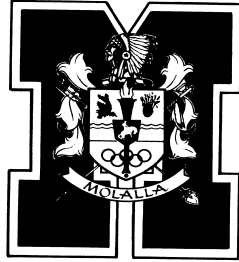


# 2009-2010 MOLALLA HIGH SCHOOL STUDENT HANDBOOK



## **Molalla High School**

357 Frances Street  
P.O. Box 309  
Molalla, Oregon 97038

[www.molallahighschool.org](http://www.molallahighschool.org)

## **FIGHT SONG**

Orange and black we are behind you,  
we will serve you till the end.  
We'll be true and faithful always  
to our dear old school defend.  
Orange and black we'll never weaken  
while we have our pep and vim.  
Proudly we will hail our colors.  
Orange and black are sure to win.

## **TRADITIONS**

**School Colors:** Orange & Black

**Mascot:** Indian

**Founded:** 1925

Molalla River School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, age, or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title 11 of the Americans with Disabilities Act. Persons having questions about equal opportunity and nondiscrimination should contact the Special Education Director or the Superintendent at 503-829-2359.

Persons having questions about or requests for special needs and accommodation should contact the Special Education Director at 503-829-2359.

## **RIGHTS and RESPONSIBILITIES**

- Students have the **right** to an education in an environment free of harassment, violence and discrimination.
- Students have the **responsibility** of attending classes on time, treating themselves and others and school property with respect.

## **MISSION STATEMENT**

The mission of Molalla High School is to offer a safe, caring, and challenging learning environment while serving as the convening point for an increasingly diverse community. Students and staff will be actively engaged and strive for excellence. The mission includes five primary goals:

- Establish respect for individual differences
- Create personalized program of studies
- Develop a rigorous and relevant education based on high expectations
- Improve strong community connections
- Ensure shared accountability for results

## **SHARED BELIEF**

- Students learning needs should be the primary focus of all decisions impacting the work of the school.
- Students learn best when they are actively engaged in the learning process.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- A rich understanding of diversity increases student's acceptance of different people.
- Positive relationships and mutual respect among and between students and staff enhance a student's self-esteem.

- Students need to be actively involved in solving problems and producing quality work.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning and to demonstrate their achievement.
- A safe and physically comfortable environment promotes student learning.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- Teachers, administrators, parents and the community share the responsibility for advancing the schools' mission.

**District Mission Statement**

***To develop the full potential of all students by wisely utilizing all available resources.***

**District Goal**

***Increase student achievement through literacy focused on reading comprehension, mathematics and science for ALL students.***

**BOARD OF EDUCATION**

Mary Beyer	503-266-4046
Karyn Gibbons	503-651-8101
Ralph Gierke	503-632-4625
Cyndie Hobart	503-829-4323
Janette Palmer	503-829-5565
Christiana Peck	503-829-4384
Pam Briscoe	503-632-7997

Board Meetings and Work Sessions are held monthly at 7:00 p.m. To confirm the date and location of the meeting, please contact the District Office at (503) 829-2359 or visit their website: [www.molallariv.k12.or.us](http://www.molallariv.k12.or.us).

The Board of Education Policy Book can be reviewed in the Molalla High School Library and the District Office at 412 Sweigle Ave.,

Molalla or at the MRSD website.

**ADMINISTRATIVE AND DISTRICT OFFICE**

**503-829-2359**

Superintendent.....Wayne D. Kostur  
Director of Human Resources.....Dr. Tony Valley  
Business Manager..... Rick Gill  
Director of Supported Education.....Danielle Sheldrake  
District Coordinator for Title IX .....Wayne D. Kostur  
Facilities Director.....Scott Whitehead

**MOLALLA HIGH SCHOOL**

**ADMINISTRATIVE AND SUPPORT STAFF**

**503-829-2355**

Principal.....Kevin Ricker  
Secretary to the Principal.....Karen Kirkham  
Assistant Principal.....Dave Luce  
Assistant Principal/Athletic Director.....Steve Boynton  
Athletic Secretary.....Debbie Freshour  
Dean of Students .....Therese Gerlits  
Attendance Secretary.....Chris Cooksey  
Bookkeeper.....Linda Hatswell  
Registrar/Counseling Center.....Cindy Miller  
Activities Directors...Jenny Brauckmiller/ Cindy Anderson  
Counselor.....Rebecca Rees  
Counselor.....Whitney Scott  
Counselor.....Heather Fix

**INFORMATION DIRECTORY**

Attendance/Student Office.....503-829-2355 ext 2352  
Main Office/Athletic Department.....503-829-2355 ext 2357  
Counseling Center  
• 503-829-2355 ext 5104 (registrar)  
• 503-829-2355 ext 4861 (A-G)  
• 503-829-2355 ext 4861 (H-O)  
• 503-829-2355 ext 3337 (P-Z)  
School Bus Services.....503-829-2512  
Free/Reduced Meals Information.....503-829-3696

**District Office**  
**School**

412 Sweigle Avenue  
P.O. Box 188  
Molalla, OR 97038

**Molalla High**

357 Frances Street  
P.O. Box 309  
Molalla, OR 97038

503-829-2359  
FAX 503-829-5540

503-829-2355  
FAX 503-829-6382

## Student Council 2009-2010

### ASB OFFICERS

Brenden Anderson.....President  
Bobby Begley .....Vice President  
Melissa Gibbons.....Secretary  
Shelby Smith .....Treasurer  
Sarah Gorbett .....Activities Director  
Caitlyn Boen.....Assistant Activities Director  
Rachel Palmer.....School Public Relations Coordinator  
Jared Schaefer.....Community Public Relations Coordinator  
Ashley Dickenson.....Spirit Director  
Gamaliel Ruiz.....Club/Class  
Coordinator  
Kody McGann.....School  
Liaison  
Katrina Rivera .....Service Coordinator  
Sarah Palmer, Jake Moore.....LINK Coordinators  
Seth Kelly.....School Board Representative  
Hailey Houser.....Student Recognition Coordinator  
Aziz Fathalla.....Technology Director

### SENIOR CLASS OFFICERS

Paula Morales.....President  
Amanda Bennett.....Vice President  
Breck Price .....Treasurer  
TBA.....Secretary

### JUNIOR CLASS OFFICERS

Lizzy Xiong.....President  
Danielle Hepler.....Vice President  
Tori LeDoux.....Secretary  
Christina Hull.....Treasurer

### SOPHOMORE CLASS OFFICERS

Jennifer Gibbons.....President  
Gigi Rascon.....Vice President  
Kaitlin Higginbotham.....Secretary  
Lupe Ramirez.....Treasurer

### FRESHMEN CLASS OFFICERS

TBA.....President  
TBA.....Vice President  
TBA.....Secretary  
TBA.....Treasurer

## **Student Handbook**

### **SCHOOL-WIDE RULES FOR STUDENT CONDUCT**

- ❑ Be Nice!
- ❑ No lighters or laser pointers.
- ❑ Keep the lunch room clean.
- ❑ Squirt guns or similar water containers are banned on campus.
- ❑ The use of personal music devices are **only** permitted in classrooms at the discretion of the teacher.
- ❑ Students must have a signed passbook to be out of a class.
- ❑ The parking lots are off limits at all times during the school day.
- ❑ Students are to stay on campus during school hours. **Students who do not follow proper check-out/check-in procedures may be subject to disciplinary action.**
- ❑ Cell phones are allowed for use before school, at passing times, at lunch, and after school. If a cell phone disrupts class disciplinary action may result. Repeat violators will lose the privilege. Cell phones may be confiscated and returned at a later time to a parent or guardian.

