



**HARPER HIGH SCHOOL
STUDENT HANDBOOK
2016-2017 and 2017-2018**

Harper School District Handbook 2016-2017 and 2017-2018

The Harper School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age 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; and the Americans with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Ron K. Talbot, Supt./Principal
Harper School District # 66

Parents and students shall acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

ANNUAL PUBLIC NOTICE OF DIRECTORY INFORMATION

This district annually gives notice to parents of students in attendance and students 18 years of age or emancipated regarding directory information. Directory information means those items of personally identifiable information contained in a student education record which are not generally considered harmful or an invasion of privacy if released. This notice will identify the types of information considered to be directory information and the district's option to release such information and requirement that the district must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information.

Exclusions from any or all directory categories named as directory information must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

The following directory information may be released to the public through appropriate procedures.

1. Student's name;
2. Student's address;
3. Student's telephone listing;
4. Student's photograph;
5. Date and place of birth;
6. Participation in officially recognized sports and activities;
7. Weight and height of athletic team members;
8. Dates of attendance;
9. Degrees or awards received;
10. Most recent previous school or program attended.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

DATE OF NOTICE: August 24, 2016 /2017 or First Day of School

HARPER SCHOOL DISTRICT #66
CERTIFIED STAFF
2016-2018

Superintendent
Principal

Ron K Talbot
Ron K Talbot

High School/Junior High Teachers

Language Arts
Mathematics
Mathematics
Science
Computers
Social Sciences

Stephanie Hunt
David Marker
Larry Susuki
Scott Talbot

Kristy Riggins

Elementary Teachers

Kindergarten
1st-2nd grades

3rd-4th grades
5th-6th grades
Spec. Ed

Janette Pratt
Alicia Trump-
Anderson
Marie Torland
Carman Lovell
Josephine
Heuterman

CLASSIFIED

Executive Secretary

Vanessa Jager

Administrative Assistant/Deputy Clerk

Karen Steele

Cook

Ashlee Keister

Bus Drivers

David Marker
Justin Johnson
Wade Johnson
Ron Talbot

Budget Committee

Kelsey Haueter

Heather Johnson

Tamara Cannon

School Board

Lisa Fisher
Gary Johnson
Frank Jordan - Vice Chair
Jeff Romans

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 collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining 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.

ADMISSION**

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] [shall] 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 nonresident 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 laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will or will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

HARPER SCHOOL ATHLETIC TRAINING CODE (GRADES 5-12)

The Harper School District School Board realizes that Student Activities are a privilege and students wishing to participate must abide by certain rules and restrictions.

Students shall not use, possess, or be under the influence of Alcohol or any non-prescriptive drug. This restriction is in effect at anytime or place that the student is engaged in a Harper Activity. Harper School District Activities include all athletics, student council, dance team, prom courts, and any other activity that is not specifically tied to a normal educational process. It will also include any activity where students are representing the Harper School District.

Students shall not use or possess Tobacco in any form. This restriction is in effect at anytime or place that the student is engaged in a Harper Activity. Harper School District Activities include all athletics, student council, dance team, prom courts, and any other activity that is not specifically tied to a normal educational process. It will also include any activity where the students are representing the Harper School District.

- A. Allegations can be confirmed by:
 - 1. Confession by the student to a staff member or parent
 - 2. Eye witness by a staff member or parent

3. Record of law enforcement and/or juvenile agency
- B. Students will be penalized for an offense occurring anytime during their participation in a sports season, or in the case of student council, at any time during the school year.
- C. The parent/guardian and student will be notified personally of all charges, confirmation, and action.

FIRST TIME OFFENDERS: Immediate suspension from the team for a three game period. The student must maintain practice and will dress down and sit on the bench during ball games. Failure to do so will extend the time period of the suspension accordingly. Student council members will attend 3 student council meetings but will have no voice or vote. If this is violated, they will be removed from student council for the year.

SECOND TIME OFFENDERS: Immediate dismissal from team for the remainder of the sports season or for the school year in the case of student council.

THIRD TIME OFFENDERS: Immediate dismissal from team for the remainder of the sports season and denial of participation in all activities for one calendar year. (Fall until fall, winter until winter, spring until spring).

FOURTH TIME OFFENDERS: Immediate loss of all participation privileges for the rest of athletics or other activities at the Harper School District.

DUE PROCESS: All students and parents/guardians have the right to be heard and to state their side of the story, prior to the assignment of the appropriate discipline. They will be given the opportunity to discuss the situation with a panel, consisting of the Coach, an appointed Board Member and the Supt./Principal. Following this opportunity, the Supt./Principal will assign the appropriate discipline. The decision of the Supt./Principal may be appealed to the Harper School District Board of Directors.

The Harper School District Board of Directors will listen to the appeal. The Board may either support the Supt./Principals decision or they may reverse, amend, revise, or change the discipline assigned by the Supt./Principal. The District Appeals process ends at the conclusion of their decision.

School authorities are directed to strictly enforce this policy.

ACADEMIC RECOGNITION

Academic excellence will be honored in the following ways:

1. Principals List each 9 weeks – 3.50 to 4.0 GPA
2. Honors Roll each 9 weeks – 3.25 to 3.49 GPA
3. Honorable Mention each 9 weeks – 3.00 to 3.24 GPA
4. Student of the Month. Selected by Staff – K, 1-2, 3-4, 5-6, 7-8, 9-12

No student receiving a grade of a “D”, “F”, or an incomplete will be listed for any Academic Award. If an incomplete is completed, the student’s records will be changed to reflect the appropriated GPA.

ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon’s academic content standards; when necessary to meet a student’s educational needs and interests; to assist students in achieving district and state academic content 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 Department of Education. Home schooling shall not be used as an alternative education program placement.

The district **will not** provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

Alternative School

The following are guidelines for Harper Charter Students to be referred to the Malheur Education Center or Alternative School. These are guidelines to follow and exceptions must be determined by the Superintendent.

1. Students with 2 or more semester grades of F. Students will be assessed for an alternative placement at the end of the Quarter that totals 2 or more failing grades. If satisfactory progress is not being made and/or if student behavior problems exist, the student may be referred for an alternative placement.
2. Excessive absences 6 or more in a Quarter combined with failing grades, or discipline issues resulting in suspension or any combination may be referred for an alternative placement.

ALTERNATIVE SCHOOL DIPLOMA

The Harper School Board provides for individual needs in awarding an alternative School Diploma, in doing so, they recognize that some students will meet the state requirements for an Oregon High School Diploma in three years, as well as the basic requirements for the Harper Alternative Diploma. The Harper Alternative Program was not designed to provide an opportunity for early graduation. As such, no student awarded an Alternative Diploma will be allowed to participate in the regular Harper School Graduation program that has not attended a high school program or home study program for a total of 4 years. To participate, the student must also attend Harper High School his/her senior year.

Students may file an appeal of this Policy to the Harper School Board. The Board will provide for input from the Harper High School Faculty prior to making a decision on the appeal.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The superintendent serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

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.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school

year. Requests to change a student's assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

ATHLETIC ELGIBILITY

The superintendent and/or Athletic Director will decide a student's eligibility for athletics if the student is assessed an incomplete for a 9 weeks grade. A physical will be required yearly for all participating students in both the junior and high school programs. Physicals must be obtained prior to the first day of practice. Students are encouraged to be covered by school or personal insurance. This is the parents' responsibility.

(EXTRA) CO-CURRICULAR ACTIVITIES

Extra-curricular and co-curricular activities are considered to be a privilege. Participation in these activities may occur as long as the student's conduct warrants this privilege. Violations of school rules may result in the suspension or revocation of participation in extra-curricular and co-curricular activities. Participation in activities are voluntary and may be subject to additional restrictions.

(EXTRA) CO-CURRICULAR ELIGIBILITY

Academic Eligibility

Rule: An eligible student must be enrolled full time and making satisfactory progress as defined in this rule.

Rationale: The objective of the academic eligibility rule is to complement member schools' curriculum programs in recognition of the fact that interscholastic activity programs are an extension of the classroom. Academic standards help ensure a balance between activities and academic performance, promote the objective of graduation from high school, ensure that student participants are truly representing the academic mission of the institution, and allow the use of interscholastic participation as a motivator for academic excellence. It is in the interests of the member schools and the students participating in athletics and interscholastic activities that these objectives be promoted during the entire school year.

