



Ontario High School

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Important Notice

Please read and sign this statement and return to the OHS office.

All students will be required to maintain an Ontario High School handbook. These handbooks will be used for hall passes, to report attendance, for homework assignments, and many other uses. The first handbook is free; replacements will cost \$7 each. Get organized! Be prepared!

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

Student Signature

Parent/Eligible Student (18 or older) Signature

OHS 09-10 Student Handbook

Table of Contents

Statement of Non-discrimination	1
Notice for Directory Information.....	1
Notification of Rights for Elementary and Secondary Schools.....	3
Goals for Graduates	4
School Officers	5
School Staff	6
School Calendar	7
Time Schedules	8
General Information	9
Fees	10
Personal Entertainment Devices.....	12
School Dance Policy	13
Visitors.....	14
Academics	15
Grading.....	16
Withdrawals.....	18
Attendance	18
Excused absences	18
Unexcused Absences	19
Tardies	20
Safety & Discipline.....	22
Student Code of Conduct.....	22
Dress and Grooming	24
Suspensions.....	25
Expulsions	25
Appeals	26
Tobacco, Alcohol, and Other Drugs	27
Fighting.....	29
Profanity	30
Displays of Affection.....	30
Sexual Harassment Awareness and Prevention	31
Co-Curricular Participation Agreement.....	34
Co-Curricular Drug Testing.....	42
Authorization to Test for Drugs.....	46
Participation Agreement Form.....	47

OHS 09-10 Student Handbook

Statement of Non-discrimination and Notice for Directory Information

Statement of Non-discrimination

Ontario School District 8C does not discriminate on the basis of race, religion, color, national origin, disability, sex, marital, or parental status 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 VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Linda Florence, superintendent of Ontario School District, has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires Ontario School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, Ontario School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual/yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets (such as for wrestling, showing weight and height of team members).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent from the parent*. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless a parent has advised the LEA they do not want their student's information disclosed without their prior written consent (1).

If you do not want Ontario School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days of registration. Ontario School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

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1. *These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.*

***As used in this document "parent" refers to a parent, parents, a guardian, or guardians.**

OHS 09-10 Student Handbook Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or a school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's education records the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605.

OHS 09-10 Student Handbook

Goals for OHS Graduates and District Mission Statement

Preferred OHS graduates will have:

- A positive self-image
- Relationships with others based upon respect
- The ability to make a meaningful contribution to the world around them.

Therefore, OHS graduates will have these characteristics:

- Be a self-motivated, self-directed citizen of good character
- Maintain a positive attitude
- Have high self-esteem
- Be skilled in working with others
- Communicate effectively
- Demonstrate respect
- Be responsible and accountable for their actions
- Use critical thinking
- Take pride in their performance
- Continue learning throughout life.

*These characteristics are essential for a happy,
productive citizen of the 21st Century.*

Mission Statement of Ontario School District 8C

The primary mission of Ontario School District is to assist all students to reach their highest potential as contributing members of society through responsible use of available resources.

OHS 09-10 Student Handbook

School Officers

ASB Officers

President.....Justine Maeda
 Vice President..... Sara Bond
 Secretary Erika Hopper
 Treasurer ... Marianna Dzhidzhivshvili
 Public Relations ... Francisco Machuca
 Activities DirectorShelbi Widner

Class Officers

Seniors

President..... Jessica Tinoco
 Vice President..... Patrick Plaza
 Secretary Kaulee Kittleson
 Treasurer Marie Navarrete
 Activities DirectorAriana Gallegos

Juniors

President..... Hayley White
 Vice President..... Casey Gillette
 SecretaryAdrianna Gonzalez
 Treasurer Robben Gundle
 Activities Director Cristian Sanchez

Sophomores

President..... Jade Iseri-Ramos
 Vice President..... Katie Haueter
 Secretary/Treasurer Kylie Iseri
 Activities DirectorSamuel Povar

Freshmen

President..... Drake Herrera
 Vice President..... Emily Maeda
 Secretary/Treasurer Julio Corona
 Activities Director Tristin Wishard

OHS Cheerleaders

Hailey Basinger
 Amber Woolam
 Britain Sauer
 Kenzie Deiter
 Samantha Mendez
 Kishi Gibbs
 Kendra Tatlock

Fight Song

On Ontario, On Ontario,
 Fight on for her fame.
 Play the game for dear Ontario,
 Glorify her name, Rah! Rah! Rah!
 On Ontario, On Ontario,
 Shout it to the sky.
 Fight Tigers Fight! Fight! Fight!
 For Ontario High!

Alma Mater

Hail Alma Mater, Hats off to you.
 Ever you'll find us, loyal and true.
 Firm and undaunted, always we'll be.
 Hail to the school we love,
 Here's a toast to thee.

OHS 09-10 Student Handbook

School Staff

Administrative Team

Bret Uptmor..... Principal	Linda Florence..... Superintendent
Eric Norton..... Associate Principal	Renee Corn..... Board Member
Andy Kovach..... Associate Principal	Nancy Alvarado..... Board Member
Manny Alvarado..... Athletic Director	David Cox..... Board Member
	Kathie Collins..... Board Member
	Ann Easley-DeBisschop..... Board Chair

Counselors

David Hopper..... Counselor	Jennifer Susuki..... Counselor
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Instructors

Pam Helfrich..... Art	Cinda Holderman..... Media Specialist
Brian Hobbs..... Art	Skip Bicknese..... Music/Orchestra
Shamra Jones..... Business	Terry Chandler..... Alt. Ed
Ginger Church..... Business	Scott Helmick..... PE
Shelly Down..... Business/Social Studies	Andrew Zugner..... PE
Terry Erlebach..... Drafting/ Woodshop	David Parsons..... PE & Health
Jo Snyder..... Literacy Coach	Nicole Adamson..... PE & Health
Martha Chappel..... ESL	Katie Branch..... Reading
Wanda King..... FACS	Christina David..... Science
Elaine Cavanaugh..... FACS	Jennifer Johnston..... Science
Aaron Stewart..... Japanese	Julie Payzant..... Science
Josef Hoffman..... Language Arts	Tracy Watts..... Science
Carren Poff..... Language Arts	Rodney Williams..... Science
Barb Harlan..... Language Arts	Shannon Rooney..... Social Studies
Tina Martinez..... Language Arts	Manny Guzman..... Social Studies
Janet Kammerzell..... Language Arts	Chad Hartley..... Social Studies
Mark Stringer..... Language Arts	Tara Dominick..... Social Studies
Larry VanAuken..... Leadership	Les Horn..... Spanish
Jeff Church..... Malheur Academy	Dalila Mong..... Spanish
Randal Waite..... Mathematics	Sue Bolen..... Special Programs
Charles Anthony..... Mathematics	Dan Fuller..... Special Programs
Jon Buck..... Mathematics	Sheryl Yano..... Special Programs
Jeff Schauer..... Mathematics	Les Linegar..... Vocational Agriculture
Dean Solterbeck..... Mathematics	Roger Watkins..... Vocational Mechanics
Larry Susuki..... Mathematics	

Office Staff

Cindy Dolton..... Head Secretary	Linda Feeley..... Bookkeeper
Josie Rios..... Secretary	Kim Alexander..... Registrar
Trudy Hawk..... Attendance Clerk	

Custodial Team

Laurie Duerr	Gabriela Gonzalez	William Derr
Karen Fish	Kelly Shaw	

OHS 09-10 Student Handbook

School Calendar

Local In-Service	August 17-20
First Day for Freshmen.....	August 21
First Day for All Other Students.....	August 24
Labor Day (No School).....	September 7
Early Release Day (1/2 Day)	September 16
Parent/Teacher Conferences (½ day Thurs., No School Fri.)	September 23-24
Staff Development day (No School)	October 9
Early Release Day (1/2 Day)	October 14
End of First Quarter (43 Days)	October 22
Teacher Work Day (No School).....	October 23
Veterans Day (No School).....	November 11
Early Release Day (1/2 Day)	November 18
Thanksgiving Break (No School)	November 26-27
Winter Break (No School).....	December 23-January 1
School Reconvenes	January 4
End of Second Quarter (45 Days)	January 14
Teacher Work Day (No School).....	January 15
Martin Luther King Day (No School)	January 18
Early Release Day (1/2 Day)	January 20
Presidents' Day (No School)	February 15
Early Release Day (1/2 Day)	February 24
Parent/Teacher Conferences (½ day Thurs., No School Fri.)	March 3-4
End of Third Quarter (42 Days)	March 18
Teacher Work Day (No School).....	March 19
Spring Break (No School).....	March 22-26
Early Release Day (1/2 Day)	April 7
Staff Development Day (No School)	April 16
Graduation Day	May 23
End of Fourth Quarter (46 Days)	May 27
Last Day for Students.....	May 27
Teacher Work Day	May 28
Memorial Day (No School)	May 31

OHS 09-10 Student Handbook

Time Schedules

Regular Daily Schedule

1 A/B	8:00 - 9:25
2 A/B	9:30 - 11:10
Lunch	11:10 - 11:50
3 A/B	11:55 - 1:20
4 A/B	1:25 - 2:50

Half Day Schedule

1 A/B	7:50 - 8:40
2 A/B	8:45 - 9:35
3 A/B	9:40 - 10:30
4 A/B	10:35 - 11:20

Morning Pep Assembly Schedule

1 A/B	8:00 - 9:15
2 A/B	9:20 - 10:35
Assembly	10:40 - 11:10
Lunch	11:10 - 11:50
3 A/B	11:55 - 1:20
4 A/B	1:25 - 2:50

Afternoon Pep Assembly Schedule

1 A/B	8:00 - 9:25
2 A/B	10:00 - 11:10
Lunch	11:10 - 11:50
3 A/B	11:55 - 1:10
4 A/B	1:15 - 2:20
Assembly	2:20 - 2:50

The eight-period rollover schedule provides students the opportunity to concentrate on fewer classes per day than a conventional seven-period per day schedule. The longer class periods permit teachers to expand on their subject and go into greater depth. Students are strongly encouraged to do homework the day it is assigned, rather than waiting a day or more. Managing time in this way allows students flexibility to check up on work the next day. A/B calendars are available in the office for students to take home.

