oregon School Boards Association sponsored program. This is not a Scio School District program and is not funded by the District. The program is optional and is made available for the student's convenience. Check with the office for information regarding coverage and costs.

### ***Communications Home***

All communications sent home with students will pertain to school-related activities as approved by the principal.

School related information can also be found on the school web site at [www.scio.k12.or.us/shs/](http://www.scio.k12.or.us/shs/)

### ***Dismissal Precautions***

Students may be released to leave the school premises during school hours only with permission of the building principal or through the school office. Such release must be for good cause known to the principal or upon the written request of a parent or guardian. Telephone requests for excusing students from school shall be honored with caution. Students shall not be released to a person unless that person is on the student's contact form or the parent gives permission.

### ***Loitering***

**Loitering** when subjected to inquiry, means not having a specific legitimate reason for being on the school premises. Loitering of non-students on school grounds is prohibited.

To help students' and to protect school property, and to prevent disruptive behavior, school officials must manage persons who are inside the buildings or on the grounds.

### ***School Visitors***

School policy is to accept only those visitors who have legitimate business at school. Visitors and guests must register in the main office immediately upon entering the building through the front door and wear a visitor pass. Student-aged visitors are ordinarily not accepted. It is not appropriate to bring babies to school. Parents are always welcome. We do ask that parents give 24 hour notice when they wish to attend their child's class(es). All parents should check in at the main office and wear a visitor pass while on campus.

### ***Students on Neighboring Property***

Community residents have the rights of privacy, property and freedom from abuse as provided by law. Students must not loiter, litter, trespass or create nuisance conditions in the community. While the school cannot assume responsibility for misbehavior of students outside the school environment, disciplinary action may be taken if the circumstances warrant. Schools have a responsibility to cooperate with law enforcement agencies with respect to law violations that affect community members or property.

### ***Students on Middle School Property***

Students are not to be at the middle school, either on the grounds or in the building except when serving as a Cadet Teacher for a middle school teacher, or when they have an appointment with a faculty member at the middle school.

### ***Equal Educational Opportunity***

Scio School District shall provide equal educational opportunity and treatment to all persons. No student legally enrolled in the district, on the basis of age, disability, national origin, race, religion, sex, sexual orientation, or marital status shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity administered or authorized by the district in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. Persons having questions about equal opportunity and nondiscrimination should contact Superintendent Gary Tempel at 38875 NW 1<sup>st</sup> Ave., Scio, Oregon 97374 or telephone (503)394-3261.

### ***Married Students***

Married students shall have the same educational opportunities, curricular and extracurricular, as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

### ***Illness of Students at School***

If a student becomes ill while in school, efforts will be made to contact the parent or guardian to take the student to his/her home or to get necessary medical help if the parent or guardian cannot be contacted. The health room is a temporary waiting place for the student to rest until parents can be notified and the student is picked up. Students may stay in the health room up to one class period before returning to class or going home. Students are to report to the office prior to going to the health room.

### ***Contagious Disease***

Teachers in the district will regularly and systematically observe children under their supervision for symptoms of disease. A conference with the building principal/school nurse will confirm any action to be taken. Should a question arise, the usual satisfactory solution is to require a physician's statement before permitting a child to remain in school, when in the opinion of the school nurse that child has a contagious disease. Children returning to school following recovery from a contagious disease or affliction must have a physician's approval.

### ***Student Medication***

Students must leave all medication at the office for safekeeping. Medication and drugs are not to be stored in lockers or on the student's person. Emergency medical treatment will be provided on a "Good Samaritan" basis. Students may carry an inhaler with them for emergency use.

### ***Building Hours***

The High School buildings will be open at 7:40 a.m. Students are not to be in the building before that time unless supervised. The building is closed to all students after 3:45 p.m. unless a staff member or advisor adequately supervises them. The building doors are locked at 3:45 p.m. Parents are reminded that the campus is not regularly patrolled after these hours.

### ***Use of Gymnasium***

Students are not to be on the gym floor unless they are participating in a class or extra-curricular activity and are being supervised by a staff member. At no time are street shoes to be worn on the gym floor.

### ***School Closure***

Students and parents will be advised (on the local radio and /or TV stations) of emergencies concerning the opening or closing of school due to hazardous road conditions or other extreme unforeseen circumstances. The decision to close school due to hazardous road conditions will be made between 6:15 and 6:30 a.m.

Radio stations to tune in to are:

**KFLY 101.5 FM**  
**KEJO 1240 AM**

**KGAL 1580 AM**  
**KSHO 920 AM**

**KRKT 990 FM**  
**KLOO 1340 AM**

Also at <http://www.pdxinfo.net/> or check the school district web page at [www.scio.k12.or.us/](http://www.scio.k12.or.us/) and click on "school closure information", then click on "Scio".

**PLEASE - DO NOT CALL THE SCHOOL PERSONNEL**

### ***Office Telephone***

Students may use the office phone by permission between classes. For local calls, a telephone is located across the hall from the office and in the senior hall. Students may not make phone calls during class time. Students receiving incoming calls will have messages posted on the student message board. Classes will not be interrupted unless there is an emergency.

### ***Copy Machines***

The copy machine is for school-related materials only. Only staff may operate the machine. A- 10 cents per page charge will be levied for personal copies.

### ***Parent Notification Regarding Student Records***

1. This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the child's enrolling in that institution. Prior to the withdrawal of your child from our district, you have a right to see your child's student records and a right to a hearing should you wish to challenge the content of the record. Your request for a hearing must allow two days between the request and the hearing. You may receive a copy of the record to be transferred if you wish. Any hearing must be held prior to the actual withdrawal of your child.
2. A parent, a student over 18 years of age, or an individual attending a post-secondary education institution, has the right to inspect his child's or his own educational records. You have the right for a hearing should you choose to challenge the content of such records to insure that the records are not inaccurate, misleading, or otherwise in violation of your child's or your privacy or other rights, and to provide an opportunity to correct or delete any inaccurate, misleading, or otherwise inappropriate data contained in the records and to include with such records a written statement by the parent or eligible student regarding the content of the records. Your statement will remain as a part of the record as long as the disputed portion of the record exists. Your request to inspect the records shall be complied within 30 days from your request, but in no case more than 45 days from your request. The same time limits apply for a request for a hearing to challenge the content of such records.
3. The principal in each building has a copy of the district's student records policy, which you may examine. You may obtain a copy of the policy on records for a fee of 25 cents per page. You have the right to file a complaint with the Office of the Secretary of Education concerning alleged failures of the district to comply with the requirements of Public Law 93.380. Oregon schools maintain two types of students' records, which are designated as "progress records", and "behavior records". The principal is the person in charge of the records in each building.
4. Withholding of Records the school district may withhold student records, diplomas, or grade reports for nonpayment of school fines or damages until those fees, fines, or damages are paid.

### **Directory Information**

The following types of information shall be known as directory information:

Students name	Address
Telephone listing	Date and place of birth
Major Field of study	Photographs
Dates of attendance	Degrees and awards received

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Most recent previous educational agency or institution attended

The Education amendments of 1974 provide that certain state and federal agencies may inspect student records without written consent but requires that a record be maintained indicating specifically the legitimate educational or other interest that the person, agency or organization seeking this information. This statement is to become a permanent part of the record only for inspection by the parents or students over 18 and the school official who is responsible for the custody of such records.

### **District Website**

Scio School District website has a link to the district policies for your information. The website address is [www.scio.k12.or.us](http://www.scio.k12.or.us).

### **Loaning of School Equipment**

School equipment will not be loaned to students for their personal use.

### **Student Fees**

AG (FFA) membership fee	20.00
Textbooks	10.00 (non-refundable)
Class Dues	1.00
Student Body Card	20.00
Student Planner	6.00
Annual	40.00-after Dec. 31 <sup>st</sup> goes up to \$50.00
Arts	10.00
Band (semester)	10.00
Clothing	10.00
Computer Graphics	10.00
Drama	10.00
Foods	10.00
PE	10.00
Photo	10.00
Small Engines	10.00
*Welding	10.00
*Woodshop	10.00
Sports	75.00 (300.00 family)
Drivers Ed.	50.00

All necessary fees or assessments accrued in the current school year need to be paid in full in that current school year. Payments are made payable to Scio High School. Until such fees are paid, certain restrictions and/or penalties may be imposed.

Students who do not return school issued locks in reusable condition will be charged \$5.00.

Students can rent available Scio School District band instruments for \$60 per year. This fee covers normal wear and tear, any excessive damage will be charged to the student. Students will have opportunities to work off the fee through fundraisers.

Agricultural (FFA) fees will be billed from the Agricultural Department.

\*This class may also be charged an FFA fee.

### ***Books and School-Issued Materials***

There is a \$10.00 book deposit required of all students on a one-time basis. Deposits are not refundable. Should a school-issued item be lost or damaged, the student is responsible for the replacement or repair cost.

### ***Student Body Cards***

Student body cards are \$15.00. All students are encouraged to purchase a student body card.

### ***Locks***

Students are encouraged to lock all lockers. The school does not assume responsibility for items lost or stolen. Students who do not return school issued locks in reusable condition will be charged \$5.00.

### ***Lockers***

Lockers are provided by the school and are assigned. Students are not to change lockers without permission of the school administration. The school assumes no responsibility for the safeguarding of articles left in lockers; students should be aware that lockers are not tamper-proof. It is the responsibility of the student using the locker to keep it in an orderly and sanitary condition. Students are encouraged to keep lockers locked at all times.