Full Time Enrollment

For purposes of this rule, a full time student is one who is enrolled in Harper High School, attending regularly and passing in courses offered by a Harper High School, college, work experience or other school-approved educational activities (including summer school or night school) equivalent to at least the quantity listed on the

appropriate line of the chart below. In addition, a full time student shall have been enrolled in school, attended regularly and passed subjects equivalent to at least the quantity listed on the appropriate line of the chart below during the immediate preceding transcribed grading period.

EXCEPTION: The requirement for immediately preceding transcribed grading period credit is inapplicable to a student who has not previously enrolled in any high school offering the 10th, 11th or 12th grades.

Satisfactory Progress Toward Graduation

In addition to the specific credit requirement identified in OSAA Rule 8.1.1., to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below for the specified year.

OSAA Satisfactory Progress Toward Graduation

OSAA Minimum Satisfactory Progress Requirements (For full details check with the OSAA) (See Harper School District requirements below)				
	Grade 9	Grade 10	Grade 11	Grade 12
Credits to Graduate	26	26	26	26
Credits Per Year	6.5	6.5	6.5	6.5
OSAA credits per year to keep eligibility	X	4.5	10.0	17.5

Home School Student Academic Eligibility

Students' transcripts will be evaluated on an individual basis.

Hardship

Exceptions to this Rule. The Executive Director, in individual cases may, at his/her discretion and upon terms and conditions he/she may impose, waive or modify this rule when in his/her opinion there are circumstances beyond the control of the both the student and the student's parents whereby enforcement of the rule would work an undue hardship upon the student.

Factors, which may be considered by the Executive Director, include the following:

- (a) Forced absence due to illness or injury as certified in writing by a licensed physician, shall excuse regular attendance for the period of such forced absence, and where such forced absence entirely prevents completion of the semester,

shall excuse completion of the required subjects.

(b) Any student with an Individualized Educational Program (IEP) who, primarily because of the student's disability,

(1) did not pass the appropriate number of classes, per OSAA Rule 8.1.1., in the immediately preceding transcribed grading period,

(2) is not currently enrolled in and passing the appropriate number of classes, per OSAA Rule 8.1.1., and/or

(3) has not been attending school regularly, may still be eligible to participate if the student's IEP team determines that the student is making adequate educational progress towards meeting the student's IEP goals and objectives.

A decision of the Executive Director may be appealed to the Executive Board. A decision of the Executive Board may be appealed to *a Hearings Officer*.

All returning students who do not meet the minimum credit requirements established above need to enroll in and complete a credit recovery program during summer in order to regain (or attempt to regain) their eligibility. Students who are not “on track to graduate” are not eligible to participate unless an Eligibility Request Form has been submitted to the OSAA office and approved by the Executive Director.

All incoming 9th graders are OSAA eligible credit-wise. To remain OSAA eligible:

1. Students must pass five classes each semester or become ineligible the next semester.

2. If students are ineligible entering the beginning of a school year they become ineligible for the entire school year. You will not be granted eligibility during the year. See OSAA for any exceptions.

3. Students must continue to “stay on track” and making satisfactory progress toward graduation to remain eligible.

4. Harper High School may have stricter guidelines to determine eligibility. OSAA eligibility rules are followed for all who participate in ANY co-curricular activity (athletics, activities, drama, & selection of prince/princesses, etc. For eligibility specifics, students and parents are urged to read the Athletic/Activity participation packet. The rules outlined in the packet are in effect from the first day the student and/or athlete begins participation in high school and continues throughout the remainder of the school year. These rules are in effect 24 hours a day. If thinking about transferring to another school, students and parents should check OSAA rules as there are strict guidelines and consequences. Contact the athletic director or OSAA for specific details. In order to participate in school sponsored co-curricular activities students must be enrolled in and passing a minimum of five (5) classes / five (5) credits per semester. (As per OSAA guidelines, and be making satisfactory progress toward graduation.)

Age Restriction

Rule: A student who becomes 19 before August 15 shall become ineligible for interscholastic competition. A student who becomes 19 on or after August 15 shall remain eligible for that entire school year.

Transfer Eligibility

Fundamental Rule: It is a Fundamental Rule of the OSAA that a student must attend the high school in the high school attendance boundary within which the Joint Residence of the student and the student's parents is located. Exceptions to this Fundamental Rule are to be narrowly construed.

Rationale: A transfer/residency requirement: assists in the prevention of students switching schools in conjunction with the change of season for athletic or activities purposes; impairs recruitment; and reduces the opportunity for undue influence to be exerted by persons seeking to benefit from a student athlete or activities participant's prowess.

A transfer/residency requirement: promotes stability and harmony among member schools by maintaining the amateur standing of high school activities participants; by disallowing individuals other than enrolled students to participate; and by upholding the principle that a student should attend the high school in the district where the student's parent(s) reside.

In addition, a transfer/residency requirement: prohibits foreign students, other than students who are participants in an established foreign exchange program accepted for listing by the Council of Standards for International Educational Travel (CSIET), from displacing other students from athletic and activities opportunities.

HARPER SCHOOL DISTRICT ACADEMIC ELIGABILITY

Eligible and Ineligible Academic Probation

1. After the first grade check (first 3 weeks of the quarter) all extracurricular participants will be academically checked on Thursday of each week. All participants must be passing all classes to be eligible. If grade check reveals that a student does not meet eligibility requirements, then the student will be placed on eligible academic probation starting on Monday of the following week. The student will remain eligible to fully participate in athletics while under this initial one-week eligibility probationary period. To be removed from academic probation the student must achieve passing grades in all classes during, or by the end of the one-week probationary period.

If a student does not meet eligibility standards by the end of the one-week

probationary period, then the student will be declared academically ineligible and remain ineligible until such time the student achieves a passing grade in all classes. Students failing one or more classes after the one-week academic probationary period will become academically ineligible. They will remain academically ineligible until which time they are receiving passing grades in all classes

- Students will receive one week of academic probationary status per a season.
- All students determined to be academically ineligible; who have used their initial one week of academic probation at grade check time will be ineligible for the entire week following the grade check.
- Academically ineligible athletes are required to attend practice
- Academically ineligible students will be allowed to travel with their teams but will NOT be allowed to participate in any athletic contest.
- Students will become eligible once they are passing all classes.
- Student-Athletes injured during a sport that requires medical attention will not be eligible to participate until the school receives a written medical release from the physician.

After two or more consecutive weeks of academic ineligibility student athletes may be required to meet with their coach(s), principal/superintendent, athletic director and parent(s) to determine if the student should be dropped permanently from the extra-curricular activity. A student dropped for an extra-curricular activity will be eligible to participate at the start of the next season if they are meeting all OSAA minimum requirements and are passing all of their classes.

ATTENDANCE

Attendance is primarily the responsibility of students and their parents. Since attendance is crucial to achievement, it is requested that parents aid the school by closely supervising the attendance of their children.

1. Parents will be notified of their children's attendance on each report card quarterly and by phone whenever an absence is not prearranged.
2. A record of excused absences; doctor appointment, family emergency, illness, badly needed infrequent kinds of work (e.g., turning out cattle) unexcused absences will be kept by the district. A "family emergency" is defined as an event that can require the presence and participation of any or all family members due to threatened physical or financial security. While a parent's illness could be considered a family emergency, a hair appointment does not qualify nor does a visit from seldom seen friends. It is also assumed that a family does not live in a constant state of emergency. Both cooperation and common sense are required in judging what is or is not a family emergency. Senior sneak is not sanctioned by the school and will be treated as an unexcused absence.

3. Students will only be allowed to make up excused absences. An amount of time equal to the absence will be allowed to make up work.
4. If parents know in advance that their children will be absent, pre-arrangement should be made with the school by phone and note.
5. Excess absence, excused or unexcused, and forfeiture of credit:
 - a. **Warning:** If a student is for any reason absent seven times from any class during a semester the teacher will refer that student to the office. A letter will then be mailed to the parents advising them of the policy on absenteeism and that continued absence may result in denial of credits.

Forfeiture of credit: A student who, for any reason, is absent twelve times from any class during a semester will forfeit credit for the class unless there are chronic health conditions or special considerations involved, which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines that there are definitely twelve absences, excused or unexcused as shown by the school records, and that on review none were due to extenuating circumstances, that credit should be taken away and/or the student reassigned to study hall, he shall, on the date of the decision prepare a written charge and a summary of the evidence supporting the charge and shall file it.

6. General
 - i. Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the office.
 - ii. Any absence not specifically excused by the school will be considered one of the unexcused absences listed above. Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.
 - iii. Parents should send a note to school with the student explaining the reason for the absence. These notes will be kept on file throughout the school year to verify any absences.