Announcements from KOHS and Channel One news are shown during the first part of second period.

Snow days or other school closures are determined on a district-wide basis by the superintendent. The local news media will supply information regarding such closures.

OHS 09-10 Student Handbook

General Information

Accidents

Students who are injured should:

- Report all accidents to the instructor if the injury occurred in the classroom or athletic program.
- Report any injuries to an associate principal.
- Report athletic injuries to the coach.

If medical attention is needed, parents will be notified.

Assemblies

Assemblies are scheduled several times throughout the year. Assemblies are scheduled and approved through an associate principal. Because assemblies are part of the regular school day, they must be attended by students who are normally in class during the time the assembly is held. The purpose of assemblies may vary, but they are always in keeping with district policies regarding content, speakers, student conduct, and supervision. Assemblies will be consistent with and promote school goals and objectives.

Behavior Expectations

In order to remain a student at OHS, students will obey school rules, make educational progress, and submit to the authority of teachers and school officials. Each student is responsible for his/her actions and choices in three basic areas:

- Show respect for self. Violations include public displays of affection, inappropriate dress or grooming, inappropriate language, obscene gestures, endangering self, violence, gang activities, poor attendance, and skipping school.
- Show respect for others. Violations include insubordination, class disruptions, endangering others, inappropriate use of vehicle, intimidation, and harassment.
- Be a law-abiding citizen. Violations include fighting; extortion; vandalism; forgery; theft; and the use, possession of/or association with tobacco, alcohol, or drugs.

Change of Address or Phone Number

Students should provide information regarding change of address or phone number to the office. Student records and information regarding students that are mailed will be sent to the parent at the address on file.

Communications

Announcements are televised daily on a student-produced program. Teachers, coaches, advisors, students, and others wishing to have messages placed on the announcements should pick up a form in the office and obtain the appropriate teacher or advisor signature.

The monthly activity calendar provides information relating to activities, athletic events, tests, and all other co-curricular events to take place during the month. This calendar will be posted throughout the building. A parent newsletter is mailed home on a regular basis. Student achievement, special events, and activities are highlighted.

Driving Privileges

The school reserves the right to request the suspension of driving privileges for any student who is suspended for assault, menacing, vandalism, harassment, or intimidation. This is done in cooperation with the State Department of Transportation. Poor attendance may result in recommendation of license suspension to the Department of Motor Vehicles.

Electronic Communications System

The system's purpose is the advancement and promotion of learning and teaching. Students utilizing the electronic communications system (including Web site creation) are expected to follow the regulations and procedures for use of electronic communications established in Policies IIBGA, IIBGA-AR, IIBGB and IIBGB-AR. Failure to abide by district policy and administrative regulations governing use may result in suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including expulsion. Fees, fines, or other charges may also be imposed.

Parents who do not want their student to access the Internet at school must notify the school in writing. Students who are not to have access to the Internet at school will be assigned alternative activities for assignments that require Internet access. Parents have the right to inspect the contents of their student's e-mail files, and have the right to request the termination of their student's account at any time. Students completing required course work on the system have first priority to district equipment after school hours.

Emergency Drills

Fire drills are conducted periodically. Fire exits and directions are posted in each classroom. All students are required by law to evacuate the building during fire drills. Other evacuation or lock-down drills may also be practiced.

Fees

Students may be charged a fee for items and activities provided beyond the minimum academic requirements. Credit will not be extended to students without prior administrative approval. The following fees are charged for the specified activities:

- **Activity Card:** Student body activity cards are \$18. Students who have paid for an activity card will receive free admission to all regularly scheduled school activities (excluding dances). This includes sports, music, and drama performances. Students who have not paid for activity cards will pay to enter each event. All students involved in co-curricular activities must have a paid activity card. School-issued activity or ID cards are necessary for students to be admitted to school dances, including after-game dances, as non-OHS students are not admitted.
- **Annuals/yearbooks:** The school annual may be purchased for \$48. Yearbooks are ordered for those students who prepay at registration. A few extra annuals are ordered, but students should not expect to have a yearbook available for purchase at a later date.
- **Class fees:** Additional charges may be assessed for the materials for special projects in classes such as art, woodworking, foods, etc.

Fund Raising

The principal may give permission for fund raising when the funds will be expended to benefit students.

Insurance

Group accident and dental insurance are available for purchase through the school (provided by ExcelServe of Bellevue, Wash.). Students and parents are urged to read the conditions and limitations of the insurance before purchasing a policy. Students engaged in interscholastic athletics are required to have either private or school accident insurance.

Lockers/ School Property Searches

Students may be provided with the use of a locker to keep their books and personal effects. Most corridor lockers have built-in locks and are automatically locked when the door is closed. Any student enrolled in physical education is also provided with a small locker for gym clothes. Students may obtain school locks in the office for lockers needing a padlock. If the lock is lost, the student will be expected to pay for a replacement. Personal padlocks are not to be used on school lockers. Valuable personal property (such as watches, money, iPods, MP3 players, CD/DVD players, etc.) should not be left in lockers.

Lockers are the property of the school and the school retains the right to inspect lockers. Searches of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present. School property (lockers, parking lots, locker rooms) may also be inspected periodically with the use of a trained drug dog. Searches may be conducted when there is reasonable suspicion to do so.

In the event there is a theft during a class, students may be asked to participate in a search of their property to assist in identifying the perpetrator. Students reluctant to participate can ask to have a parent present during the search.

Lost and Found

Found items should be turned in to the main office. Any item remaining at the end of each month will be donated to local charities.

Meals

A full breakfast and a la carte items are available each morning. Vending machines with pop, juice, and snacks are available during non-class times. School lunches are available each school day in the commons area. Students are encouraged to remain on campus for lunch. Sack lunches are welcome. Please help keep the campus clean by using the trash cans.

When leaving campus during lunch, be a good neighbor. Do not litter while en route to or from school.

Medication

The school is not permitted to dispense medication without written parent permission (this includes aspirin, cold medication, etc.). If students need special medications on campus, there is a special storage area in the office.

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

Neighbors' Rights

Community residents have the rights of privacy, property, and freedom from abuse as provided by law. Do not loiter, trespass, litter, or create a nuisance in the community. School administrators will cooperate fully with property owners and law enforcement to determine the identity of students who violate these laws.

Parking and Use of Motor Vehicles

School rules and local and state traffic laws must be followed when operating vehicles on school premises. Students are expected to drive in a safe, quiet, and slow manner on school property. Violators may be ticketed, fined, told to park off school property, and/or have their cars towed. Student vehicles are subject to searches. During school hours, students may park only in the marked spaces in the west (main) parking lot. No student parking in visitor spaces. All parking must be between the painted lines of the parking spaces. From 7:30 a.m. to 2:55 p.m., all spaces in the stadium parking lot are for faculty use only. Handicap parking is also provided in both lots. Vehicles parked in bus loading, fire lanes, or other no parking areas may be ticketed and/or towed at the owner's expense. (Fire lanes include any paved or yellow painted area at ends or alongside buildings where fire trucks would need to operate.) Students are not to loiter in automobiles in the parking lot at any time during the school day. Students who abuse parking lot privileges will be required to park off-campus.

Personal Entertainment Devices

OHS is not responsible for lost, damaged or stolen Electronic devices. They are not allowed in classrooms without teacher permission. Clarify classroom rules with each teacher. Entertainment devices include, but are not limited to, iPods, MP3 players, CD or DVD players, computerized games, etc. Any devices confiscated by teachers will be turned over to administration. These devices are popular targets for thieves.

Phone Usage

A phone is available in the office for student use when an emergency exists. Cell phones and pagers may not be used in classrooms, restrooms, or halls at OHS due to the disruption to the educational process. Students who violate the rule may have the device confiscated by staff and turned in to the office. Cell phone usage is permitted during lunch outside the building only.

A parent calling or text messaging a student during class does not excuse phone usage. Parents are reminded to leave messages in the office during school hours.

Publications and Expression

School publications are an important part of the educational process. All school publications must be related to the educational goals and objectives of the school. Individual student expression is important, but must be within the guidelines of good conduct and consistent with school goals.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during co-curricular activities, the principal or a designee will be present when possible. An effort will be made to notify parents of the situation. Parents are advised that in suspected child abuse cases, the Department of Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

Safety and Security

In an effort to make it more difficult for unauthorized persons to gain entry to OHS, certain measures have been taken. All outside doors are locked during school hours, with the exception of the main and 300-hall entries. Surveillance cameras are utilized in various indoor and outdoor locations on campus, including parking lots. Copies of surveillance tapes may be shared with law enforcement officials. In addition, students are asked to notify school officials of any suspicious persons who may be on or near school property. By working together, we can help keep students and staff at OHS safe.

School Dance Policy

Students attending dances will be required to submit to a breathalyzer prior to entering the dance. A positive result will be handled according to board policy.