### ***Yearbook***

The cost of the High School yearbook is \$40.00 if paid for by December 31<sup>st</sup>. Starting January 1<sup>st</sup> the cost will increase to \$50.00.

### ***Band Instrument Rental***

Students can rent available Scio School District band instruments for \$60 per year. The fee covers normal wear and tear, any excessive damage will be charged to the student. Students will have opportunities to work off the fee through fundraisers.

### ***Search and Seizure***

The District has the authority to search District property and personal property and seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keep schools safe.

#### **Definitions:**

Contraband: All substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to controlled substances, drugs, alcohol or alcoholic beverages, inhalants, tobacco products, weapons and/or incendiary devices.

Reasonable suspicion: Inferences drawn from, but not limited to a tip, suspicious behavior, odor and/or control over school property

School Property: Property owned, leased, rented or under contract for use by the District.

LEGAL REFERENCE: ORS 332.105

Items used to disrupt or interfere with the educational process may be removed from the student's possession. All items seized will be made available for return to the true owner or the proper authority.

### ***Student Valuables***

Scio High School will not be responsible for theft or damage to personal property of students, i.e., money, personal music devices, radios, electronic games, headphones, etc. Students are, therefore, discouraged from bringing such items to school.

### ***Laser Pens***

The use or possession of laser pens on district property or at district-sponsored events is prohibited without prior teacher or administrative approval. Any student found in violation of this policy shall be subject to discipline, including the confiscation of the laser pens. The laser pens may only be retrieved by the student's parents. Staff wishing to use laser pens for instructional purposes shall do so only with the approval of the building administrator.

## ***Electronic Equipment***

Cell Phones, MP3 players, tablets and gaming devices have become commonplace in society. However, they are a serious disruption in the classroom. Information can be downloaded to these devices and may become a distraction to have them in the classroom. Many colleges and universities have similar bans because it is so easy to cheat with the devices.

Students are asked to turn OFF all devices and leave them in their lockers or backpacks during the school day from 8:00 a.m. to 3:00 p.m. Please note: Since lockers may not be secure, it is best to leave these at home. Cell phones and electronic devices may be used on school grounds if used outside of the school building before school, after school and during lunch time.

When a student is found with one of these items, the staff member is instructed to take the device and turn it into the office. A working cell phone must be turned in to the staff member. Students can turn it off but cannot remove their memory card, battery etc. The first time this happens the device will be given back to the student at the end of the day. The second time the student's parent will have to come in and pick up the device in the office. If it happens a third time they will need to go before the Scio School Board and pick it up from them during one of their monthly meetings.

If a student is caught with a device any time after three offenses or refuses to turn over their electronic device they will be subject to district disciplinary action that will include out of school suspension to expulsion.

## ***Non-District Programs***

Parents and students should be aware that non-district educational programs will be made known to students and parents. It is not the intent of the school to recommend any such program. It is the responsibility of the parent to investigate non-district programs to determine if they are appropriate for the student.

## **Attendance**

### ***General Statement***

All children between the ages of 7 and 18 years who have not completed the 12th grade or who are not otherwise exempt by statute are required to attend regularly and full time the appropriate school within the attendance area in which they reside. **(ORS 339.010, ORS 339.020)**

Regular attendance is essential to the development of skills and competency. Regular attendance contributes to building good habits for life including reliability and punctuality. Students who have good attendance generally achieve higher grades, enjoy school more and are more acceptable to employers after leaving high school.

The student is responsible for fulfilling the attendance requirements. Students are expected to be in their seats when class starts. They should organize their time and materials so they do not need to go to their lockers before every class. Parents are encouraged to schedule family trips, appointments, shopping trips, etc. at times when school is not in session.

Upon returning to school from an absence, students, regardless of age, must bring a note clearly stating the date, duration and a specific reason for the absence. Notes are to be turned in to the office.

If at any time a significant number of any class (Freshmen, Sophomore, Junior, Senior) or the school is not in attendance for other than a school sanctioned event, it will be up to the discretion of the administration and the school board whether the day will be made up.

**Students will not be allowed to leave class the first ten minutes or the last ten minutes of class. Students should take care of business between classes, including using the restroom.**

### ***Adult Students***

Students who are eighteen years of age are responsible for their attendance. These students are encouraged to read and completely understand the ATTENDANCE section of this handbook. As a courtesy, parents/guardians will be informed whenever there is an adult student absence.

### ***Excessive Absences***

Students are responsible for maintaining regular attendance in all of their assigned classes. Students are also responsible for being aware of the number of absences they accumulate in a Semester Grading Period. A warning letter will be sent home after the 8<sup>th</sup> Non-School Related absence. With the 10<sup>th</sup> Non-School Related absence, an Official Notification as having Excessive Absences will be sent home. This letter will describe the potential loss of credit as well as the legal consequences that may result from an Excessive Number of Absences. Contact will be made with the LBL ESD Attendance Officer for further legal action with any additional Non-School Related Absences.

### ***Prearranged Absences***

Students who know they will be absent should make arrangements for a prearranged excuse at least one day in advance of the absence. This will allow the student to know what they will be missing in each of their classes. Students can obtain a Prearranged Absence form from the office. Instructions are provided on the Prearranged Absence form.

Students participating in a school activity that requires an absence from 2 or more of their classes should also make arrangements for a prearranged excuse at least one day in advance of the absence. The Prearranged Absence form also acts as a permission slip from the parent/guardian for the student to attend the school activity. Acting as a permission slip, a Prearranged Absence form **must** be on file in the office for the student to participate in the school sponsored activity. Students must be in class prior to and/or following a school activity that has a departure and/or arrival during class hours.

### ***Homework and Absences***

An excused absence from class allows the student to make-up missed work from an absence. However, the student must request their homework from their teachers the day they return or they may forfeit the opportunity to make up the missed work. The student is allowed the same number of days to complete the missed work as they were absent (i.e. if the student missed two days, they will have two days from their return to turn in their missing work). While a maximum of three days is the limit for making up work, arrangements may be made with an agreement between the student and the teacher for an extended period of time in special circumstances.

### ***Checking in/Checking out***

Class hours are from 8:00AM – 3:00PM. Students arriving to campus any time after 8:00AM must check in at the office. Students leaving campus any time before 3:00PM must check out at the office.

**NO STUDENT MAY LEAVE THE SCHOOL GROUNDS DURING CLASS HOURS WITHOUT PERMISSION FROM THE OFFICE.**

Prior notification by note or prearrange absence is required if a student needs to leave campus during the class hours. If a note or pre arranged absence has not been provided, parental/guardian contact must be made before the student is allowed to check out. While at lunch and/or off campus, and the student anticipates not returning to school, the office must receive a phone call to provide permission for the student to be absent from any classes they will be missing.

Students who are regularly scheduled off campus must check in and out at the office as they arrive or depart. **STUDENTS ARE NOT TO BE ON CAMPUS IF THEY ARE REGULARLY SCHEDULED OFF CAMPUS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE OFFICE.**

Failure to follow any of the Checking In/Checking out Procedures will result in the consequence of an Unexplained Absence.

### ***Attendance Definitions and Actions***

#### **1 Absence**

If a student is not present in a classroom for more than ½ the class they are considered as absent. According to the law, if a student has an excessive number of absences, a significant number of unexplained or unexcused absences, and/or irregular attendance, the school must report the student to the LBL ESD Attendance Officer for further action.

#### **1.1 School Related Absence**

The student is absent because of a field trip, athletic event, or some other school sponsored event or activity. A prearranged absence may be required for the student to participate. This absence will always be excused. While these absences are recorded on progress reports and reports cards they are not recorded on transcripts.

#### **1.2 Non-School Related Absence**

The student is absent because of a reason that is not school related. Upon returning to school from this type of absence, all students must provide a note with an explanation for their non-school related absence. The absence will then may be considered as either excused or unexcused. If a note is not provided, the absence may be considered a truancy and subject to disciplinary action. Because of the nature of many activities, there are some kinds of assignments that may not be possible to be made up. Attendance is crucial to success in the classroom.

#### **1.21 Explained Absence**

The student returns to school with a note stating the date, duration and a specific reason for the absence. Notes are to be turned in to the office no later than 3 school days after returning to school. The note needs to be signed by a parent, guardian or the student (if the student is 18 years or older). Failing to do this, the absence may be considered a truancy and subject will be excused with a note from a teacher, counselor, or office.

**1.211 Excused Absence**

To be legally excused, the absence reason should meet one of the following 8 state-defined criteria:

1. Illness of student (student is contagious or too ill to benefit from school attendance).
2. Illness of an immediate family member and the student's presence at home is necessary.
3. Emergency situations that require the student's absence.
4. Field trips and school approved activities.
5. Medical, Professional, Legal, or Court appointments. Confirmation of appointments may be required.
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
7. Student returns to class from a meeting with another teacher, counselor, or office.
8. Ultimately, as allowed by state law, the final decision as to whether an absence will be excused or not will be determined by the school administration.

**1.212 Unexcused Absence**

The student is not in school for any reason other than the state-defined criteria listed above and the parent or guardian knows of the absence. However, the reason provided by the signed note for the absence is not one that would grant the student an excused absence (ex. Haircuts, shopping, extended lunch, recreation). An unexcused absence will still allow a student to make-up any assignments that are missed. All missed assignments are due upon return to class and are graded. However, according to the individual teacher's classroom rules, credit for the assignment may be reduced and/or make-up time may be required.