Suspension of Driving Privileges

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on

the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who must leave school during the day, must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.

Truancy

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

ATTENDANCE AND ACTIVITY PARTICIPATION

It shall be the policy of the Harper School District that attendance at school is necessary for participation in extra-curricular activities. As a general rule, students must attend school the entire week before complete participation in an extra-curricular activity. Exceptions would be for excused absences and extenuating circumstances, which will be determined by the **Superintendent** on a case-by-case basis. **The Superintendent will consult and confer with the Coach before making a decision.** Any student who has an unexcused absence shall, at the least, miss the first quarter or time period of the first game of that week.

BASIC RULES FOR AWAY AND OVERNIGHT TRIPS

1. The bus driver is in charge of safety and can set the standard for behavior on the bus. Coaches and chaperones should assist by requiring the students to comply with such standards.
2. The coach or coaches are in charge of the trip and should determine the schedule as well as where and if the group will eat.
3. The school will not be responsible for nor transport non-participants on overnight trips---players and cheerleaders only.
4. Students on an overnight trip must follow the coach's expectations and, unless involved in a supervised event, be in bed by 10:30pm. The parents of students who break the coach's rules may be contacted and arrangements made to transport the student home.

It is the board's intent that student athletes ride the trip bus to away games. Please note the following policies:

TRANSPORTATION POLICY, adopted Jan. 9, 1989, the school board moved that two or more school employees be allowed to make the decision to give permission to a student in an emergency to go home from a school function to which they were transported by the school with a responsible party. Also a parent may arrange by telephone and a note to the Superintendent to allow a student to go from a school activity in which transportation was provided by the school, with a responsible party. The Superintendent or his designee has the authority to deny the request. Revised 11/11/97. School transportation to events should not be viewed as social opportunities for students lest the district's responsibility be compromised.

BUS SEATING/TRIP POLICY

Boys and girls will not be allowed to sit together going to and from ball games, (entered into board policy 2/11/97).

BUSES

- 1. When buses are provided for school related, off campus activities, students going to and from these activities must ride the buses and be under the supervision of the school chaperone.**
2. Students shall follow the school dress code and present a neat and clean appearance when traveling on the bus to school related activities.
3. Please refer to Basic Away & Overnight Rules

CAMERA, VIDEO-CAMERAS, OTHER PICTURE-TAKING DEVICES

Cameras, video-cameras, cell phone cameras or any other picture-taking devices are not to be taken into dressing rooms, rest-rooms, or any other location where “compromising” or “embarrassing” situations might occur and be recorded.

These devices may be confiscated for a period of (1) day, week or month depending on offense. Parents will be notified for confiscations over one day.

CLASS RANKING/ACADEMIC HONORS

The district’s Valedictorian and Salutatorian will be chosen from those students on a regular education diploma and be permitted to speak as a part of the district’s planned graduation program, provided the building principal is provided a copy of the speech being given, approves the speech, and the speech follows the approved copy. If a speech is not followed, at the principal’s discretion, a notice may be attached to the students’ transcript. Such notice may or may not follow requests for the transcript. Exchange students are not eligible for Valedictorian and Salutatorian Honors.

Valedictorians and Salutatorians must have a 3.5 or higher GPA. Homeschool students who transfer in after the start of their junior year are not eligible for Valedictorian or Salutatorian Honors.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – **that are more strict than those for students in general.** If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease are asked to telephone the school principal so that other students who have been exposed to the disease can be alerted. Students with certain communicable diseases are not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by the school principal. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. **Personal use of district computers, including e-mail access, is strictly prohibited. The use of computer's to play music is prohibited. Earphones will be used only with teacher permission.** The districts' student conduct code will specify consequences for violation of computer usage.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

CONDUCT

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.

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 schools, 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 injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education

records;

7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

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

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying or menacing;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon;
7. Vandalism/Malicious Mischief/Theft, 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;
8. Sexual Harassment;
9. Use of tobacco, alcohol or drugs, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules
13. Violation of law, Board policy, administrative regulation, school or classroom rules;

In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

CONFERENCES

Regular conferences are schedule annually in the fall and spring to review student progress.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

COLLEGE CREDIT

A student in grades 9-12 may earn a maximum of five (5) units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the school principal **prior to enrolling** in such courses. Contact the principal for correspondence course details.

The School District will pay for college courses that are passed with a C or better. After 1 failed course student will be required to be reimbursed once the course is passed.

ODYSSEY WARE POLICY:

STUDENTS TAKING ODYSSEY COURSES WILL BE REQUIRED TO COMPLETE ALL UNITS OF THE COURSE BEFORE THEY WILL RECEIVE ANY CREDIT. NO PARTIAL CREDIT WILL BE GIVEN. (E.G. A STUDENT ENROLLED IN A SPANISH COURSE THAT CONTAINS 12 UNITS WILL NOT EARN ANY CREDIT UNLESS ALL 12 UNITS ARE COMPLETED; A STUDENT ENROLLED IN A CONSUMER MATH COURSE THAT HAS 5 UNITS WILL NOT RECEIVE ANY CREDIT UNLESS ALL 5 UNITS ARE COMPLETED, ETC... (The Student will receive an (I) for incomplete until the course is completed.)

1. ALL ASSIGNMENTS, QUIZZES AND TESTS WILL BE WEIGHTED THE SAME.
2. A STUDENT MUST OBTAIN AN 80% OR BETTER ON ASSIGNMENTS.
3. THERE WILL BE NO RE-TAKES ON QUIZZES.
4. IF YOU FAIL THE FINAL EXAM IN A UNIT, YOU WILL BE GIVEN 1 CHANCE TO TAKE THE ALTERNATE FINAL EXAM TO IMPROVE YOUR GRADE.

STUDENTS THAT RECEIVE 80% OR HIGHER ON ASSIGNMENTS, AND FAIL QUIZZES AS WELL AS TESTS WILL FAIL THE COURSE. AT THE COMPLETION OF THE COURSE, ALL UNITS WILL BE AVERAGED TOGETHER. IF THE TOTAL SCORE IS LESS THAN 70%, THE STUDENT WILL RECEIVE A FAILING GRADE FOR THE COURSE.

COUNSELING

Academic Counseling

Students are encouraged to talk with a district teacher and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades [9-12] and their parents shall be notified annually about the recommended courses for students. Students interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their principal or class advisor so that they may take the courses that will best prepare them for further work. The principal can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A teacher or the principal is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. They may also make available information about community resources to address personal concerns. When needed, the Education Service District will provide professional counseling services. This will be arranged by the building principal.

COURSES OF STUDY

A student may change from one course to another with the approval of the Superintendent and the student's parents. On 3/8/93 the school board adopted a policy stating that students have only two weeks to drop an elective without having to take an "F" in the class.

COURSE REQUIREMENTS EXCEPTIONS

It is the policy of this district that certain students may be exempt from taking a course required for study, or learning activity when he/she cannot take the course or learning activity because of a handicap, religious belief, or other reasons deemed appropriate by the school board.

The following steps should be taken:

1. The superintendent should be notified in writing by the parents.
2. If the reason for the exemption is a handicap, then a letter should accompany the notice from the parent from a doctor stating the problem and a recommendation for exemption.
3. The course, or learning activity will be appropriately replaced by another course, or learning activity of significant value to the student. This is to be decided by the head teacher, parent and student.
4. A student may receive credit for an alternative course or learning activity.

CREDIT BY EXAMINATION

A student who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

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. The district will notify students and parents of all such charges.

With the parent(s) approval the District may at its discretion work out an alternative payment through work experience.

DANCE AND PARTY RULES

All students shall abide by the following rules while attending dances or parties held at Harper School.

1. All guests will be no younger than a high school freshman and no older than 19 years of age, or still enrolled in High School. Exceptions to the age limit will be dealt with on an individual basis.
2. There will be no drinking of alcohol or use of tobacco or drugs on school premises.
3. All dances will be held in the school building, Ladies Club or approved site.
4. **There must be one (1) faculty member present, as well as two (2) other adults.**
5. Those planning to attend must be in the building by thirty minutes (30) after the dance is scheduled to start. Special cases can be appealed through the Superintendent or his designee.
6. **Once in the building you cannot leave and return.**
7. Prom courts are chosen from all interested senior boys & girls. They are to be chosen individually and not as a couple. If there are not 4 boys & 4 girls from the senior class interested then members of the junior class will be chosen. The same applies to the Homecoming court. Secret ballots for all Homecomings/Proms/Elections are to be counted by the staff and not by students. The Homecoming Queen will have the responsibility to appear in the Winter Wonderland parade or a runner-up will be designated to appear in the parade. The Homecoming Queen will be excluded from eligibility on the Prom court. You may receive Homecoming or Prom Queen one time.
8. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. Guests who are not enrolled in the Harper School District will be allowed to attend only with the principal's permission. It is up to the inviting student to make these arrangements in a timely fashion and "last minute request" may not be honored. Guest Dance Passes are located in the office.

