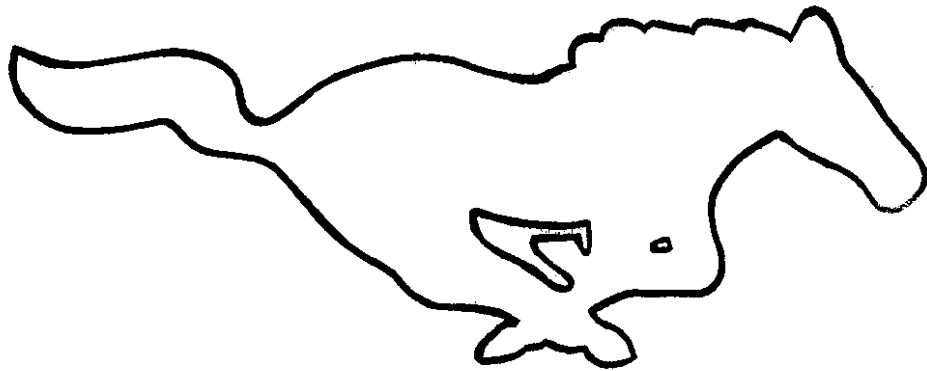


# Heppner Jr/Sr High School



## 2018-19 Student Handbook

**Morrow County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008.**

If you are in need of special accommodations for any district activity including, but not limited to: public meetings, student activities, parent/teacher conferences, programs, graduations or athletic events, please contact Marie Shimer, Assistant Superintendent at 240 Columbia Drive in Irrigon, OR or by phone at 541-922-4004 x 2370, or by e-mail at [marie.shimer@morrow.k12.or.us](mailto:marie.shimer@morrow.k12.or.us). Please allow 48 hours' prior notice of the event, so that accommodations can be procured.

# Home of the Mustangs!

[www.hhs.morrow.k12.or.us](http://www.hhs.morrow.k12.or.us)

710 NW Morgan Street  
Heppner, OR 97836  
Phone: 541.676.9138  
Fax: 541/676/5836

## ***NONDISCRIMINATION***

Morrow County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

The following person(s) have been designated to coordinate compliance with these legal requirements, in providing education or access to benefits of education services, activities and programs in accordance with Title II, Title VI, Title VII, Title IX and other civil rights or discrimination issues of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended and may be contacted at the district office or the number given below for additional information and/or compliance issues:

Dirk Dirksen, Title II, Title VI, Title VII Coordinator  
Morrow County School District  
240 Columbia Lane, Irrigon, OR 97844  
235 E. Stansbury, Heppner, OR 97836  
(541) 676-9128 or (541) 314-3145

Erin Stocker, Title IX Coordinator  
490 SE Wyoming Ave  
Irrigon, OR 97844  
(541) 922-2421 x2811

Jack Johns, ADA Coordinator  
240 Columbia Lane  
Irrigon, OR 97844  
(541) 922-4004 x2382

Marie Shimer, Section 504 Coordinator  
240 Columbia Lane  
Irrigon, OR 97836  
(541) 922-4016 x2370

If you are in need of special accommodations for any district activity including: public meetings, student activities, parent/teacher conferences, programs, graduations, or athletic events, please contact Marie Shimer, Director of Educational Services at 240 Columbia Lane in Irrigon, or by phone at (541) 922-4016 x 2370 or by email at [marie.shimer@morrow.k12.or.us](mailto:marie.shimer@morrow.k12.or.us) Please give 48 hours prior notice of the event so that appropriate accommodation can be procured.

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

The following person(s) have been designated to coordinate compliance with these legal requirements, in providing education or access to benefits of education services, activities and programs in accordance with Title II, Title VI, Title VII, Title IX and other civil rights or discrimination issues of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended and may be contacted at the district office or the number given below for additional information and/or compliance issues:

Dirk Dirksen, Title II, Title VI, VII, IX Coordinator  
Morrow County School District  
PO Box 100  
Heppner, OR 97836  
541-676-9128 x 2012

Marie Shimer, ADA & Section 504 Coordinator  
Morrow County School District – North Office  
240 Columbia Lane  
Irrigon, OR 97844  
541-922-4004 x 2370  
541-676-9128 x 2019

If you are in need of special accommodations for any district activity including: public meetings, student activities, parent/teacher conferences, programs, graduations or athletic events, please contact Marie Shimer, Assistant Superintendent at 240 Columbia Lane in Irrigon, OR or by phone at 541-922-4004 x 2370. Please give 48 hours' prior notice of the event so that appropriate accommodation can be procured.

*MCSD board policy AC – Nondiscrimination; GBA - Equal Employment Opportunity and policy ACA – Americans with Disabilities Act are online and can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then search for the policy in the search box.*

Morrow County School District does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, pregnancy, familial status, economic status, veterans' status or genetic information in providing education, or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

### **MISSION STATEMENT**

***Morrow County schools, in partnership with families and communities, provide each student the opportunity to develop values, knowledge, skills and self-confidence to become life-long learners and responsible citizens.***

# HEPPNER Jr/Sr HIGH SCHOOL STUDENT HANDBOOK

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## **PREFACE**

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The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

## **VALUES AND BELIEFS STATEMENT**

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### Students and Learning

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

## **THE EDUCATIONAL PARTNERSHIP**

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Education is a partnership in which all parties have both rights and responsibilities.

Schools, students, families, business, and community should seek to enter meaningful and effective relationships with open lines of communication to ensure educational opportunities and growth.

## **MCSO ELECTRONIC COMMUNICATION SYSTEMS**

Morrow County School District Student Network User Code of Conduct

### **To Access District Policies**

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

Then to School Board > District Policies>Board Policies Online

Then type in Search Box: JFCFA/GBNAA

<http://policy.osba.org/morrow/I/IIBGA%20G1.PDF>

<http://policy.osba.org/morrow/I/IIBGA%20R%20I%20G1.PDF>

Use of the Internet by students at Morrow County School District shall be in support of educational activities and research which is curriculum based, teacher supported and monitored.

The district and all other organizations related to the district are not responsible for any liability or damages that may result from the use of the district network. If the student user is under eighteen years of age, the parent of the student must agree to accept all financial and legal liabilities which may result from that student's use of the district network.

Internet access will be granted after the student and parent signs the Handbook. Students and parents not wishing student internet access must contact the Principal and request that access be denied.

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

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

## **2017-2018 KEY CONTACTS**

Principal:	Matt Combe	541-676-9138 x 2511
Head Teacher	Greg Grant	541-676-9138 x 2512
Head Secretary:	Tiffanie Greenup	541-676-9138 x 2510
Department Secretary	Jessica Lentz	541-676-9138 x 2513
Counselor	Amy George	541-676-9138 x 2527
Athletic Director	Greg Grant	541-676-9138 x 2512
Superintendent	Dirk Dirksen	541-676-9128 x 2012
Director of Special Ed.	Jack Johns	541-922-4004 x 2382
Human Resources	Erin Stocker	541-922-2421 x 2811
Education Services	Marie Shimer	541-922-4016 x 2370
Maintenance/Facilities	Matt Combe	541-676-9138 x 2511

## **ASB Executive Officers**

President – Gibson McCurry  
Vice President – Casey Fletcher  
Secretary – Hunter Nichols  
Treasurer – Madison Combe  
Publicity Director – Marlee Mitchell

## **ACADEMIC LETTER**

To earn an academic letter at Heppner High School (grades 9-12) students must earn a minimum, weighted high school GPA of 3.5 on a year-to-year basis. First semester grades will be computed every academic school year to determine eligibility. If a student has more than one incomplete in any class at the end of quarter three, they will not be eligible for an academic letter that year.

The student must be a full-time student enrolled in 8 credited classes. Six of these 8 classes must consist of core classes as noted below:

- High school/college credit math class
- High school/college credit English class
- High school/college credit social studies class
- High school/college credit science class
- High school/college credit computer/technology/CTE classes
  - Dual enrollment in computer classes counts as 1 core class (ex. Web Design and Computer Applications)
- High school/college credit foreign language class
- High school/college credit web-based/video-based core class falling under the above curriculum.
- High school fine arts class
  - Music/CTE, (dual enrollment counts as 1 core class)

For every consecutive year that the student fulfills the GPA and class enrollment requirements they will earn continued recognition with bar and pin medallions.

If, at any time, the GPA of an academic letter recipient falls below the 3.5 requirement, they forfeit the right to earn their pin/bar medallion for that school year.

The principal has the ability to wave certain requirements on a case-to-case basis due to medical hardships or other qualifying circumstances.



## **ACCIDENTS**

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

## **ADMISSION**

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<http://policy.osba.org/morrow/J/JECA%20G1.PDF>

<http://policy.osba.org/morrow/J/JECB%20D1.PDF>

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

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

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

## **AFTER SCHOOL PROGRAMS**

---

Each day, before and after school students are encouraged to access staff support. Staff will communicate hours and many times come in early and stay late to provide assistance. It is the student's responsibility to confirm the time and make an appointment with HHS staff.