**1.22 Unexplained Absence**

A student who is absent from class without permission or a properly reported excuse is considered truant and subject to disciplinary action. Parents may not change truanancies for students who had arrived at school and were not in their assigned classes. No credit will be given for work missed during any unexplained absence.

**2. Tardy**

Student arrives to class after the bell rings, but before 10 minutes of class have passed.

**ACADEMIC INFORMATION**

***Homework***

Some students spend a large amount of time studying at home. Others boast that they have never carried a book home. It is true that there is a difference in courses, and some students will be required to study more than others, depending upon their individual programs. It is an established fact that students get out of a course only what they put into it.

If students are to get the most out of their school careers, they should be encouraged to spend as much time as needed to be fully prepared for their lessons each day. If this involves home study, an attempt should be made to provide adequate study facilities. The amount of time a student must spend on homework depends largely on two factors: 1) the course studied and 2) the student. It is the opinion of many teachers that an average of at least an hour of home study per day is advisable for insurance of success. Some special projects or reports may require much more home study for a short period of time, but on the average, one hour per day should be adequate.

***Plagiarism***

Students are expected to do their own work. Copying from another student's work, copying from a book or the internet without the correct citations, giving answers to a student or taking answers from a student when the expectation is "that it is their own work" is considered plagiarism. Consequences will range from all students involved receiving a "0" on the assignment and possible in-school suspension.

***Graduation Requirements***

Graduation from Scio High School requires minimum performance in each of the following areas:

1. Attendance Requirements(see below)
2. Credit Requirements (see below)
3. Essential Skills Requirements (see below)

To participate in graduation ceremonies, the student must have successfully completed 24.5 credit hours or be on a modified diploma, extended diploma or alternative certificate and have completed all requirements.

### **Graduation Guidelines**

Participation in Commencement is an honor bestowed on the Graduates by the Scio School Board of Education. Guidelines to be part of commencement.

1. You must be a senior in good standing. (E.g. Fees, Credits, Discipline, Attendance)
2. Deadline for turning in back work and finishing career education and to receive transcripts for off campus courses is the Friday, one week before graduation.
3. No decorations on caps and gowns except for principal approved family traditions.
4. Gown colors could be any combination of orange, black and white.
5. No party favors will be used in the building. The seniors are responsible for cleanup, by the following Monday.
6. Diplomas will be given out Monday following graduation.
7. Graduation will be the last full Friday of school.
8. Last official day for seniors will be determined by administration, prior to graduation.
9. The class advisors and principal must approve the Graduation theme and song.
10. The principal will review commencement speeches the Friday before graduation.
11. Seniors must be receiving a diploma to take part in commencement.

The senior class may develop an alternate commencement plan, but it must be submitted to the faculty for approval prior to Christmas vacation.

### **State Testing**

As a school district we participate in the Oregon Assessment of Knowledge and Skills (OAKS), Extended Assessments (XA), Smarter Balanced Assessment Consortium (SBAC), and English Language Proficiency Assessment (ELPA). These assessments give our teachers and administrators valuable information on the students' progress in English Language Arts, Mathematics, and science. We encourage all students to participate in these assessments, but parents may opt-out annually by filling out the proper ODE Opt-Out form and submitting it to the main office.

### **Attendance Requirements**

Educational and personal considerations suggest that most students should remain in public schools through 12 years while completing graduation requirements. Scio School District operates a 12-year general education program, which includes a four-year high school program. Students are required to attend Scio High School four complete school years (eight semesters). Or until 24.5 credit have been earned.

- a. Students may transfer a maximum of seven and a half semesters of attendance to Scio High School from another public high school or similarly operated regular private school.
- b. Students meeting early graduation requirements will not have to meet the requirement of attending Scio High School four complete school years (eight semesters).

### **Credit Requirements for Regular Diploma**

Units of credit shall be completed as follows:

Language Arts.....	4	Units
Communications.....	.5	Units
Mathematics .....	3	Units
Science.....	3	Units
Social Studies.....	3	Units
Health Education.....	1	Unit
Physical Education.....	1	Unit
Career Development.....	.5	Units
Applied Arts, Fine Arts, World Language .....	1	Unit
Electives .....	<u>7.5</u>	<u>Units</u>
Total	24.5	Units

### **Essential Skills Requirements**

All students must Demonstrate proficiency by reading and comprehending a variety of texts, by writing clearly and accurately, and by applying mathematics in a variety of settings.

### ***Credit Requirements for Honors Diploma***

Units of credit shall be completed as follows:

Language Arts.....	4 Units (one must be college English)
Mathematics.....	4 Units (one must be college Algebra)
Science.....	4 Units (one must be chemistry)
Foreign Language.....	2 Units (must be same language)
Social Studies.....	3 Units
Fine Arts/Applied Arts.....	2 Units
Physical Education .....	1 Unit
Health.....	1 Unit
Career Development.....	.5 Units
Communications.....	.5 Units
Electives.....	<u>4.5 Units</u>
Total Units	26.5 Units

### ***Modified Diploma***

The modified diploma is awarded to a student who has earned some units of credit through either modified regular education courses with or without accommodations and/or through modified courses.

The modified diploma is designed for any student who has:

- A documented history of the inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student, or,
- A documented history of a medical condition that creates a barrier to achievement.

Students who have demonstrated the inability to meet the full set of academic content standards, even with reasonable modifications and accommodations, and who fulfills all state requirements for the modified diploma as stipulated in OAR 581-022-1134 may receive a modified diploma.

What is “documented history?” This is evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations and/or intensive instruction.

What is an “instructional barrier?” This is a significant physical, cognitive or emotional barrier that impairs a student’s ability to maintain grade level achievement.

The student’s school team decides if a student will work toward obtaining a regular diploma, modified diploma, or alternative certificate. The team makeup will be the principal, counselor, teachers and if on an IEP the special education teacher and must include a parent or guardian.

Students and their parent(s) or guardian(s) are notified about diploma options when the student is in the fifth grade, but the decision cannot be made earlier than the end of the 6<sup>th</sup> grade and no later than 2 years before the student’s anticipated exit from high school. This decision should be reviewed annually after the student has completed the eighth grade.

### ***Credit Requirements for Modified Diploma***

Units of credit shall be completed as follows:

Language Arts.....	3 Units
Mathematics.....	2 Units
Science.....	2 Units
Social Studies.....	2 Units
Physical Education.....	1 Unit
Health.....	1 Unit
Second Languages/the Arts/Career and Technical Education	1 Unit
Career Development	.5 Units
Electives.....	<u>12 Units</u>
Total Credits	24.5 Units

All students including those earning a modified diploma must meet the other requirements in the Oregon diploma. They must develop an education plan and build an education profile. All students must build a collection of evidence to demonstrate extended application of the standards.

### ***Extended Diploma***

The extended diploma is awarded to students who have demonstrated the inability to meet the full set of academic content standards for a high school diploma with reasonable modifications and accommodations.

To be eligible for an extended diploma, a student must:

- Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or have a documented history of a medical condition that created a barrier to achievement.
- Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles or have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade level activities and that result in the student participating in the alternate assessments.
- While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits earned in a self-contained special education classroom and shall include 2 credits of math; 2 credits of English; 2 credits of science; 3 credits of social studies; 1 credit of health; 1 credit of physical education; and 1 credit of arts or a second language.

### ***Alternative Certificate***

School districts shall make an alternative certificate available to students as an alternative for students who do not obtain the regular diploma or modified diploma. This decision will be made by a school team made up of the principal, counselor, student's teachers and special education teacher and must include a parent or guardian. The team will decide the number of credits and classes on a case by case basis. The criteria are as follows:

- The student is on an IEP with significant learning disabilities that prevents them from earning a modified diploma.
- The student must work to their best ability in every class.
- The student must attend school regularly.
- This is not an attendance certificate.

### ***Suggested Course Sequence***

#### 9th Grade

English 9 (2 semesters)  
Mathematics (2 semesters)  
U.S. History (2 semesters)  
Science (2 semesters)  
Electives

#### 11th Grade

English 11 (2 semesters)  
Mathematics (2 semesters)  
Government (1 semester)  
Economics (1 semester)  
Science (2 semesters) Class of 2012  
Electives

#### 10th grade

English 10 (2 semesters)  
Mathematics (2 semesters)  
Global Studies (2 semesters)  
Science (2 semesters)  
Electives

#### 12th Grade

English 12 (2 semesters)  
  
Electives

### ***Add/Drop Classes***

Classes may be added or dropped only during the first week of a new semester. Any class that is dropped after the fourth week of a semester will receive a letter grade of "F" unless the principal and counselor agree there are circumstances beyond the student's control.

### ***Credit by Proficiency***

Scio High School is currently working in conjunction with the Department of Education to develop credit options for students that can demonstrate proficiency for projects that they take on outside of the school day.

### ***Credit by Examination***

Credit by examination is provided for students who wish to pursue an accelerated course of study. Credit by examination will not be accepted for classes that students have previously dropped or failed.