DIRECTORY INFORMATION

Directory information means those items of personally identifiable information contained in a student's education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

- . Student's name;
- . Student's address;
- . Student's telephone listing;
- . Student's photograph;
- . Date and place of birth;
- . Participation in officially recognized sports and activities;
- . Weight and height of athletic team members;
- . Dates of attendance;
- . Degrees or awards received;
- . Most recent previous school or program attended.

DISCIPLINE

Teachers are responsible for maintaining Discipline In Classrooms. Teachers will define limitations and expectations of classroom behavior posted on a Matrix of classroom rules in the classroom. It is then the student's responsibility to abide by the rules set by each teacher.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers and administrators; detention; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges; loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or

expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

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. School work that has been assigned during the time period a student has been suspended **may not** be made up. The student will be given a 0 for that assignment. If a test is given on the day a student has been suspended, the student will normally be given a 0 for that test. If the teacher decides the test reflects achievement over a large unit of time, for example a mid-term or final test over a 9-weeks unit, the student may be allowed to take the test upon returning to school. If the student is allowed to make up the test, it is expected the teacher will assign additional work, to compensate for the lost time.

Expulsion

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

An expulsion 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 and alternative education notice in this handbook.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

DISCLOSURE STATEMENT

Required for use in collecting personally identifiable information related to social security numbers

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

- "Providing your social security number (SSN) is voluntary. If you provide it, the school district will use your SSN for record-keeping, research, and reporting purposes only.
- The school district will not use your SSN to make any decision directly affecting you or any other person.
- Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student.
- Please read the statement on the back of this form that describes how your SSN will be used.

- Providing your SSN means that you consent to the use of your SSN in the manner described.”
- On the back of the same form, or attached to it, the following statement shall appear:
- OAR 581-21-250 (1) (j) authorizes school districts to ask you to provide your social security number. The SSN will be used by the district for reporting, research and record-keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace. The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows:
 - The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends.
 - The information is also used for planning, research and program improvement.
 - State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.
 - Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.
- Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, 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, is 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 for approval of the district.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS CODE

All students are encouraged to present a neat and clean appearance at school and during school related activities as they are representing Harper at all times.

Some attire does not lend itself to this goal. The following list includes (but is not limited to) non-acceptable items:

A: NORMAL SCHOOL DAY WITH NO ACTIVITIES

- No holes above the knee. No clothing with holes with tights underneath or any other form of undergarment showing, profanity or obscene pictures
- No holes in shirts or tied shirts.
- Bras and Boxer shorts can't show
- No pants/shirt /shirt/top combination which exposes frontal or rear skin when sitting or standing
- No spaghetti straps, crop tops, muscle shirts (boys)
- No Tank Tops
- Shorts must be no more than 4" above the knee cap.
- Dresses or Skirts must be worn no shorter than ½ the distance between the center of the knee and the normal inseam
- No baggy pants that hang so underwear shows
- No "see through" clothing
- No Spandex
- No Overalls
- No Blankets
- No clothing directly or indirectly promoting the use of alcohol or drugs.
- Hats, baseball caps, in the classroom are up to teacher discretion
- Hoods may not be worn indoors at any time
- Sloppy sweats (including cut-off sweats)
- Clothing turned inside out
- Trench coats

No cleavage. Cleavage will be determined by two female faculty members.

Any clothing that is normally worn as underwear/**sleepwear** should not be worn as outside apparel. Certain activities may allow flexibility to this list but approval must be arranged through the office and with faculty members in charge of these activities.

If any adult determines the dress code has been violated, the student will immediately remove or change the article, upon a request to do so. Failure to do so will constitute willful disobedience and the student will be referred to the Superintendent.

B: ON SCHOOL DAYS WHEN A SCHOOL ACTIVITY IS SCHEDULED TO OCCUR EITHER AT SCHOOL OR AWAY FROM SCHOOL, STUDENTS PARTICIPATING IN THE ACTIVITY, WILL BE HELD TO THE FOLLOWING DRESS CODE:

BOYS

No T-shirts
No cargo pants
No Bib overalls

GIRLS

No T-shirts
No cargo pants
No Bib overalls

*School uniform or warm-ups
*Hats at Advisors' Discretion

*School uniform or warm-ups
*Hats at Advisors' Discretion

- This will be determined by the individual coach, whether to wear nice cloths or uniform while traveling to a contest. It is expected that all members of the team will be attired similarly.

Following a school event the dress code is still in force for the ride home. The penalty for non-compliance with dress code will be handled through the school-wide discipline code.

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

At least one fire drill will be conducted each month for students in grades K-12.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

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

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

The District has adopted a Drug Testing Policy for Extra Curricular activities. Students may be tested from a random pool.

DUE PROCESS

In all cases where a student has been suspended from school, the student has the right to written charges, and the right of representation, and a hearing.

EARLY ENTRANCE POLICY

8310.1 EARLY ENTRANCE POLICY

A student may be admitted into kindergarten if their fifth (5th) birthday is after September 1st and by November 15th provided that the parent feels the child to be ready and:

1. The parent provides a timely application.
2. The child passes a readiness test.
3. The child receives approval of the Superintendent. The Superintendent will confer with the Kindergarten teacher prior to his/her decision.

A timely application would normally be before school is out the previous May. The May deadline may be waived by the Superintendent, if he/she feels it is in the best interest of the student and the School District. Parents may appeal the Superintendent's decision to the Board.

The situation of a child who has not been in kindergarten the previous year and is not 6 years old by September 1, will be handled by the above procedure.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. 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 to the school. Parents are encouraged 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 parents or to another person as directed by parents on the student's 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 whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational opportunity and treatment shall be provided all students. No student legally enrolled in the Harper School District shall, on the basis of age, handicap, national origin, race, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the District School Board. The School district staff is directed to make a continuous effort to provide equal opportunities for students and to eliminate conditions that may cause discrimination.

EXCLUSIONS

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

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should contact the office for additional information.

FEEDING OF VISITING TEAMS

The obligation to feed is only for teams that have stayed overnight on the road. When a team stays here, we are obligated to feed them an evening meal and breakfast. When a visiting team has had to stay the previous night somewhere, then we are to call and ask if they want to be fed. If the visiting team did not have to stay overnight somewhere, then we do not have an obligation to feed them.

FEES, FINES AND CHARGES

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

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Field trips considered optional to the district's regular school program;
12. Admission fees for certain extracurricular activities;

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

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

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned 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 and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in the student's grade reports, diploma and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods 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

From time to time during the school year students will participate in Harper School District field trips. **If parents do not want their student to participate in any field trips they must notify the school officials in writing within two weeks of this notice, otherwise it will be assumed that the student has permission to participate.**

FIELD TRIPS

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.

FIELD TRIP FUNDING

Approval for funding for extra-curricular educational field trips must be brought to the Board in advance of the activity. If time does not allow for advance approval during a regular board meeting, funding will be at the Superintendent's discretion.

FOOD SERVICE

Harper provides a Breakfast and Hot Lunch program. Meals are served 4 days a week. All students are served free meals.

FOREIGN EXCHANGE STUDENTS

The school may enroll students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will usually be made only at the beginning of a

semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1. The principal may make exceptions to this rule if he/she feels it is in the best interest of the Harper School District.

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded a high school diploma upon satisfactory completion of the school's prescribed course of study.

FUND RAISING

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 to the principal at least 5 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 is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess,

use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GRADE CHECKS

Grade checks will be given every three weeks. Students should always be aware of their performance level in their classes. Parents are encouraged to contact teachers following grade checks with any concerns.

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
5	10 (sophomore)
10	11 (junior)
16	12 (senior)

GRADING METHOD

1. Letter grades of A, B, C, D, and F are used with an A being the highest grade and F the lowest. Grades A, B, and C are acceptable recommendation to college, jobs, military, etc.. A grade of D is passing but carries no recommendation. A grade of F carries no recommendation or credit, and the student must make up the class if required for graduation. P is passing.
2. A 3.00 (B) average over all four years of high school is required to be eligible for Salutatorian or Valedictorian.
3. Report cards are sent home four times each year with Parent-Teacher conferences held at the end of the first & third nine weeks grading periods for grades K-12.