Students are subject to discipline for conduct while traveling to and from school, during regular school hours, at school-sponsored events, and while off-campus during regular school hours.

**The administration of MHS reserves the right to alter or change rules or regulations governing MHS. Such changes will be announced either verbally over the intercom or on the student announcement sheet. Once done so, they will be deemed published.**

### **PLEASE REFER TO THE DISCIPLINE MATRIX INSERT**

**The administration reserves the right to file a police complaint for any crime committed on school property.**

### **ACADEMIC LETTER AWARDS**

Freshmen, sophomores, juniors, and seniors who maintain a **3.50** cumulative grade point average while achieving a **3.75** during the lettering trimester at MHS are eligible for an Academic Letter Award.

### **NATIONAL HONOR SOCIETY**

Sophomores and juniors who have a 3.5 or above weighted GPA, have completed four or more college prep core classes, and have demonstrated a commitment to leadership, character, and service are eligible for induction into the National Honor Society.

### **HONOR ROLL**

Students who achieve a 3.5 GPA or better in four graded subjects (without incompletes) earn Honor Roll status each trimester.

### **MEDIA CENTER**

The MHS Media Center is open from 7:00 a.m. to 3:15 p.m. for reading, researching, and quiet group study. The Media Center expectations are:

- 1) No food or drink
- 2) Quiet talking only

**Library:** Computers are available for research on the Internet and educational purposes only. Internet access is available with a parental signed access form and may be terminated if used inappropriately. Books may be borrowed for two weeks except for reference books, which may be borrowed for one period or overnight. Magazines may be borrowed for three days. Books are also available through the Library Information Network of Clackamas County (LINCC). Fines of 5 cents/day are charged for late materials. Check out the library on the MHS web page at <http://www.molallahighschool.org> under the Academics tab.

**Textbooks:** The MHS Textbook Room is open from 7:00 a.m. to 3:15 p.m.

Students are required to cover their textbooks at the time of checkout. Textbooks must be covered at ALL TIMES. Textbooks not needed for the next trimester are to be returned.

**Students are responsible for lost and damaged materials from both the library and the textbook area. Unpaid or other obligations on books must be settled prior to any further books being checked out.** Parents/guardians will be billed for all obligations. Students need to supply their own glue sticks and markers for research projects as the library has limited supplies.

### **MEDICATION POLICY**

Students who must take prescription medication or other medication (including but not limited to aspirin, Tylenol, and cold medicine) during the school day are required to store it at the office. Students

are not to share any medication, including aspirin, with others. An "Authorization to Dispense Medication" form must be completed and filed with the office. The **parent or guardian must** bring the medicine to school in the original container with a prescription label or a note from the doctor. Students who do not follow this procedure will be subject to discipline under the substance abuse policy.

### **COUNSELORS**

The purpose of the counseling program is to assist each student in discovering and developing his or her potential. Through individual and group conferences with counselors the students has an opportunity to discuss and assess personal goals and to examine how they can be attained. During the year students are encouraged to meet with their assigned counselor to discuss matters of concern.

Information available in the Counseling Office:

- Alternative Education information
- Personal & county-wide agency resources
- SAT/ACT information
- Work Partnership applications
- Courses of study in high school
- Job opportunities

Information available in the Career Center:

- College & Career information
- Apprenticeship Information
- SAT/ACT applications
- ASPIRE Program (college & career prep mentorship)

### **REQUESTS FOR HOMEWORK**

In the event a student is absent requests for homework assignments may be made. Requests for work and pick up times should be made with the individual teachers through phone or email by the student or parent/guardian. Contact student's counselor regarding work for extended absences (10 or more days).

**Make-Up Work:** It is the student's responsibility to see the teacher regarding make-up assignments. Absent or suspended students must complete make-up work within the number of days equal to the number of days missed. Major assignments or projects (at least four weeks in length) must be turned in on the **original due date** for full credit. It is the responsibility of suspended students to arrange for the make up of assignments missed.

### **REPORT CARDS & PROGRESS REPORTS**

Report cards are mailed home at the end of trimester grading periods, every 12 weeks. Progress reports are sent home the sixth week of each trimester.

MHS uses a four point grading system: A, B, C, and D are passing grades."F" indicates a failing grade and no credit is earned. "S"

(pass) and “U”(no pass) grades will be given for work experience, student assistant, and students on a Modified Diploma. These will count as credit for graduation but are not used in calculating GPA.

**Incompletes:** Trimester incompletes must be made up within two weeks following the end of the trimester. Failure to make up an incomplete within this time period will result in no credit and an F on the student transcript.

**Attendance:** Attendance may be considered in determining a student’s final grade as indicated within the course syllabus.

### **GRADUATION REQUIREMENTS**

See the Molalla High School Program of Studies for specific requirements.

All students are required to attend a full day’s class load. Exceptions must have prior approval through the principal. Although up to four (4) off-campus units may be applied to graduation, not more than 3.0 may be earned in work partnership. All off-campus credit must be approved in advance by the Counseling Department.

Students who wish to complete graduation requirements in fewer than four years must complete the necessary procedure with their counselor by June 1 of their junior year.

### **PARTICIPATION IN COMMENCEMENT EXERCISES**

Students will be permitted to participate in the commencement exercise if they have completed all requirements for earning a diploma and have attended commencement rehearsals. Waiver requests may be granted if mitigating circumstances during the student’s final trimester have interrupted what otherwise has been satisfactory progress toward meeting graduation requirements. Mitigating circumstances are those over which the student has no control and which result in an “incomplete”. The student must be passing all classes at the time of the mitigating circumstances.

### **TRIMESTER FINALS**

The last two days of the trimester will be half days for student finals. **Students may not take finals early.** Principal’s approval is required for emergency consideration.

### **EDUCATION RECORDS:**

**School Practices and Parent/Student Rights** (Notification required per OAR 581-21-260)

1. Parent and students have a right to:
  - \*Inspect and review the student’s education records;
  - \*Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s rights;
  - \*Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent

that these rules authorize disclosure without consent;  
\*File a complaint with the Department of Education concerning alleged failures by the school district to comply with the law;  
\*Obtain a copy of the policy adopted under these rules.

2. The school district shall:

\*Collect and disclose directory information, which includes the student's name, address, telephone listing, photograph, date/place of birth, participation in officially recognized activities and sports, weight/height of members of athletic teams, dates of attendance, and awards received;

-- A parent or student may refuse to designate any or all of this information as directory information. Notice of such refusal must be provided to your local school in writing by September 15 of each school year.

\*Forward education records to other private and public educational agencies within 10 days of a request, and may do so without written parental consent per OAR 581-21-340 if the student is enrolled or intends to enroll in the other agency, or seeks evaluation services from the other agency;

\*Give full rights under these rules to either parent unless school officials have been provided with evidence that there is a court order or other legally binding document relating to divorce, separation, or custody that specifically revokes these rights;

\*Make available in every building the policy adopted under these rules.

#### **ALTERNATIVE EDUCATION PLACEMENT**

Students who request or show a need for alternative education placement (such as OOI or CCC) must meet with their counselor to discuss available options. Placements outside of MHS programs require administrative approval and may not be funded by the district.

#### **DROPPING A CLASS**

Any student dropping a class after **two** weeks will receive a failing grade for the trimester. Any exceptions to this policy must be cleared through the instructor. Students dropping a class after **two** weeks will not be assured another class or placement. Entering a class after the **second** week may result in a student receiving no credit for the class.