Credit by examination will be offered for the following classes:

- |    |            |    |                     |    |         |
|----|------------|----|---------------------|----|---------|
| a. | Algebra    | e. | Government          | i. | Biology |
| b. | Geometry   | f. | Health              |    |         |
| c. | Government | g. | Spanish I           |    |         |
| d. | Health     | h. | Computer Literature |    |         |

A student must challenge the course before they have enrolled in the class. Also if necessary, principal discretion may allow exceptions based upon special circumstances. A student may attempt to receive credit by examination for a particular course one time only. Each examination will address the stated objectives of the course being challenged. To receive credit by examination, a student must attain a score of 85 percent or higher.

Students successfully completing the credit by examination will:

- a. Receive credit for the course
- b. Have the enrollment requirement waived
- c. Have the credit and the grade recorded on the transcript.

A student may not challenge a class until the term immediately preceding their "normal" enrollment in that class. A student must submit a completed application to the appropriate department one week prior to the date of examination, during the last week of the previous semester. The student, parent, and the principal must approve the application.

Examination schedule:

- a. The week before first semester begins
- b. The first week of the second semester

### ***Retaking Classes***

Students who wish to retake a class for an improved grade may do so for the following classes; Algebra 2, College Algebra, Calculus, other courses by administrator approval only. The student will take the higher grade earned and the other grade would be changed to a pass/no pass and transcribed as an elective.

### ***Work Release***

The building principal for the following reasons shall approve work release:

- a. Gainful employment
- b. Worthwhile educational experience
- c. Career choice
- d. Family emergency

The employer, the principal, the counselor, and the parent shall approve a work release agreement. The building principal or his designee shall document the work release experience. Documentation shall include, but not be limited to, observation of work hours, attendance, quality of work, accepting responsibility and direction, and compliance with the rules.

### ***Off-Campus Credit***

Off-campus credits may be used for graduation. Check with the counselors for a list of off-campus programs that have been approved for graduations credit.

### ***Teacher Aide***

A teacher may have only two teacher aides during a semester unless given administrator approval. Teacher aides will be graded as pass/no pass. They are to assist the teacher fulfill their duties as classroom teacher. Teacher aides are not allowed to use the teacher's computer to look at student grades or attendance.

## Honors

### ***Honor Cord***

Honor cords are earned by seniors graduating with a 3.5 GPA or higher through the 7<sup>th</sup> semester of their senior year. PACE students must have 3.5 GPA through Winter Term of their senior year. **Seniors must complete an Honors Diploma to receive an Honors Cord.**

### ***Gold Tassel***

Seniors graduating with a 3.0 GPA or higher through the 7<sup>th</sup> semester of their senior year earn gold Tassels.

### ***Academic Letter***

Academic Letters are earned by averaging a 3.5 GPA or higher for two consecutive semesters. Only Courses that are taken at Scio High School or at LBCC and Chemeketa will be counted.

### ***Valedictorian and Salutatorian***

To be Eligible for this honor awarded by the staff, a student must have been enrolled and attended Scio High School the two semesters preceding the graduation ceremony. (i.e. 2<sup>nd</sup> semester of junior year and 1<sup>st</sup> semester of senior year)

Criteria:

1. Must have the highest (valedictorian) and second Highest (Salutatorian) accumulated grade point average to the third decimal through the second grading period of their Senior Year. PACE students second grading period is through winter term.
2. Must be eligible to receive an honors diploma.
3. Must have a minimum of seven classes with at least five graded classes their senior year or equivalent of a full time student.

In the event that no students meet the criteria, the Valedictorian and/or salutatorian will be chose strictly by grade point average.

In the event two or more students meet the above criteria and have the same accumulated grade point average, they will be considered co-Valedictorian or co-Salutatorian.

Valedictorian- will include all 4.0 gpa and higher because of weighted grade system.

### ***Weighted Grades***

Students who complete the identified courses will receive .25 extra grade point for 100 level college courses and .5 extra grade point for all 200 level courses. (eg: Eng 104- A= 4.25, B= 3.25, C= 2.25) (eg: Math 231 – A=4.5, B= 3.5, C=2.5) Actual weighted grades are for a "C" grade or better.

College courses that qualify for weighting are as follows:

The 100 and 200 level and above college courses including PE 231 will be weighted except all other physical education courses will not qualify for weighting. College Now courses may be weighted and transcribed at the high school with the student's request after the grade is received from the college. If the college grade is an "A" they will automatically be transcribed.

### ***Honors Diploma***

To be eligible for this honor a student must be eligible for a Scio High School Diploma and meet the following criteria. PACE students must have all requirements completed through winter term their senior year in order to be recognized at graduation as an honors diploma student. If requirements are met after winter term cutoff, students may still receive an honors diploma but they won't be recognized at graduation and students will not be eligible for Valedictorian and Salutatorian.

**Criteria:**

1. Must have a 3.5 accumulated grade point average through the 7<sup>th</sup> Semester of their Senior Year.
2. Must have received credit for all of the required classes for their graduating class.
3. Must have received credit for all classes they are enrolled in.
4. Must have completed the following classes (or a commensurate level thereof):

**Mathematics:** Four years of Mathematics of which must include College Algebra.

**Science:** Four years of science, one of which must be Chemistry.

**Foreign Language:** Two years of the same language (e.g., Spanish I and II)

**Language Arts:** Four years of English one of which must be College English.

**Fine Arts/ Applied Arts:** Two years of any combination of applied and fine arts excluding Foreign Language.

## Grades

**A:** Mastery of subject      **B:** Good quality work      **C:** Average work  
**D:** Completion of minimum requirements only      **F:** Failing

Letter grades are given the following values:

**A = 4   B = 3   C = 2   D = 1   F = 0**

Other designations are also used:

**P (Pass):**

This grade indicates that the student receives credit for a course, but no letter grade. This grade is not computed in the GPA.

**N (No Pass):**

This grade indicates that the student does not receive credit for a course. This grade is not computed in the GPA.

Only with administrator approval may a student retake a core class for the purpose of replacing a previous grade on the transcript. The first grade is removed and replaced with a "P" for pass and it is coded as an elective.

**It is recognized that students attending school within the Scio School District have obtained various degrees of academic success and that each student possesses a different potential. It is also recognized that all students cannot be evaluated by the same criteria. In order to accurately record and report student progress, the following guidelines will be used by the staff of Scio High School:**

Students in **grades 7-12** having approved IEP's (Individual Educational Programs) or who are in a remedial program will receive a pass/no pass grade in classes related to the IEP. Students to be evaluated pass/no pass will also receive a supplemental progress report from their teacher(s) on a district-approved form. The form will indicate the student's achievement in a relationship to his/her own program, as well as effort, study, work habits, and attitudes.

## Community College Requirements

Oregon Community Colleges provide academic (college) transfer and vocational programs. Graduation an accredited high school provides eligibility for admission. Completion of work of an equivalent nature (GED or Adult High School Diploma) may also establish eligibility. Prospective students take a placement examination and the results are used to place students in the appropriate English and math classes. In some community college programs, limited enrollment is a factor in admission, and in some cases special requirements are needed for enrollment. For example, many of the programs training students for medical careers have limited enrollments. They also may require that student have taken specific courses such as Chemistry, Geometry or Algebra II in high school. Competition for the programs that have limited enrollment is keen, and students desiring such training need to see the counselor to formulate a course of study in high school that will prepare them adequately.

## Oregon State College and University Entrance Requirements

Students will need to meet the four requirements for admission to the Oregon State System of Higher Education four-year schools admission.

1. High school graduation
2. Subject area requirements
3. GPA
4. SAT or ACT

## OSU SUBJECT AREA REQUIREMENTS DEFINED:

<u>Subject</u>	<u>Years of Study</u>	<u>Remarks</u>
English	4	All four years in preparatory composition and literature with emphasis on and frequent practice in writing expository prose.
Mathematics	3	Shall include algebra, geometry, and a third year of college preparatory mathematics such as advanced algebra, trigonometry, analytical geometry, calculus, and probability and statistics (one of these or an advanced mathematics course recommended in the senior year). (Algebra and geometry taken prior to the ninth grade accepted.)
Science	2	Shall include a year each in two fields of college preparatory science such as biology, chemistry, physics, or earth and physical science (one recommended as a laboratory science).
Social	3	Shall include one year of U.S. History, one year of global studies (world history, geography, etc.), one-half year of government and one-half year of social studies elective.
Other	2	May be foreign language (highly recommended); computer science; fine and performing arts; or other college prep electives, which may, at the discretion of the admitting institution, include a comprehensive sequence of units in a vocational-technical area of study.
<b>TOTAL REQUIRED UNITS</b>	<b>14</b>	

## Employability Score

### Contents of "Employability" Scores

30% Soft Skills	--Teacher Feedback
40% Attendance	--ESD Data System
20% Timeliness	--ESD Data System
10% Behavior	--ESD Data System

### How the score is determined for each student

At the end of each semester, the district data system pulls attendance and behavior data from the state reported data and this data (70% of the score) is combined with the teacher scores for 2 soft skills from CCS #9 (30% of the score) to determine the overall score.

### "Soft Skills": (30% of Employability Score)

One time per semester, teachers will use a scoring rubric to give all students and individual score (5 to 1) on two different standards.

- How well does the student participate cooperatively, productively and respectfully in work teams to identify and solve problems
- How well does the student plan, organize and complete assigned tasks accurately and on time.

All of these individual scores would be combined and anonymous- for example 7 teachers with two scores for each student-there would be 14 scores that are averaged together to create a "soft skills" score.