4. Harper's grading standards will be as follows: anything less than 60% achievement in a class will be failing. 60% to 69% will earn a D, 70% to 79% a C, 80% to 89% a B, and 90% to 100% will earn an A.
5. Honor Society: Students earning a cumulative GPA of 3.5 for three consecutive semesters (as of the immediate prior semester) are eligible to be considered for National Honor Society Membership at mid-year of the sophomore year.

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by district policy.

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

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

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma or other certificates of completion or attendance as may be awarded by the district may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee. Failure to follow the approved speech may cause an attachment to be placed on the transcript when requested by an outside agency.

GRADUATION

Students graduating from Harper High School may receive a high school diploma. To receive a high school diploma, a student must meet the following requirements:

1. Successfully complete all State and local course requirements.
2. Successfully demonstrate minimum competencies identified by the Harper School Board.
3. Successfully meet the State local attendance requirements or the equivalent work.

GRADUATION HONOR GUARD

Will be chosen by the senior class from members of the current junior class.

GRADUATION REQUIREMENTS

In order to graduate from high school in the Harper School District, a student must successfully complete the following units of credit

State of Oregon (Alternative Harper Diploma) -- 24 credits

A student in the alternative high school program is required to complete the following courses: language arts (including the equivalent of one unit in written composition) (4 units); mathematics (3 units); science (3 units); social science (including history, civics, geography economics and personal finance) (3 units); physical education (1 unit); health education (1 unit); Career & Technical Education, Arts or second language (3 units in any one or a combination); and electives ([6] units) for a total of [24] units.

Note...The Alternative Harper Diploma was not designed for students to get out of school after three years of education. Students are still required to attend for 4 years. Exceptions to this rule will be administered by the superintendent.

Harper School District High School Diploma -- 25 credits

A student in the regular Harper School District high school program is required to complete the following courses: language arts (including the equivalent of one unit in written composition) (4 units); mathematics (3 units); science (3 units with 2 lab experiences); social science (including history, civics, geography economics and personal finance) (4 units); physical education (1 unit); health education (1 unit); Career and Technical Education, The Arts or second language (3 units in any one or a combination); and electives (6 units) for a total of 25 units.

Students in the graduating class of 2007 and thereafter must:

1. Develop an education plan and build an education profile as defined in OAR 581-022-1120(3)(a) and (b);
2. Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102;

3. Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5);
4. Participate in career-related learning experiences as outlined in the student's education plan as defined in OAR 581-022-1120 (3)(e).

Students in the graduating class of 2012 and thereafter must:

ESSENTIAL SKILLS

Demonstrate proficiency in process skills embedded in content standards that enable students to learn content and apply their knowledge across disciplines.

1. Read and comprehend a variety of settings
2. Write clearly and accurately
3. Listen actively and speak clearly and coherently
4. Apply mathematics in a variety of settings

GYM AFTER HOURS ACCESS

High school and Junior High students may have access to the gym after hours if an adult is present. The adult must have made arrangements with the School Office or be a current school employee. The gym is closed for maintenance from July 1st thru Aug 1st. Unauthorized entrance may result in a trespass charge.

HALL PASSES/STUDY HALL

No student shall be allowed more than one study hall per day unless in case of a schedule conflict or a special problem that may arise. Hall passes will be required to leave a class.

HARPER SCHOOL DISTRICT FINGERPRINTING POLICY

Certified personnel are fingerprinted and in compliance with state law. Affected in Harper are all teachers and the administrator.

All classified employees with direct unsupervised exposure to students will obtain fingerprints and criminal background checks. This excludes only the cook and deputy clerk at this time. Affected will be bus drivers, janitors, secretary, aides, and the dorm parent.

New employees each year will obtain fingerprints as soon as possible to be submitted to the Oregon Department of Education but may be hired on a probationary basis until the results come back.

Individuals will be notified when they apply for a position with the district that the law requires fingerprint and background checks, the results of these checks may be contested by an individual for authenticity.

Should checks reveal conviction for any of the prohibiting crimes, the affected member will be terminated from employment.

Employees and prospective employees will obtain two sets of fingerprints at the Malheur County Sheriff's Department where they will be sealed by that department and returned to the Harper District office to be forwarded with records check forms to the Oregon Department of Education. The sealed fingerprints are to only be opened by O.D.E. personnel.

HEALTH CERTIFICATES AND IMMUNIZATIONS

Children 5-14 years of age must be immunized before entering school for the first time in Oregon. Immunizations are required for polio, measles, diphtheria, whooping cough, tetanus, Varicella and Hepatitis B. Children may be excused from immunizations with a medical exemption, including the required training for parents from the Oregon Health Authority. They may still enroll in school if they have a statement from their parents saying they will be immunized within thirty days.

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 of students and parents of students in homeless situations or assistance in accessing transportation services, contact the school principal, the district's liaison for homeless students.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons, the student should not be immunized. If a medical exemption is chosen the parent under the Oregon Health Authority must do the required training. Proof of immunization may be personal records from a licensed physician or public health clinic.

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

INFECTION CONTROL/HIV, HBV AND AIDS

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

Since any 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.

Students or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact Ron K Talbot.

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims. The district shall

not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents are encouraged to be covered by school or personal insurance. This is the parents' responsibility.

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Students are encouraged not to bring valuables to school. If they do so, they should be locked in their lockers. And at no point and time are the valuables responsibility of the school. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or district property should be reported to the school office.

LUNCH/BREAKFAST PROGRAM

The district participates in the National School Lunch and School Breakfast, and Commodity Programs and offers free meals to students.

Additional information can be obtained in the office.

MARRIED/PREGNANT STUDENTS

1. Public schools are for all youths and so long as students are good citizens, are regular in attendance and benefiting from their school experience they

- should not be denied the privilege of attending school. Each case of pregnancy would need to be handled individually as to athletic participation by the board with adequate recommendation from a physician.
2. Pregnant students shall be offered counseling.

MEDIA ACCESS TO STUDENTS

The Board recognizes the important role the media serves in reporting information about the district's programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective school. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Parents will be advised of the district media access to students' policy at the time of the student's registration and each fall in the student/parent handbook.

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 for the district to administer medication shall be made by the parent in writing. 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, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication. This includes cough drops, cough syrup, neo-sporin, or any type of over the counter medication. Parents must bring these medications to the school, in person, in the original containers.

District Transportation for Medical Attention on Extra Curricular Activities

Students that are injured and require medical attention where their parent or guardian is not available will be transported to the nearest medical facility unless the injury is not life threatening, the students parent or guardian does not wish the student to be taken for medical care, or the injury is agreed to be minor between student and responsible supervising adult. Steps to follow:

1. Assess the situation
2. Contact parent or guardian for instruction.
3. If parent does not instruct school how to proceed, make a judgment call with student and supervising adult.
4. Transport injured student in school authorized vehicles only. If student goes with any other mode of transportation the students parent or guardian must be contacted and approved prior to release.
5. Student's parent or guardian must sign a release stating that their student may be transported for medical attention if they cannot be contacted. (Prior to participation in Extra Curricular Activities).

Self-Medication

Students in grades 7-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

MIDDLE SCHOOL ATHLETICS

1. Grades 5, 6, 7, 8 will be competing in Middle school sports. During the fall month's volleyball is offered for girls and football is offered for the boys. Basketball is offered during the winter months with track being offered in the spring months. Schedules for each of these sports varies from year to year and will include 1-2 volleyball tournaments and 1-2 basketball tournaments.
2. While the Middle School sports program is conducted on a much smaller scale than high school athletics, its benefits are felt to be just as important, such as in the forming of friendships between students in our school and others as well as giving our students an indication of whether they would like to participate in high school athletics.
3. Students are encouraged to be covered by school or personal insurance. This is the parents' responsibility.
4. Eligibility will be determined in the same manner as for the high school.

MONEY HANDLING

Adopted Feb. 13, 1989; The school board adopted the following policy on handling money; The person in charge of any situation where money is taken will be the first person counting such money and will be responsible for the money until it is turned over to someone else to recount and receipt. This policy is standard and is designed to spread the responsibility out amongst the staff.

Funds are to remain at the district, locked up, and should be counted in dual custody.

PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information includes, but is not limited to;

- . Student's name;
- . Name of the student's parents or other family member;
- . Address of the student or student's family
- . Personal identifier such as the student's social security number;
- . A list of personal characteristics that would make the student's identity easily traceable;

. Other information that would make the student's identity easily traceable.

Prior Consent to Release

Personally identifiable information will not be released without prior written and dated consent of the parent, student 18 years or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made.

Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

- . To personnel within the district who have legitimate educational interests;
- . To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
- . To personnel of another school, another district or institution of post-secondary education where the student seeks or intends to enroll;
- . To personnel connected with an audit or evaluation of federal or state education programs or the enforcement of or compliance with federal or state legal requirements of the district;
- . To personnel determining a financial aid request for the student;
- . To personnel conducting studies for or on behalf of the district;
- . To personnel in accrediting organizations fulfilling accrediting functions;
- . To comply with a judicial order or lawfully issued subpoena;
- . For health or safety emergency;
- . By request of a parent of a student who is not 18 years of age;
- . By request of a student who is 18 or older or emancipated;
- . Because information has been identified as "directory information".

PARENT / STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT

Please Keep This Explanation for Future Reference (Section 504 of the Rehabilitation Act of 1973).

The following is a description of the rights granted by federal law to students with handicaps.* The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition;
2. Have the school district advise you of your rights under federal law;

3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Education of the Handicapped Act (PL 94-142) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extra-curricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding our child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to:

The State Superintendent of Public Instruction,
Oregon Department of Education,
255 Capitol Street N.E., Salem, Oregon 97310-0290

The person in this district who is responsible for assuring that the district complies with

Section 504 is Ron Talbot

Telephone number 541-358-2473

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues.
3. Become a district volunteer. For further information contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's Charter Committee, with its emphasis on instructional improvement.

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 the 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 screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PERSONAL COMMUNICATION DEVICES

Students shall not possess personal communication devices, such as pagers or cellular phones on school property or in district facilities unless authorized by the administration. 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. Devices capable of taking pictures are covered under the camera/video devices section of this handbook.

Students are permitted to possess a personal communication device when such device is checked into the office immediately upon arrival at school. Use and possession of such devices at school-sponsored activities, either at or away from Harper School District property will be determined by the building principal. When involved in a school-sponsored activity, the usual procedure will be to check the device with the activity supervisor or coach and retrieve it when necessary. The supervisor or coach will have authority over its use.

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

PARTICIPATION POLICY

It shall be the policy of the Harper School District that attendance at school is necessary for participation in extra-curricular activities. As a general rule, students must attend school the entire week before complete participation in an extra-curricular activity. Exceptions would be for excused absences and extenuating circumstances, which will be determined by the **Superintendent** on a case-by-case basis. **The Superintendent will consult and confer with the Coach before making a decision.** Any student who has an unexcused absence shall, at the least, miss the first quarter or time period of the first game of that week.

PHYSICAL EXAMINATIONS

Students in grades 5 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination every year and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

POSITIVE BEHAVIOR

1. Respect for other people, kindness, courtesy, and consideration.
2. Respect for private property.
3. Personal responsibility and initiative, arrive at school on time, have homework completed, and have class materials ready.
4. Be positive and encouraging to others.
5. Use safe conduct in your activities.
6. Show respect to teachers by using “Mr. Mrs. or Miss ” when addressing staff members.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the principal. 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.

PROGRAM EXEMPTIONS

Students shall 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

PUBLIC NOTICE

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information and the district's option to release such information. Such notice will be given prior to release of directory information.

PROMOTION, RETENTION AND GRADE LEVEL 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. **The final decision will rest with school authorities. Any decisions made may be appealed to the Harper School Board of Directors.** Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

RESPONSIBILITY:

Students shall not bring illegal items to school. Students shall not secret evidence of an illegal act or school violation.

REPORTS TO STUDENT AND PARENTS

Written reports of student and absences shall be issued to parents of 7-12 grades as follows:

Grade check every three weeks.
Grades --- every 9 weeks.

Parents will be notified of student benchmark, Certificate of Initial Mastery and Certificate of Advanced Mastery progress, as appropriate. Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

SCHOOL FUNCTIONS

Students planning any special activities must make out an event contract at least one week prior to the planned event.

SCHOOL HOURS

Normal school hours will run from 8:20am to 4:00pm. School periods are normally 58 minutes long in the AM and 55, 55 and 73 minutes long in the PM.

SCHOOL ORGANIZATIONS

Student organizations will be encouraged when they meet the criteria of contributing to learning. Such organizations will operate within the framework of the law, Board policy, administrative rules, and the parameters of the learning program. When such organizations contribute to the learning environment, their establishment and operation will be facilitated in reasonable ways by district staff and through the use of district resources.

The Superintendent will develop general guidelines for student organizations. Among provisions, such guidelines will require the assignment of at least one faculty advisor to each student organization and the approval by the Board of any student organization that requires the expenditure of budgeted funds or that may engage in activities of a divisive or controversial nature. This policy applies to on-campus organizations. It is not intended to restrict the organization of students into groups that function apart from the school premises.

STUDENT ORGANIZATIONS-ADMINISTRATIVE RULE

Formation of student groups which will enrich and extend student educational experiences are subject to the following requirements:

1. All organizations which request recognition as a school group and which wish to carry out activities within the school building must obtain the approval of the Building Principal and be approved according to building regulations.
2. No secret societies or clubs that have secret rites, including fraternities and sororities, shall be permitted in any public school.
3. Membership must be open to all students except where the purpose of the club requires qualifications (a foreign language club or rally squad, for example), and in no case will such qualification be based solely or in part on an individual student's race, color or creed, sex, or handicapping condition.
4. Clearly improper purposes, activities or conduct are not permitted, and may be cause for withdrawing approval of the group's permission to meet on school premises.
5. School groups are not permitted to use the school name in participating in public demonstrations or activities outside the school unless permission has been granted by the Superintendent to do so.

Voluntary student-organized clubs not directly related to the instructional program may meet on school premises during non-instructional time pursuant to the provisions of the Equal Access Act and to the terms of this policy.

SCHOOL PICTURES

School pictures are taken each fall. A notice will be sent home with the date for this year's photo day. All checks should be made to the photo company not the school. Spring pictures will be offered for those who choose to participate.

SCHOOL SUSPENSION

School work that has been assigned during the time period a student has been suspended **may not** be made up. The student will be given a 0 for that assignment. If a test is given on the day a student has been suspended, the student will normally be given a 0 for that test. If the teacher decides the test reflects achievement over a large

unit of time, for example a mid-term or final test over a 9-weeks unit, the student may be allowed to take the test upon returning to school. If the student is allowed to make up the test, it is expected the teacher will assign additional work, to compensate for the lost time.

SEARCH AND SEIZURE

Right: Equipment, such as lockers belonging to the school district are loaned to students. Schools may insist that lockers be properly cared for and not used for the storage of illegal items. Students may be assured that the rights of the individual shall always be balanced with the needs of the school. In a search and seizure situation the following procedures shall be followed:

1. A search of the student's person should be limited to a situation where there is probable suspicion that the student is secreting evidence of an illegal act or school violation.
2. Illegal items (firearms, weapons, etc.) or other possessions reasonably determined by the proper school authorities to be at threat to the safety or security of the possessor or to others, may be seized by school officials.
3. Items which could be used to disrupt or cause interference with the educational process may be temporarily removed from the student's possession.
4. A general inspection of school properties including, but not limited to, lockers or desks may be conducted on a regular basis. Items belonging to the school may be seized.
5. The student shall be given the opportunity to be present when a search of personal possessions is conducted if he/she is in attendance, and if there is no reason to believe that his/her presence would endanger his/her health and safety, or unless such presence would circumvent the purpose of the search.

SEARCHES

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 regulation, school rule, or the Student Code of Conduct is present in a particular place.

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

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

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

Items found which are evidence of a violation of law, policy, regulation, school rule or the Student Code of Conduct, may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

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 Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

SHOP PROJECTS

Projects cannot be taken home until paid for. Materials for large projects over \$150.00 must be secured by the family.

SKIPPING

Students who are absent from school without proper excuse will be sent home until a parent returns with them. A second offense will constitute grounds for dismissal from all activities such as athletics, school offices, etc. A third offense will result in suspension from school.

SPECIAL PROGRAMS

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the principal

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 the principal.

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

- Whether the teacher has met state qualification 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; and
- 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 AFFECTIONS

Students at Harper are to refrain from close and suggestive body contact with members of the opposite sex. You may hold hands and sit next to each other. Other displays of a more intimate nature are not acceptable.