#### **CHECKING OUT**

Students leaving school at year's end, moving, etc., must complete the office check out procedure. See the registrar for more information.

#### **EARLY RELEASE/LATE ARRIVAL**

Students with ER or LA in their schedule must adhere to the following policy or risk losing the privilege. Unless under the direct supervision of a teacher, Late Arrival students may not be on campus until 8:35 a.m. and Early Release students from 1:30

onwards.

### **TOBACCO POLICY**

Possession or use of tobacco products (or look-alikes, such as tobacco-free chew) are not allowed on school property, within sight of the school, or at any school activity.

### **SUBSTANCE ABUSE POLICY**

MHS has a zero-tolerance drug policy and is a drug free school zone. Students who possess, distribute, sell, or use alcoholic beverages or illegal drugs (or misuse prescription drugs) are subject to discipline. This includes "look-alike" drugs as well as apparatus to use drugs (e.g. pipes). This policy affects students within 1,000 feet of school property, on district-provided transportation, and while participating or attending school-sponsored activities. Students in violation are subject to suspension, expulsion, and/or other appropriate alternative discipline. Students who are present while others are in violation of our Substance Abuse Policy are also subject to discipline.

### **Alternative Discipline - First Time Offender Program**

#### **(Facilitated by Federal Drug Free Community Grant - Substance Abuse Community Youth Coordinator)**

MHS school administrator(s) will determine if a student is eligible for the alternative discipline based on, but not limited to, the severity of the student's infraction and the presenting attitude of the student. This alternative discipline will include the successful completion of the First Time Offender Program in conjunction with MHS and the Substance Abuse Community Youth Coordinator.

1. Successful completion of the First Time Offender Program shall require at a minimum:
  - A. The student's program completion within **four weeks** of the initial meeting with the school administration. Student must verify completion of program requirements to building Principal. **If the student does not, he/she will be recommended for expulsion.**
  - B. The student must contact the Substance Abuse Community Youth Coordinator within one school day of the initial meeting with the school administration. If the student does

- not, he/she will be recommended for expulsion.
- C. The student's completion of a Pre-Assessment, Post-Assessment, Exit Interview and turning in all documentation.
  - D. The student's completion of 10 hours of substance abuse education/counseling designed and implemented through the Substance Abuse Community Youth Coordinator.
  - E. The student's completion of 8 hours of school service.
  - F. The parent(s) or legal guardian(s) completion of 10 hours of substance abuse/parenting education, Exit Interview and turn in all documentation.
  - G. Additional consequences will be applied for students involved in athletics.

#### **WEAPONS**

Molalla High School has zero-tolerance in regard to weapons on campus. Any student in possession of a dangerous weapon on school property or at a district-sponsored event, at any time of day, may be expelled for one calendar year. "Dangerous weapons" includes any kind of firearm, bomb, switchblade or look-alike. Possession of any other weapon, including mace, chains, pocket knives, or martial arts weapons, will result in suspension or expulsion. **Law enforcement will be contacted.**

#### **HARASSMENT**

Hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student, staff member, or visitor will not be tolerated. Harassment is defined as intentionally annoying another person by subjecting them to offensive physical conduct, abusive words, or abusive gestures.

Sexual Harassment, both verbal and physical, is strictly forbidden. Students making unwanted comments or who engage in unwanted touching that is sexual in nature are subject to discipline including suspension, expulsion, and/or referral to police.

Students who believe they are being harassed should see an administrator, counselor, or campus monitor to file a formal complaint.

#### **HAZING**

Actions include, but are not limited to:

- Physical Abuse: beatings, paddlings, spankings, sleep

- deprivation, excessive exercise or exertion.
- Confinement: tied up, locked inside lockers, closets, car trunks, lashed to goal posts, backstops, etc.
  - Disgusting Substances: covering with feces, urine, motor oil, syrup, peanut butter, blood, paste, glue, etc.
  - Alcohol Consumption: forced to drink underage, forced to drink excessively, alcohol poisoning, etc.
  - Inappropriate Clothing: forced to play sports nude or in underwear, panties/bras, or other such attire.
  - Illegal Acts: forced to commit illegal acts such as stealing, shoplifting, gang activity, etc.
  - Humiliation Rituals: individuals singled out from the group for some combination of above treatment.
  - Sexual Acts: simulation of sexual acts, performance of actual sexual acts, incorporation of sex toys, etc.
  - Sexual Battery: commission by others of sexual assault & sexual battery on victims (sodomy, etc...)

Consequences:

All incidents of hazing are to be immediately reported to Administration. Consequences for hazing will result in disciplinary action and contact of law enforcement. Additional participation privileges may also be restricted up to the remainder of the student's high school career.

**Non-Discrimination**

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can

communicate their concerns to the administration and the Board. The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

Legal Reference(s):

<a href="#">ORS 192.630</a>	<a href="#">ORS 659A.030</a>	<a href="#">ORS 659A.409</a>
<a href="#">ORS 326.051</a>	<a href="#">ORS 659A.043</a>	<a href="#">OAR 581-015-</a>
(1)(e)	<a href="#">ORS 659A.103</a>	0054
<a href="#">ORS 342.934</a> (3)	<a href="#">ORS 659A.109</a>	<a href="#">OAR 581-021-</a>
<a href="#">ORS 659.805</a>	<a href="#">ORS 659A.112 -</a>	0045
<a href="#">ORS 659.815</a>	659A.139	<a href="#">OAR 581-021-</a>
<a href="#">ORS 659.850</a>	<a href="#">ORS 659A.142</a>	0046
<a href="#">ORS 659.865</a>	<a href="#">ORS 659A.145</a>	<a href="#">OAR 581-021-</a>
<a href="#">ORS 659.870</a>	<a href="#">ORS 659A.233</a>	0049
<a href="#">ORS 659A.006</a>	<a href="#">ORS 659A.236</a>	<a href="#">OAR 581-022-</a>
<a href="#">ORS 659A.009</a>	<a href="#">ORS 659A.309</a>	1140
<a href="#">ORS 659A.029</a>	<a href="#">ORS 659A.321</a>	

- Age Discrimination Act of 1975, as amended, 42 U.S.C. Sections 6101-6107.
- Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. Sections 621-634; 29 CFR Part 1626 (2003).
- Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).
- Equal Pay Act of 1963, as amended, 29 U.S.C. Section 206(d).
- Rehabilitation Act of 1973, 29 U.S.C. Sections 791, 793 and 794.
- Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (2000).
- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(d).
- Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(e).
- Wygant v. Jackson Board of Education, 476 U.S. 267 (1989).2/10/04\*NC

### **Discrimination Complaint/Grievance Procedure**

Complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

#### **Informal Procedure**

Any person who feels that he/she has been discriminated against should discuss the matter with the building principal, who shall in turn investigate the complaint and respond to the complainant within five school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the building principal is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chairman.

#### **Formal Procedure**

- Step 1: A written complaint must be filed with the building principal within five school days of the receipt of the response to the informal complaint. The building principal shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days.
- Step II: If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within five school days after receipt of the building principal's response to the complaint. The superintendent shall meet with all parties involved, as necessary; make a decision and respond, in writing to the complainant within 10 school days.
- Step III: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step II. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

## DISCRIMINATION COMPLAINT FORM

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Name of Person Filing Complaint:

Date:

School or Activity:

Student/Parent     Employee     Nonemployee  (Job applicant)

Type of discrimination:

- Race     Color     Religion     Sex  
 National Origin     Disability  
 Marital Status     Age

Specific Complaint: (Please provide detailed information including names, dates, places, activities and the results of informal discussion.)