### Attendance: (40% of Employability Score)

Attendance (170.5 school days in 2019-20) Includes absences other than school related events

Individual Rate	Score	How many days in a school year?	Average/Month
97%-100%	=5	(Missing up to 5 days in a school year)	.5 day/month
93%-96.99%	=4	(Missing up to 12 days in a school year)	1.2 days/month
90%-92.99%	=3	(Missing up to 17 days in a school year)	1.7 days/month
85%-89.99%	=2	(Missing up to 25 days in a school year)	2.5 days/month
84.99 and below	=1	(Missing 26 or more in a school year)	over 2.6/month

### Timeliness: (20% of Employability Score) Behavior: (10% Employability Score)

Timeliness	(Semester)	# of Significant Behavior Referrals
0-4 Tardies	=5	0 =5
5-8 Tardies	=4	1 =4
9-12 Tardies	=3	2-3 =3
13-16 Tardies	=2	4 =2
17 or more	=1	5 or more =1

NOTE: Does not include attendance related discipline or minors discipline issues.

### How do the scores get reported?

- Reported on a separate report (not on transcript) to students/parents only.
- Reported/recorded twice per year, at the end of each semester grading term.
- Term category scores and overall scores are reported to show current scores and trends.
- Cumulative score is reported (averaged over students 8 semesters of school)
- Reported in a separate report that would be requested from the students by employers as part of application process for their business.

## STUDENT ACTIVITIES AND ORGANIZATIONS

### ***Activities***

Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes and good human relations, as well as increasing knowledge and skills.

The principal shall be responsible for the organization of all student activities. The Principal shall provide adequate supervision, administer student finance, and approve all student activities with the assistance of members of the faculty delegated by the principal as advisors.

Students may not attend after school activities such as athletic events and dances if they are failing a class and/or have an unexplained absence that day.

### ***Organizations***

The school encourages students to broaden their knowledge and citizenship by becoming members of clubs or other groups organized to promote or pursue specialized activities outside the classroom, provided membership is open to all interested and eligible students, approval of the building principal is obtained, and a member of the faculty attends the meetings and/or activities as an official advisor.

**"No secret societies of any kind, including a fraternity or sorority, shall be permitted in any public school."** (ORS 336.610). Schools are required by law to prohibit such organizations and to suspend or expel students who engage in the organization or maintenance of such groups

### ***Announcements***

Material to be included in the announcements should be turned in to the office the previous day, or by 7:45 a.m. of the day desired. It must be written on the form provided and have a signature of approval of the class or club advisor. The announcements will be sent to each room during first period via the computer and read over the intercom by a leadership student. Copies will be posted on the bulletin boards and other areas throughout the building.

When students bring announcements for an advisor to sign, they should check for correct spelling, punctuation, and coherence before turning it into the office. The appropriate staff member must sign announcements. Ask for announcements to be read more than one day only if essential.

### ***Fund-Raising Activities***

No individual or school-related group is authorized to conduct any type of promotion, sales, or solicitation of funds unless that specific activity has been expressly approved and authorized by the building principal or his designee.

### ***Class Funds***

Money earned by any class will be expended while members of the class are regularly attending school. All class funds will be under the control of the building principal. Any funds that are remaining for the senior class will be donated to a designated project or fund.

### ***Dance Rules and Regulations***

Philosophy: We are concerned with the total development of our students. Dances provide social skills an integral part of the maturity of our students. Preparations to be completed prior to the day of the dance include:

1. Obtain approval from the office at least one week prior to the dance.
2. Obtain necessary chaperones, at least four, two of which shall be staff members.
3. (Students) check out equipment through proper channels.
4. Students and advisor arrange to have an advisor at school to assist with decorations and arrangements.
5. Chaperones, advisor or principal inform police of the activity.
6. Have a clean-up committee ready for after the dance.
7. Date-list should be completed by 12:00 noon three days before the dance.

### ***Guidelines for Chaperones***

1. Lighting: Half of the balcony lights and the stage lights should remain on. The gym must never be totally dark.
2. Report to the staff member in charge for instructions one-half hour prior to the dance.
3. Alcohol consumption or smoking is not permitted. Any student suspected of such shall be removed from the dance.
4. Have telephone number of police available, and if there is trouble, call them.
5. Check restrooms, balcony, stage and parking lot periodically.

### ***Guidelines for Students***

1. School rules apply at all dances just as if you were in school. Misconduct or inappropriate behavior will not be tolerated. Students are not allowed to dance inappropriately. The chaperone will warn one time and if it happens again, the student will be asked to leave. School dress codes apply for dances.
2. Once you enter the dance, you may not leave and return unless accompanied by a parent.
3. Students are not permitted on the balcony or stage unless accompanied by a parent.
4. Make sure the clean-up committee stays after the dance.
5. All regular high school dances will not end later than 11:30 p.m.
6. Entrance to the dance may be prohibited once the dance is half over. If the dance lasts from 8 to 11:30 p.m., no one will be admitted after 9:30 p.m. When a dance follows a game, the doors may be closed one-half hour after the end of the game.
7. Attendance at dances is restricted to high school students. The principal may approve submitted guest pass requests for visiting students.

### ***Driver Education***

#### **Enrollment criteria:**

Students must have completed the following requirements to be enrolled in Driver Education:

- The student must have their learners permit before the first student class meeting.
- The student and parents must complete and turn in the following application forms at or before the second student class meeting to remain enrolled:
  - Application with contact/medical information
  - Notice of Understanding of policies and procedures of the program
  - Waiver of Liability form

All forms will be kept secure and confidential and will be used only for the safety and welfare of the student.

#### **Student Fees:**

The student must pay \$50 to Scio High School before the second classroom meeting to remain enrolled in the program. If the student is not paid in full before the second classroom meeting, the student will be dropped from the class.

#### **Refunds:**

Students can receive a full refund if they decide to drop the class before the second classroom session. After the second classroom session, no refunds will be given. If a special circumstance arises (medical, family, school) that causes the student to drop out after the second classroom session; the student may petition the school to retake the class during the next offered session.

#### **Course failures and repeats:**

If a student fails the class, they may repeat the class. You must follow all enrollment criteria and submit new forms and applications for each session that is taken. All fees will need to be paid for each session that is taken.

## **INTERSCHOLASTIC ATHLETICS**

The purpose of the interscholastic athletic program at Scio High School is:

1. To promote, direct and conduct athletics so they meet the aims of general education for this district.
2. To promote friendly relations with other schools and the public.
3. Abide by the rules set up by the District Board of Education and the Oregon School Activities Association.
4. To teach good sportsmanship, fair play, ethical conduct, and to encourage sports participation by all students.
5. To teach and develop physical fitness and skills, mental alertness, moral qualities, social abilities and emotional maturity.

### ***Policies of the Athletic Program***

The athletic program should be considered an integral part of the educational program. It is just one of many school activities, and it should be understood that it is under the same administration and control as other school programs. The contests themselves should be the peak of ethical and educationally sound instructional methods employed by the coaches and demonstrated by the team members.

### ***Participation Fees***

Students may be required to pay a fee in order to participate in extracurricular activities. The District Board of Directors reviews the fee structure annually.

### ***Physicals***

All **9th & 11th Graders** must have a physical exam before participating in athletics. Anyone **new to the program** must have a physical, and anyone who had a **serious injury** the previous year must have a physical. If arrangements can be made, physical exams will be scheduled prior to the fall sports season, and another session will be given prior to the winter sports season. It is the responsibility of the individual athlete to obtain the physical whether or not the school can arrange for special times for examinations. All others must have a physical card on file in the office of the Athletic Director. They must also fill out and return their interval history forms to the Athletic Director. These must be on file before they can participate in practice.

### ***Insurance***

All athletes are required to have insurance. An insurance waiver form should be filled out if the student is to be covered by his/her family insurance. This form gives the name of the insurance company, policy number and the parents' signature.

Insurance is also available through a program sponsored by the Oregon School Boards Association. Information regarding the program is in the school office. This is a limited policy.

### ***Interscholastic Athletics Attendance***

All athletes are required to have passed all classes in the previous quarter and be in regular school in order to participate in athletics. All athletes are required to attend all practices.

To participate in an athletic contest, the athlete must be in attendance at school the entire day of the event, and have been practicing with the team for a minimum of 10 days. Athletes must bring a note from the doctor to be excused for appointments that are on game days. The principal/athletic director may make exceptions to the above.

### ***Excused Absences***

1. Missing a practice or contest without prior approval of the coach is an unexcused absence.
2. Athletes should try to inform the coach at least 24 hours in advance if a practice or contest is to be missed.
3. An illness, which results in missing a school day, is not a valid excuse in and of itself. The athlete is responsible to notify the coach. Generally a student who is too ill to come to school is considered too ill to practice. The coach shall make this determination.
4. The following steps will be taken on unexcused absences during a sports season:
  - 1 unexcused absence** = suspension for one athletic contest.
  - 2 unexcused absences** = suspension for one athletic contest and conference with the coach and athletic director.
  - 3 unexcused absences** = expulsion from the team.

### ***Changing Athletic Teams***

No athlete may transfer from one athletic team to another during a sport season after an initial two-week period. The two-week period for any sport shall commence the first official practice day of that sport. Any athlete, who for valid reasons, may not be able to come out for a sport from the first practice, may join the team at a later date, the length of the intervening time allowable to be determined by the coach.

### ***Training Rules***

Purchase, possession, smoking, or chewing of tobacco during a sport season is not allowed.

