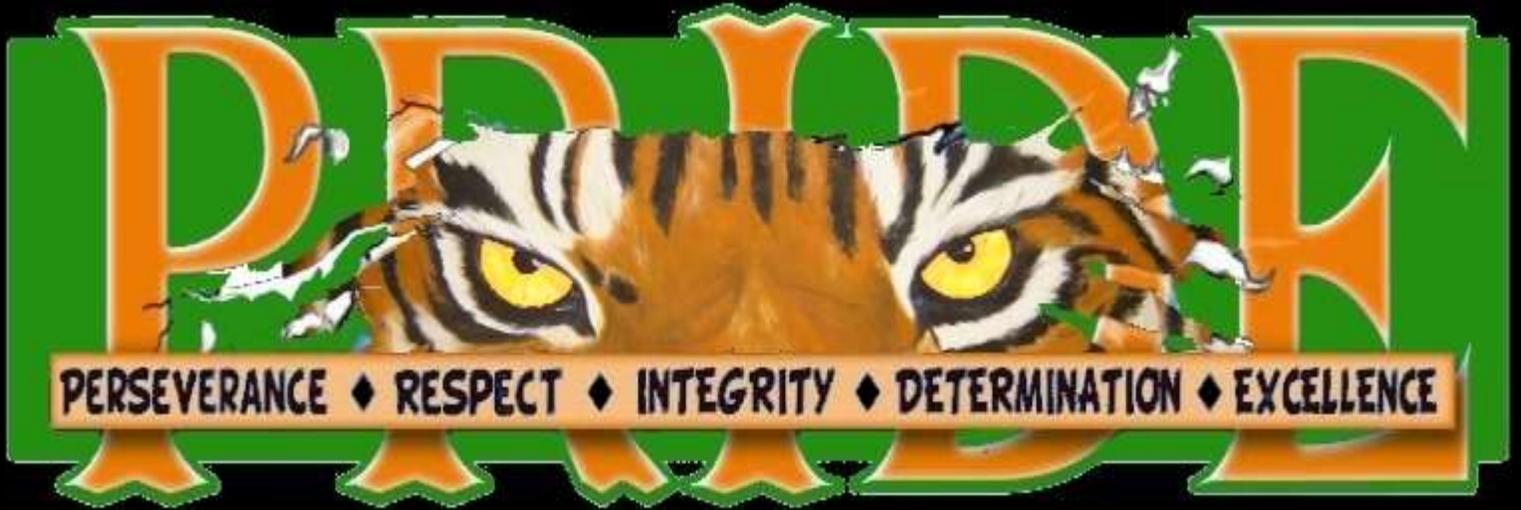


2016-2017

# STUDENT HANDBOOK



# DAYVILLE JR. HIGH & HIGH SCHOOL

This handbook belongs to: \_\_\_\_\_



## **YOU HOLD THE KEY TO YOUR FUTURE. HERE'S THE DOOR!**

It is with great pleasure that we take this opportunity to welcome you to school.

We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

### **PREFACE**

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

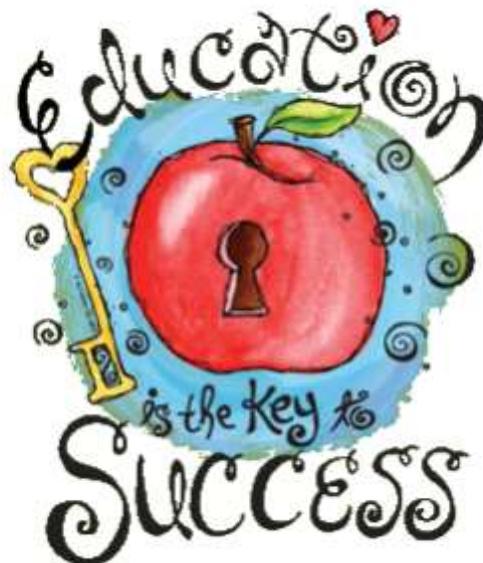
School Board Policy manuals are available for review in the school office.

Any information contained in this student handbook is subject to revision or elimination from time to time without notice.

### **STATEMENT OF ASSURANCE**

The Dayville School District No. 16J does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The Superintendent, Kathryn Hedrick, 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.