STUDENT ACTIVITY FUNDS

1. Every student group connected with the school must keep their funds in the student body account. All money should be turned into the office, receipted, and recorded in a ledger book. The School Board authorizes the Superintendent to supervise and administer any student body funds.
2. Students are urged to never hand over money to any company, salesman, etc. All purchases shall show authorized signatures. All invoices and requisitions to be paid by student body check, with two authorized signatures required.
3. The superintendent and secretary shall assist the student body treasurer with the books. The School District Board will bond them.
4. The athletic officials account is used to pay game officials and will be reimbursed by the district at the end of the sports season.

STUDENT ACTIONS

Profane or vulgar language, logos, or gestures are forbidden on the school premises or at school sponsored activities.

STUDENT DISCIPLINE POLICY

The Harper School Board of Directors supports the concept that violations of rules which are known and understood must be followed by consequences which are known and understood. It should be understood by all that any list of offenses would include only the most common infractions of school rules. Other forms of misbehavior which are not listed do not mean they will be permitted. Oregon State law permits disciplinary actions, including suspensions and expulsion for "good cause". There may be times when suspension may be waived and a consequence of some other punishment may be assessed by the School Administration. At other times, suspension may be the consequence of an accumulation of lesser offenses, or other serious disciplinary problem. The Harper School District has created a numerical value for offences and consequences as follows:

Behavior Citation - Class I - **(5 points)** - Includes any inappropriate behavior or rule violations. These may include but are not limited to disruptions, disrespect, gambling, improper student affection, dress code and slight damage to property. (Damage to property will include payment for damages or replacement.)

Behavior Citation - Class II - **(10 points)** - Includes harassment of others, disrespect of classroom teachers, any referrals from classroom teachers, resulting from reaching the last step of the classroom management plan, vandalism, truancy, insubordination, any

flagrant violation of classroom or school rules, unexcused absences, profanity, vulgar language or gestures, intentional misuse of computers/ software, or the Internet, and/or pornographic materials of any type.

Behavior Citation - Class III - **(20 points)** - Includes fighting, excessive verbal harassment towards school official, theft, and use or possession of tobacco, alcohol, or unlawful drugs.

CONSEQUENCES: The appropriate consequence, as a numerical value, will be assigned by the Superintendent/Principal according to the Citation Class the behavior belongs to. The School Administration will administer the appropriate discipline, using the following as a guideline. The Administration may make adjustments in individual cases. **All absences from school resulting from school discipline shall be unexcused.**

1. An accumulation of 10 points will warrant a suspension from school for a one day period.
2. An accumulation of 20 points will warrant a suspension from school for a two day period.
3. An accumulation of 30 points will warrant a suspension from school for a three day period. The student and parents must attend a meeting with the Supt./Principal **prior** to being allowed to return to school. A plan will be discussed to correct inappropriate behavior.
4. An accumulation of 40 points will warrant suspension from school for a four day period. The student and parents must attend a meeting with the Supt./Principal and the Harper School Board Members. Following this meeting, the student will be given the opportunity to agree to follow a recommended plan of behavior and will be allowed to attend school on a probationary period.
5. Further inappropriate behavior on the part of the student will warrant a recommendation by the Supt./Principal for expulsion and an expulsion hearing will be held.
6. At any time during the disciplinary plan, the student is allowed "due process" and will be allowed to face his/her accusers.
7. Following any disciplinary action, up to and including the expulsion process, the student and his/her parents may appeal to the Harper School District Board of Directors. The Board will call a meeting, listen to the students and his/her parents, study the issue and arrive at a decision to support, change, revise or amend the disciplinary action.
8. Just as students accumulated points for inappropriate behavior, they may decrease accumulated points for appropriate behavior. For every month that appropriate behavior (no referrals) 10 points will be eliminated from their behavior record.
9. The appropriate Dean will keep an accurate record of student behavior.

SCHOOL PROBLEMS

If a parent/guardian or student has a problem concerning the school administration, they should first contact the Superintendent of Schools. He will then attempt to resolve the issue with those concerned. If the resolution is not satisfactory to all parties, then the matter would be brought to the Board Chairperson.

If a parent/guardian or student has a problem concerning a teacher, or classified staff member the problem should first be taken to the teacher or staff member. Only if the problem cannot be resolved by direct discussion should it be taken to the Superintendent. If the resolutions' not satisfactory to all parties, then the matter would be brought to the Board Chairperson's attention.

SEVERE DISCIPLINARY PROBLEM

A severe disciplinary problem is one that has a negative impact on education and unless corrected could continue to do so, a problem that endangers the physical welfare of anyone, or one that is destructive to property.

A severe disciplinary problem might be as obvious as fighting and pulling pranks or as subtle as refusing to follow simple classroom rules such as not talking during tests.

STATE ASSESSMENT

Grade 3. 5. 8. & 11 are assessed annually in writing, reading, and mathematics.

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

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 with five calendar days. 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, who 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 with 10 calendar]days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the Superintendent.

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 students 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 Reevaluation of Instructional Materials" 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.

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 principal.

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.

Students with Sexual Harassment Complaints

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:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. 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;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform 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; was it reasonable to 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 subject 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, 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.

Step I 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.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant [in writing] when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

STUDENT RECORDS

1. Parents or legal guardians shall have the right to inspect his/her son's/daughter's student records in possession of the Harper School District. The parent or guardian must request inspection of student records. The request must be made to the school administrator or designee in a reasonable amount of time to insure complete preparation of the records and other pertinent information.
2. Inspection of the student record must take place in the presence of the school administrator or designee to insure objective interpretation of test scores and information. The security of the student records during inspection is also a consideration.
3. Harper students may inspect their own records under the same guidelines mentioned above.
4. "Right to Challenge" Parents/guardians have the right to challenge any information in the student record that they believe to be inaccurate or misleading. The request for a hearing must be made in writing or by some other documented method to the school administrator. The hearing will be held within 30 days of the date of the request for the hearing.
5. The hearing board will be composed of the school administrator, another teacher, and a school board member. The hearing will be held in the Superintendent's office or other suitable room in the Harper School at a mutually agreed upon time.
6. The finding of the hearing board may be appealed to the Malheur ESD Superintendent, if satisfaction has not been obtained by the parent/guardian.
7. Any Harper School certified employee may refer to student record if there is a bona fide need, a need connected with that certified person's being properly informed in order to best serve the student, in order to provide an optimum educational program and experience for the student. The name of the employee and the purpose of the inspection will be recorded on the Student Record Inspection Log kept in the file cabinet.

8. Inspection by an individual or agency not mentioned above requires a written consent by the parent/guardian if the student is under 18 years of age, or the consent of the student if the student is over 18 or married.

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

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 district 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;
6. Name of school previously attended;
7. Course of study and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Student Council-ASB Officers

Students running for ASB office must be a Junior/Senior and have an accumulative grade point of 3.0 or higher

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

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 that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), inspect and review education records during regular district hours.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;

- c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENTS CARS

The Harper School District School Board realizes that student parking on school property is a privilege and presents a possibility of liability to the District. Students wishing to park a vehicle on school property shall notify the District Office of their intent by providing the office with the following:

1. A valid driving license.
2. Current proof of insurance for all vehicles that they wish permission to park on school property.

Copies will be made and kept on file at the District Office. Periodic checks of the parking facilities will be made by school officials. Violators of this policy will be addressed by school disciplinary action as a violation of rules. Legal authorities may also be notified. Persistent violators, i.e., those who do not furnish proof of insurance or unlicensed drivers, may permanently lose their privilege of driving or parking vehicles on school property. This privilege may only be reinstated by School Board action.

Students are asked to not park next to the sidewalk as this is reserved for Teachers and Visitor Parking only.

Students driving on school property must also be properly licensed. Unlicensed driving by students will be treated in a similar manner, i.e., school disciplinary action as well as notifying legal authorities.

School authorities are directed to strictly enforce this policy.
(See also Vehicles on Campus)

STUDENT RIGHTS

In public education, as in parenthood, no task is more challenging than discipline. Most people equate the word discipline with punishment. At Harper High School, discipline is a way to help our young men and women become mature and independent. It is not something we do to teens, but rather a system for helping learn to lead responsible, productive lives. Punishment is negative; discipline is not. We think of discipline not as a way for us to be in charge or in control, but as a learning process for young men and women. The discipline that we provide can lead to self-discipline. It can guide our students toward responsible independence. We want to unfold not mold our young men and women.