Remedy Requested:

*The complaint form should be mailed or taken to the building principal. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.*

## **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

The Board is committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menace or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

### **Definitions**

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. "District" includes district facilities, district premises and nondistrict 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.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
  - a. Physically harming a student or damaging a student's property;

- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - c. Creating a hostile educational environment.
5. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy [shall] [is encouraged to] immediately report his/her concerns to the building principal or superintendent who have overall responsibility for all investigations. This report may be made confidentially. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chairman.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

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

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The superintendent shall be responsible for ensuring notice of this policy is provided to students, staff and third parties [and the development of administrative regulations, including reporting and investigative procedures, as needed]. [Complaint procedures, as established by the district, shall be followed.]

Legal Reference(s):

<a href="#">ORS 163.190</a>	<a href="#">ORS 339.260</a>
<a href="#">ORS 166.065</a>	ORS 339.350 – 339.364
<a href="#">ORS 166.155 – 166.165</a>	<a href="#">OAR581-021-0045</a>
<a href="#">ORS 332.072</a>	<a href="#">OAR581-021-0046</a>
<a href="#">ORS 332.107</a>	<a href="#">OAR 581021-0055</a>
<a href="#">ORS 339.240</a>	<a href="#">OAR 581-022-1140</a>
<a href="#">ORS 339.250</a>	HB 3403
<a href="#">ORS 339.254</a>	

**Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(d)**

**HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING COMPLAINT PROCEDURES**

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying and menacing

**Definitions**

1. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. "District" includes district facilities, district premises and nondistrict 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.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
  4. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
    - a. Physically harming a student or damaging a student's property;
    - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
    - c. Creating a hostile educational environment.
  5. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

#### **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

## **Complaint Procedures**

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy [shall] [is encouraged to] immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

- Step I      Any hazing, harassment, intimidation, bullying or menacing information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step II      The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step III      If the 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's appeal within 10 working days.

Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with 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 complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file.

#### **SEXUAL HARASSMENT**

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes district facilities, district premises and nondistrict 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 and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal 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 subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her

concerns to the building principal, compliance officer or superintendent, who have overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone

numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal References(s):

ORS 243.706

ORS 659.850

**OAR 584-021-0038**

ORS 342.700

ORS 659A.006

**OAR 584-020-0040**

ORS 342.704

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C.A., Section 2000(e) et seq. (West 1985)

Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C.A., Section 621 (West 1985)

Age Discrimination Act of 1975, as amended, 42 U.S.C.A., Section 6101 (West 1985)

Equal Pay Act of 1963, as amended, 29 U.S.C.A., Section 206(d) (West 1985)

Title IX of the Education Amendments of 1972, 20 U.S.C.A., Sections 1681, 1682 and 1683 (West 1985).

Rehabilitation Act of 1973, 29 U.S.C.A. Sections 504, 791, 793 and 794 (West 1985)

Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 335 (2000)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Gebser v. Lago Vista Independent School, 524 U.S. 274 (1998)

**SEXUAL HARASSMENT COMPLAINT PROCEDURE**

Building principals, the compliance officer and the superint

**SEXUAL HARASSMENT COMPLAINT PROCEDURE**

Building principals, the compliance officer, and the superintendent have responsibility for investigations concerning sexual harassment. 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 when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
  
- 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 employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; 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 of a complaint may be obtained through the building principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-1075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Services to Children and Families representatives as possible child abuse.

In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chairman.

**SEXUAL HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc.  
(attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## LUNCH PROGRAM

All students are to remain on campus at lunch time. Students may select from the lunch program or bring their own.

Breakfast Prices		Lunch Prices	
Student	\$1.35	Student	\$2.50
Adult	\$1.85	A-la-Carte	Varies
		Adult	\$3.00

\*Information about the reduced or free lunch program is available in the office.

## ATTENDANCE POLICY

- ❑ Parents or guardians are responsible for complying with Oregon Revised Statute 339.020 which states: "Every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child and to maintain such child in regular attendance at a public full-time school during the entire school year."
- ❑ Any parent who fails to send a student to school within three days of notification by the district that their child is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class B infraction of law and is punishable by a court imposed fine up to \$100.
- ❑ All students are to remain in school for four years, five periods a day. Releases are not allowed for work unless enrolled in our Work Partnership Program.
- ❑ Students who are leaving/arriving after the beginning of the school day should check-in/out through the attendance office.

## EXCESSIVE ABSENCES

**Definition:** According to ORS 339.065: An absence may be excused by the school if the absence is caused by the **pupil's sickness**, by the **sickness of some member of the pupil's family**, or by **an emergency**. Students becoming ill during the day should report to the office.

**Re-Admittance:** After being absent, students are required to clear their absence at the office before school. Absences not cleared within **two** days will remain unexcused and disciplinary action may result. Notes must be signed by parents or guardians and must state the reason for and the date(s) of the absence(s).

**Pre-arranged:** Arrangements must be made **24 hours in advance** for any pre-arranged absences, which must be approved by an administrator. A prearranged absence form, signed by the student's teachers, and an administrator, and written request from parent or guardian is also required. Prearranged forms must be turned into the attendance office prior to leaving. Students are expected to collect assignments or make arrangements for the day(s) absent and to complete any assignments prior to their return in order to prevent the absences from jeopardizing their academic progress. If the prearranged absence request does not fit into the approved categories, it may be considered unexcused.

## **UNEXCUSED ABSENCES**

**Absences that are not excused by parents or guardians are considered unexcused. Absences not cleared within two (2) days will remain unexcused and disciplinary action may result.**

**Consequences:** Unexcused absences result in:

- First Offense:** Teacher discretion as to whether to grant full credit for make-up work. Detention
- Repeated Offense:** Detention/In-school Suspension/Suspension/Attendance Contract/Parent Conference/Truant Officer/Expulsion

**Athletics: Athletes must be in attendance at school for all periods on the day of a practice or event in order to participate. Exceptions must be cleared by the building Principal or designee. Any athlete who cuts a class will be suspended from playing in the next game/meet/match. Absences due to school activities or pre-arranged absences are exempt. Exceptions must be cleared through the principal or designee.**

**PROGRESSIVE DISCIPLINE POLICY—the Discipline Matrix** outlines a set of consequences that will be applied to behavior that violates school expectations. Refer to the **Matrix** for expectations and consequences.

## **TARDIES**

- #2 Warning by teacher
  - #3 Detention assigned by teacher, parents contacted
  - #4 Parent/Teacher Contact and detention assigned by teacher
  - #5 In-school Suspension
  - #6 Further disciplinary action assigned by administrator
- Students are expected to be in class on time. When students are tardy, everyone's learning is affected.
- Tardies:** All tardies regardless of reason are recorded in the attendance records.
- Detention:** Detentions are to be served on Tuesday or Thursday from 2:40-3:25pm as assigned by the teacher with 24 hour notice given to the student and parents.

**Failure to attend a single detention will result in one additional day of detention. Students who fail to attend two consecutive detentions will be assigned one day in-school suspension. Any student suspended (in-school or outside of school) is excluded from participating in or attending any district-wide activity the day(s) of the suspension. Students assigned outside of school detention may not be on school property**

**during suspension unless permission is granted by an administrator.**

#### **IN-SCHOOL SUSPENSION**

Depending on the availability of staffing, MHS implements a program for In-School Suspension. For certain discipline infractions, in lieu of sending students home, students may be assigned to serve their suspension at school. The intention is to maintain connections with the high school and to increase completion of school assignments. Cell phones are not permitted.