Purchase, possession, or use of drugs or alcohol, or being cited for an offense related to the same during a sport season, is not allowed. Theft by any athlete is not allowed.

### ***Disciplinary Procedures***

Any athlete violating the above training rule(s) will be automatically suspended from all extra-curricular activities pending review by the administration and notification of the parents.

Any athlete who is expelled from an athletic team may not participate on any other school sport team during the season in which he/she was expelled. Any athlete who is expelled from an athletic team may go out for, participate and compete on, a team the following sport season, and be considered a member in good standing, assuming he/she meets all other requirements. Violation of other training rules includes, but is not limited to, activities such as:

1. Curfew rules determined by the coach.
2. Chewing tobacco during any school activity.
3. Truancy from school.
4. Unsportsmanship like conduct, profanity, or any conduct detrimental to the community or school.

### ***Eligibility Policy and Scholastic Standing***

Students must be passing all classes at grade checks to participate in athletics. No student will be allowed to participate if they receive any grade less than a 60%. Students will be deemed ineligible until all of their grades are 60% or higher. (Grades will be checked weekly.) If a student is not passing a class on one of the grade check days they will be deemed ineligible until the next time when grades are checked. Students must maintain a 2.0 GPA during the season in order to remain eligible

Exceptions may be made on a case by case basis with very good cause. The Athletic Director must approve all exceptions.

Failure to meet the requirement at the end of a semester will result in athletic ineligibility. A student may apply for Academic Probation to regain athletic eligibility provided they meet all OSAA guidelines for participation. If a student applies for and is given academic probation they must pass all classes at all times with no grade less than 70%. No student will be allowed to participate if they receive any grade less than 70%. Students will be deemed ineligible until all of their grades are 70% or higher. No exceptions.

Students are ineligible to participate in extra-curricular activities if they are failing one or more classes in the previous quarter or semester grading period. (i.e. Sports, ungraded class trips, dances)

Students on early release must be enrolled in at least 5 classes to be eligible to participate in extracurricular activities.

### ***Athletic Awards***

To earn a varsity letter in the sports Scio High School offers, these requirements must be met:

**Football, Basketball:** Participate in half of the quarters played by the varsity.

**Volleyball:** Participate in half of the games played by the varsity.

**Baseball:** Participate in half of the innings played by the varsity.

**Wrestling:** To be determined by the coach/Athletic Director.

**Softball:** Participate in half of the innings played by the varsity.

**Forestry:** Accumulate 125 points per year.

**Agriculture:** Accumulate 400 points.

**Track:** TO BE DETERMINED BY THE COACH/ATHLETIC DIRECTOR

**Cheerleaders:** Participate in 80% of the Varsity Games.

All seniors will be awarded a varsity letter if they successfully complete the season in good standing, even though they may not have met the previously mentioned requirements.

### ***Use of Personal Equipment***

Students will not be allowed to use personal items that do not match existing school equipment or meet the required safety standards.

### ***Travel***

All players must travel to and from competition by the players' bus. Exceptions may be made for students riding with their parent. All exceptions need to be discussed with Principal/Athletic Director.

**All students participating in extra-curricular activities shall be required to sign an Extra Curricular Activities Agreement. This Agreement outlines district drug/alcohol policies and student responsibilities.**

## ALCOHOL, DRUGS, AND TOBACCO- SPECIFIC BOARD RULES

### ***Narcotics, Alcoholic Beverages, and Drugs***

- I. A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while on the school grounds, or off the school grounds while under the jurisdiction of the school.
- II. If a violation of this rule occurs, parents and/or appropriate authorities will be informed immediately. The student will be removed from the school premises pending the disposition of the case by authorities. A drug and alcohol assessment must be done before the student is allowed back into school. Expulsion proceeding will begin at the conclusion of the investigation. School officials will determine subsequent reinstatement in school.
- III. Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule. All prescription drugs are to be registered with the school administration.

### ***Drug and Alcohol Search and Seizure***

If we have reasonable suspicion a student has used alcohol, the student will be asked to submit a breathalyzer test. Refusal to submit to a test will be considered a positive test result.

### ***Tobacco***

A student shall not sell, use, or possess tobacco in any form while under the jurisdiction of the school or on school property. For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivery devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes, e-pens, nicotine delivery devices).

### ***Vehicles***

No alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind is permitted in vehicles on school property.

**Alcohol** - any substance with alcohol content, no matter what the percentage of that content may be.

**Drugs** - any illegal or controlled mood-altering chemical, medication, look-alike drug, narcotic, marijuana, inhalant, mushroom habit forming drugs, unauthorized prescription drugs, abused chemicals, dangerous drugs, non-prescription (over the counter) drugs used in a manner potentially dangerous to the user: codeine, cocaine, heroin, stimulants, depressants, hallucinogens, substances used for mood altering recreational purposes, or any paraphernalia associated with the use of such substances such as e-pens and inhalant devices. Tobacco shall be defined as having been processed to be smoked or chewed, and as material that is harmful to the body.

**Jurisdiction** - on the school grounds, around the school grounds, any time the school has jurisdiction over the student, which would include coming to school in the morning and going from school to home in the afternoon, at any school event at or away from school during the day or in the evening. This would include field trips and activity trips, including all athletic contests and state athletic events. This section is also meant to mean any public or private facility or home that is hosting a school event to which school students are invited as a school approved event. The school district will also consider any vehicle used to transport students to a school event as its jurisdiction for purposes of this policy.

## DRUG TESTING - SCIO SCHOOL DISTRICT POLICY JFCIA-AR

Each student wishing to participate in athletics and competitive extracurricular activities and the student's parent(s) shall consent in writing to drug testing. Written consent shall be on the form attached to this administrative regulation. No student shall be allowed to participate in athletics and competitive extracurricular activities without such consent. Consent must be given prior to the start of the school year or before participating in first event. Students will remain in the program until they remove their consent.

If consent is given to remove a student and if any athlete who does not complete a season in good standing that student will be denied the opportunity to receive a letter, team awards, conference or state recognition.

### Guidelines for Student Behavior

As a student in Scio School District, you will want to take full advantage of your right to an education. You will come to school with a positive attitude to learn and to take part in social activities. Most of our students do not have problems with school rules.

An important part of your education is your right to make decisions and to take the responsibility for the results of these choices. To protect your rights and the rights of others, student behavior guidelines have been established.

A teacher, counselor, or administrator may give you guidance about your behavior. If this happens, accept their advice and understand that they want to help you.

We are proud of you and hope that during your years in our schools you will make wise decisions and use our classes, programs, and activities to the fullest.

In this portion of the student handbook you will find the major problem areas the school district feels interfere with the education of students. If you choose to involve yourself in these problem areas, one of the listed disciplinary actions may be a consequence of your behavior. You should be aware that this is a guideline and does not describe all behaviors, nor does it describe the many positive activities used to help students change their behaviors.

The Board of Education subscribes completely to the belief that all students have equal rights. These rights convey an equal responsibility on the part of each student to assist in creating and maintaining an educational climate conducive to learning and to assure the rights and well-being of students and others. Any student disrupting the educational climate, displaying irresponsible behavior, or endangering the right and safety of others will receive corrective guidance, and be subjected to disciplinary action, as necessary.

The major objectives of discipline in schools are to teach the following fundamental concepts for living in any society:

- (1) Respect for the rights, dignity, and safety of all individuals.
- (2) Respect and understanding of laws, rules and regulations.
- (3) Respect for public and private property.
- (4) Self-discipline, which is necessary to function successfully  
in the educational and social environment.

Teachers, counselors, and administrators will work with students and parents in meeting the above objectives.

**Peer Mediation** is a program that gives an opportunity for students to come to their own solution to a problem rather than having someone impose a solution on them. Mediation is a method of conflict resolution, which stresses compromise and agreement between two parties rather than one party winning and the other losing. For more information contact the school counselor at 503-394-3276

## **General Rules**

Students are expected to conduct themselves at school, or at any school-sponsored activity, in such a way as will reflect credit on them, their school, and their community.

Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:

1. Willful disobedience or failure to follow school rules.
2. Theft
3. Damage or destruction of school property or personal property on school grounds.
4. Verbal or physical assaults, threats of harm, or fighting.
5. Use or possession of tobacco, illegal drugs, or alcoholic beverages.
6. Use or possession of weapons or dangerous instruments.
7. Repeated minor offenses.
8. Inappropriate dress and grooming.
9. Persistent failure to comply with the rules or the lawful directions of teachers or school officials.
10. Open defiance of authority.
11. Class Disruption.
12. Bus misbehavior
13. Profanity
14. Disrespectful behavior
15. Harassment
16. Cheating
17. Excessive displays of affection
18. Students are subject to the computer use guidelines as established by the Scio School Board of Directors. All students who use computers at school will be required to sign a computer use agreement. This agreement outlines the district computer use policies and student responsibilities.
19. Plagiarism – Copying of another students work or copying from another source and using it as your own is considered plagiarism. Students involved will receive no credit for the plagiarized assignments.

## **Behavior Expectations**

**Behavior expectations are identified in five categories:**

1. Attendance and Punctuality
2. Use of Controlled Substances (drugs and alcohol)
3. Protection of Property
4. Protection of Physical Safety and Mental well-being
5. Appropriate Learning Environment

**Behavior expectations apply to students whenever they are:**

1. Present in any school or on school property of the school district.
2. At any school-sponsored activity, regardless of its location.
3. Traveling in a school bus or in school district transportation.