Students at Harper High School, like members of any community, have both rights and responsibilities. It is the obligation of the school district to protect those rights and insist upon those responsibilities. The purpose of this conduct code is to insure that all students understand their rights and responsibilities, the possible consequences of violations of school rules, and that the procedures for dealing with violations. We feel strongly that self-discipline, the ability to assume responsibility for one's school or society, to help others - can and should be taught. We educate for self-discipline not for conformity. Effective discipline helps an individual progress from the need for external controls to the self-discipline of the mature adult.

A "right" is that which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

Here are some of your important rights:

1. You have the right to equal educational opportunity. You should not be treated unfairly because you are tall or short, a male or female, have blonde or black hair, or because it takes you a little longer to get the right answer.
2. You have a right to be treated fairly and with respect and dignity.
3. You have a right to be safe at school. Free from threats, harassment or intimidation.
4. You have a right to tell your side of a problem before anything happens. This means you will not be punished for breaking a rule or taking someone else's rights away without a chance to tell your side of the story.

STUDENT RESPONSIBILITIES

All students have the responsibility to:

1. **PROTECT THE RIGHTS OF OTHERS TO STUDY AND LEARN:** Parents send their children to school for a education. An individual may decide not to take advantage of the opportunity. However, no one has the right to interfere with the education of others.
2. **ATTEND SCHOOL DAILY UNLESS ILL OR LEGALLY EXCUSED:** In Oregon, a student is required by law to attend school until the age of 18. Schools cannot educate students who do not attend class, and they will not allow promotion or graduate those who do not.
3. **BE ON TIME FOR ALL CLASSES:** Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit. Future employers are not going to take the time to teach it.
4. **OBEY SCHOOL RULES:** Rules are designed to allow a school to meet its obligation to educate students. The schools cannot achieve this task if they must spend much of their time maintaining order.
5. **VOLUNTEER INFORMATION AND COOPERATE WITH SCHOOL STAFF IN DISCIPLINARY CASES:** There is a difference between being a “squealer” and a responsible person. Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. It is wrong to expect help when your rights have been violated when you refuse to help others protect theirs.
6. **COMPLETE ALL IN-CLASS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES:** The full responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when the students are free to decide whether they will do the assigned work. Everything that must be learned cannot be accomplished during the school day. Education is not an 8:00-3:00 job.
7. **RESPECT PUBLIC PROPERTY AND CAREFULLY USE AND RETURN ALL MATERIALS AND EQUIPMENT:** Schools are a community’s gift to its young people. It is wrong to abuse that gift. It forces the people to spend additional money in order to provide the same opportunities for those students who come after you.
8. **COME TO CLASS WITH NECESSARY BOOKS AND MATERIALS;** A teacher should not have to delay starting because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study.
9. **SEE THAT SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME:** Education requires a partnership between the home and the school. For a partnership to work, everybody must know what is happening-good and bad. Sometimes students are asked to meet their responsibility to be honest and not intercept and destroy progress reports, attendance information, and report cards. One requires little effort, the other a little integrity.

STUDENT / EMPLOYEE SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination that violates the equal protection clause of the 14th amendment to the U.S. Constitution, Title IX of the Education Amendments of 1972, and parallel provisions of constitutions and laws found in most states.

In the simplest terms, sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcome and is not asked for. It may be: physical, such as unwelcome touching or interference with movement; verbal, such as epithets, derogatory comments or slurs; and/or visual, such as the display of derogatory cartoons, drawings, posters, or messages. Welcome or not, teachers must be aware that any sexual comments or acts directed to a student are inappropriate, unprofessional, and may be grounds for discipline, including dismissal.

The Harper School District will tolerate no sexual harassment on any level be it employee to employee, employee to student, student to employee, or student to student. Employees should report any incident to the administration or seek relief through the grievance procedure. In any event, the administration is to make prompt investigation and instituted appropriate corrective measures whenever necessary. Students who perpetrate sexual harassment should first be counseled by a staff member and assigned some logical reading on sexual harassment. Repeat offenses must be treated more severely and could lead to suspension or expulsion.

STUDENT SEPARATIONS FROM SCHOOL

Students ages kindergarten through 21 living in the district who have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate public education. The district will determine whether a student is both eligible for and in need of special education services.

Related services and educational programs will be provided to meet each student with disabilities shall be provided a free and appropriate public education. The district will determine whether a student is both eligible for and in need of special education services.

Related services and educational programs will be provided to meet each student with disabilities needs as specified in that student's Individual Education Program (IEP).

When conducting a comprehensive, ongoing child find program with the intent to locate, identify and evaluate all resident students with disabilities under the age of 21, the district is obligated to evaluate and identify qualified preschoolers with disabilities and for subsequent payment of transportation costs under ORS 3433.533.

Whenever appropriate, students with disabilities will be educated with students without disabilities. Special placements or separate schooling will be provided only when the nature of the student's disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others. When a student is served outside the regular classroom, it shall be in as non-categorical a setting as possible. That is, students will be served by resource personnel on the basis of unique needs rather than according to a particular disability label.

Resident students with disabilities and their parents will be provided the procedural safeguards and provisions of all district student policies, Oregon special education laws (Chapter 343), Administrative Rules (581-15-025) and federal law and regulations (P.L. 101-476 and P.L. 457).

The district shall annually submit data to the Oregon Department of Education regarding the number of students with disabilities receiving special education and related services in each disability category.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

SUSPENDED OR DROP-OUT COUNSELING

Any student under suspension or one who voluntarily drops from school (could be because of pregnancy) will be counseled regarding continued educational opportunities, such as:

1. Working with a teacher on independent study work with periodical conferences. They could receive some credit on their permanent record.
2. A student may choose to attend G.E.D. courses at T.V.C.C.
3. A student will be counseled as to the opportunities, including military options.
4. A student could be placed in another school district for educational purposes

TAG POLICY CLARIFICATION

- Students identified as gifted need not be examined for eligibility again but are permanently qualified. RATIONALE: Under ordinary circumstances, one's ability does not widely vary.
- Students identified as talented should be re-identified with each testing opportunity and reclassified if appropriate. RATIONALE: Rigid standards must be maintained in order to insure academic excellence. Many students burn out and cease the effort to be an excellent student. IF the designation were to be permanent the district would be left with an unmanageable burden.
- Individual student TAG programs need only be written for a class after pre-testing indicates that a level of mastery has already been reached (92%) and no room for growth exists in the course format. TAG students; however, must be allowed to proceed at their own rate of learning. A record of the pretest must be maintained with the results as proof of compliance. RATIONALE: Relieve the burden of creating a written program in every class for each student identified as a TAG student and circumventing conflict potential while meeting the responsibilities of the TAG mandate.

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 students 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 97th 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

Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The [program supervisor] shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher and other appropriate administrator shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG 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 school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 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 OAR will be provided upon request.

TARDINESS

- A. Three accumulated tardies in any one grading period will count as one unexcused absence, three unexcused absences lowers the grade one-grade point (i.e. B to a C)
- B. High school and Middle school students have ample time between classes for getting drinks, going to the restroom, or other business. Students must be in the classroom with all necessary books and papers when the bell rings in order not to be tardy.
Students that are more than 20 minutes late will be marked absent for that class. Excused absences do not apply.

TITLE IX

It is the policy of School District #66 not to discriminate on the basis of sex in its educational program or activities as required by Title IX.

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

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.

TRANSPORTATION OF STUDENTS

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

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

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Parents will be on time dropping off and picking up the students. More than three violations will result in loss of transportation.
6. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
7. Students will not bring animals, except approved assistance guide animals, on the bus;
8. Students will remain seated while bus is in motion;
9. Students may be assigned seats by the bus driver;
10. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
11. Students will not extend their hands, arms or heads through bus windows;
12. Students will have written permission to leave the bus other than for home or school;
13. Students will converse in normal tones; loud or vulgar language is prohibited;
14. Students will not open or close windows without permission of the driver;
15. Students will keep the bus clean and must refrain from damaging it;
16. Students will be courteous to the driver, fellow students and passers-by;
17. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

TRAVEL CLUB

Please see the Travel Club Advisor for the Policies and list of requirements.

TRAVEL SERVICES

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services is prohibited on school property.

VEHICLES ON CAMPUS

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

Student 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.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

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

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

VISITORS

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

TRUANCY

District #66 will follow Malheur county policy on truancy.

WEAPONS IN THE SCHOOL

Weapons and replicas of weapons are forbidden on school property.

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

“Dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student’s parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.