District rules and policies apply. Students choosing to ignore any rules will be asked to leave the dance. Non-high school students are allowed to attend Homecomings and Prom with current OHS students, provided the OHS student registers his/her guest by Wednesday of the week prior to the dance. The host student will be responsible for the behavior of the guest. Every OHS student must have a valid OHS ID card to attend the dance. Students without a valid school ID will not be admitted to the dance. Guests must also have picture ID. All participants must be between 14 and 19 years of age. Eighth graders are not permitted at dances.

Backpacks will not be allowed into the dance. No outside food, drinks, candy, etc., will be permitted. Breaking, freaking, moshing, slam dancing, lap dancing, and sexual dancing are not allowed. If offending other people with a dancing style after being talked to by a staff member, you may be asked to leave. Removal of clothing will result in immediate dismissal from the dance. Music must be pre-approved by administration. Students leaving early for any reason may not re-enter the dance.

Signs and Posters

School administration reserves the right to prohibit any object on school property, which may cause a disruption of school order or the invasion of the rights of others. All signs, posters, notes, and advertisements must be approved by school administration. Signs are limited to student-related information. Pep signs, posters, or other displays will be according to Student Senate guidelines and conform to all rules in terms of appropriateness and good taste. Students are asked to not cover trophy cases with signs and to use masking tape only to secure posters to the wall.

Skateboards and Rollerblades

Use of skateboards and rollerblades is prohibited on campus at all times.

Student Handbook Policy

Each OHS student is given one student handbook annually free of charge. Additional handbooks cost \$7. The student handbook is used to excuse absences, for hall passes, for tutorial traveling, and for assignment tracking. Staff and students utilize the handbook throughout the year to help monitor students' routines. A student in possession of another students' handbook could receive consequences which may include suspension and/or referral to law enforcement. Student handbooks are for the utilization of students, staff, and administrators. Vandalism or destruction of a student handbook is a violation of school policy and could result in disciplinary action, including suspension.

Student Organizations

All students are encouraged to become involved in student organizations. OHS sponsors a number of school and curriculum-related organizations. All school-related organizations are chartered through the OHS Associated Student Body. Non-school-related organizations may also meet on school grounds provided they do not interfere with the regular school day and/or student instruction. The principal must approve all non-school organizational meetings. No secret societies and/or organizations are allowed at OHS.

Student clubs and performing groups such as band, choir, cheerleading, dance, and athletic teams may establish rules of conduct and consequences for misconduct that are more strict than those for students in general. If a student's conduct violates the Student Code of Conduct (found on page 22 of the handbook), the consequences specified by the district will apply in addition to any consequences specified by the organization. Student organizations are subject to the Co-Curricular Participation Agreement (found on page 34 of the handbook).

Student Records

In accordance with board policy and the law, the school maintains student progress and behavioral records. Parents have the right to see and review these records. Check with the guidance and/or main office to access records.

OHS will cooperate fully with all law enforcement, health, and social welfare groups to share information when it is determined to be in the best interest of the student. Complete copies of the student records guidelines are available in the main office.

Textbooks

Textbooks are loaned to students and are the responsibility of the student until returned. Textbooks and materials must be returned at the end of the course and when withdrawing from school. Diplomas will not be issued to any student with outstanding book fines or other debts. Any student not returning textbooks or other materials, or returning them with damage, will be charged replacement costs or fines. Fines and bills are paid in the main office.

Visitors

For security reasons visitors are not allowed on campus without permission from the administration. All visitors must check in at the main office for approval. Non-students may not loiter in the parking lot or other areas of the campus at any time during the school day. Student visitor passes are not issued at OHS.

OHS 09-10 Student Handbook

Academics

Academic growth and development are primary goals for the students at OHS. We strive to provide a climate which will foster and enrich each child's need and desire for learning. The following guidelines are provided in order to help students achieve their goals. Students and parents should also review the Ontario High School Curriculum Guide (available at the main office) for additional academic information.

Ontario School District does not discriminate on the basis of race, religion, color, national origin, disability, sex, marital, or parental status 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 II of the Americans with Disabilities Act.

The superintendent of Ontario School District has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.

Academic Planning

Students and parents may consult the Ontario High School Curriculum Guide to find the specific requirements for graduation, college entrance, vocational training, and other future goals. These requirements should always be kept in mind when planning a student's academic program.

Administrator/Teacher/Counselor-initiated schedule changes will be made when a change is in the best academic interest of the student. Student changes are done through arena scheduling before each semester, with no guarantee the changes can be made. Therefore, it is extremely important students do the best job possible building their schedule in the spring of each year. The last day for schedule changes is 10 school days from the beginning of each semester (see "Withdrawals" on page 17 of the handbook).

Academic Year

The OHS academic year consists of four nine-week grading periods. Grades reported at the end of the first and third nine-weeks are considered progress grades. Only semester grades are recorded on the student's permanent record. Cumulative grade-point averages are also computed on the basis of these semester grades. Progress reports will be prepared for the student's parent midway in each quarter. Semester grade reports are mailed to the home of the student.

The OHS honor roll consists of students enrolled in at least five classes with a 3.25 or better grade-point average for the specific grading period. Honor Roll classes do not include Job Development, Work Experience, and classes in which no letter grade is given (see "Grading" on page 16 of the handbook).

School Day

The school day begins at 8 a.m. and ends at 2:50 p.m. There are four class-periods each on "A" and "B" days. Lunch is between second and third period on both "A" and "B" days. Class times and bell schedules will be posted in classrooms and hallways for your convenience. Hallways are narrow and get congested easily. Please keep moving during transition times - do not stop in hallways.

Certificate of Initial Mastery

Students who meet grade 10 state standards will be awarded an Oregon Certificate of Initial Mastery. Students will earn these certificates near the end of their sophomore year, or receive extra help if needed and retest later in their junior and/or senior year (see Ontario High School Curriculum Guide for more information).

Commencement Ceremony Participation

Students must have completed all graduation requirements in order to participate in commencement. All credits must be earned by senior cut off day in May. The only exceptions to this rule are foreign-exchange students and students with a current Individualized Education Program (IEP) or 504 plan specifying graduation requirements. These students will receive a certificate of attendance (*Policy IKFB*).

Early Graduation

Students requesting early graduation from OHS must file a petition with a counselor no later than the second week of their junior year. Three-year graduates file a petition with their counselor no later than the opening week of their third year (although they may want to meet with their counselor earlier for academic planning). Unless all credit requirements have been met by the senior cut off date (usually in the middle of May), graduates will not be permitted to participate in commencement or other end-of-year senior activities.

Grading

A system of letter grades is used to indicate student achievement. A letter grade is based on a teacher's professional evaluation of student achievement. Pluses and minuses may be added to the letter grade. See the individual course syllabus for specific grading criteria.

Grade Points:

A = 4.0	A- = 3.7	
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
F = Failing (0.0)		

W = Withdrawn
INC = Incomplete

NG = Non-graded class
P = Passing

Honors Diploma

The purpose of the Honors Diploma program is to recognize those students who choose a program of rigorous study. Qualifying courses and other requirements are detailed in the Ontario High School Curriculum Guide.

Honor Society

The OHS Chapter of National Honor Society is an organization of students selected for membership on the basis of character, scholarship, leadership, and service. Applications for membership are distributed to students with qualifying cumulative grade-point averages each spring. The faculty council reviews the applications and determines membership by established criteria. Anyone wishing

further information about NHS membership should contact the advisor, Mrs. Watts, or an administrator.

Incompletes

Teachers may assign an "INC" (incomplete) grade for students at both the quarter and/or semester grading times. An INC is reserved for those students who have personal or individual reasons that make it necessary to extend the regular grade deadline. All incomplete grades must be resolved by the student within 10 school days after the regular grading period, or those incompletes may be changed to the grade of "F." If an emergency situation requires an extension of the 10 school days the parent must request a meeting with the teacher, the student, and a parent.

Withdrawals

Students may withdraw from a class in the first 10 school days of a semester without receiving a grade penalty. After 10 school days, students will receive an "F" when withdrawing from a class and may be placed into an alternative setting. Emergency situations will be considered for administrative exceptions on a case-by-case basis.

Any student planning to withdraw from OHS must complete the withdrawal process. This is necessary to assure a smooth transition to another school and to maintain accurate records. The office staff will be able to assist you with this procedure. Students withdrawn due to inadequate attendance will receive a "drop F" for the grading period. A "drop F" holds the same weight as a grade of "F," but appears different on grade reports.

OHS 09-10 Student Handbook

Attendance

Philosophy

Ontario School District 8C and OHS place significant educational value on student attendance and participation in class. Regular attendance is essential to maximize the educational opportunities at OHS, which we believe occur between students and teachers in the classroom. There are few substitutes for the knowledge, values, and educational process gained in this type of learning environment.

We believe successful school attendance is based on cooperation between home and school. We are committed to keeping students and parents informed of attendance problems. We need parents to keep the school informed of any absences.

Attendance Requirements

OHS students are required to attend all scheduled classes. Oregon law states full-time school attendance is required for all children ages seven to 18 who have not completed the 12th grade, unless otherwise exempted by law (ORS 339.010). School staff will monitor and report violations of the state attendance law. Students with excused absences are responsible for all information missed, and are expected to make up work as described in the individual class syllabus.

Students with an unexcused absence may or may not be permitted to make up work missed during the absence. Make-up procedures and grading requirements are indicated on the individual teacher's class syllabus and in accordance with ORS 339.280.