On some **Fridays** throughout the school year, students will be able to attend school to get extra intervention help and support for completing work. Check with the office if you have an interest in coming in on a Friday.

## **ALTERNATIVE PROGRAMS**

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

1. Being or has been expelled.
2. Having repeated severe disciplinary problems.
3. Attending so erratically that he/she is not benefiting from the educational program.
4. Sixteen years old or older and having given written notice of intent to withdraw from the regular school program for reasons other than enrolling in another educational program.
5. Call the Oregon Department of Education for the current Alternative Learning Specialist. He/she is the contact person for appeals regarding expulsions and alternative school placement. He/she can be reached at (503)378-3600 ext. 2285.

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

Proposals for alternative education programs shall include the following:

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

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

### **Returning from Alternative Programs**

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

- a. Have sufficient credits to be on track to graduate from the regular program
- b. Meets Oregon State law (missing not more than 10 days per semester) for attendance in the alternative program
- c. Show sufficient progress in academic work in the alternative program
- d. Be free of any disciplinary actions and exhibit a willingness to abide by the regular school rules & regulations
- e. Adhere to all policies and regulations stipulated by the administration. Grades will be checked at the end of each nine weeks. A student that returns from the MEC alternative high school must be passing 5 classes and must maintain a 2.0 GPA at the end of each 9 weeks.

### **ASBESTOS**

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

### **ASSEMBLIES**

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A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action. Students are expected to be attentive, quiet, and polite upon entering the assembly area. All students are required to attend assemblies unless permission to be absent is obtained from the office prior to the assembly.

### **BULLYING/CYBER BULLYING/HARRASSMENT/INTIMIDATION/HAZING/MENACING**

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The Morrow County School Board and Riverside Jr/Sr High school is committed to providing a positive learning and working environment. Bullying, harassment, intimidation, menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the school district. (MCS D Policy) If a student believes that he/she is being harassed in any way they must report to a school official immediately.

#### **To Access District Policies**

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

Then to School Board > District Policies>Board Policies Online

Then type in Search Box: JFCFA/GBNAA

[http://policy.osba.org/morrow/G/GBNAA\\_JFCFA%20G1.PDF](http://policy.osba.org/morrow/G/GBNAA_JFCFA%20G1.PDF)

### **BUS REGULATIONS**

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

#### **Transportation Rules**

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

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 case of 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 material on the bus.
6. Pupils shall remain seated while the 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 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 refuse to obey regulations may forfeit their privilege to ride on the buses.
16. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

## **CLUBS AND ORGANIZATIONS**

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Student clubs and activity organizations such as band, choir, rally, dance, drama, and dance courts, FFA, Associated Student Body, National Honor Society, etc., and athletic teams may establish rules of conduct and consequences for misconduct for participant. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

## **CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

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The following athletic code has been adopted by the Heppner High School administration and athletic director and is in accord with the policy of the Morrow County Board of Education. It is also consistent with the suggested policy of the O.S.A.A. This code shall apply to all students participating in extracurricular activities sponsored by Heppner High School. Any student not conforming to the letter of this code shall be subject to disciplinary action as prescribed.

Extra-curricular activities are defined as those activities under the sponsorship or direction of the school for which participation is voluntary.

Students who wish to attend extracurricular events must be in attendance at school the day of the event.

### ***Eligibility Requirements--MCSD***

The Morrow County School District believes that the extra-curricular programs provided in the schools of Morrow County are an important part of the educational process and that these activities encourage and support the academic programs. It is with this in mind that the following eligibility requirements have been developed.

To be eligible to participate in extra-curricular\* activities a student must comply with the following:

### ***Athletes***

**OSAA Eligibility**-Under no circumstance will any student be declared eligible who has not met the basic requirements set forth in the policies of the OSAA.

1. **Credits** required:
  - a. Frosh-no number
  - b. Before sophomore year-4.5 cr.
  - c. Before junior year-10 cr.
  - d. Before senior year-17 cr.
2. **Preceding semester rule**-Because Heppner High School offers 8 classes per semester, a high school student must pass 5 classes the preceding semester. This is by OSAA policy and is for a full semester of eligibility. This cannot be waived by MCSD.

### **Paperwork**

Before being allowed to practice, an athlete must have:

1. A physical examination using the physical form determined by the State of Oregon and available at the school office.
  - a. This physical exam is good for two years.
  - b. A student who has had a previous injury, surgery, or a health condition which requires regular checkups, must have additional physical examinations or written clearance by a physician.
2. Proof of insurance
3. Student enrollment form-this has parent signature for medical emergency and a place for proof of insurance.

Before the first contest/event:

1. Drug and alcohol policy and testing form signed by parent and student
2. ASB fees
4. Payment of all fines and fees from previous activities.

### **GPA Policy**

<http://policy.osba.org/morrow/l/IGDJ%20R%203%20D1.PDF>

While ineligible:

- i. A student is allowed to practice but not participate in contests/events.
  - ii. Not allowed to miss school time to attend a contest/event. With permission of the coach they may attend events that leave after the end of the school day or on non-school days.
  - iii. Not allowed to suit up and sit on the bench. They may have other duties like stat keeper or manager.
  - iv. The period of ineligibility will last as long as the student's GPA is below a 2.0 but no less than 1 week.
2. The school administration is authorized to set this policy aside in order to give special consideration to those students who, because of mental, emotional, or physical handicaps cannot fulfill the requirements of the policy

**ALL EXTRA-CURRICULAR ACTIVITIES INCLUDING CLUBS, ORGANIZATIONS AND ATHLETICS-** Students must:

1. Be an enrolled member of the student body as determined by purchasing an ASB card.
2. Demonstrate good Citizenship.
  - a. Excessive (chronic or one major) discipline problems may result in a student being removed from participating in contests/events/teams.
  - b. Students are expected to maintain good citizenship by developing leadership and setting positive examples for other students in the school; by demonstrating good sportsmanship both on and off the field/court/mat; by respecting the rights, abilities and efforts of others, and being loyal to school, team and friends.
3. Refrain from the use of drugs, alcohol and tobacco. (Students violating this will be dealt with according to the Morrow County Conduct Code as well as the local school conduct and athletic codes.)
  - a. Students who wish to participate in any extra-curricular programs will be subject to drug testing as set forth by this policy.
  - b. A student who is participating in an extra-curricular activity, in which there is a reasonable suspicion of a violation of the athletic policy, may be tested for drugs/alcohol at the first available opportunity after the school becomes aware of the situation.
4. Maintain good attendance. Emergencies or exceptions can only be granted upon the appeal to the administration. Coaches will be notified as soon as possible when a student on an activity roster is absent from school.
  - a. Students are responsible for any work they miss due to an extracurricular trip. Arrangements should be made with teachers of those classes to be missed prior to leaving on the trip if at all possible.

**Dress Code-Athletic/Activity/Co-Curricular/Club**

Students must meet dress code requirements while representing Heppner High School. This includes practicing, traveling and attending home and away games/events.

All students must wear shirts during practice. Sports bras are considered under clothing and are not acceptable as outerwear.

What an athlete wears on the day of a scheduled contest during any sport will be left up to the discretion of the coach as long as it meets or exceeds the district dress and grooming policy.

***Sportsmanship***

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

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

Any spectator who enters the playing field, court, mat and/or area during a contest and/or engages an athlete, coach and/or referee before, during and/or after a contest will receive disciplinary action which can include detention, suspension, restriction from all extra-curricular events, OSAA, district or school sanctions and fines, and/or police citation.

**DRUG, ALCOHOL, TOBACCO, DRUG TESTING POLICY**

**To Access District Policies**

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<http://policy.osba.org/morrow/IIBGA%20R%201%20G1.PDF>

**Definitions:**

Voluntary admission-student initiates information about use before citation, school official report or school investigation.  
(see below)

Self-Admission-Student admits to use when questioned by school official.

## **Alcohol/Drug Violations**

### **VOLUNTARY STUDENT ADMISSION**

With the intent of encouraging participants who are using drugs or alcohol to participate in treatment programs, Morrow County School District supports students who voluntarily admit, of their own accord, and prior to any staff questioning, that they use/abuse alcohol and/or illegal drugs. If a student voluntarily admits to a coach, advisor, athletic director, or administration that they have a drug/alcohol problem at least 24 hours prior to any drug testing or prior to being called into the principal's office during an incident investigation, the following discipline will be administered:

### **FIRST VOLUNTARY ADMISSION**

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

If the student does not choose Option A, the student will be suspended for the remainder of the activity season, will lose their letter, and will lose any privileges of the activity.