**DAYVILLE SCHOOL HANDBOOK**

|                            |    |                            |    |
|----------------------------|----|----------------------------|----|
| ASSEMBLIES                 | 4  | GRADUATION EXERCISES       | 14 |
| ATTENDANCE                 | 4  | GRADUATION REQUIREMENTS    | 15 |
| Tardy                      | 4  | Dismissal at graduation    | 15 |
| ABSENCES                   | 5  | IMMUNIZATION               | 15 |
| Admit slips                | 5  | INFECTION CONTROL          | 16 |
| AWARDS & HONORS            | 6  | INTERNET POLICY            | 16 |
| CLOSED CAMPUS              | 7  | LOCKERS                    | 16 |
| CONDUCT                    | 7  | LUNCH/BREAKFAST PROGRAM    | 16 |
| COUNSELING                 | 9  | MEDIA ACCESS TO STUDENTS   | 17 |
| DISTANCE/VIRTUAL LEARNING  | 9  | MEDICAL TREATMENT          | 17 |
| DRESS CODE                 | 9  | MEDICINE AT SCHOOL         | 17 |
| DRUGS & ALCOHOL            | 10 | PHYSICAL EXAMINATIONS      | 18 |
| ELECTRONIC DEVICES         | 10 | PROGRAM EXEMPTIONS         | 18 |
| EMERGENCY DRILLS           | 10 | RELEASE OF STUDENTS        | 18 |
| EMERGENCY SCHOOL CLOSURE   | 10 | SEARCHES & QUESTIONING     | 19 |
| EXTRACURRICULAR ACTIVITIES | 10 | STUDENT PROGRESS REPORTS   | 19 |
| Eligibility                | 11 | STUDENT/PARENT COMPLAINTS  | 19 |
| Dances/Social Events       | 12 | TALENTED & GIFTED PROGRAM  | 20 |
| FEES/FINES/CHARGES         | 12 | TELEPHONE USE              | 20 |
| FIELD TRIPS                | 12 | THREATS                    | 20 |
| FOOD & BEVERAGES           | 13 | TRANSPORTATION OF STUDENTS | 20 |
| FUND RAISING               | 13 | VEHICLES ON CAMPUS         | 21 |
| GENERAL RULES              | 14 | VISITORS                   | 21 |
| GRADE CLASSIFICATION       | 14 | WITHDRAWAL FROM SCHOOL     | 21 |

**DAYVILLE SCHOOL STAFF DIRECTORY**

Kathryn Hedrick - Superintendent/Principal.....Ext. 103

| TEACHERS   |                              |          | EDUCATIONAL SUPPORT STAFF |                     |          |
|--|------------------------------|----------|---------------------------|---------------------|----------|
| Mrs. Latshaw                                       | Social Studies               | Ext. 118 | Mrs. Buce                 | Educational Aide    | Ext. 111 |
| Mrs. Powell  | Language Arts/Social Science | Ext. 105 | Mrs. Johnson              | Educational Aide    | Ext. 111 |
| Mr. Latshaw  | Science/Ag/Shop              | Ext. 107 | Mrs. Waltenburg           | Educational Aide    | Ext. 111 |
| Mr. Bogardus                                       | Math/French/Social Science   | Ext. 106 | Mrs. Hubbird              | Educational Aide    |          |
| Mrs. Fretwell                                      | K-2 Teacher                  | Ext. 114 | Mrs. Schmadeka            | Aide, Athletic Dir. | Ext. 110 |
| Mrs. Sullivan                                      | 3-5 Teacher                  | Ext. 113 | Mrs. Ashley               | Preschool Aide      | Ext. 109 |
| SUPPORT STAFF                                      |                              |          |                           |                     |          |
| Jody Winkelman                                     | Deputy Clerk/Business Mgr.   | Ext. 102 | Lori Smith                | Secretary           | Ext. 101 |
| Greg Pinkal  | Bus Driver                   | Ext. 104 | Cheryl Hubbird            | Bus Driver/Cook     | Ext. 104 |
| Dan & Pam Martin                                   | Custodial                    |          | Cheyenne Perkins          | Head Cook           | Ext. 120 |
| Craig Merkord - Maintenance/Custodial.....Ext. 117 |                              |          |                           |                     |          |

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom.

A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

## **ATTENDANCE**

### **Compulsory School Attendance**

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of the law and is punishable by a court imposed fine, as provided by ORS 339.925.

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

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

### **SUSPENSION OF DRIVING PRIVILEGES**

Students who fail to maintain regular enrollment in school may have their driving privileges or the right to apply for driving privileges suspended.

The superintendent may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30<sup>th</sup> day following the date of notice unless the student presents documentation that complies with ORS 807.066.

A student shall be considered to have withdrawn from school if the student has:

- More than 10 consecutive school days of unexcused absences; or
  - Fifteen school days total of unexcused absences during a single semester.
- The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

### **TARDIES**

Tardies are rarely excused. A student is considered tardy if he/she arrives in the classroom after the bell rings, and up to fifteen minutes thereafter (any later than 15 minutes and the student is considered absent for that period).