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, Saturday School, community service, suspension, assignment to alternative education, expulsion, and/or ineligibility to participate in athletics or other activities (such as assemblies or dances). Credit will not be issued until the student has met all class requirements. Except as provided in ORS 339.030, every person having control of any child between the ages of seven and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term (ORS 339.020).

Excused Absences

OHS will accept the following as excused absences (ORS 339.065(2)):

- Illness of a student
- Illness of a family member
- Emergencies
- Medical or dental appointments
- School-related activities
- Pre-arranged absences
- Court appearances.

Any pupil may be excused from attendance by the school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends (ORS 339.065). On rare occasions, this rule may be waived by the school board.

Procedure to Excuse Absences

A parent must phone the Attendance Office (889-5300) or send a note with the student when he/she returns, to excuse an absence due to illness, injury, medical/dental appointments, or emergencies. Falsifying a note or phone call regarding attendance is a form of forgery and will result in disciplinary action.

Absences must be cleared within two school days of a student's return to school. Uncleared absences after the two-day deadline will remain unexcused and will be treated as any other unexcused absence.

Pre-Arranged Absence Procedure

When parents, teachers, coaches, or advisors plan for a student's absence, the following procedure must be followed:

- Obtain a prearranged absence form in the Attendance Office and fill in the appropriate data
- Parents sign the form or clear the request by note or phone
- Have teachers sign the form. Teachers may make comments about the absence on the form
- Return the completed form to the Attendance Office prior to departure for the absence.

Unexcused Absences

- Any absence, other than those listed above, even though known to a student's parent or guardian, will be considered unexcused.
- A reasonable attempt will be made to notify the parent of all unresolved absences. Parents are always welcome and encouraged to call the school to check on their student's attendance.
- Students who stop attending, or who are recommended for removal from a class, will automatically be placed into an alternate setting during that class time. Attendance in Study Hall is mandatory. Truancy from Study Hall will be handled as truancy from any other class.

Procedure for Unexcused Absences

- The first unexcused absence will result in parent contact, a review of the attendance policy and detention time.
- The second unexcused absence will result in parent contact and Saturday School.
- The third unexcused absence will result in a teacher-initiated conference with parents and administration, a review of the contract, and Saturday School or suspension.
- The fourth unexcused absence may result in any or all of the following:
 - Pursuit of compulsory attendance citation
 - Reduced schedule
 - Referral to GED or other alternative program
 - Exclusion from co-curricular activities.

Consequences will start over at each quarter.

Tardies

Students must be in class on time. Students who enter a class late cause a disruption to the rest of the class. Students sometimes are tempted to skip a class rather than go late, but skipping is a more serious offense. Each teacher has a tardy policy in his/her room. Every three tardies will be counted as an unexcused absence per quarter to be used to determine consequences. Whether the tardies are for each class or all classes combined is at the discretion of the administration.

Co-curricular activities will not be an excuse for missing Saturday School. Make prior arrangements if there is a conflict.

Hall Passes

Your student handbook is your hall pass! Hall passes are required for any student in the halls during regular class time. Students out of class without a pass may be cited for an unexcused absence or face additional disciplinary measures. Your first student handbook is free. Replacement copies are \$7. Hall passes should only be requested in emergencies and entitle the student to go only where designated. Violations of this privilege will be treated as truancy.

Students who do not have a class are not to be in the halls or parking lots after the tardy bell rings, and should leave the campus immediately.

Signing In and Out

Students must sign in and out of school at the Attendance Office when arriving or leaving at other than regular arrival or dismissal times or during scheduled lunch time. Partial-day or single-period absences may not be excused unless the student has properly signed in and/or out of school. All students checking out must have a parent note, appointment card or phone call from a parent. Please try to schedule medical and dental appointments during non-class times.

Excessive Absences and Irregular Attendance

ORS 339.065 (1) defines excessive absence and irregular attendance as "having eight (8) unexcused ½ day absences in any four-week period." Therefore, any student having four unexcused absences from any one period will be subject to compulsory attendance action.

By law, any parent who fails to send a student to school within three days of notification by the district that their student is not complying with the compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class B infraction of the law and is punishable by a court imposed fine of up to \$100.

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

- The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws
- Failure to send a student to school is a Class B infraction
- A citation may be issued by the district resulting in a \$100 fine
- A conference with the student and parent is required.

Additionally, a parent, guardian, or other person lawfully charged with the care or custody of a student less than 15 years of age, may be found in the courts to have committed the offense of inadequately supervising a child who has failed to attend school as required. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$1,000.

Summary of Attendance Procedures

Students participating in activities and athletic programs must have all absences resolved prior to participation. The coach or advisor will provide information and a procedure for you to follow.

Students returning to school following an absence (other than activity/athletic) must:

- Clear absences with a note or phone call from a parent
- Clear all absences on the day of return.

If a student must leave school at a time when they would normally be in class (or at lunch if you will not be returning for class), he/she must check out at the Attendance Office. When a student needs to leave school grounds, he/she must have written permission from a parent stating the day and time the student needs to leave, and the length of time he/she will be gone.

Students who are late to school need to check in at the Attendance Office prior to going to class.

The Attendance HOTLINE is 889-5300.

OHS 09-10 Student Handbook

Safety and Discipline

Conduct

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

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.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported to and from said activity. Students will be subject to discipline including detention, suspension, expulsion, and/or referral to law enforcement officials for the following, including but not limited to:

- Theft
- Use of threats, intimidation, harassment, or coercion against anyone
- Willful damage or destruction of district property
- Willful damage or destruction of private property on district premises or during district activities
- Assault or menacing of another person (defined as using words or conduct to intentionally attempt to place another person in fear of imminent serious physical injury)
- Unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used, and is readily capable of causing death or physical injury

- Any possession or use of tobacco, alcohol, controlled substance, or other unlawful drugs
- Violations of district transportation rules
- Plagiarism or cheating
- Leaving school grounds or school-sponsored activities without permission
- Use of profanity, vulgar language, or obscene gestures
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees
- Insubordination, such as disobeying directives from school personnel or disobeying school policies, rules and regulations
- Committing extortion, coercion, or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or the threat of force
- Name calling, ethnic or racial slurs, derogatory statements or acts
- Objects that may substantially disrupt the school environment or incite violence
- Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student
- Hazing or "initiation"
- Persistent failure to comply with rules under the lawful directions of staff or district officials
- Gambling in any form
- Possession of weapons, replicas of weapons, or other dangerous objects.

Parent Involvement

A parent will be notified of disciplinary actions by telephone, personal contact, or letter. A conference may be held with the student, his/her parent, appropriate school officials, and other individuals involved.

Discipline Referral System

Students referred to the administration for violation of the Student Code of Conduct will be dealt with in a fair and consistent manner. The district's disciplinary options include:

- Counseling by teachers, counselors, and administrators
- Detention
- Community service
- Suspension up to 10 school days
- Expulsion
- Loss of driving privileges or loss of right to apply for driving privileges
- Removal to an alternative education program.

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

OHS Dress Code

Because all casual clothing is not suitable for the classroom, these guidelines will help determine what is appropriate to wear to school. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for an educational environment.

Clothing that reveals cleavage, your back, your chest, your stomach or your underwear is not appropriate for the classroom and will not be tolerated. Any clothing that has words, terms or pictures that may be offensive to other students or staff is unacceptable. Clothing that has the school logo is encouraged.

Specific Guidelines:

- Wearing hats of any kind is not allowed on school property.
- All shirts must have sleeves.
- No graphics, wording or logos more than 2 inches square other than the Ontario School Logo are allowed on clothing. This restriction includes outerwear. Clothing can be any color –solid or print as long as it does not have graphics, wording or logos.
- All clothing must fit correctly. No sagging, baggy or extremely tight clothing is allowed.
- The back, stomach and chest must be covered by clothing at all times, while postured in any position.
- All shorts and skirts must come to the knee when standing. A 2 inch slit is allowed.
- No holes or rips are allowed in pants, shorts or skirts.
- No house slippers are allowed.
- No pajamas are allowed.
- No metal spiked belts or spiked accessories
- No bandanas, do rags, or other gang affiliated clothing

Sanctions

If clothing fails to meet these standards, as determined by the OHS Staff, the student will be sent to the office he or she will be allowed to call someone at home to bring an appropriate exchange of apparel or will be given "loaner" attire for the inappropriate clothing. The administration will keep the offensive apparel until the "loaner" apparel is returned cleaned and undamaged. Progressive disciplinary action will be applied if chronic dress code violations continue. For example: Warning; 1 day suspension; 2 day suspension; 5 day suspension; 10 day suspension; recommendation for expulsion.

No dress code can cover all contingencies; therefore, the final decision as to what is appropriate for a school environment will be determined by the OHS administration.

Grooming

Any clothing that is destructive and/or disruptive to the academic atmosphere of the campus is not acceptable. OHS does not allow clothing or appearances that indicate or promote organizations, groups, or gangs whose message is violent, destructive, or offensive. Clothing that promotes sex, violence, alcohol, tobacco or other drugs, or uses racist or suggestive language is not acceptable. These items will not be accepted at co-curricular activities. Numbers and symbols associated with gangs are not permitted on clothing or jewelry.

Saturday School

Saturday School is a program that offers administration an alternative to suspension for students who commit initial or minor violations of school policy. The staff assigns Saturday school for absences and tardies. An attempt will be made to contact a parent by telephone when Saturday School is assigned. A letter will be sent in all cases. The student will attend a four-hour session (8 a.m. to noon) at OHS. Failure to attend, late arrival, or failure to abide by the established rules will result in suspension from school on the next regularly scheduled school day.