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

### **SECOND VOLUNTARY ADMISSION**

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

### **First Offense**

Students determined to be in violation of this policy by use, possession or active involvement with unlawful drugs or alcohol, as determined by self-admission, citation/conviction, school personnel affidavit or positive drug test, will be subject to an immediate suspension of at least 3 weeks (21 calendar days) and/or 2 contest days/events, whichever is greater. The suspension will begin as soon as the school becomes aware of the violation. The total actual time of the suspension from activities will be determined as follows:

#### **OPTION A**

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

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

For activities such as school plays, which have less than 4 events per year, administration may consider the date of admission/violation and determine suspension period is adequate sanction, provided student meets other requirements of the policy.

#### **OPTION B**

Suspension from the team/non-athletic program for the remainder of the current season and the next sport season/academic quarter the student participates in.

### **Second Offense**

In the student's junior/ senior high school career, the student will be suspended from all athletic/non-athletic programs for 9 weeks of contests/events. The student shall not participate in activity programs until the student has successfully completed a treatment program.

### **Third Offense**

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

### **Fourth Offense**

The student will be suspended from participation for the remainder of the student's Jr/Sr high school career.

## **Tobacco Violations**

### **FIRST OFFENSE**

Students determined to be in violation of this policy by use or possession of tobacco will be subject to an immediate suspension of at least two weeks (14 calendar days) and/or two contest/event days, whichever is greater. The suspension will begin as soon as the school becomes aware of the violation. The student shall successfully complete a tobacco assessment prior to being reinstated to the program.

### **SECOND OR SUBSEQUENT OFFENSE(S)**

Immediate and full suspension from the athletic/non-athletic program for the remainder of the activity season, or for a period of not fewer than nine weeks (whichever is greater), and mandatory follow-up session(s) with a qualified assessment counselor. Reinstatement of the student into other activity programs is contingent upon the student complying with the recommendations of the assessment professional.

### **Athletic/Non-Athletic Drug Testing Procedures**

MCSD Board of Directors adopted a drug testing policy (Refer to Board policy) for students involved in extracurricular and athletic activities. Heppner High School will begin drug testing fall of 2011. This includes students involved in athletic teams, club organizations such as, but not limited to FFA, Chess Club and National Honor Society, as well as elected ASB officers.

Instituting a drug testing policy will help provide for the health of your student(s), undermine the effects of peer pressure, and encourage students who may be using drugs to get help. As with many local school districts in our area, we will be using Bio-Med Labs as our testing agency. They will be performing specimen collection and laboratory evaluation. There are many important aspects to this policy and the most significant ones are listed below:

1. This policy applies to student in grades 7-12.
2. A minimum of 5% and a maximum of 100% of students may be tested. The laboratory will randomly choose which students are to be tested based on a non-identifying method of selection.
3. The laboratory will be responsible for all specimen collection and evaluation. Students will be allowed a private area to provide a sample.
4. Although rare, a select few prescription medications may interfere with methamphetamine testing if they are amphetamine based. If a questionable result arises, the laboratory will contact you for information on prescription medications your student may be taking to rule out illegal methamphetamine use.
5. An Authorization to Test for Drugs form must be signed and returned to the school if your student plans on participating in the athletics/extracurricular season.

Student athletes will not be allowed to participate in any athletic event until this form is signed and returned. Students involved with extracurricular or co-curricular clubs and organizations must have a signed permission slip. If their name is randomly selected for drug testing and they do not have a signed form on file, the result has the same consequence as a failure of the drug test.

### **Ejection Rule-Fees and Fines**

When a student athlete/coach is ejected from an OSAA sanctioned event the school will be fined. Each additional ejection throughout the course of the sport's season will increase the total amount of all fines. Fine amounts will be added together and divided by the number of offenders to reach the determined amount at the end of the sport's season.

The school district will **NOT** be responsible for paying these fines; they are the personal responsibility of the ejected athletes/coaches. The athlete/coach will not be eligible to participate/coach in any succeeding sport's season and/or graduation until fines have been paid.

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

## **COLLEGE VISITATION/JOB SHADOW GUIDELINES**

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Juniors and seniors are allowed 2 days for a college/job shadow visitation. The following criteria must be met for the absence to be considered school related:

1. A staff member takes a group of students on a college visit that has been pre-arranged with the college.
2. The student and parent must set up the visit with Heppner High School and the college/employer. Documentation must be given to Heppner High School from the college/job shadow.
3. Only juniors and senior are eligible for college/job shadow visitations to be considered a school related absence.

If a student wishes to exceed the two-day limit for a college/job shadow visitation, the absence will be excused if they have pre-arranged but it will not be considered a school related absence.

## **COMMUNICABLE DISEASES**

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Parents of a student with a communicable or contagious disease are asked to contact the school so that other students who have been exposed to the disease can be alerted. A student with certain school restricted diseases is not allowed to come to school while the disease is contagious. This restriction is removed by written statement of the local health officer or doctor that this disease is no longer communicable to others in the school setting. These diseases include, but are not limited to: chicken pox, diphtheria, measles, and meningitis, mumps, and lice infestations\*\*, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. \*\* Restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. Parents with questions can contact the school office.

## **COMPLAINTS AND CONCERNS**

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

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

### **Student/Parent Complaints of District Personnel**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 15 calendar days. He/she will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### **Complaints Based on Discrimination of Race/Sex**

A student and/or parent with a complaint regarding possible discrimination on the basis of sex, race, color, national origin, age marital status or religion should contact the principal.

### **Education Standards Complaints**

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

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

### **Instructional Materials Complaints**

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

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

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

### **Placement/Enrollment of Homeless Students complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may

appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

#### **Programs and Services Complaints**

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

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

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

#### **Students with Disabilities Complaints**

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

#### **To Access District Policies**

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#### **COMPUTER USE**

The use of computers is intended for educational purposes as identified by the instructor. Prohibited activities include, but are not limited to:

- Playing of Computer Games
- Communication via non-school email
- Social networking sites. Snapchat, Instagram, Facebook etc..
- Production of inappropriate materials such as gang graffiti, obscene or profane messages, cyber bullying, etc.
- Making online purchases

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#### **CONFERENCES**

Parent conferences will be held at various grade levels. Teams of teachers will meet with students and parents regarding curriculum, future planning and best practices for success at Heppner High School. Traditional parent conferences will also be held.

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#### **COUNSELING**

Counseling Services - Morrow County School District provides a variety of counseling supports for students. This may include in-classroom guidance lessons, presentations, one-on-one and group counseling for social/emotional issues, career counseling, etc. These services may be provided by school counselors employed by MCSD, and/or by school-based mental health counselors contracted by MCSD. Students are encouraged to talk with our counselors in order to learn about the curriculum, graduation requirements, testing opportunities, course offerings, scheduling and schedule changes, scholarships and other school information. Heppner High School has a comprehensive counseling program with several staff members and volunteers providing assistance in college counseling and guidance. If you do not wish your student to receive these services, please inform the school, in writing, of your wishes.

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#### **DAMAGE TO DISTRICT PROPERTY**

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



### **DANCES AT HEPPNER JR/SR HIGH SCHOOL**

All school events - banquets, parties, positive recognition activities, and dances are under the supervision of the student council or authorized student group and responsible to the administrator. The student council develops the dance calendar. The sponsoring organizations are responsible for all arrangements including finances, entertainment, refreshments, decorations, chaperones, and clean up. These organizations may also set a dress code for such dances (i.e. "formal", "semi-formal", etc.)

The following rules govern school dances and parties:

1. Dances are held on Thursday, Friday, or Saturday nights.
2. All attempts will be made to schedule dances when no other activities in the same facility are taking place at the same time.
3. Organizations must submit an activity request form to the ASB president at least two weeks prior to the event.
4. The faculty class advisors (minimum 1) and parents (minimum 3) must chaperone each event for both Junior High and Senior High dances. Each must initial the activity request form agreeing to chaperone prior to the activity being approved by the administrator.
5. Parent chaperones must be parents/guardians of students enrolled at Heppner Junior/Senior High School.
6. The duties of the chaperone and faculty advisory are to oversee the entire event from start to finish. They are there to help maintain a safe and comfortable environment for all students present. If at any time the dance becomes an unsafe environment, the faculty advisors present have the authority to end the function.
7. Students are to dance only with other students.
8. The only students/children allowed at a high school dance must be enrolled in grades 9-12. The only students/children allowed at a junior high dance must be enrolled in grades 7-8.
9. Students leaving the building will not be allowed to re-enter the dance.
10. All school sponsored dances and parties are closed to all individuals except Heppner High School students, adult chaperones, and faculty advisors. Guests may be invited for special dances subject to prior approval by the principal. Approval can be obtained only by filling out a dance guest pass form (available at the office) and submitting it a week in advance.
11. Dances will end by 11:00 a.m. for grades 9-12 and 10:00 p.m. for grades 7 and 8. Administrative approval required for any variance.
12. Music must be age appropriate and free of obscene language.