Students serving In-School Suspension will be isolated for all school activities, including lunch. Their time will be spent completing homework of their own or skill sheets provided, as well as work projects. This is an opportunity to have a successful educational environment. Failure to adhere to in-school suspension rules will result in out of school suspension until the in-school suspension can be successfully completed.

Students will be assigned either Out-of-School or In-School Suspension at the discretion of administration.

#### **SUSPENSION OF DRIVING PRIVILEGES**

Because of changes in state laws, Molalla River School District's Board of Directors has adopted the following policy that effects students conduct, attendance and driving privileges.

Conduct: The superintendent may, ORS 339.254, make a request to the Oregon Department of Transportation (ODOT) for the suspension of a student's driving privilege or the right to apply for a driving privilege on the basis of conduct as provided below. If a request is made, the following requirements will be met:

1. The superintendent will meet with parent before submitting a request to ODOT;
2. The request to ODOT will be in writing;
3. The student involved is at least 15 years of age;
4. The student has been expelled for bringing a weapon on school property; or
5. The student has been suspended or expelled at least twice for any of the following reasons:
  - a. Assaulting or menacing a school employee, another student, or visitor on school property;
  - b. Willful damage or injury to district property;
  - c. Use of threats, intimidation, harassment or coercion against a school employee, another student, or a visitor on school property.
6. The request to suspend a student's driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent (or board) is filling a second written request. A second request may state suspension of privilege until the student reaches 21 years of age;

If a driving privilege is suspended, the student may apply to

ODOT for a hardship permit.

**Withdrawal:** The superintendent shall, under ORS 339.257, notify ODOT of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. Upon receipt of the district's notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 39<sup>th</sup> day following the date of notice unless the student presents documentation that complies with ORS 807.066. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days (unexcused or excused absences)
2. Or 15 school days total of unexcused absences during a single semester.

**Appeals:** The student has a right to appeal the superintendent's decision through district procedures.

#### **STATEMENT OF ENROLLMENT FORMS/DMV REQUIREMENTS FOR STUDENTS**

Oregon Revised Statute (ORS) 807.066 states that the Department of Transportation shall not issue driving privileges to a person under 18 years of age who has not either graduated from high school, or received a General Education Development certificate (GED), unless the person is currently:

- Enrolled in a secondary school of this state or any state.
- Making satisfactory progress toward a GED.
- Making satisfactory progress toward a high school diploma.
- Being taught by a private teacher or parent in compliance with ORS 339.035.
- Exempt from school attendance requirements under ORS 339.030 (2).

Proof of enrollment paperwork provided to students meeting the criteria above by contacting the registrar at extension 5104.

#### **REFERRAL LIMITATION**

Students are expected to learn from their mistakes and not continually disrupt the educational climate. Any student who demonstrates a persistent pattern of misconduct may receive a notice of progressive discipline, which may result in a recommendation for expulsion.

#### **SCHOOL HOURS 7:00 - 3:00**

The building is to be cleared of all non-supervised students by 3:00 p.m. The school will not be responsible for accidents of non-supervised students prior to 7:00 a.m. or after 3:00 p.m. In the event of late start the building opens at 8 a.m.

#### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is limited to handholding or a short hug,

with no prolonged physical contact. A staff member may individually deem public display of affection as inappropriate.

#### **RULES FOR ROOTER BUSES**

- ❑ All school rules are in effect between the time of departure and the time of return. Any student possessing or using drugs or alcohol will not be allowed to ride the bus back. Police will be notified, and parents will be responsible for return transportation.
- ❑ Permission forms must be signed by parents and returned to school and the total fee paid (if any) prior to departure in order to board the bus.
- ❑ Absences during the school day must be prearranged in order to attend.

#### **TELEPHONES**

Public telephones are to be used only during non-class time. Office telephones are not available for students except for authorized school business or emergencies. Student messages will be delivered in **emergencies** only. Cell phones are permitted during non-class time—passing periods, lunch, and break. Students violating this policy may be subject to discipline (including cell phone confiscation for parent pick-up).

#### **SIGN AND POSTER REGULATION**

All signs and posters must have administrative **and** advisor approval. See Mrs. Kirkham for details.

#### **SECURITY CAMERAS**

The Board, as part of the district's on-going program to maintain student discipline and to ensure the health, welfare, and safety of all students and personnel, and in the interest of protecting district property and equipment, authorizes the utilization of video equipment.

At MHS, cameras for monitoring hallways and main areas of the school are in operation. This is for the promotion of order, safety and security of the students, staff and property. Use of these cameras shall be subject to other policies of the district including confidentiality of records.

#### **SKATEBOARD/ROLLERBLADE/SCOOTER USE**

Due to the inherent dangers both to participant and non-participant, and potential damage to property, combined with the potential liability assumption, the use of skateboards/rollerblades/scooters or similar devices on district grounds **is not allowed**. Those who use these items as a means of transportation to and from school may do so, but must not use them on school property and must store them in their lockers or in the principal's office during the school day. Skateboards/rollerblades/scooters may be confiscated by school authorities and placed in the administration's office for parents to retrieve if this policy is violated.

### **DANCE RULES**

**All school rules apply at dances.** Student body cards with a valid ASB sticker or a student fee receipt must be shown to gain admittance to a dance. Students that owe fines or fees to the school may not be allowed to attend.

Dances will end at **11:00** p.m. unless otherwise indicated; students leaving the dance area **will not be allowed to return**. Doors will close **30 minutes** after the start of the dance; exceptions may be made for students returning from a school-related activity.

### **GUEST PASSES**

Guest passes must be obtained and approved by the Wednesday at **3PM prior to each** dance. Guests must be under 20 years of age and enrolled in high school. **MHS students must be in good standing to request a guest pass.** Good standing is defined as: maintaining 92% attendance, no out of school suspensions during the trimester of the dance or the last month, which ever is longer, and no failing grade at last grade check period. Students who have left MHS not in good standing are not eligible as guests. Exceptions may be made through administrative. Each student may obtain only one (1) guest pass per dance and it shall be for the person he/she brings.

### **FIRE DRILL REGULATIONS / BOMB THREATS**

Students walk directly to the designated area. The regular bells will be sounded for reentering the building. Fire alarm boxes and fire extinguishers are not to be tampered with. Violators are subject to criminal charges and possible expulsion. Lost school time due to false alarms may be made up.

### **EARTHQUAKES**

Duck, Cover, and Hold!!! Do not leave the building until directed by your teacher.

### **STUDENT BODY CARD**

Student Body Card **with the ASB sticker**, entitles students to

- Free admission to all home athletic contests. **Does not include district or state playoffs.**
- Attend all MHS dances
- Club membership or be a class or ASB officer
- Perform in school-related activities/athletics

**Students without an ASB sticker pay adult price and may not enter dances.**

### **STUDENT FEES**

Fees should be paid upon completion of registration or schedule changes. Failure to pay fees and fines may result in withholding of grades, official transcripts, or diploma.