## **Student Role in Discipline**

**Students have the responsibility to:**

1. Attend school regularly, arrive on time, bring appropriate materials to class, be prepared to participate in class, and do homework.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors
4. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of other students to learn.
5. Follow discipline guidelines presented in this handbook.

**Students have the right to:**

1. Discuss educational concerns with teachers and other school staff.
2. Receive a copy of this handbook.
3. Receive fair discipline without discrimination in every aspect of the educational system.
4. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.
5. Access to their own student record within appropriate guidelines.

## ***Disciplinary Action***

Consequences of misbehavior are described in five levels of disciplinary action, ranging from least severe to most severe.

1. Level 1 -- Conferences
2. Level 2 -- Intervention actions
3. Level 3 -- In-School Suspension
4. Level 4 -- Suspension
  - Temporary removal
  - Reassignment
5. Level 5 -- Expulsion
  - Reassignment
  - Referral
6. Level 6 -- Mandatory expulsion

After Multiple disciplinary referrals, a conference/staffing may be held at the request of the administration, staff, student or parents. At that conference the student's behavior will be examined may be placed on a disciplinary contract or recommended for the reluctant learner policy.

### ***Level 1 -- Conference***

The student and principal will discuss the situation and the options the student has to not repeat the behavior. This conference may include the counselor and/or teacher. The student will remain under office supervision for the duration of the period.

### ***Level 2 -- Intervention Actions***

These activities may include, but are not limited to, the following:

1. The student and principal will agree and sign a contract that relates to no further similar behavior. Detention may also be assigned.
2. The student, parents, principal and possibly, teacher and counselor, will meet and discuss acceptable solutions. Detention may also be assigned.
3. The student and principal will discuss the problem, and the student will be assigned detention time.

### ***Level 3 -- In-School Suspension***

In-School Suspension will be for discipline purposes only. In-School suspension will run from period 1 - 7. Students must arrive on time and work on something productive in order for their time to count. Failure to attend or action that would cause the student not to complete their time will result in the assignment of an additional In-School suspension.

Students are assigned In-School Suspension for reasons that include:

- Absences without permission/explanation
- Missing an assigned detention
- Violations of school policy
- Plagiarism

### ***Level 4 -- Suspension***

The assignment of a Suspension is at the discretion of the principal. From the time the student is to begin out of school suspension until their reinstatement, that student is prohibited from attending or participating in any extra-curricular activities and also prohibited on school property. Temporary removal of the student or reassignment of the student may also be made at this time, in consultation with the student, parent, counselor, and principal. A Parent conference may be necessary for student re-admittance. (The principal will contact the parent.)

#### **Procedure:**

1. The student is informed of the proposed suspension. At this time, the reason(s) for the action, the length, and the beginning of the proposed suspension will be explained.
2. The student shall be given an opportunity to present his/her view of the alleged misconduct.
3. Parents are notified by phone, if possible, of the suspension, reasons for the action, length and the time of the beginning of the suspension.
4. A letter will be mailed to the parents stating the specific reason for the suspension, its length, and the conditions of the reinstatement and appeal procedures where applicable.
5. The student's record may be reviewed during the conference in an effort to determine guidelines that will insure success for the student's readmission.
6. It is the student's responsibility to collect work that will be missed and to turnitin on the day of his/her return to class.

### ***Level 5 -- Expulsion***

The principal may recommend expulsion to the superintendent after consulting with the student, parents, teacher, and counselor.

#### **Procedure:**

1. Notice of the charge(s) and the specific facts that support them shall be given to the student and the parent/guardian by personal service or certified mail.
2. The notice shall include the statement of intent to consider the charges as reason for expulsion.
3. When notice is sent to a parent/guardian by certified mail the notice shall be mailed at least five (5) days before the date of the hearing.
4. Notice will contain a statement regarding the student's right to counsel.
5. When the student or student's parent cannot understand the spoken English language, an interpreter shall be provided by the district.
6. A hearing will be held to determine if the student is to be expelled or, if appropriate, what other action will be taken in lieu of expulsion. Failing to appear at the place and time set for the hearing (after notice has been given) waives all rights to a hearing.

#### **Expulsion Hearing Procedure:**

1. The superintendent will act as hearings officer for the school board. Student expulsion hearings will be conducted pursuant to ORS 332.061.
2. The student may be represented by counsel or other persons.
3. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits.
4. The student shall be permitted to be present and hear the evidence presented by the district.
5. Strict rules of evidence shall not apply to the proceedings. However, this provision shall not limit the hearing officer's control of the hearing.
6. The hearings officer or the student may make a record of the hearing.
7. The decision of the hearings officer may be appealed to the school board for review. If the decision is appealed to the board for review, the board shall be provided findings as to the facts and the decision of the hearings officer. This material shall be made available at the same time to the parent or guardian and to the student, if age 18 or over. When appealed, the board will affirm, modify, or rescind the decision of the hearings officer.
8. If the hearings officer's decision is appealed, the student will not be allowed to attend classes until the board has taken action on the appeal.

### ***Level 6 -- Mandatory Expulsion***

The principal may recommend expulsion to the superintendent after the student's due process rights have been met.

#### **Notification of Change of Placement Due to Expulsion, Lack of Attendance, or Failure to Gain Benefit from the School Program**

A student who has a placement changed because of the items listed above will be offered two alternative educational settings as provided for in state law and board policy.

It shall be the responsibility of the school district to keep a current list of alternative educational programs, and the responsibility of the student and parent/guardian to enroll the student in the program.

### ***Hearing the Accuser***

**Staff complaints:** Students should hear directly from the teacher or staff member the specific complaints or descriptions of unacceptable behavior if the student so desires.

**Student complaints against students:** It is recognized that a school official as a public officer shall not be examined as to communication made to him/her in official capacity when the public interest would suffer by such disclosure. In recognition of the special jeopardy in which the student witnesses may be placed and the possible traumatic effects of adversary proceedings conducted by attorneys, police officers, or court officials, that complaining student is not required to face the accused nor have their identities revealed. However, the administrator or other official conducting an investigation is under special obligation to assure careful and cautious investigation of all relevant facts and testimony.

### ***Dress and Grooming***

Wearing apparel and appearance while in school or participating in school related activities are generally considered to be the responsibility of the student and the parent/guardian under the following guidelines:

1. A student's dress and grooming shall be clean, neat, and in keeping with health and safety practices.
2. Bizarre or immodest dress and grooming considered by school authorities to be disruptive to the teaching-learning process become a matter for counseling with student and/or parents.
3. Individual students will be counseled when it is determined that the mode of dress or grooming of that student is:
  - a. Unsafe and/or unhealthy, whether for the student or for those around him/her.
  - b. Disruptive of school operations and the educational process in general.
  - c. Diminishing of the teachers' and/or school administration's disciplinary control.

### ***Specific Guidelines for Dress***

1. Skirts, dresses and shorts must not cause undue attention to a specific individual or in any way disrupt the educational process. Hemlines should be sufficiently long enough to cover undergarments when standing, walking or sitting. **(The length must be longer than 3" above the knee.)**
2. There are to be no revealing slips; appropriate undergarments must be worn. Sundresses with inappropriate fit or design, halter tops, and tube tops are unacceptable dress.
3. Jeans are permitted if they are clean and neat.
4. Ragged or frayed tailored Hemlines are acceptable. Ragged or frayed untailored shirts, pants and shorts are not acceptable garments.
5. Form fitting pants may be worn as long as they are black, dark blue or dark gray. However, we must maintain a professional environment. Modesty is expected.
6. No shirts that are imprinted with obscene or suggestive slogans are permitted. Shirts/jewelry etc. that display drugs, alcohol, or tobacco products or any other illegal activities are prohibited.
7. Tank tops and sleeveless shirts are allowed as long as they fit snugly under the arm. **No bare midriff, no strapless, and no fishnet tops** may be worn. Straps may be **no smaller than 1"** on tops and dresses and have modest necklines and arm openings.
8. Shoes must be worn at all times. Sandals and flip flops are permitted.
9. Undergarments must be properly covered.
10. Sunglasses, bandannas and hoods are not allowed.
11. Any article of clothing that by innuendo is sexually offensive is not permitted.
12. "Sagging" pants are not allowed. The administration reserves the right to make a final determination on appropriateness.
13. No student on or about school property or at any school activity shall be permitted to wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge symbol, sign or other thing which is evidence of membership or affiliation in any gang.

Violation of this Dress Code will result in the student being taken or sent home to change into appropriate clothing. Staff members are expected to address dress code violations in the halls and classrooms. In all cases, when disagreement arises concerning interpretation of a rule, the administration reserves the right to make the final decision.

### ***Backpacks and Bags***

Students may be asked to keep backpacks and bags in the lockers. Students should bring to class only the materials necessary to work, such as a notebook, paper, writing utensil, etc. All other items should remain in their lockers- for example but not limited to things like backpacks, bags, purses, briefcases and fanny packs.

### ***Displays of Affection***

Hand holding and one arm around a person is permitted, not two. A quick hug is acceptable, no kissing.

### ***Freedom of Expression***

Lawful freedom of expression, verbal or written, is constitutionally guaranteed under the First and Fourteenth Amendment of the United States Constitution. Students, being citizens, have the right of free expression and must bear the responsibility for the consequences of such expression.