### **DISCIPLINE/DUE PROCESS**

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

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

#### ***Detention***

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

#### ***Suspension***

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

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

Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Schoolwork missed by a student while on suspension is due on the day the student returns to school.

#### ***Expulsion***

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parents or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law. See alternative education programs in this handbook.

### ***Discipline of Disabled Students***

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

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

The IEP team will determine whether the misconduct is a manifestation of the student's disability. If the IEP team concludes the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

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

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures.

Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **DISPLAYS OF AFFECTION**

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Holding hands and walking arm in arm are gestures of affection, and are acceptable between class periods. Other affectionate behaviors in school or other work settings are considered inappropriate and not allowed at school. This includes but not limited to: Intimate conduct such as kissing, sitting on laps, straddling each other, fondling. Such behaviors when referred will result in parent notification and/or discipline. There are to be no displays of affection or holding hands between junior high and high school students.

### **DISTRIBUTION OF MATERIAL**

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

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

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

#### ***Textbook Issue Procedure***

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

### **DRESS AND GROOMING**

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

#### **To Access District Policies**

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### ***Clothing Policy***

In general, students should dress in neat, clean appropriate clothing that does not **disrupt or distract** the educational process and protects the rights of others. This specifically includes the following.

1. Shirts and/or tops must be worn at all times including practices, games and activities.
2. No bare midriffs (pants & shirt must meet at all times including when seated).
3. Pajamas or nightwear
4. Sunglasses are not to be worn inside the building.
5. Hats, stocking caps, hoods or any other head coverings are not to be worn before school or during the school day.

The following may be in violation of the District's gang policy and could result in more severe disciplinary action: The following guidelines are subject to change based upon recent gang trends.

6. Clothing must fit. "Saggy", "Slouchy", or extremely oversize clothing is not to be worn.
7. No clothing advertising/symbolizing/insinuating alcohol, tobacco, drugs, sexually inappropriate, obscene or discriminating messages.
8. No personalized messages, inappropriate nicknames, no "In memory of..." or "Smile now, cry later" logos or other gang affiliated messages are permitted.
9. Clothing / accessories with known drug, sexual or gang number affiliations is not allowed.
10. Chains and other noisy or dangerous items are not allowed and must be removed for safety purposes.
11. Stocking hats knotted in back, hairnets, and hanging belts are not allowed at school or any school activity including practices, games and other events.
12. Bandanas worn in any manner, including as head coverings, headbands, around the neck or wrist, hanging out of pockets or in any other manner, are not allowed at school or at any school event.
13. Gloves are not allowed.

Students found to be in violation of these guidelines will be asked to conform immediately and will be subject to disciplinary action according to the student management policy.

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### **DRUG AND ALCOHOL POLICY**

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### **COMMUNICATION MECHANISM**

The district shall provide a uniform and coordinated effort for staff, students, parents, school visitors and the general public regarding existing tobacco policies.

#### **Students**

- 1) Student handbooks will provide key elements of the tobacco policies and procedures.
- 2) Students shall discuss tobacco policies and procedures with staff at student orientations for middle school, high school, alternative school and when transferring into the district.
- 3) Students shall be informed of tobacco cessation opportunities.

#### **School Visitors**

The district shall:

1. Post "No Tobacco Use" or other appropriate signs.
2. Communicate tobacco policies and procedures to volunteers assisting with student events for both on/off campus activities.
3. Discuss relevant tobacco policies with vendors, contractors and others who provide supplies, materials and services to the school district.
4. Communicate tobacco policies and procedures to any group utilizing district facilities.

#### **PROCEDURES**

The office of the Superintendent or its appointed designee shall be responsible for the following tobacco policy components:

1. Implementation
2. Communicating the district tobacco policies to staff, students, parents, school visitors and the general public.
3. Providing equitable enforcement.
4. Periodic review and revision.

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### **ELECTRONIC DEVICES**

#### ***Personal Communication/Entertainment Devices***

A "personal communication device is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. Use of personal communication devices during the school day (time you enter the building until 3:40 pm) is prohibited. Administration reserves the right to make exceptions as needed.

Cellular phones or any other device which have the capability to take "photographs" or "moving pictures" shall not be used while on school district property or while a student is engaged in a school sponsored activity, unless permission from supervising teacher for specific educational purposes is granted.

Students who violate district policy concerning personal communication devices are subject to disciplinary action up to and including **confiscation, detention, suspension and expulsion**. **Legal action could result from inappropriate use of cell phones or any other device as described above.**

#### ***Personal Laptop Computers***

Students who need to use a lap top from home for a school assignment must have permission of their teacher.

### **EMERGENCY DRILLS, AND OTHER SIMULATIONS**

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Safety drills will be held monthly. In all drills staff and students are expected to follow established protocol in a prompt manner.

Unauthorized use of the fire extinguisher, AED or fire alarm system is dangerous and illegal. Students tampering with fire equipment or creating false alarms may be fined, suspended or expelled from school.

Other emergency drills or simulations (i.e. bus evacuation, armed intruder) may be held periodically.

#### ***Building Evacuation Plan***

1. Staff and students will follow established protocols in the Emergency Procedures Handbook as directed by office personnel.

### **EMERGENCY MEDICAL TREATMENT**

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In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents. **This is critical and Parents are responsible to update this information as often as necessary.**

If the student is too ill to remain in school, the student will be released to the student's parent or to their designee as directed on the emergency form. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents wherever the student has been transported for treatment.

### **FEES, FINES & CHARGES**

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

The following fees will be charged to any enrolled Heppner High School students, regardless of part-time/full-time status:

Student Body fee	\$15.00
Technology fee	\$5.00
Yearbook	\$50.00 (Optional)
Pay To Participate	Students will pay for one sport only and all others are FREE
High School	\$50.00
Junior High	\$25.00
Family Max	\$100.00

#### ***Unpaid Fees/Fines or Monies Owed***

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

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

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

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

## **FIELD TRIPS**

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

### **To Access District Policies**

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

Then to School Board > District Policies>Board Policies Online

Then type in Search Box: JFCFA/GBNAA

<http://policy.osba.org/morrow/I/IIBGA%20G1.PDF>

<http://policy.osba.org/morrow/I/IIBGA%20R%201%20G1.PDF>

## **FLAG SALUTE**

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Students will be provided an opportunity to salute the United States flag daily during advisory by reciting *The Pledge of Allegiance*.

## **FUND RAISING**

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Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made through the ASB to the principal at least ten days before the event.

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

The principal and activity/athletic advisor are responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

## **GANG ACTIVITY/HATE GROUPS**

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Gang/Hate group activity will not be allowed. Prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as the wearing of gang colors or insignia and the use of language, code or gestures that provoke violence or seek to advocate the purpose and objectives of such groups.

All tattoos deemed gang related must be covered. The display of gang graffiti or symbols anywhere on school grounds is prohibited. This includes, but is not limited to, known gang affiliated numbers, reversing numbers to look like letters, reversing letters to look like numbers, area codes on a student's person or personal items, etc. The consequences for participating in any gang activity will be:

- 1<sup>st</sup> Offense—Automatic 5 or more days out-of-school suspension and the student will be placed on a behavioral contract, police may be contacted
- 2<sup>nd</sup> Offense—10-day out-of-school suspension pending expulsion or Manifestation Determination Hearing if child has an IEP.

## **GOVERNMENT (ASB)**

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The leadership organization of the school is the Heppner Jr/Sr High School Associated Student Body (ASB). It sponsors many school activities. The governing body of the association is the Student Council. The offices of the ASB include: President, Vice-President, Secretary, Treasurer, and Publicity Director. Any student wishing to run for office should consult the ASB constitution for requirements to run for office.

All students must purchase a student body card, become a member of the Heppner Jr/Sr. High School Associated Student Body Association and be enrolled as a student in order to participate in school activities, clubs or athletics.

## **GRADE/ATTENDANCE CHECK-ON LINE**

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**Online grade checks should be cross referenced with student reporting and a conversation with the instructor. Proficiency grading and work in progress can create inaccuracies and discrepancies. The best practice is to confirm progress with the student and teacher. This will insure the most accurate and up to date information.**

Before you do a grade check on line you must obtain the student's school ID number and PIN. Then follow the procedure below:

1. Go to: [www.hhs.morrow.k12.or.us](http://www.hhs.morrow.k12.or.us)
2. Select Grades
3. Enter login
4. Enter password

5. Click on [Schedule/Progress or Attendance](#)
6. Then select the individual class to see their progress report. Each teacher sets this up individually and all reports do not look the same.
7. Also available here is a direct email address whereby clicking on the teachers name you can email each teacher directly for more information.