**Fees are subject to change upon School Board approval.**

- Athletic Participation fee (play all sports)..... **\$250,\$300,\$350**
- PE Uniform.....**\$20**
- Parking Permit (yearly)..... **\$10 reg./\$15 senior**
- Student Body Card with ASB.....**\$20**

- ❑ Course Fees.....as applicable
- ❑ Yearbook.....\$55
- ❑ (Yearbooks not picked up within 3 months may be sold. Yearbooks are ordered on good faith; therefore, any money deposited will not be refunded.)
- ❑ Insurance (the cost is determined at the beginning of each school year.)

**Insurance:** The school district’s insurance does not cover students for accidents on school property. Students are encouraged to have their own insurance or purchase insurance at school. Parents and students are advised to read their policies carefully. Be aware of your coverage and limitations.

**Care of Property by Students**

It is each student’s responsibility to show respect for all district property. Any student who willfully damages or defaces school property will be disciplined. Students will be responsible for full restitution at market value. Failure to make restitution in a timely manner may result in additional disciplinary action.

The Board declares its intent to hold students and their parents responsible for loss or damage of district property. Notice of the district’s intent will be provided annually in the student/parent handbook as required by law.

**LOCKERS**

Lockers are assigned at registration. District policy states, “Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the building principal.” **Lockers and their contents are subject to search** if reasonable suspicion exists. Locker checks are conducted and may be done so without student notification or presence. Random searches may be conducted with the assistance of police and/or a police dog for contraband, drugs and weapons. Students are responsible for damage done to their assigned locker. Writing on lockers is prohibited.

**The school accepts no responsibility for the contents of student lockers. Students should not bring valuables to school.** Do not leave personal property unattended. Do not leave valuables unattended in the locker rooms.

**VISITORS POLICY**

All visitors, including parents, must check in at the office immediately upon arrival. Student guests must have 24-hour principal approval prior to visitation. Guests must follow all school rules, regulations and must have a visible visitors pass at all times.

**STUDENT VEHICLE USE & PARKING REGULATIONS**

All student vehicles must be registered. Parking permits must be purchased at the school office and displayed on the front

windshield. **The district is not responsible for loss due to accident, theft or vandalism.**

**Notice:** Students are to park in the south and west parking lots unless administrator permission is otherwise granted. **Students who fail to follow this procedure may be towed.** Students are also to remain out of the parking lot and cars during school hours; leaving campus without school permission will result in student discipline.

- Vehicles are to be driven to and from school only.
- School personnel do not have the authority to release students to travel in student cars.
- Parking areas are off limits** to students during the school day, including lunch time.
- All school and state traffic laws must be obeyed. Speed is: School Zone--20mph; On School Property--5mph.
- MHS students park at their own risk.
- Students who park in visitor, handicapped, staff parking spaces, or fire lanes are subject to a ticket or towing.**
- Students may not transport/ride with others.
- Failure to comply with vehicle use and parking regulations may result in loss of parking permit, loss of privilege to drive to and from school, suspension or expulsion.
- Upon completion of disciplinary consequences parking permits may be repurchased at the school office.

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

Responsibility for dress and grooming rests primarily with students and their parents. However, the district will meet standards for dress, grooming and appearance in the following ways:

1. If a teacher provides reasonable evidence that a student's appearance disrupts or directly interferes with the educational process in the classroom, the teacher shall bring the problem to the attention of the principal and the principal may require that the disruption or distraction cease.
2. If a student's dress or grooming presents health or safety problems in a particular class or activity, the teacher will bring the problem to the attention of the principal and the principal may require the student to make modifications in order to continue with that class or activity. Footwear is required at all times.
3. In voluntary activities where students represent the school, the advisor or coach shall recommend required

dress and grooming standards to the principal. Upon approval by the principal, students will be notified of such standards and any student not in compliance may be denied the opportunity to participate.

4. Any attire deemed to be gang related by administrators will not be allowed at school or at any school function.

#### Legal References:

ORS 339.240    ORS 339.250    OAR 581-021-050 to -0075

#### **DRESS AND GROOMING**

The Board of Education recognizes that school dress significantly influences student behavior and that appropriate dress and grooming contribute to a productive learning environment as well as promote individual dignity. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate so as not to endanger their health, safety, or welfare, or that of others; so as not to foster peer competition or not to cause a disruption to the educational process. District dress and grooming codes shall be enforced on the school campus and at any school-sponsored activity. Appropriate dress for school dances, graduation activities, and other special events will be communicated to parents and students by the school.

The superintendent is directed to develop administrative regulations for the implementation of policy.

The Student Dress and Grooming regulation specifies standards that promote a positive and safe learning environment for students. Annual notice of this regulation shall be provided to students, parents and staff in student handbooks. In addition, each school site council shall regularly review these standards. District and school dress and grooming codes shall be enforced on the school campus and at any school-sponsored activity. Appropriate dress for special events will be communicated to parents and students by the school. Exceptions to the dress code may be made by the administration for special days, special events, or activities.

#### **STANDARDS**

1. To ensure adequate coverage of the body at school and school activities, the following articles of clothing are not permitted:

- See-through, backless or strapless dresses or tops, including halter-tops or any tops that expose cleavage. NO TANK TOPS—shirt sleeves must go to edge of shoulder.
  - Bare-midriff tops, muscle shirts or sleeveless undershirts (top of pants and bottom of shirt must touch when student is standing).
  - Shorts, skirts, pants, and tops that fail to conceal undergarments when the student is standing or sitting.
  - Shorts, skirts, or dresses that are shorter than finger-length when arms are held at sides. These articles must provide full coverage of the body at all times
  - Clothing that is tight or revealing.
2. Shoes shall be worn at all times. Shoes that interfere with safe play and instructional activities are inappropriate.
  3. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols, or any other insignia that are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts are prohibited.
  4. The wearing of hats indoors is left to the discretion of the administration and teaching staff.
  5. Dark glasses shall not be worn indoors, except for valid medical reasons, authorized by the principal or administration and verified in writing by a physician.
  6. Masks or other non-religious or doctor-verified, face coverings are not permitted and will be confiscated.
  7. Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems or insignia are prohibited. School officials shall use information obtained from community resources and the local gang task force to make judgments on what items and accessories are gang-related.
  8. Tattoos on any part of the body must be covered if they are gang-related or violate any of the provisions of this dress code.
  9. Items of clothing or accessories with spikes, safety pins, or chains including wallet chains, are prohibited. Clothing or

any attachments to clothing that could be covered weapons are not allowed.

10. Sleepwear or slippers may not be worn.
11. Clothing must not have excessive rips or tears. Any rips or tears present MUST be below finger-length when arms are held at sides.
12. Excessive sagging or baggy pants are not to be worn. Undergarments may not be exposed.
13. Any clothing or accessory that inhibits the safety of the student or others.
14. The final determination of what constitutes appropriate dress shall be made by the school administration.

Students, with the support of their parents, have the responsibility to cooperate fully with District clothing and grooming standards, Students who violate the Dress and Grooming Code or disrupt the educational process due to their appearance will be asked to change their clothing. Students may be offered alternative clothing from the school, may change to appropriate items they have with them, or may be sent home to change. Parents will be contacted to review the District's Dress and Grooming Code. Students who refuse to comply with this action will be suspended as determined by the Code of Conduct.

#### **GANG POLICY**

The District believes that the presence of gangs and gang activity can cause a substantial disruption to school and school activities. Therefore, no gang-related attire and/or behavior will be allowed on campus. (This includes but is not limited to bandanas, chains, sagging pants, hand signals, display of colors and graffiti.)