Suspension

When suspension is the proper discipline action for a violation of the Student Code of Conduct, due process procedures will be followed. The student will be informed that he or she is subject to suspension and will be provided the opportunity to present his/her side of the story. A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension. While under suspension, a student may not attend after school activities (such as dances and concerts) and athletic events, be present on district property, or participate in activities directed or sponsored by the district. Parents will be notified of the action.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty. However, daily work missed during the suspension may or may not be allowed to be made up, at the principal's discretion.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. When a recommendation for expulsion is the proper response to the violation of the Student Code of Conduct (found on page 22 of the handbook), the student will be informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion includes the removal of a student from school and all school-related activities. The length of time a student is expelled is decided by the Ontario School District Board of Directors, and may extend beyond one calendar year. The student and his/her parent will be notified of the pending expulsion and information about his/her rights under due process will be explained. The student will be advised of district or community educational alternatives.

Discipline of Disabled Students

A student being served by an Individual Education Program (IEP) who engages in conduct which could warrant suspension for a non-disabled student may be suspended for up to and including 10 consecutive calendar days for violations of the Student Code of Conduct.

When a disabled student is suspended more than once, or for more than 10 consecutive school days, or for more than 10 cumulative school days during a school year, or is being expelled, the student's parents will be notified immediately (within 24 hours) of an IEP meeting addressing the infraction and its relationship or manifestation to the disability. This IEP meeting will take place within 10 days of the decision to take this type of disciplinary action. At the IEP meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability.

During this period, an agreed upon alternative placement may be sought. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is a manifestation of the student's disability, the team may recommend alternative placement for the student. Such recommendations shall be forthcoming no later than 10 days following the student's misconduct. The district may not expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability. If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others, the district may remove the student to an interim alternative educational setting for 45 days. The student will also be removed if the disciplinary action is weapon or drug related, the student carries a weapon to school or to a school function or activity, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function or activity.

The specific interim alternative educational setting will be determined by the child's IEP team. If the district takes any of the above disciplinary action toward a child with a disability, including suspension or moving the student to an interim alternative setting, either before or within 10 days of taking such an action, the school district will have an IEP meeting to:

- Develop an assessment plan to conduct a functional behavioral assessment
- Develop a behavioral intervention plan based on the functional behavioral assessment
- Review the behavioral intervention plan and modify it, as necessary, to address the behavior.

Due Process

It is the intent of all staff at OHS to provide to students due process appropriate for student discipline. Generally due process is:

- Distribute copies of school rules and policies (this handbook)
- Inform the student of the violation
- Listen to the student's point of view
- Administer appropriate discipline.

Appeals

Parents and/or students may appeal disciplinary decisions. The levels of appeal begin with the school administration, then the superintendent, then the school board. The school will maintain written records of all discipline matters.

Alternative Education

Ontario School District may offer alternative educational placement to students under the following conditions:

- Upon occurrence of a second or any subsequent occurrence of severe disciplinary problems within a three-year period
- When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program (see "Attendance" on page 18 of the handbook)
- When the district is considering expulsion as a disciplinary alternative
- When a student is expelled pursuant to subsection (3) of ORS 339.250
- When the student or the student's parent notifies the district of intent to withdraw from the program as provided under ORS 339.250 (7).

Whenever one of these conditions exist, the district will notify the student and parent of the availability of alternative programs and the programs best suited to the student's learning style and needs. If parents fail to accept the recommended alternative placement, they may utilize other alternatives, but not at district expense.

Malheur Academy (in-house) and Ontario Alternative High School (off-site) may be alternative programs for students. Students at OHS and OAHS are not permitted on campus of the other school. Administration functions are handled at each building independently.

Corporal Punishment

The use of corporal punishment in any form is strictly forbidden by the district (*Board Policy JGA*). Corporal punishment is defined as the willful infliction of physical pain. A staff member is not authorized to inflict physical pain. A staff member is authorized to use physical force as necessary to prevent a student from harming him/herself, others, or doing harm to district property. Corporal punishment does not include physical pain or discomfort resulting from, or caused by, such things as training for athletic competition, voluntary recreational activity, or physical exertion shared by all students in a directed physical education class activity. Corporal punishment also does not apply to physical restraint or adverse techniques as part of a behavior management program approved by the parent.

Tobacco, Alcohol, and Other Drugs

To ensure the highest possible standards of learning, safety, health and well being, Ontario School District endorses a substance abuse policy that includes prevention, intervention, discipline and aftercare. OHS believes students have the right to attend school in an environment free of tobacco, alcohol and other drugs. Consequently, students are not to possess, sell or use tobacco, drugs, alcohol, unauthorized medication or drug-related paraphernalia, on or near school property or at any school-sponsored or school-related activity. They shall not be in possession or under the influence of alcohol or other drugs, or in possession of tobacco, on school premises or at any school-sponsored or school-related activity.

Students who are in possession of tobacco will be referred to law enforcement for violation of the state tobacco law and will be suspended for at least one day. Students who violate the policy regarding alcohol and other drugs will be referred to law enforcement for violation of state and federal laws*, and will be suspended from school for up to 10 school days with a recommendation for expulsion pending. If an assessment is completed by an approved third party at the expense of the parent or student, and the results made available to the principal within seven days, the student may be readmitted after a period of suspension. However, the student and parent must agree to fulfill the recommendations of the evaluator and have necessary reports submitted to the principal. If the student or parent refuses to agree to the evaluation and/or treatment, if advised, a recommendation for expulsion shall be carried out.

A complete copy of this policy is available in the main office.

***In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500. The definition of an unlawful drug is any drug not prescribed by a licensed medical practitioner for the person in possession. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine or both.**

Weapons

Dangerous and illegal weapons and replicas of actual weapons are forbidden on school property. Weapons and other dangerous objects (including lighters and laser pointers) taken from pupils will be reported to the student's parents and to the proper authorities. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and will be grounds for immediate suspension* and reported to the police. Prohibited weapons possessed on or about a person while on district property are subject to seizure or forfeiture. The building administrator may recommend an expulsion hearing.

Weapons may include, but are not limited to, firearms (including starter guns); knives; metal or plastic knuckles; straight razors; explosives; noxious, irritating or poisonous gases (including mace and pepper spray); poisons; drugs; or other items that may be used to harm, threaten or harass students, staff members, parents and patrons, or others. Students are reminded that weapons in automobiles parked on school property are also subject to this policy. Full details are available at the main office or on the district Web site (*Board policy JFCJ*).

***In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property (including parking lots), or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum of five years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Expulsion from school is required for a period of not less than 1 year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement on a case-by-case basis. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.**

Fighting

Fighting and/or the use of any physical force by students is unacceptable conduct and will result in immediate suspension and a possible issuance of a citation (usually for disorderly conduct) issued by law enforcement. Malheur County Juvenile Department policy will prevail in cases of fighting.

The Malheur County Juvenile Department policy statement concerning physical altercation is as follows:

- School authorities will contact local law enforcement when violation occurs
- Law enforcement may remove the student from school and transport him/her to the police station
- The student will be suspended for 10 days for the first fight and recommended for expulsion on the second and subsequent occurrences. A student under IEP will have a manifestation hearing within 4 days to assist in determination of the suspension period.

Gangs

OHS has adopted a zero tolerance for anything that might be interpreted as being gang related. A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity. Students exhibiting gang items or behaviors may be suspended. Gang activity involving violence or threats may result in a recommendation for expulsion.

Students on or about district property or at any district activity should not:

- Wear, possess, use, distribute, display or sell any item or symbol (clothing, jewelry, emblem, badge, bandana, tattoo) evidencing gang membership or affiliation. Symbols such as tattoos must be covered.
- Use any speech, whether verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.
- Solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Gang activity at school violates the district's Secret Societies or Organizations policy and will result in discipline in accordance with the Student Code of Conduct (*Board policy JFCE*).

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school district activities and a students' ability to meet curriculum and attendance requirements. In an effort to reduce gang involvement, Ontario School District encourages students to become involved with school-sponsored clubs, organizations, and athletics and to discuss with staff and district officials the negative consequences of gang involvement.

Hazing or Initiation

Our priority at OHS is to make all students feel welcome, thus all students are expected to treat one another with dignity and respect. Hazing, harassment, initiations, intimidation, and/or threats will not be allowed.

Profanity

OHS promotes respect for self and respect for others. Students are not to use profanity, obscene language, or obscene gestures while at school, on school grounds, or at school activities (including activities held at other schools in which OHS is participating). The use of profanity toward another student or staff member will not be tolerated. Students who use profanity, even in casual conversations, may be subject to disciplinary action and may be suspended.

Insubordination

The refusal to follow reasonable instructions of a teacher, administrator, or other employee will be considered insubordination. Students who are insubordinate may be reminded by the staff member as to expectations. Non-compliance will result in a referral to the principal's office. A second referral will result in a one-day suspension. A third referral will result in three-day suspension. A fourth referral will result in seven-day suspension. A fifth referral will result in a recommendation for expulsion.

Displays of Affection

Public displays of affection between students are in poor taste. In general, hand holding is the extent of acceptable affection displayed at OHS. Incidents involving unacceptable student behavior will be referred to administration for appropriate action.

Bus Safety

Bus students are to board and exit buses at their respective schools only. Students are not to be picked up or discharged in the downtown area. This is an Ontario School District and State of Oregon policy. Exceptions are to be cleared with the building principal.

Students who ride the bus will:

- Obey the driver at all times
- Stay seated while the bus is moving
- Talk quietly and be courteous to others
- Cross safely in front of the bus
- Keep hands, arms, head, or objects inside the bus and to yourself
- Keep the bus clean and the aisles clear.