## **GRADUATION**

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### **To Access District Policies**

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

Then to School Board > District Policies>Board Policies Online

Then type in Search Box: JFCFA/GBNAA

<http://policy.osba.org/morrow/IIBGA%20G1.PDF>

<http://policy.osba.org/morrow/IIBGA%20R%201%20G1.PDF>

### **MODIFIED AND EXTENDED DIPLOMAS & ALTERNATIVE CERTIFICATE PARENT NOTIFICATION**

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

Beginning in grade five, school district and public charter schools shall annually provide information to the parents or guardians of a student taking an alternate assessment of the availability of a modified diploma, extended diploma and an alternative certificate and the requirements for the modified, extended diplomas and an alternative certificate

## **GRADUATION EXERCISES**

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Students who have not met the requirements for a Morrow County regular or modified high school diploma, not paid all fines and/or fees owed or owe any time for disciplinary matters will not be permitted to take part in the district's graduation exercises. Students, who fail to participate in graduation practice, will not be permitted to take part in the district's graduation exercises. Professional dress is a requirement in order to participate as well.

## **GRADUATION REQUIREMENTS**

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### **Basic Diploma**

A high school basic diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits according to the following table:

#### **Graduation Requirements**

<b>Course Requirements</b>	<b>Course and Credit Requirements for Class of 2017 and on</b>
English Language Arts	4
Mathematics, at Algebra I or above	3
Science (Scientific inquiry, with 3 lab experiences)	3
Social Studies	3
Health	1
Arts (Includes: Fine arts; World Language; Career and Tech Ed)	3 (in any one course or a combination)
Career Education	1
Physical Education	1
Electives	5
<b>Total course credits</b>	<b>24</b>
<b>Essential Skills</b>	
Read and comprehend a variety of text.	Demonstrate proficiency.
Write clearly and accurately.	Demonstrate proficiency.
Apply mathematics in a variety of settings.	Demonstrate proficiency.
<b>Personalized Learning</b>	
Education plan and profile.	Develop an educational plan and build an education profile to guide learning toward students' personal, career and post-high school goals.
Career-related learning experiences.	Participate in experiences that connect classroom learning with real life

	experiences in the workplace, community and/or school, relevant to students' education plan.
Extended application.	Apply and extend knowledge and skills in new and complex situations related to the students; personal and career interests and post-high school goals.
Senior presentation.	Presentation of education plan and profile, career-related learning experience and extended application presentation during the students' senior year and a passing score on the Test for Citizenship.
Volunteer/Community Service	Document 20 hours of service.

Students graduating with a basic diploma are not eligible for early graduation.

## STANDARD DIPLOMA CREDIT REQUIREMENTS:

### Standard Diploma

A high school standard diploma will be awarded to students in grades 9 through 12 who complete a minimum of 26 credits according to the following table:

### Graduation Requirements

Course Requirements	Course and Credit Requirements for Class of 2017-2020, *Class of 2021 and beyond
English Language Arts	4
Mathematics, at Algebra I or above	3
Science (Scientific inquiry, with 3 lab experiences)	3
Social Studies	3
Health	1
Arts (Includes: Fine arts; World Language; Career and Tech Ed)	3 (in any one course or a combination)
Career Education	1
Physical Education	1
Career Pathways Classes	*2
Electives	7 (*5)
<b>Total course credits</b>	<b>26</b>
<b>Essential Skills</b>	
Read and comprehend a variety of text.	Demonstrate proficiency.
Write clearly and accurately.	Demonstrate proficiency.
Apply mathematics in a variety of settings.	Demonstrate proficiency.
<b>Personalized Learning</b>	
Education plan and profile.	Develop an educational plan and build an education profile to guide learning toward students' personal, career and post-high school goals.
Career-related learning experiences.	Participate in experiences that connect classroom learning with real life experiences in the workplace, community and/or school, relevant to students' education plan.
Extended application.	Apply and extend knowledge and skills in new and complex situations related to the students; personal and career interests and post-high school goals.
Senior presentation.	Presentation of education plan and profile, career-related learning experience and extended application presentation during the students' senior year and a passing score on the Test for Citizenship.
Volunteer/Community Service	Document 20 hours of service.

\*\*(\*See Oregon Administrative Rules for the definition of "unit of credit" (OAR 581-022-0102 (38) and an explanation Completed Educational Plan and Educational Profile: Using either the Morrow County School District Educational Plan and Educational Profile, or other hardcopy/electronic document containing the required information. Extended Application: Completed Morrow County School District School-to-Careers Collection of Evidence Portfolio.

## Honor Diploma Requirements

- i) No D or F on transcript.
- ii) Pass 11<sup>th</sup> grade benchmarks and complete and pass all work samples (writing, speaking, mathematics problem solving, scientific inquiry) required for graduation.
- iii) Additional requirements as per Policy IKF-Standard (i.e. Educational Plan & Profile, Extended Application, Career-Related Learning and Learning Experiences)
- iv) GPA of 3.5 or a 3.25 with 1650 SAT or 23 ACT

### **Credit Requirements – Rigorous coursework for all 4 high school years as described below for Class of 2015 & 2016**

Area of Study	Credits	Rigorous Coursework Requirements
Language Arts	4	1 credit must be advanced/honors/college level
Science	3	1 credit must be advanced science – physics/chemistry/ad. Biology, AP
Math	3	1 credit must be at or above Algebra III/Pre-Calculus level
Social Science	4	1 credit must be advanced area – law/psychology/AP or COM 101
Health	1	
Physical Education	1	
Career Education	1	
Foreign Language	2	2 credits study of the same language
Technology	1	CTE/business/ag science/computers
Fine Arts	1	Art/2 <sup>nd</sup> Language/Music, CTE, etc.
Electives	5	
<b>Total Credits</b>	<b>26</b>	

### **Credit Requirements – Rigorous coursework for all 4 high school years as described below for Class of 2017 and on**

Area of Study	Credits	Rigorous Coursework Requirements
Language Arts	4	1 credit must be advanced/honors/college level
Science	3	1 credit must be advanced science – physics/chemistry/ad. Biology, AP
Math	3	1 credit must be at or above Algebra III/Pre-Calculus level
Social Science	4	1 credit must be advanced area – law/psychology/AP or COM 101
Health	1	
Physical Education	1	
Career Education	1	
Foreign Language	2	2 credits study of the same language
Technology	1	CTE/business/ag science/computers
Fine Arts	1	Art/2 <sup>nd</sup> Language/Music, CTE, etc.
Electives	9	
College Credits:	12	Eastern Promise/Dual Credit/Expanded options
<b>Total Credits</b>	<b>30</b>	

### **College Credits**

Honors students will be required to have Nine (9) college Credits.

### **Implementation and Guidance:**

Honors Diploma criteria will be published in all Jr/Sr high school student handbooks and other pertinent school materials.

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

*Valedictorian/Salutatorian*



The valedictorian will be the student in the graduating class who has obtained an Honors Diploma and maintained the highest GPA in the class. In the instance of a tie, both parties will be named valedictorian. The salutatorian will be the student in the graduating class who has obtained an Honors Diploma and has the second highest GPA in the class. In case of a tie, all parties will be named salutatorian. **Beginning with the class of 2015 Valedictorian and Salutatorian will be required to have no less than 18 college credits.**

***Special Honors***

Blue Cord: Honors Diploma

White Cord: National Honor Society Member

Red Cord: Oregon Department of Education: Career and Technical Education Program Completer

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**GYM & WEIGHT ROOM USE**

Students are not to be involved in any type of activity in the gymnasium or weight room unless there is faculty supervision. Students using the gym must remove their shoes or change into gym shoes. Students caught on floor with inappropriate footwear may forfeit their gym privileges.

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**HALL PASSES**

Students must have a teacher or aide's permission for a specific reason to be in the hall. Students can have their hall privileges removed at any time.

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**HOMELESS STUDENTS**

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

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**HOMEWORK**

Homework is an extension of instructional time and is intended to provide students meaningful feedback as they practice, reinforce, and apply specific learning outcomes. The amount assigned will vary depending upon the course taken and the grade level of the student. Homework assignments promote self-directed learning and a sense of personal responsibility. Students are required to make up all work on time as required by the teacher.

***Absences***

Students are required to make up all work on time as required by the teacher. A Student will have one day per day absent to complete and turn in work for full credit. Students must also bring in a parent or doctor note to excuse their absence within a week of returning to school.

***Student Responsibility***

Students are expected to carefully complete all homework assignments according to expectations, giving serious attention to the quality and timeliness of their work. Students will make homework a priority.

***Parent Responsibility***

Parents should provide an environment that is conducive to study and learning, reinforce good study habits, prioritize homework, and communicate with teachers when questions concerning homework or academic achievement arise.

***Teacher Responsibility***

Teachers will base learning assignments on specific learning outcomes as well as student needs. They will clarify the purpose of homework assignments and give careful consideration to the demands on student time, yet expecting schoolwork to be a priority. Homework will be evaluated in a timely fashion using announced expectations, and in a manner that provides accurate assessment of student skills, abilities and knowledge. Teachers will also attempt to keep parents informed of the amount and kinds of homework required.