#### **OUT OF SCHOOL MISCONDUCT**

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

#### **SNOW / INCLEMENT WEATHER SCHEDULE**

Listen to any of the below listed stations for information regarding late start or school closure. Radio stations: (AM) KEX, KUPL, KXL, KWJJ; (FM) KINK, KKRZ, KUPL, KXL, KWJJ, KKCW; (TV) Channels 2, 6, 8 and 12.

#### **BUS TRANSPORTATION POLICY**

The following policies are in effect on district provided transportation to and from school and during all school-sponsored activities. School Bus Transportation is an extension of the school day. Transportation is provided as a service and may be withdrawn at any time by the Board of Education. Students are to remember that bus and van trips are school functions and that all school policies are in force while they are on the bus or van and at the activity. Students who do not obey the rules governing their transportation

(posted in each bus) are subject to the following discipline outcomes:

**First Offense:** Depending on the severity of the offense, the outcome can range from a student-parent conference to loss of riding privileges for up to 6 months.

**Repeated Offenses:** Continued behavior problems on district transportation can result in loss of riding privileges from 6 days to permanent suspension. The driver is in charge of the students behavior and safety while on the bus. Students are to promptly obey all directions from the bus driver.

### **ATHLETIC/ACTIVITY PROGRAM**

All students who participate on an athletic team or in a school-sponsored organization must be familiar and comply with all school rules and regulations. As representatives of Molalla High School, all participants are expected to conduct themselves in a manner that reflects good sportsmanship and respect. Participants will be governed by all school rules and policies during and beyond the regular school day. Behavior at school functions such as dances, plays, concerts, and athletic events should reflect well on our school. Coaches and activity advisors may require additional standards of dress and conduct which are reasonable for the administration of their program.

Disciplinary action will be in accordance with district policy and may include suspension from athletics and/or activities for a specified period of time. Repeated violations may result in suspension from the sport or activity for up to 365 calendar days.

### **ATHLETIC PHILOSOPHY**

Extra-curricular activities are a privilege. Training rules and discipline are established to assist each athlete in safely reaching and performing at his/her optimum level.

The aim of varsity sports is to provide a competitive program which presents an image, on and off the playing area, of a quality athletic program and school. In order to accomplish this aim, varsity coaches must have final authority over selection and utilization of team members. Criteria such as age and experience are immaterial. Coaches are hired as professionals and their judgments are the controlling factors. In the event too many students are interested in participating, coaches may, after consultation with the Athletic Director, cut those students whose ability or attitude is such that they will not contribute to the program.

This can happen at any time during the season. At lower levels, preference will be given to an expanded schedule within available resources (e.g., Freshmen "B" team).

Three principles guide decision-making in athletics:

1. By nature, interscholastic sports are competitive.
2. The value of involvement in interscholastic sports is unrelated to the amount of playing time an individual receives.
3. Coaches will make every effort to make participation a positive experience for every athlete.

### **ACTIVITY PHILOSOPHY**

Participation in extra-curricular activities is a privilege. Students in activities are to comply with similar rules and guidelines as athletes and, therefore, should be familiar with all sections of this handbook. Extra-curricular activities include band, choir, drama, clubs, student leadership, student organizations, etc.

### **ATHLETIC ELIGIBILITY**

The following are Oregon School Activities Association (OSAA) standards and failure to comply will result in the student being ineligible to participate.

A student is eligible if he/she passed **five** courses the previous trimester. **Courses passed in summer school count toward Fall eligibility.** All freshman are eligible to begin the Fall Season.

An “eligible” student remains eligible for the entire trimester as long as passing grades are maintained in **all** classes. The athletic department does weekly grade checks. If a student is not passing **all** classes at the time of these grade checks, he/she becomes ineligible to participate in any games, meets, matches, or performances for the ensuing week. The student will be allowed to continue practice at the discretion of the coach and parent/guardian. Ineligible students **will not** be able to travel with the team **during school hours.**

Seniors may be approved for a four-period schedule if they have met all graduation requirements at the discretion of the athletic director and are eligible provided they maintain passing grades in all classes. Seniors who take five classes must maintain a passing grade in all five to be eligible.

**Eligibility Hardship:** According to OSAA, “a hardship is described as a circumstance or circumstances beyond the control of the student which may have prevented the student from meeting OSAA eligibility requirements. It should be remembered that athletes are students first and participation in athletics and activities is a privilege, not a right.”

Students who believe they are deserving of consideration for a hardship should see the Athletic Secretary for an application. The Hardship Committee will rule on the request.

### **Other OSAA Information ([www.osaa.org](http://www.osaa.org))**

- ❑ A student becomes ineligible when he/she reaches their 19th birthday before August 15.
- ❑ A student may accept customary awards of a symbolic nature without resale value (e.g. the school’s athletic letter, small medals, certificates, plaques and emblems).
- ❑ No student who attended eight semesters (or 12 trimesters) shall be eligible for athletics or activities.
- ❑ Student and parents must reside in the Molalla High School District
- ❑ See the Athletic Director for any questions regarding eligibility.

### **ACTIVITY ELIGIBILITY**

Molalla High School expects success from all students. Participation in school activities is done so under the belief that academic success should be rewarded. The general guideline is that any activity that is conducted as part of curriculum for a class is open to all students enrolled in that class. This allows, for example, a student enrolled in band class to perform in band events, or a student to go on field trips as part of a class.

Students participating in non-curricular activities are eligible to participate only if they passed five classes the previous trimester **and** are passing five classes at the time of the event. This includes but is not limited to: drama productions; Clubs including FFA, FBLA, and Key Club; trips that are non-curricular including FFA National Convention. Summer activities are not included. As deposits for travel are required before final eligibility is determined, students/parents should be mindful that monies might be forfeited if a student is not eligible at the time of departure for an event.

### **ATHLETIC RESPONSIBILITIES**

Before athletes can draw equipment, they must receive an Orange Card from the athletic office to verify that they have complied with the following:

1. **Physical Exam:** All athletes are required to have a yearly physical examination by a physician licensed by the Oregon State Board of Medical Examiners prior to participation in: **football, soccer, basketball and wrestling**. All other sports require a physical exam every two years. For the student's convenience, group examinations are arranged with the physicians at Molalla Medical Clinic at the end of the school year. The doctors and their staff provide this as a public service. The \$15 charge goes into our athletic scholarship fund.
2. **Insurance Arrangements:** If current family coverage is adequate, an athlete does not have to purchase insurance. For your convenience, school time coverage can be purchased to protect any student while involved in any school activity. See the Athletic Secretary if interested in purchasing school insurance. Notice of the parent's intentions must be on file with the district.
3. **Emergency Information:** An emergency card must be completed with relevant information directing the coach on how to proceed in case of a severe injury.
4. **Parent or Guardian Permission:** The district needs a signed parent's consent form to allow their child's participation in interscholastic athletics.
5. Any person who is a member of a team who quits **without first notifying his/her coach** shall be suspended from all athletic participation for the duration of that sport season, unless permission is given by the coaches involved and the Athletic Director.
6. Every student must participate in at least ten days of practice before he/she is eligible to compete in that sport season. Athletes going from one sport to another may have prior season practices count toward this ten-day rule. Football players must practice ten different days to be eligible to play.
7. **Fees:** All athletes must purchase a student body card and pay the \$50 deposit.