OHS 09-10 Student Handbook

Sexual Harassment Awareness and Prevention

Sexual harassment by staff and students is strictly prohibited in Ontario School District. This includes district buildings, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business. Sexual harassment means unwelcome sexual advances, request of sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in district programs or activities
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, offensive or hostile educational environment
- Such conduct has the purpose of demanding sexual favors in exchange for benefits.

The superintendent has designated the Director of Personnel as the official responsible for investigations concerning sexual harassment. All complaints shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Any sexual harassment complaint shall be presented in writing or orally to the building principal or superintendent. If the complaint is in writing, it should include the specific nature of the harassment and the corresponding dates. Further steps in the process will be explained to the complainant at this time. Copies of the policy may be obtained in the main office, are displayed on the school message board, and on the district Web site (*Board policy JBA and JBA-AR*).

Sexual Harassment Prevention

What is sexual harassment?

It is treating people differently based on sex. If it occurs at school or work, state and federal laws protect you. It is unwelcome sexual words or actions at your job or school when your schooling or job depends on your putting up with or giving into the overtures; or the sexual words and actions make a hostile environment. Sexual harassment may be from a person in authority like your boss at work, a teacher, co-worker, or another student. Both males and females may be victims of sexual harassment.

What is meant by unwelcome?

Being unwelcome is in the mind of the victim. It means you don't like it. It may hurt your feelings, embarrass you, or make you angry. For example: one person may kiss you and you enjoy it, but when a person you don't like forces you to kiss, it is unwelcome.

Does this mean I can be accused of sexual harassment even if I didn't intend to sexually harass anyone?

Yes. Intent is not part of the definition. Even though someone thinks it was just harmless teasing, flirting, or being funny, it's how the other person feels about the words or acts.

Since I can't read someone's mind, how do I know if my behavior is welcome or if I'm sexually harassing?

Try asking yourself these questions:

- Have I been told my actions are unwelcome or inappropriate?
- Would I say/do the same to someone of the same sex?
- Would I say/do this if my parent, girlfriend, boyfriend, or teacher were present?
- Would I want someone to say/do this to my sister or brother?
- Would I be embarrassed if my actions were on the evening news?
- Am I doing this because I'm bigger, stronger, or more powerful than the person I'm doing it to?
- Are my words/actions disrespectful to the other person?

Always remember that "NO" means "NO."

What are some examples of sexual harassment?

There is no absolute list because whether or not certain behavior is considered sexual harassment depends on whether others find the behavior unwelcome, but here are some actions that are likely to be viewed as sexual harassment: dirty jokes, sexual name calling, comments about a person's physical or sexual development, requests for sex, showing nude pictures, touching, grabbing, pinching, writing sexual things about someone, generalizations about members of one sex or different expectations based on gender, or repeated requests for a date when you've been told "no."

So if the words or acts are welcome, there is no sexual harassment?

Not necessarily. If other people in the same area who see the behavior find it embarrassing, offensive, or unwanted, this can create a hostile environment, which is a form of sexual harassment.

What can I do if I feel like I'm being sexually harassed at school or work?

Tell the person that you don't like their words or acts. Be clear. If you don't feel comfortable talking about it, write a letter to him/her and keep a copy.

Talk it over with your parents, a friend, a teacher, or an administrator.

Ask for help. Report it to a teacher, counselor, or principal if it occurs at school or to your employer if it occurs at work.

If it doesn't stop, file a complaint. If the harassment happens at school, you can file a discrimination complaint with your school district (889-5374) or the U.S. Department of Education's Office of Civil Rights. If it's at work, it can be reported to the Washington Human Rights Commission (1-800-233-3247). School officials and employers have a legal responsibility to put a stop to harassment.

What if I'm sexually harassed somewhere other than at work or school?

The law provides specific protection at school and work. In other places, like a party or at the mall, you will need to rely on your assertiveness and your ability to avoid the person or leave the place. If the acts are severe enough, they may be the basis for criminal charges or a civil lawsuit.

This all sounds pretty complex. . . Are there any simple solutions?

Sexual harassment can be wiped out with three steps:

- Expect equality and respect
- Think about not only what you're saying or doing, but also what the other person may be hearing and feeling. When in doubt, ask
- Treat everyone with common courtesy and respect.

OHS 09-10 Student Handbook

Ontario School District

Co-Curricular Participation Agreement

The following is an agreement between Ontario School District and any student who participates in any co-curricular sport, organization, program, or activity. Students are covered under the policy until they sign for the following year. Review of the agreement is important prior to signing.

Participation in Ontario School District's co-curricular programs is a privilege. Co-curricular participants are a select group of youth who represent the district's students. Students in co-curricular programs are ambassadors of Ontario School District; many see their actions and behaviors. Co-curricular participants must therefore understand the expectations for their conduct, as well as the consequences for violation of the standards set forth in this agreement.

Section A: Rules of Student Conduct for Participation in Co-Curricular Activities

The following rules are in addition to all other Ontario School District policies, procedures and rules relating to student conduct. These rules apply to all Ontario School District co-curricular participants.

1. Student will not be present in an alcohol or drug situation. The student will not be present where alcohol or other drugs are being consumed, distributed, or given away. An exception to this rule may be made at the principal level or above if the student is under direct supervision of his/her parent.
2. Student will not be in possession of alcohol, drugs, or drug paraphernalia.
3. Student will not consume or take in alcohol or other drugs. An exception to this rule may be made at the principal level or above if consumption is related to a religious observance.
4. Student will not use or possess any type of tobacco product.
5. Student will not participate in any unlawful or criminal activity including, but not limited to:
 - Theft
 - Willful destruction of private or public property
 - Fighting or physical assault
 - Participate in initiation, hazing, or intimidation of another student
 - Make threats of violence or commit any type of harassment
 - Possess, consume, or distribute alcohol or other drugs.
6. Student will not violate any Ontario School District policy, procedure, or rule relating to student conduct.
7. On overnight trips boys are not allowed in girls rooms and vice versa.

Section B: Discipline for Violation of Rules of Student Conduct for Participation in Co-Curricular Activities

Students who are found to be in violation of the rules set out in Section A will be disciplined as follows:

First Offense

Presence at Alcohol and/or Drug Situation

- Student will be placed on probation by his/her advisor/coach in accordance with team or club rules and complete a drug and alcohol education program approved by the principal. The education program will be a minimum of four hours in length.
- Report of the incident will be made to law enforcement.

Possession of Alcohol, Drugs, or Drug Paraphernalia or Consumption of Alcohol or Other Drugs

- Student will be suspended from participation in all co-curricular activities for three weeks (21 days) or three contest days, whichever is greater.
- Student will submit to a drug and alcohol assessment and/or treatment at the student's expense (*District administrative rule JFCI-AR III.A.1.a - c*).
- Student will be suspended from participation in and attendance at all co-curricular events for three weeks (21 days) or three contest days, except for sports practices.
- Student will be referred to law enforcement.

Use or Possession of Any Type of Tobacco Product

- Student will be suspended from participation in all co-curricular activities for two weeks (14 days) or two contest days, whichever is greater.
- Student will be suspended from participation in attendance at all co-curricular events for two weeks (14 days) or two contest days, except for sports practices.
- Student will be referred to law enforcement.

Unlawful or Criminal Activity

- Student's conduct and the nature and seriousness of the offense will be reviewed to determine whether the student should be eligible to continue to participate in co-curricular activities.
- Student will be suspended from participation in all co-curricular activities for three weeks (21 days) or three contest days, whichever is greater.
- Student will pay full restitution for any damaged or stolen property before student is eligible to participate in any future co-curricular activities.
- Student will be suspended from participation or attendance at all co-curricular events for three weeks (21 days) or three contest days, except for sports practices.
- Student will be referred to law enforcement.

Second and Subsequent Offenses

Presence at Drinking Situation or Drug Situation or Possession of Alcohol, Drugs, or Drug Paraphernalia or Consumption of Alcohol or Other Drugs.

- Student will be suspended from participation in all co-curricular activities for six weeks (42 days) or six contest days, whichever is greater.
- Student will submit to a drug and alcohol assessment approved by the principal and will complete the recommended treatment at the student's expense.
- Student will be suspended from participation and attendance at all co-curricular events for six weeks (42 days) or six contest days. If permitted to continue in the activity the student will be allowed to practice an adequate number of days prior to the first eligible contest to meet Oregon School Activities Association practice requirements.
- The incident will be reported to law enforcement.

Use or Possession of Any Type of Tobacco Product

- Student will be suspended from participation in all co-curricular activities for six weeks (42 days) or six contest days, whichever is greater.
- Student will submit to a drug and alcohol assessment approved by the principal and will complete the prescribed treatment at the student's expense.
- Student will be suspended from participation and attendance at all co-curricular events for six weeks (42 days) or six contest days. If permitted to continue in the activity the student will be allowed to practice an adequate number of days prior to the first eligible contest to meet OSAA practice requirements.
- Student will be referred to law enforcement.

Unlawful or Criminal Activity

- Student will be suspended from participation in all co-curricular activities for eight weeks (56 days) or eight contest days, whichever is greater.
- Student will pay full restitution for any damaged or stolen property before student is eligible to participate in any future co-curricular activities.
- Student's conduct and the nature and seriousness of the offense will be reviewed to determine whether the student should be eligible to continue to participate in co-curricular activities. If permitted to continue in the activity the student will be allowed to practice an adequate number of days prior to the first eligible contest to meet OSAA practice requirements.
- Student will be referred to law enforcement.