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**HONOR ROLL QUALIFICATIONS**

A student must be enrolled in six graded classes to be eligible for the Honor Roll and must have a 3.5 GPA or better.

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**IMMUNIZATIONS**

A student must be fully immunized against certain disease or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements.

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**INFECTION CONTROL/HIV, HBV, HCV AND AIDS**

To Access District Policies

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)  
Then to School Board > District Policies>Board Policies Online  
Then type in Search Box: JFCFA/GBNAA  
<http://policy.osba.org/morrow/IIBGA%20G1.PDF>  
<http://policy.osba.org/morrow/IIBGA%20R%201%20G1.PDF>

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

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

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### **INFECTION/DISEASE INSTRUCTION**

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

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### **INSURANCE**

Morrow County School District has available student insurance coverage with a private carrier at a reasonable cost. This plan is designed to assist in payment of medical expenses due to accidental bodily injuries sustained while at school or participating in a school sanctioned event. Coverage is provided for injuries while in school, while attending school activities away from school and travel in school vehicles is also covered. An information sheet with the coverage and limitations as well as the cost of coverage is available at the school office. (Students who participate in extra-curricular activities must have insurance.)

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### **INTEGRATED PEST MANAGEMENT**

Morrow County School District adopted IPM ORS 634.700-634.750. 9/10/2012. This plan ensures the health and safety concerns of students, staff, and community members by using low-impact pesticides for use within the IPM plan. For further information on this plan you can view our policy EBB on our website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

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### **LIBRARY USE**

The Heppner Jr/Sr High School media center is open every school day from one half hour before school starts and for a limited time after school. Most materials are checked out for approximately two (2) weeks. Library rules are posted on the library door, in the library and defined in the full handbook.

The library is networked with the other schools in the district, so we can borrow books from them. BE SURE TO ASK THE LIBRARY TECHNICIAN FOR ASSISTANCE if you can't find something.

The library will be closed to students during Advisor/Advisee period. Students should check out reading books before school, after school and during the class time allowed by teachers.

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### **LOCKERS**

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

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

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### **LOST AND FOUND**

A lost and found site is maintained in the school office. If you find an article, it should be turned into the office and placed in this box. Students who have lost items should notify the office in writing.

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### **LUNCHES—FREE AND REDUCED PRICES**

#### **To Access District Policies**

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)  
Then to School Board > District Policies>Board Policies Online  
Then type in Search Box: EFAA-AR

The district participates in the National School Lunch and School Breakfast program. Free and reduced-price breakfast and lunch are available to those students that qualify based upon the family income level. Free and reduced-price meal application forms are available at the school office or on line (district website). It is only necessary for 1 application per family to be completed. Schools strive to maintain confidentiality of all free/reduced students. The completed application may be returned to the school, district office in person or by mail. Appeals can be made in accordance with district policy.

Students are expected to have money in their lunch account and replenish funds as needed. Once a student reaches a debt of \$5, they will be on a cash only basis until they have paid all monies owed.

Food is not permitted out of the commons area except for the following exceptions: Students with noon detention may be required to eat in the detention area, and meals may be eaten outside as long as students take care to put away their own trash.

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## **MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

### ***District Administered Medication***

Requests shall be made in writing by the parent if they wish the district to administer medication.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, rout, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

### ***Self-Medication***

Grades K-8 Self-medication of prescription or non-prescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access. A parent (guardian) permission form must be submitted for self-medication. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Building principal permission is also required for all self-medication requests.

Grades 9-12 who must carry medication are permitted to self-medicate prescription and non-prescription medication upon written request of the parent.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication. Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited. Permission to self-medicate may be revoked if the student is found to be in violation of these requirements.

Contact the school office for additional information and forms.

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## **PARENTAL RIGHTS**

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

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

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

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

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## **POSTERS AND SIGNS**

Administration must first approve signs, banners, or posters that a student wishes to display. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. All locker signs must be Heppner High School spirit signs, only, and be approved by administration.

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## **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

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## **REPORT CARDS AND GRADING SYSTEM**

Report cards are issued each nine-week period. Quarter grades are considered progress reports in high school and only semester grades are recorded on the transcript and in a student's permanent education record file. Parents and students should practice constant monitoring of progress. Communication processes set up in Parent/Student conferences will assist in accurate information on grades. Student responsibility with accurate reporting to the parent is the key to success.

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## **RETENTION AND PLACEMENT OF STUDENTS**

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

**Please refer to MCSD policy IKE- for most current policy regarding retention.**

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## **SCHEDULING**

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

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## **SCHOOL CLOSURES**

### **Radio Stations**

On the occasion that school should be closed for the day, the following radio stations will be notified:

KWHT	103.5 FM (will also contact KUMA, KTIX)		
KONA	610 AM	KOHU	1350 AM
KORD	102.7 FM	KEPR	News
KNDU	News	KVEW	News

**Telephone Messages:** There will also be a message placed on the telephone answering system.

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## **SEARCHES, QUESTIONING, VIDEO SURVEILLANCE**

### **Searches**

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

Searches will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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

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

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal, or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Department of Human Services (DHS) and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

### **To Access District Policies**

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

Then to School Board > District Policies>Board Policies Online

Then type in Search Box: JFCFA/GBNAA

<http://policy.osba.org/morrow/I/IIBGA%20G1.PDF>

<http://policy.osba.org/morrow/I/IIBGA%20R%201%20G1.PDF>

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

The district shall comply with all laws pertaining to the use of surveillance equipment.

Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property and on transportation vehicles.

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

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

## **SEXUAL HARASSMENT**

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### **To Access District Policies**

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

Then to School Board > District Policies>Board Policies Online

Then type in Search Box: JBA/GBN

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

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

- 2) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
- 3) Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.
- 4) The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser, where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

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

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or

superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

## **SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT**

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

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

## **SPECIAL PROGRAMS**

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### ***Limited English Proficient Students***

The school provides special programs for limited English proficient students. A student or parent with questions about these programs should contact the Principal.

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

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

## **STUDENTS WITH DISABILITIES**

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### **To Access District Policies**

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<http://policy.osba.org/morrow/I/IIBGA%20G1.PDF>

<http://policy.osba.org/morrow/I/IIBGA%20R%201%20G1.PDF>

The school provides special programs and services for students with disabilities. A student or parent with questions should contact Morrow County District Office at: 541-989-8202

### ***Title I Services***

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parent, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

Additionally, the school will provide parents with:

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

## **STUDENT MANAGEMENT**

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Rules at Heppner Jr/Sr High School are aimed at the goal of creating a school environment which protects every student's rights to learn as well as every teacher's rights to teach. Rules should be clear and fair and consistently enforced. Aside from general school rules and these simple guidelines, teachers and classroom instructors will state and post their classroom expectations

Most high school and junior high school students are young adults who are able to act in a responsible, mature manner that does not interfere with the educational rights of others. For this reason, Heppner's [Student Management Policy](#) is reviewed at the beginning of the year and with students as they enroll during the school year, so that students are fully aware of the rules and can make good choices. However, when inappropriate choices have been made, parents/guardians are notified. Students who choose to continue violating school rules face consequences for their behavior.

### ***Student Management Policy-Positive Recognition***

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

In the classrooms, hallways, commons, or on the court or field, students make behavioral choices every day. At Heppner High School the teachers and staff believe that people move toward personal maturity as they make good behavioral choices and take responsibility for their actions. Behavioral choices that are mature and responsible deserve acknowledgment. Recognition of appropriate student behavior is important and may include:

#### **Positive recognition:**

- Verbal praise
- Positive notes/phone calls, acknowledgment to Parents/Guardians
- Impromptu small group or individual nominal reward to acknowledge effort and achievement that is extraordinary.

Young adults making good behavioral choices use three simple guidelines:

#### ***BE DISCIPLINED-***

Focus your attention- Manage Yourself-Prioritize your actions. Students who understand the value of discipline come to class on time prepared to work and learn skills to help them achieve their goals.

#### ***BE RESPECTFUL***

Cooperate with other people and treat them with respect. Respect the property and rights of others. Everyone at Heppner Jr/Sr High School has the right to expect mutual courtesy, respect, and a sense of self-worth.

#### ***BE ACCOUNTABLE***

Your successes and challenges are yours. Understand how your actions and reactions will determine the path you take. Display a teachable spirit where you look forward to improving daily with the help and guidance of the staff.

### ***Progressive Student Management System***

Heppner High School has a progressive student management policy whereby student consequences will be based on previous and ongoing discipline behaviors. When a student is no longer successful at HHS they may be referred to an alternative placement and or modified schedule, as they have demonstrated that they are unable to adapt to a normal school environment.

As per policy, students and parents have the right to appeal. If you have a question about this policy, please contact the principal. The superintendent will develop administrative regulations as needed to implement this policy.

### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights—including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others.
2. The right to attend free public school, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes inure his/her rights.
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process nor infringe upon the rights of other.
6. The right to privacy, which includes privacy in respect to the students' education records
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

## **ATTENDANCE**

### **To Access District Policies**

Go to the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

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Then type in Search Box: JFCFA/GBNAA

<http://policy.osba.org/morrow/I/IIBGA%20G1.PDF>

<http://policy.osba.org/morrow/I/IIBGA%20R%201%20G1.PDF>

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with the compulsory attendance requirements (may) be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine up to \$150 as provided by ORS 339.925.

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

1. The superintendent or designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation will be issued by the district;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent and follow the format listed below:

**Step 1: Student is given letter for missing 4 days in a 4-week period**

**Step 2: Student is given second letter for missing an additional 4 days in 4 weeks**

➤ **A conference will be set up prior to the letter and an attendance plan will be written.**

**Step 3: Student is given citation for an additional 4 days in 4 weeks.**

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

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

At Heppner High School, all students are expected to attend school regularly and to be on time for classes. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school. However, students can fail on the basis of performance, despite good attendance.

### **Attendance Expectations**

Heppner Junior/Senior High School students maintain good attendance in the following ways:

1. Attend all class regularly.



2. Report to all classes on time.
3. Check in before going to class if you arrive late to school. Students who arrive after 10 minutes will be recorded as an L in the attendance profile and considered as an absence.
4. Checkout before leaving campus even if your parents pick you up.
5. Per state law (ORS 339.065), excused absences will only be given for:
  - i. **Family emergency** - determined by the administrator
  - ii. **Illness**
  - iii. **Pre-arranged absence** - excused or unexcused determined by the administrator
  - iv. **School sponsored activities** - participants will not be counted absent from class.
6. Get appointments or trips pre-arranged. Bring a note to the office explaining the date, time, and reason for the absence prior to the absence
7. Get all schoolwork to be missed ahead of time whenever possible.
8. Clear all absences within (2) days or the absence will be considered unexcused.
  - a. **Absence without prior arrangement:** Upon return to school, a student should report to the Main Office with a note from the parent/guardian. The note should include the date, student's name, date(s) and/or time of student absence, reason for absence, and parent/guardian signature. Students who are 18 and living on their own may write their own notes. **Only** these students may sign themselves in/out at the office with administrative approval.
  - b. **Prearranged absence:** When a student is aware in advance that he/she will be gone for more than one day or has an appointment such as DMV driving test, haircut, doctor's appointment, etc., student must pick up a "prearranged absence" form. The student will take this form to each teacher allowing them to be aware of the absence, and the student to get their assignments in advance.
9. Missed school work policy: Upon request by parent/student, the school will make arrangements for missed work for students who miss more than 2 days. Students must make up all work on time as required by the teacher.
  - a. **Excused Absence:** Student will have a minimum of one day per day absent to complete and turn in work for full credit.
  - b. **Unexcused Absence:** Students will follow the policy of the classroom teacher concerning making up work with an unexcused absence.
10. Attendance codes in schoolmaster and on the web:
  - EA- excused absence
  - UA- unexcused absence
  - SR-school related absence
  - CV- college visitation
  - AA- athletic absence
  - PA- pre-arranged absence
  - MU- music absence
  - CA- counselor absence
  - UT- unexcused tardy
  - L-over 10 minutes tardy
  - SS- in the sickroom
  - DE-Dr. Excuse
11. An automated phone message will be sent to the parent's house for students who are recorded not in attendance.
12. Students who are not in attendance during the regular school day are not able to attend after school events.
13. Students need to check their attendance regularly on the web to clear up any errors as soon as possible.

#### ***College Visitation/Job Shadow Guidelines-Relating to Attendance***

Juniors and seniors are allowed 2 days for a college/job shadow visitation. The following criteria must be met for the absence to be considered school related:

1. A staff member takes a group of students on a college/job shadow visit that has been pre-arranged with the college/employer.
2. The student and parent must set up the visit with Heppner High School and the college/job. Documentation must be given to Heppner High School from the college/employer.
3. Only juniors and seniors are eligible for college/job shadow to be considered a school related absence in regard to the perfect attendance policy.
4. If a student wishes to exceed the 2-day limit for a college/job shadow, the absence will be excused if they have pre-arranged but it will not be considered a school related absence.

#### ***Tardiness for Class***

Student tardiness is an extreme disruption to the daily operation of classes. Students later than 10 min. to class will be considered and marked L for late. Repeated tardiness in the same quarter will result in immediate consequences and/or parent contact. Consequences may include detention, in-school suspension and a behavior plan. Students with chronic tardiness will receive consequences based on the excessiveness of the infraction.

Students who fail to check in to classes before they go to assemblies, meetings, etc. will be marked tardy.

#### ***Leaving School during School Hours***

If it should become necessary to leave school during the school day, the student must check out of school by seeing the office secretary and gaining clearance from the administration. Failure to do so will constitute an unexcused absence, regardless of whether or not your parents are "aware". Discipline will be administered as stated within the

behavior management procedure. If parents wish to have a student excused during the school day, arrangements with an administrator must be made. The administrator will determine whether the reason is of sufficient cause to release the student, and to determine whether the absence will be excused.

STUDENTS WHO ARE MISSING DURING THE SCHOOL DAY AND WHO HAVE NOT FOLLOWED THE ABOVE POLICY FOR LEAVING SCHOOL DURING SCHOOL HOURS WILL RECEIVE AN UNEXCUSED ABSENCE.

***Unexcused Absences include, but are not limited to:***

1. Leaving campus without properly checking out through Attendance Office. You must first get the permission of an administrator, then completely fill out the form at the desk.
2. Skipping class (truancy)-leaving building without the knowledge of administration, teacher and/or parent.
3. In-building absence(IA)-In the building but did not get permission from the teacher to be in location
4. Late-being tardy over 10 minutes
5. Missing the bus or motor vehicle problems
6. Missing to take care of personal business without pre-arranging (ie DMV, shopping, getting a tux, etc.)
7. Family vacations that are not prearranged
8. Employment, job shadowing, or apprenticeships during the instructional day that have not received prior approval from the administration.
9. SENIOR SNEAK DAY-Absences from school for "senior sneak" will be treated as truancy or unexcused.
10. TRUANCY-a student who is absent from school or from any class without permission may be considered truant and be subject to disciplinary action including detention, suspension, expulsion, and/or ineligibility to participate in athletics or other activities.

***Sick Room Use***

For students who are not feeling well and not able to go home, the sickroom, with beds, is located by the registrar's office. The use of the sick room during the day will affect a student's perfect attendance status.

***Behavior***

The district has authority and control over a student at school during the regular school day, including before and after school, at lunch, on or off campus, at any school-related activity; regardless of time or location and while being transported in district-provided transportation.

**EXPECTATIONS**

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

Heppner High School has one general rule of behavior; that its members conduct themselves as good citizens. The characteristics of good high school citizenship are: regard for the rights and privileges of others; punctuality and regularity; care for the condition and appearance of the grounds, buildings and fixtures of the school; and respect for those in authority.

A complete record of the conduct of each student is maintained at the school. Unacceptable behavior is clearly spelled out in the Student Management Policy, a document reviewed yearly with students as part of the advisor/advisee program. Being disrespectful, disruptive, having irregular attendance and participating in illegal activities are discouraged through the assignment of consequences, which include loss of privileges, parent conference, detention, suspension and possibly expulsion.

Among these, but not limited to are: repeated dress code violations, note writing, display of affection, unprepared for class, cheating, cheating on final exam/ major project, repeated tardiness, repeated unexcused absences, truancy, disruptive behavior, disrespect, inappropriate or obscene language, defiance of authority, failure to serve detention, behaviors that place others at risk, illegal behavior, harassment, damage to school property, theft physical violence, fighting, gang behavior, any violation aggravated by racially/sexually derogatory behavior, use of drugs/alcohol, sale or supply of drugs/alcohol, and possession of a weapon (state law requires one year expulsion).