Faculty advisors shall advise on matters of style, grammar, format and suitability of student publication. The final decisions as to the suitability of material shall rest with the advisor.

Students are entitled to express their personal opinions under reasonable circumstances. These opinions shall not interfere with or disrupt the educational process or infringe upon the rights of others.

The use of obscenity, personal attacks, slander or threats of harm to persons, property, or reputation is strictly prohibited.

Willful disobedience, open defiance of a teacher's authority or the uses of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.

Libel, obscene or profane language, and personal attacks are prohibited in all expression.

### ***Assembly of Students – School Sponsored***

It is important to the orderly use of school facilities that the use of all space be carefully planned. Students, faculty and administration must share responsibility in activities conducted in school. Students are permitted to hold meetings on school property under the following conditions:

1. The meeting must be scheduled in advance.
2. Normal class activities must not be interrupted.
3. The activity shall not cause or be likely to incite any hazard to person or property.
4. The meeting shall be sponsored by school officials and authorized school club or organization.
5. Speakers who advocate disrespect for law or encourage immoral attitudes shall not be invited or permitted to speak.
6. Invitations to speakers shall be approved by the principal or designated representative.
7. Opportunity shall be afforded to present a balance of lawful viewpoints.
8. If a large crowd is anticipated, a crowd-control plan shall be submitted for advance approval.

### ***Assembly of Students -- Not School Sponsored***

Scio School District will not deny equal access of school facilities to Scio secondary students to meet based on the content of the student's speech.

**"A public secondary school has a limited open forum whenever such school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time."**

Secondary students may conduct a meeting within the district's limited open forum if:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
3. Employees or agents of the school or government are present at religious meetings only in a non-participating capacity.
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
5. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.
6. A school district employee (volunteer) is present to maintain order and discipline.
7. The meeting is not conducted during the regular school day (8:11 am - 3:00 pm)

### ***Lunch Period Rules***

Students are expected to conduct themselves in an orderly and reasonably quiet manner while eating lunch, receiving food at the snack bar or student store or are in the halls during the lunch period. **No one is to eat or drink in the main gym floor.**

### ***Automobiles***

All students will park in the paved student parking lot.

All student vehicles will have a parking permit. To have parking permit issued students must submit a valid driver's license and proof of insurance.

Students are only to be in the parking lot upon coming and going to school. When entering the parking lot, the person responsible for the vehicle should lock and secure the vehicle.

Students are not to be in or on parked vehicles during school hours, nor is the vehicle to be driven from the school grounds during school time without permission from the office. Students are permitted to take their cars from the parking lot during the lunch hour if they have written permission from their parents, have office approval, and drive in a safe manner.

Students may ride in a car driven from the parking lot during the lunch hour if they have written permission from their parents to ride with that specific student. All students are expected to park correctly in the designated spaces in the school parking lot.

The speed limit on school grounds is 10 m.p.h.

Students who violate these rules or have other driving safety violations will lose their on campus driving privileges for a period of time.

### ***Bicycles, Motorbikes***

Bicycles or motorbikes are not to be ridden on school grounds during school hours.

### ***Roller Skates/Skateboards***

Roller skates, roller blades, skateboards or longboards are not permitted on school grounds.

### ***Hall Passes***

Any student in the halls during class time must have in their possession a hall pass assigned from staff. Detention will be assigned to offenders.

### ***Rules Governing Pupils Riding School Buses - OAR 581-53-010***

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in the case of an emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons or other potentially hazardous objects on to the bus.
6. Pupils shall remain seated while bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus, or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
15. Pupils who refuse to obey promptly the directions of the driver, or who refuse to obey regulations may be suspended or expelled from bus riding privileges.
16. "Rules Governing Pupils Riding School Buses" must be kept posted in a conspicuous place in all school buses.

### ***Weapons***

Bringing weapons to school is prohibited by law and can result in up to a one-year expulsion.

Weapons include but are not limited to:

Knife blades over 2 1/2"

Guns

Any item that resembles a gun.

Any mock weapons

Any item used to intimidate another person

Pepper spray (If not stored properly away in a locker)

Mace (if not stored properly away in your locker)

### ***Reluctant Learners***

A reluctant learner is a student who shows an unwillingness to learn and whose academic achievement and academic potential is not a close match.

#### **Identification:**

Criteria: A reluctant learner at Scio meets two or more of the following criteria:

1. Failing more than two classes during a grading period.
2. Exceeding the allowable absences during a nine-week grading period or earning two or more unexcused absences or trancies during the same period.
3. Receiving two or more major discipline violations or two or more suspensions during a nine-week grading period.

**Process:** The second week following the end of each nine week grading period, the attendance officer and records clerk shall provide to the principal a list of students who:

1. Exceeded the allowable absences
2. Failed two or more classes

**Intervention:** Once a student is identified, the principal or his/her designee will set up a staffing. The principal or his/her designee will chair this meeting. The meeting will include the principal, the student, his/her parent, the appropriate teaching staff, and counselor. This team shall develop a set of academic and behavioral expectations designed to provide success for the student. The program will establish the minimum performance expectations required for continued attendance at Scio High School. It will also establish performance goals, time lines, and identify the roles of those involved. Failure to meet expectations could result in an alternative educational placement.

### ***Student Conduct***

Students who make obscene gestures or who otherwise defame, intimidate, harass, threaten, harm, insult or otherwise embarrass or attempt to humiliate district personnel during or outside of school hours, regardless of whether on campus or off campus will be subject to district disciplinary action up to and including expulsion from school.

### ***Cyberbullying***

Students found to be involved with cyber bullying on campus are subject to school district disciplinary action, just as if they were engaging in other forms of bullying or harassment which are not tolerated by the school. Students involved with cyberbullying originating off campus are subject to school discipline if or when, in the discretion of District employees, it disrupts the educational process or undermines the school's basic educational mission. Students making threats of harm to other students or staff, whether the threats originate on or off campus, are subject to school disciplinary action

### ***Harassment/Hazing/Intimidation/Menacing/Bullying***

Hazing, harassment, intimidation, menacing or bullying by students, parents or third parties is strictly prohibited and shall not be tolerated in the district.

Harassment, intimidation, and bullying may include acts based on the protected class status of a person. "Protected class" means a group of persons distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Parents or third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

### ***Sexual Harassment***

Scio High School is committed to maintaining a learning/working environment that is free of sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other conduct or communication of a sexual nature.

Any student who is subject to or knows of sexual harassment should immediately file a complaint with the building principal or a person of authority. Staff members notified of, or witnessing sexual harassment shall inform the principal immediately. All complaints will be investigated. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment.

### ***Racial Harassment***

Affronts to racial or ethnic heritage and criminal racial harassment will not be tolerated in the schools. Laws and policies related to racial harassment will be strictly enforced in order to promote an environment that does not permit racial intolerance or harassment.

Any student reporting harassing, intimidating, bullying or cyberbullying another student may not retaliate against any person who reports an act.

**SCIO SCHOOL DISTRICT HARASSMENT FORMS MAY BE OBTAINED AT THE OFFICE**

## Scio High School Staff

<b>Danielle Blackwell</b>	<b>Principal</b>
<b>David Chrostek</b>	<b>Head Teacher</b>
<b>Delana Carter</b>	<b>Office Manager</b>
<b>Meghan Eaton</b>	<b>Office Assistant</b>
<b>Amber Yeager</b>	<b>Counselor</b>
<b>Jim Mask</b>	<b>Athletic Director/Technology</b>
<b>Kevin Fleshman</b>	<b>Technology</b>
<b>Nick Anundson</b>	<b>Language Arts/Communication/SS</b>
<b>Matthew Hall</b>	<b>Leadership/Language Arts</b>
<b>Amber Seifried</b>	<b>Yearbook/Language Arts</b>
<b>Jason Davis</b>	<b>Social Studies</b>
<b>Jesse Gerig-Heyerly</b>	<b>Math</b>
<b>Tim Sasaki</b>	<b>Math</b>
<b>Aaron Shown</b>	<b>Science</b>
<b>Pamela Watts</b>	<b>Science</b>
<b>Jon Rounsavell</b>	<b>PE/Health</b>
<b>Brandy Rounsavell</b>	<b>Spanish</b>
<b>Deah Shelton</b>	<b>Art, Photography</b>
<b>Brenda Broadbent</b>	<b>Food/Consumer Sciences</b>
<b>Krysta Sprague</b>	<b>Agriculture/Welding</b>
<b>Rex Lowther</b>	<b>Forestry/Small Engines</b>
<b>Levi Eckhardt</b>	<b>Fire Science</b>
<b>Bethany Muhr</b>	<b>Band</b>
<b>Katie Krieger</b>	<b>Special Education Teacher</b>
<b>Stephanie Zieher</b>	<b>YTP/Special Education Aide</b>
<b>Lorrie Tharp</b>	<b>Special Education Aide</b>
<b>Cassie Johnson</b>	<b>Special Education Aide</b>
<b>Wendie Sprague</b>	<b>Special Education Aide</b>
<b>Diana Cox</b>	<b>Librarian</b>
<b>Carla Porter</b>	<b>Kitchen</b>
<b>Tina Navarro</b>	<b>Custodian</b>
<b>Karen Meyers</b>	<b>Custodian</b>
<b>Austin Zieher</b>	<b>Custodian</b>
<b>Justin Guest</b>	<b>Grounds</b>
<b>Ken Studnick</b>	<b>Maintenance</b>