Combination of Offenses

- Any of the above named offenses are cumulative. Any combination of the above named offenses will be determined to have compounding offenses.
- Students violating any items from Section A will be moved to second-time offenders.
- Student's conduct and the nature and seriousness of the offense will be reviewed to determine whether the student should be eligible to continue to participate in co-curricular activities. If permitted to continue in the activity the student will be allowed to practice an adequate number of days prior to the first eligible contest to meet OSAA practice requirements.

**Section C: Attendance Expectations
for Co-curricular Participants****Attendance during the school day**

Participants in any co-curricular activity, sport, or club shall adhere to the following expectations for attendance during the school day. These expectations are in addition to those required by the Oregon School Activities Association (OSAA) of student athletes.

All co-curricular participants will attend all classes the day of a game, event, or activity and on the day following the game, event, or activity if this is a regular school day.

Students returning home from a game, event, or activity after midnight on a school night will be allotted eight hours to rest from the time of return to the high school. For example, students who return at midnight would be expected to be present for first period at 8:35 a.m. Coaches/advisors are responsible for informing students of the hour they need to be in class. Student participants who return from a competition after midnight will be expected to be in attendance no later than the start of second period. The coach/advisor shall inform staff of absences or tardies due to late arrival from a competition.

Unless there are extenuating circumstances, if more than one class period is missed the student will not be allowed to practice or participate in club activities or athletic competitions on the same day. Coaches/advisors are responsible for checking attendance before permitting students to participate.

Attendance at Practices/Meetings

Coaches/advisors realize participants will have an occasion to miss practice/meetings for reasons other than illness. However, if the participant is in attendance during the school day, it is required the participant sees the respective coach/advisor before he/she may be excused from practice or attendance at a meeting or activity.

A minimum of 10 practices are required before a student will participate in an athletic contest. Clubs and activities will establish similar rules for attendance, which will be approved by high school administration. Exceptions to the 10-practice rule may be made for extended seasons as approved by high school administration.

Section D: Academic Expectations for Co-Curricular Participants

Minimum grade-point average and credits

All students who participate in OHS co-curricular athletics and/or organizations are expected to maintain a minimum 2.0 GPA and be passing five classes. Special needs students (IEP, English Language Learner, etc.) who do not meet this standard will be looked at on a case-by-case basis by the administration.

Students who fail to have a 2.0 GPA at the end of any semester during their high school career will be ineligible for membership or participation the following semester in athletics, clubs sponsored by OHS, or any court voted on and recognized by OHS.

During the sport or activity season, if a member or participant is determined to have a GPA below a 2.0 after any 4½ week period (starting at the beginning of any semester or nine-week period), then the first school day after the deadline for teachers to have progress reports, quarter grades or semester grades posted in Schoolmaster (the date which is determined by administration) the participant will be placed on academic probation.

During the sport or activity season, if a member or participant is placed on academic probation, the student has three weeks to meet the academic expectations for the co-curricular (2.0 GPA and passing at least five classes). During this three-week period, the student may practice and attend meetings, but not participate in a contest or field trips until the advisor/coach has determined the student has a 2.0 and is passing at least five classes. After this three-week probation if the student fails to meet the academic expectations for the co-curricular, then the rules for the individual sport or club will determine if the student will continue to be a participating member of that group.

Academic Responsibilities When Absent for Competitions or Activities

When a co-curricular participant must be absent from class to attend a competition or activity, the current class assignments must be handed in before departure for the activity/contest unless prior arrangements are made with the teacher. It is the responsibility of the student to make these arrangements. Students are expected to find out what must be prepared for full participation in class on the day of return to class. This includes advance written assignments.

Section E: Participation in More than One Activity

A student may participate in more than one sport or activity during each season provided each head coach/advisor involved agrees and a workable practice, game, or activity conflict solution is in place. The participant will declare a primary and secondary activity in case of contest conflicts. The participant will be required to attend all practices or meetings for each sport or activity, unless excused by the coach/advisor. If applicable, coaches/advisors can provide alternative workout, practice, or meeting schedules on a daily or weekly basis. These expectations should be equal to other team or club members' daily or weekly requirements.

Section F: Miscellaneous

Transportation

All participants in co-curricular activities are expected to be transported to and from activities or competitions as provided by the school district. No team member is allowed to be transported by another student's parent, unless a request for permission is made to the coach/advisor and is granted by the parent of the student who wishes to be transported. The liability for transporting the student is assumed by the transporting parent. All arrangements for transporting students by parents must be made in advance with the coach/advisor. Under no circumstances may one student participant transport another student participant – not even with parental permission. When transported, students are separated by gender. Boys in front and girls in back then reversed for the return trip.

Equipment/Club Resources

Each participant will be responsible for all equipment checked out to him/her and for its return at the end of the season. Equipment or uniforms lost by a player will be paid for by the individual at the replacement value of the lost item, before participation in another sport or activity is allowed. This includes turning in fundraising materials, club journals, reports, or any other material or resources which belong to the club or team.

Section G: Special Rules for Athletes

Physical Examinations

Physical examinations shall be required for all athletes prior to participating in a sport. Examinations will be required during the student's freshman and junior years and for students new to Ontario High School's athletics. A consent form must be signed by the parent of the participant and are available through the team coach/ advisor, or the Athletic Director. These records will be filed with the Athletic Director.

Athletic Insurance/Release Form

No student may participate in athletic programs without proof of insurance coverage. If a student's parents have medical insurance, they are advised to check the policy or call the insurance company to see if the policy has any restrictions related to the student's participation in school athletics. For students whose families do not have medical insurance, insurance is available at parental cost. Student insurance application forms are available at the school office. A parent must sign the Assumption of Risk and Release Form for Athletic Participation (available through the team coach/advisor, or the Athletic Director) and provide proof of insurance before the student will be allowed to participate in any athletic practice or competition.

Oregon School Activities Association Regulations

High school students participating in sports or activities regulated by the OSAA must meet all eligibility requirements set forth by the OSAA. Following are the OSAA requirements for attendance and academic standards.

Attendance and Semester Grades: An eligible student must be enrolled full time as defined in this rule. For purposes of this rule, a full-time student is one who is enrolled in school, attending regularly, and passing subjects equivalent to at least five semester units of work, and who, during the immediate preceding semester was enrolled in school, attended regularly, and passed subjects equivalent to at least five semester units of work. Two semester units equals one credit of work, and one-half credit is granted each semester.

8-1: In addition to the specific credit requirement identified in Rule 8-1, to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements as determined by local school administration.

Section H: Definitions and Clarifications for Sections A and B of the Agreement

Drug

As used in this agreement, "drug" means alcohol, narcotics, inhabitants, and any other chemical or substance which if used or misused has an intoxicating or mind-altering effect. An unlawful or illegal drug includes any drug not prescribed by a licensed medical practitioner for the person in possession.

Suspension

As used in this agreement, "suspension" means the student may not participate in or attend any co-curricular activities, nor may the student attend any district-sponsored activity or function held outside of the regular school day at or away from any district facility, except for those activities or functions which are required for a curricular class.

Suspensions which are not invoked or not served during one OSAA sport season will be carried forward to the OSAA athletic season in which the student participates. Students may not defer suspension from an OSAA athletic season to a non-sport activity for the purpose of avoiding suspension during the next OSAA sport season.

Days

As used in this agreement, "days" means days when school is in session or days when a contest, competition or activity takes place during a scheduled vacation, break, or weekend.

Season

As used in this agreement, "season" is defined as the regularly scheduled events, activities, or contests, including state play-offs. In the case of class-related activities, a season will be an academic quarter.

Co-Curricular

As used in this agreement, "co-curricular" means any school-sponsored team, club, or activity which has criteria for participation, which identifies membership and conducts activities, contests, competitions, or events, which are outside of or in addition to regular curricular offerings.

Students who fail to comply with treatment recommendations of an approved drug and alcohol assessment will be ineligible to participate in any co-curricular activities until the student provides the principal with a signed statement from the treatment provider which states the student is in compliance with treatment recommendations or that recommended treatment has been completed.

Students who commit three violations of any combination of the rules listed in Section A of this agreement while attending OHS will be reviewed by a panel as described in Section I of this agreement to determine the student's eligibility to participate in future co-curricular activities.

Consequences for violations during spring sports will be issued during the next school year.

Section I: Due Process

Rules governing the conduct of students participating in co-curricular activities will be made available in writing as part of the registration process. The rules will be reviewed with students by the coach/advisor at the beginning of each sport season or activity in which the student participates. Each student and his/her parent will sign an Ontario School District Co-Curricular Participant Agreement form (found on page 49 of the handbook) before the student will be allowed to participate in any co-curricular activity. The agreement will be in effect the entire school year the student is enrolled at OHS and will govern the conduct of the co-curricular participant.

Consequences for violations during spring sports will be issued during the next school year.

The student's coach/advisor or other school official will investigate alleged violations of conduct rules. If the investigating coach/advisor or school official finds the facts more likely than not support a violation of the rule set forth in Section A of this agreement, the coach/advisor or school official must administer discipline as set forth in Section B of this agreement. Before making a decision, the person investigating the alleged violation will notify the student of the alleged rule violation and the evidence being relied upon to make a determination. Before a decision is made, the student will have a right to be heard. If a violation is determined to have occurred, the student and parent will be informed in writing of the violation and the discipline. The district may proceed with disciplinary action when criminal charges are pending. Violation of school policy or rules is separate from a criminal violation.