***Specific Conduct Expectations***

1. Teachers are to be given the proper respect and be addressed as Miss, Mr., Mrs., or Ms. and their last name.
2. No camping on school grounds allowed.
3. 7<sup>th</sup> & 8<sup>th</sup> Graders are to remain on campus at lunch. Grades 9-12 are allowed off campus at lunch.
4. Pass quickly and quietly, and safely, but do not run.
5. Be in your seat by the bell.
6. Be prepared to begin the lesson at once without borrowing pencils, books, paper, etc.
7. Do not go into classrooms and interrupt the educational process during class time.
8. Do not leave the room without the teacher's permission.
9. Wait until the teacher dismisses you. **THE BELL NEVER DISMISSES**

10. Food and drink: Due to increased maintenance costs food will no longer be allowed in the classroom. Drinks meeting the criteria below will be allowed at the teacher's discretion, except in the Library & Computer Labs where food & drink are prohibited.
  - a. Sunflower and pumpkin seeds are not allowed anywhere at school at any time.
  - b. Energy drinks and fountain drinks are not allowed in the building.
  - c. All drinks have to be in their original container (except water in re-usable containers).
  - d. No pop-top cans, all drinks must have a screw on lid
11. All students must eat meals in lunch room or a designated classroom with teacher permission.
12. Personal property that create a distraction at school are not allowed. Such items will be powered down by the student and put in their locker. They will forfeit the item to the office if seen again.
13. School supplies are for school project use only and not for personal use.
14. Maintain academic ethics and honesty. The following activities are specifically prohibited:  
CHEATING-which includes but is not limited to:
  - Copying from another student's test paper or other work.
  - Using materials during a test not authorized by the person giving the test.
  - Collaborating with any other person during a test without authority.
  - Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of any test without authorization of the appropriate official.
  - Bribing any other person to obtain any test.
  - Soliciting or receiving unauthorized information about any test
  - Substituting for another student or permitting any other person to substitute for oneself to take a test
  - Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit
  - Plagiarism, which is the unacknowledged (not cited) use of any other person's or group's ideas or work. This includes purchased or borrowed papers, academic exercise, activity or record-keeping process
  - Giving, selling or receiving unauthorized course or test information
  - Using any unauthorized resource or aid in the preparation or completion of any course work, exercise or activity
  - Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions

## **SPECIFIC MAJOR OFFENSES WITH MCSD POLICY**

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### **Assault**

### **Coercion**

### **Cyber Bullying**

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication, at any time including in or out of school, which disrupts or prevents a safe and positive educational or working environment, may also be considered cyber bullying. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion.

**Drug/Alcohol/Tobacco use** of tobacco\*\*, alcohol\*\* or drugs\*\*+, including drug paraphernalia, including look-a-likes (as prohibited by Board policies JFCG/JFCH/JFCI) – Use of Tobacco, Alcohol or Drugs] [JFCG – Tobacco Use by Students, JFCH – Alcohol and JFCI – Substance/Drug Abuse];

**Hazing, Harassment, Intimidation, Bullying, Cyber Bullying or Menacing (AS PROHIBITED BY BOARD POLICY);**  
The Morrow County School Board and Riverside Jr/Sr High school is committed to providing a positive learning and working environment. Bullying, harassment, intimidation, menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the school district. (MCSD Policy JFCF) If a student believes that he/she is being harassed in any way they must report to a school official immediately.

**Off-Campus and Outside-of-School-Time Conduct** that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others;

**Sexual Harassment** (as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation);

**Vandalism/Malicious Mischief/Theft**, (as prohibited by Board policies ECAB-Vandalism/Malicious Mischief/Theft and JFCB – Care of District Property by Students) including willful damage or injury to district property+; or to private property on district premises or at school-sponsored activities;

### **Violation of District Transportation Rules;**

Violation of law, Board policy, administrative regulation, school or classroom rules;

**Violation of Law;** examples: Pulling Fire Alarm, Tagging, Trespass or threats of violence or harm (as prohibited by Board policy JFCM – Threats of Violence);

**Violent Behavior** see Board policy JFC (Student Conduct and Discipline)

- a. **FIGHTS**
- b. **THREATS OF HARM TO SELF OR OTHERS** Board policy JFCM

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**STUDENT RECORDS**

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

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

***Student Permanent Education Records***

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

Education records are those records related to a student maintained by the district. As student's education records are confidential and protected from unauthorized inspection or use all access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the office by the principal. Permanent records shall include:

1. Full legal name of student
2. Name and address of educational agency or institution
3. Student birth date and place of birth
4. Name of parent/guardian
5. Date of entry into school

***Access/Release of Education Records***

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence and it is on file at the school, that there is a court order, state statute or legally-binding document relating to such matters.

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**TALENTED AND GIFTED PROGRAM**

***Identification of Talented and Gifted Students***

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and student with disabilities. Students will be identified based on:

1. Behavioral, learning and or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified student shall score at or above the 97<sup>th</sup> percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

***Appeals and Due Process***

As per all MCSD programs there is an appeal process and complaint procedure for any student or parent who wishes to contact the school.

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**TRANSFER OF STUDENTS**

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

## **VEHICLES ON CAMPUS**

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

Students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Students will park in the designated area. The administration may designate a parking area for a student at any time.

**Bicycles** ridden to school by student must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

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

1. Travel at posted speed limits and obey all traffic laws.
2. All student vehicles must park in designated areas in the parking lot. Keys must be removed from ignitions
3. Students are allowed to drive vehicles only before school and after school. Students may drive at noon with the express permission of Principal or his representative. Vehicles are not to be driven during classroom hours unless permission is obtained from the administration.
4. Students are not to use cars for errands during school time unless given special permission from the administration.

Students who drive or park inappropriately may lose their privilege to drive or park on school grounds.

## **VISITORS**

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Parents and other visitors are encouraged to visit district schools. **All visitors must report to the office upon entering school property** to assure the safety and welfare of students, school work is not disrupted, and that visitors are properly directed to the areas in which they are interested. Guest students will not be permitted during the school day without prior arrangement and at the discretion of the administration. They can have privileges revoked immediately if they become a distraction at any time.

## **WEAPONS**

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

## **WITHHOLDING OF STUDENT RECORDS**

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

## **ACKNOWLEDGMENT OF STUDENT CODE OF CONDUCT**

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary

action, up to and including expulsion from school and/or referral to law enforcement officials for violation of the law. I also understand that Heppner High School, nor MCSD, is not responsible for any event that is not officially sanctioned by the administration.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

I understand that unless I object to the release of any or all of this information within 15 school days of the date of this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal information that would make the student's identity easily traceable.

I have notified the Administration/Records department at Heppner High School in writing of any directory information I wish the district to withhold.

#### PARENT INVOLVEMENT

In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, Heppner High School encourages parent involvement. Our school calendar is now on the Heppner High School Homepage.

In order to build an effective, home-school partnership, Heppner High School will provide the following:

1. A web site containing the Student/Parent Handbook and access to grades/attendance. To access your child's grades/attendance, you will first need to obtain their ID and PIN numbers from the main office, and then go to [www.hhs.morrow.k12.or.us](http://www.hhs.morrow.k12.or.us). Click on grades; enter the student's ID and PIN number and then check schedule/progress to see classes. You will also have a direct link to email individual teachers. Click on attendance for attendance information.
2. An annual grade level conference where parents meet their child's teachers. This time and communication is vital to the development of a solid partnership in your child's education. Here you will be able to sign up to participate in Heppner High Schools Site Council as well.
3. A flexible number of meetings and activities throughout the year to assist parents in understanding the federal and state academic content and student achievement standards, as well as local academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the student's progress in order to improve student achievement.
4. A school-parent compact, located in the student handbook, designed by parents and school staff outlining how parents, school staff, and students share the responsibility for improving learning.
5. A parent-student handbook which provides information about school and district policy including Heppner High School's Student Conduct Code. Please communicate with the vice principal if you have ideas about how to use the handbook more efficiently or useful information that is not currently included.

Parents and community members are always welcome at Heppner High school. All comments, suggestions, and concerns are taken seriously and feedback is appreciated.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (Please print)

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Advisor

**PARENT/STUDENT/TEACHER COMPACT**

**We, the teachers of Heppner High school, will:**

- \* **believe that each student can learn**
- \* **show respect for each student and his or her family**
- \* **come to class prepared to teach**
- \* **provide an environment that is conducive to learning**
- \* **help each student grow to his or her fullest potential**
- \* **provide meaningful and appropriate homework activities**
- \* **enforce school and classroom rules fairly and consistently**
- \* **maintain open lines of communication with student and his/her parents**
- \* **see ways to involve parents in the school program**
- \* **demonstrate professional behavior and a positive attitude**

**I, \_\_\_\_\_, as a student will**

- \* **believe that I can and will learn**
- \* **always try to do my best in my work and in my behavior**
- \* **work cooperatively with my teachers and classmates**
- \* **show respect for myself, my school and other people**
- \* **obey the school and bus rules**
- \* **take pride in my school**
- \* **attend school regularly**
- \* **come to school each day with pens, pencils, paper and other tools necessary for learning**
- \* **come to school with my completed homework**

**I, \_\_\_\_\_, as the parent/guardian will**

- \* **see that my son/daughter attends school regularly and on time**
- \* **provide a home environment that encourages my son/daughter to learn**
- \* **insist that all homework assignments be completed**
- \* **communicate regularly with my son's/daughter's teachers (telephone, written, email or conferences)**
- \* **support the school in developing positive behaviors**
- \* **talk with my son/daughter about his/her school activities**
- \* **show respect and support for my son/daughter, the teachers, and the school**

**TOGETHER, WE WILL STRIVE FOR SUCCESS**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_