A user fee was initiated several years ago by the school board to defray part of the expense of interscholastic athletics. **Fees are subject to change upon approval of the school board.**

A user fee is charged allowing a student to play sports for the entire school year, see fee section. Students in need of financial assistance should see the Athletic Director. **Students who drop out must do so before the first scheduled event in order to receive a refund.**

Fees are subject to change by board decision. The athlete must pay off all other school fines or fees and have returned all athletic equipment from the **previous sport season.**

#### **ACTIVITY RESPONSIBILITIES**

All participants must have on file 1) an emergency procedure card and 2) evidence of insurance coverage.

All participants must purchase a student body card with an ASB sticker.

These requirements must be completed prior to any participation in activities, including practices, workshops, field trips, contests and club meetings.

#### **COMPLAINT PROCEDURE AND DUE PROCESS FOR ATHLETES**

Each athlete has a right of appeal. Should an athlete or parent have a complaint and a mutual agreement is not reached, each step in the appeal process is to be followed in sequence.

1. The athlete must discuss the situation with his or her coach. (Conference: athlete-coach)
2. If the athlete is on a non-varsity team, the athlete is to make an appeal to the head coach. (Conference -- if needed or desired: athlete-assistant coach-head coach)
3. If the issue is not resolved, the athlete can appeal to the director of athletics. The director of athletics may select any of the following procedures:
  - a. Conference: athlete and athletic director
  - b. Conference: coach and athletic director
  - c. Conference: athlete, coach and athletic director
  - d. Conference: athlete, parent, and athletic director
  - e. Conference: athlete, parent, coach, and athletic director
4. If the issue is not resolved, an appeal can be made to the principal. The principal may select any of the procedures listed in #3.

#### **ATHLETIC/ACTIVITY ALCOHOL, TOBACCO, AND OTHER DRUG POSSESSION, USE, ABUSE, and PENALTIES POLICY**

Participation in school sanctioned sports and activities is a privilege and responsibility, which requires all participants to

adhere to athletic training rules, imposed by the school district and member or affiliate school the student attends and represents. Adherence to training rules ensures that all student athletes are in top physical condition, minimizes potential for injury, and further ensures that all member and affiliate school athletic teams are appropriately represented by their student athletes. Therefore, the possession or use of any controlled substance, alcohol, or tobacco products by a student is prohibited and shall result in the penalties set forth herein.

This regulation shall be in effect from the time a student first participates in a school-sanctioned sport or activity until the student graduates from high school. This policy shall remain in effect during all summer months and vacation periods from school regardless of whether the student is currently participating in high school athletics or activities.

- a. **Definitions:** The following terms or phrases shall have the meaning ascribed to them for purposes of interpreting this policy.
1. **Competitive Week** – means a seven (7) day period of time beginning with the first scheduled competition after a violation occurs in which a student athlete is participating as a member of an athletic team for a member or affiliate school, and in which that team is officially competing in OSAA sanctioned competition.
  2. **Controlled Substance** – includes any mind altering substance or beverage set forth in Schedule I-V of the list of Controlled Substances as identified by the office of the Drug Enforcement Administration or as set forth in 21 U.S.C. § 812.
  3. **Period of Suspension** – means a student is prohibited from appearing in any school sanctioned sport or event as a member of an athletic team or in individual competition after a violation occurs. A student who is suspended under this regulation who does not serve the entire period of suspension during the sport season in which suspension occurs shall serve any remaining period of suspension during the sport season in which the student athlete appears on a team roster. A violation of this regulation that occurs during a time when a

student does not appear on a team roster shall be implemented at the commencement of the next sport season in which the student athlete participates.

- b. **Possession or Use of tobacco, Alcohol/Controlled Substance/Narcotics.** Any student determined to be in possession of, or to have used tobacco, including smoking tobacco or chewing tobacco, an alcoholic beverage, controlled substance and/or narcotic (unless prescribed by the student athlete's physician for medical purposes), is in violation of this policy. If after an investigation by the school it is determined that the student athlete is in violation of this regulation the student athlete shall immediately be declared ineligible to compete in any school competition beginning with the first scheduled competition after a violation occurs. Additionally the student athlete shall be subject to the following discipline:
1. **FIRST VIOLATION:** a six (6) competitive week suspension from participation in interscholastic competition beginning with the first scheduled competition after the suspension occurs. Four (4) competitive weeks of the suspension of eligibility may be waived if the student successfully completes all components of the appropriate substance abuse intervention program set forth in subparagraphs (D) (1) (A) and (D) (1) (B) below. The student may practice with the team during the period of suspension if approved by the coach and principal.
  2. **SECOND VIOLATION:** the student shall be suspended from interscholastic competition for a minimum of sixty (60) days. The student shall not be allowed to practice with the team, or participate in season activities and must complete the requirements set forth in subparagraphs A and B below, in order to be considered for reinstatement of future athletic eligibility, which shall be determined following the sixty (60) day suspension of athletic eligibility by a group composed of one of the student's

parents/legal guardians, the school principal, athletic director, coach and a substance abuse program coordinator.

- A. A substance abuse evaluation assessment conducted by a licensed alcohol and drug counselor at the expense of the parent/legal guardian of the student must be completed within ten (10) school days following the suspension and all assessment recommendations must be satisfactorily met before athletic eligibility may be reinstated.
- B. The student must successfully complete 25 hours of school service, and successfully complete a minimum of three (3) tobacco or alcohol/drug related support sessions.

4. **THIRD VIOLATION:** the student shall be ineligible to participate in interscholastic activities for 365 calendar days, and must complete a minimum of 100 hours of school service to be eligible for re-instatement. Future violations will result in the student being ineligible to participate in athletics and activities for the remainder of their high school career.

- c. **Cumulative Effect of Suspensions:** Multiple suspensions of a student athlete's eligibility based on violations of this regulation shall be considered as cumulative over the length of each student athlete's high school career, 9<sup>th</sup> – 12<sup>th</sup> grade.

#### OTHER ATHLETIC/ACTIVITY

#### **PARTICIPATION RULES**

It is expected that all students involved in, **or attending** athletic events or school-related activities assume certain obligations and responsibilities beyond those set for students in general due to their visibility and related responsibility as school representatives. Students participating in extra-curricular activities are expected to observe all school rules and policies during and **beyond** the school day and during any sport or club practice or event. Failure to do so will not only result in the application of school consequences, but may also result in additional consequences such as suspension

from all athletic or school related activities for a specified length of time.

#### **EJECTION POLICY**

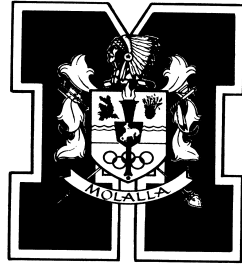
The OSAA has implemented policy to encourage good sportsmanship. Schools are subject to fines for ejection of student-athletes. As each student is responsible for his or her conduct, any athlete ejected from a contest will be fined a dollar amount set by the OSAA. Such athletes will not be allowed to participate in further contests until the fine is paid in full. The athletic director has the option of extending any suspensions.

#### **TRANSPORTATION FOR ATHLETICS AND ACTIVITIES**

Arrangements for all group travel will be made by the athletic/activity director in conjunction with the desires of the head coach/advisor.

School buses, vans, or district vehicles will be used for group travel. All participants will travel to an event in the district-provided vehicle. **Under no circumstances will a student be assigned to drive participants or themselves to an event (subject to change upon board discretion/decision).**

If prior arrangements are made in writing with the principal, athletic director, or designee, a student may ride with his parents to an event. If it is necessary for a participant to ride home with their parents after an event, the participant's parents must sign them out through the coach. Failure to comply with this regulation will result in the student not being able to participate in the next event.



**PRIDE**

**RESPECT**

**RESPONSIBILITY**