The student may request appeal or review of the alleged violation and/or discipline issued in writing within five days of the administration of discipline. Appeals will be heard within five days of receipt of the written appeal. The principal will be the sole decision maker. The principal may exercise his/her discretion in modifying the discipline issued by the coach/advisor or school official. The principal's decision may be appealed to the superintendent. The superintendent may exercise his/her discretion in modifying the discipline issued by the coach/advisor or school official. The superintendent's decision may be appealed to the Ontario School District Board of Directors. At their next regular session or special meeting the board will review the superintendent's decision and will affirm, modify or reverse the decision. Students who wish to appeal the superintendent's decision will have the opportunity to be heard at the time the board reviews the decision. All review and appeal hearings will be held in closed session.

OHS 09-10 Student Handbook

Co-Curricular Drug Testing

CODE: JFCIA

Adopted: 2003

Students participating in co-curricular activities represent the community, the school, and their peers. When co-curricular participants use illegal substances, such use infringes upon general motivation, cohesiveness, and performance. As a result, the well being of the individual and the general school community is diminished by a participant's use of illegal substances.

Ontario School District is conducting a mandatory drug-testing program for co-curricular participants. The purpose of the drug testing program is threefold:

- To provide for the health and safety of all co-curricular participants
- To undermine the effects of peer pressure by providing a legitimate reason for participants to refuse to use illegal drugs
- To encourage participants who are found to be using drugs to participate in drug treatment programs. This drug-testing program shall be instituted and conducted according to the procedures set forth in this policy.

Definitions

Drug

As used in this agreement, "drug" means any substance considered illegal by Oregon Statute or which is controlled by the Food and Drug Administration. Alcohol is included.

Co-Curricular Participant

As used in this agreement, "co-curricular participant" means any student participating in co-curricular programs sponsored by Ontario School District at OHS.

Season

As used in this agreement, "season" means fall, winter, and spring athletic and cheerleader seasons begin on the first day of practice and end the day prior to the next season as determined by the Oregon School Activities Association. For other co-curricular activities a season will be an academic quarter.

Positive Test

As used in this agreement, "positive test" means the presence of any level of illegal drugs other than prescription medications (see "Procedures").

Procedures

Rules related to this policy will be made available in writing as part of the registration process. The rules will be reviewed with students by the coach/advisor at the beginning of each sport season/activity in which the student participates. An Authorization to Test for Drugs Agreement (found on page 48 of the handbook) will be signed by each student and his/her parent before the student will be allowed to participate in any co-curricular activity. The policy will be in effect the entire school year the student is enrolled at OHS and will govern the conduct of the co-curricular participant.

Consequences for violations during the spring will continue into the next year.

Consent

Each student involved in any co-curricular programs will be required to provide a signed consent form prior to joining the program. Both student and parent signatures are required.

Non-Punitive Nature of Policy

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

Testing Rules

- All co-curricular participants may be tested at the beginning of any season at the discretion of the superintendent. Students joining a program after the season starts will be tested at their expense if the rest of the co-curricular participants were tested earlier.
- Additionally, random testing will be conducted throughout the school year at the superintendent's discretion.

A minimum of 5% and a maximum of 25% of co-curricular participants will be tested at each test period as determined by the superintendent.

Once the Authorization to Test for Drugs Agreement is signed the student is eligible for random testing whether or not he/she is at that time participating in a co-curricular activity.

Procedures for Testing

Selection for testing will be by random procedures from a pool of all students who have signed the Authorization to Test for Drugs Agreement. The superintendent will take due precautions to ensure the integrity and confidentiality of the selection process. No individual involved in the selection process will be able to identify students or to determine the selection of a particular student for testing.

The high school principal will be notified on the day students are selected for testing and will arrange for samples to be taken the same day. If a student is absent on a testing day an alternate will be tested. The absent student will become a part of the group the next time a random test is done. Any student unable to provide the sample will be expected to remain at the collection area until a specimen is obtained. Those selected for testing will be given the option of doing so in private.

Students who refuse a sample will be considered to have tested positive and will be subject to the procedure as others who test positive (see "Positive Results" on page 45 of the handbook).

Prescription Medications

Students on prescription medications may provide a copy of the prescription or a physician's written verification to school personnel within 24 hours of the time a sample is collected. Any information provided in this manner will be sealed in an envelope and forwarded to the testing lab with the sample and instructions to consider the medication in processing the sample. Prescriptions or doctor's verifications will not be reviewed by the school. Students who do not provide

verification and test positive will be subject to the measures as others who test positive (see "Positive Results").

Scope of Tests and Confidentiality of Results

All specimens that screen positive will be sent to a certified laboratory for confirmation testing. Chain of custody procedures, as recommended by the laboratory, will be followed.

Initial screening tests will test for common illegal drugs of abuse. The superintendent shall decide prior to selection of students which illegal drugs shall be screened. Samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication.

Test results will be communicated only to the superintendent or the superintendent's designee. Individual test information will be treated confidentially.

Positive Results

Whenever a participant's results indicate the presence of drugs (positive test), the following steps will be taken:

- Any student that tests positive in the initial test will be required to provide an additional specimen for confirmation testing.
- If the confirmation specimen tests negative, the student and parent will be notified and no further action will be taken.
- If the confirmation specimen tests positive, notification will be made and a meeting will be scheduled with the student, the parent, and the building principal.

Discipline

Due process procedures will be followed for all discipline arising from violation of the district's policy.

First Positive Result

- Athletes and cheerleaders will be suspended from participation in all athletic activities for three weeks (21 days) or three contest days, whichever is greater. The suspension shall carry over to the next season in which the student participates if the schedule ends before the suspension is completed. Students will be suspended from participation in all co-curricular activities for three weeks. A week with less than three school days will not be counted in satisfying the suspension.
- Student will submit to a drug and alcohol assessment and/or treatment at the student's expense (*District administrative rule JFCI-AR (III.A.1.a-c)*).
- Student will be suspended from participation in and attendance at all co-curricular activities during the suspension period described above, except for practices.
- Student will be drug tested any time there is a random test for the next nine weeks. With approval of the superintendent the principal may waive additional penalties for positive tests during the testing prescribed in this subsection.

Second Positive Result

- Athletes and cheerleaders will be suspended from participation in all athletic activities for six weeks (42 days) or six contest days, whichever is greater. The suspension shall carry over to the next season in which the student participates if the schedule ends before the suspension is completed. Students will be suspended from participation in all co-curricular activities for six weeks. A week with less than three school days will not be counted in satisfying the suspension.
- Student will submit to a drug and alcohol assessment approved by the principal and must complete the recommended treatment at the student's expense.
- Student will be suspended from participation and attendance at all co-curricular activities during the suspension period referred to above. If permitted to continue in the activity the student will be allowed to practice an adequate number of days prior to the first eligible contest to meet OSAA practice requirements.
- Student will be drug tested any time there is a random test for the remainder of the school year. With approval of the superintendent the principal may waive additional penalties for positive tests during the first six weeks of testing prescribed in this subsection.

Third Positive Result

- For the third positive result in any two consecutive calendar years, the student will be suspended from co-curricular activities for the remainder of the student's high school career. Any student suspended under this section can only be reinstated by action of the school board.

**Relationship to Student Discipline Policy,
Substance Abuse Policy, and Student Activities
and Athletics Policy**

Co-curricular participants should be advised that each of the above policies might also affect their eligibility. Normal disciplinary measures are still applicable for violations which do not arise from these testing procedures.

OHS 09-10 Student Handbook

Authorization to Test for Drugs

I understand that my performance in co-curricular activities and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by Ontario High School and the Ontario School District Board of Directors.

I also authorize Ontario School District to conduct a test on a urine specimen, which I provide, to test for drug and/or alcohol use. I also authorize the release of information concerning the results of such test to Ontario School District and to the parent of the student. I understand that once this authorization is signed, I am eligible for drug testing for the remainder of the school year whether or not I am at that time participating in a co-curricular activity.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of the above information to the parties named above. In the event my student is selected for testing and is taking prescription medication, I give my consent for any medical provider to release information regarding any prescription drugs to the testing laboratory and Ontario School District for the purpose of complying with this policy.

I have received a copy of this release. I have read and understand the district's policy and related procedures for drug testing and consent to such testing.

Student Signature

Date

Parent Signature

Date

Please note, both the drug test and co-curricular agreements must be signed to be eligible to participate in any co-curricular activity.

OHS 09-10 Student Handbook

Ontario School District Co-Curricular Participation Agreement Form

Read Before Signing

I _____ (student) understand and consent to the responsibilities and discipline set forth in the Ontario School District Co-Curricular Participant Agreement during the entire school year for which the agreement is signed. I understand if I violate the Ontario School District Co-Curricular Participant Agreement I will be subject to discipline set forth in Section B of this agreement in addition to discipline under other Ontario School District policy.

Student Signature

Date

I _____ (parent) understand and agree that my student will be held accountable for the expectations and discipline as set forth in the Ontario School District Co-Curricular Participant Agreement during the entire year for which the agreement is signed. I understand if my student violates the Ontario School Participant Agreement he/she will be subject to discipline set forth in Section B of this agreement in addition to discipline under other Ontario School District policy.

Parent Signature

Date

I _____ (coach/advisor) attest that I have provided the above-named student with a copy of the Ontario School District Co-Curricular Participant Agreement and have reviewed the expectations for student conduct and discipline with the student.

Coach/Advisor Signature

Date

Please note, both the drug test and co-curricular agreements must be signed to be eligible to participate in any co-curricular activity.