## ABSENCES

Regular attendance is crucial to every student's progress in school. For this reason Dayville School District requires that parents/guardians contact the school prior to any student absence unless a bonafide emergency prevents this communication. The attendance telephone number is 987-2412 ext. 101. Parents will be asked to provide a doctor's note for absences exceeding three consecutive days. Students more than 15 minutes late for a class will be marked absent by the office. Students are allowed *no more than five (5) absences per semester*. Students with excused absences will be allowed TWO days for every day absent to get all makeup work and assignments completed.

Excused absence from school or class will be permitted under the following circumstances in accordance to ORS 339.065:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Medical or dental appointments; absences should be pre-arranged, confirmation of appointment may be required.
4. Prearranged absences approved in advance by the Superintendent (any assignments that can be done prior to the absence must be completed)

### **The following are not excused absences according to Oregon state attendance laws:**

|  |  |
|--|--|
| Truancy  | Oversleeping                               |
| Missing the bus  | Birthdays or other celebrations            |
| Car malfunctions   | Hair cut appointments/tanning appointments |
| Senior pictures  | Babysitting or other gainful employment    |
| Family vacations not approved in advance by the Superintendent |  |
| Shopping (including the acquiring of Prom/Homecoming attire)   |  |

Students with unexcused absences will be given TWO days only to make up all missed assignments.

### ***ACCORDING TO OREGON LAW PARENTS DO NOT HAVE UNILATERAL PERMISSION TO EXCUSE THEIR CHILDREN FROM SCHOOL***

A student who is absent from school will not be allowed to participate in school-related activities on that day or evening. {Exceptions, such as with doctor appointments, may be made on an individual basis as deemed appropriate by the administration}

*Teachers are allowed some discretion relative to make up work for absences.*

**A student who must leave school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether the student should be sent home and will notify the student's parent as appropriate.**

### **ADMIT SLIPS**

Any student who is late to school or has been absent during the day must check in with the office and obtain an admit slip to be admitted to class.  
This slip is to be presented to the teacher.

## AWARDS AND HONORS

The following awards for scholarship and athletic achievement are available to Dayville High School students:

### **ACADEMIC ACHIEVEMENT**

Presented to any graduating senior who has earned honors every semester of their high school career.

### **BOY'S BASKETBALL TROPHY\***

Outstanding male basketball player who is deemed to have contributed the most to his team.

### **BOY AND GIRL OF THE YEAR TROPHY\***

Presented to the students who, in the opinion of the high school teaching staff, have contributed most to the school in attitude, cooperation, school spirit, and friendliness

**FOOTBALL TROPHY\*** Given at the discretion of the coach to the outstanding football player.

**GIRL'S BASKETBALL TROPHY\*** Given at the discretion of the coach to the outstanding girl basketball player.

### **MARY L. WOLFGRAM TROPHY\***

Presented to the outstanding volleyball player. Award goes to the girl, regardless of year in school, who has contributed the most to the team during the entire season of play.

### **NATIONAL HONOR SOCIETY\***

Any students grades 10-12 may be considered for membership in the Honor Society. Criteria include scholarship (cumulative gpa 3.5 +), service to community/school, leadership, and good character.

### **NORM HOFFMAN TROPHY\***

To be awarded to the outstanding female athlete, based upon leadership, sportsmanship, conduct, performance, and academic effort.

**SCHOLAR AWARD\*** Awarded to the high school student with the highest cumulative G.P.A.

**SENIOR ACHIEVEMENT AWARD\*** Presented to a senior who has overcome adversity during their high school career.

### **OUTSTANDING SENIOR TROPHY**

Senior student, selected for attitude, citizenship, and extra curricular. Must have participated in an extracurricular activity during their senior year.

**TRACK TROPHY\*** Awarded to the boy and girl who accumulated the most points during the season.

### **WALTER W. (DOC) WYLLIE TROPHY\***

This award presented to the outstanding male Scholar Athlete. Award selection is based upon scholarship (must meet specific requirements) leadership, sportsmanship, and performance.

### **VARSITY LETTERS**

D's shall be given for varsity athletics only. Each varsity athlete shall receive a letter for his/her first award in a sport, and thereafter a certificate and a gold bar for each year of varsity participation. Students eligible for a letter shall have completed the season in good standing, and receive the recommendation of the coach, A.D., and superintendent.

**GRADUATION HONOR CORDS** Seniors with a 7<sup>th</sup> semester cumulative GPA of 3.5 or better will be considered honor students and are entitled to wear a gold honor cord at graduation.

*The following awards are available each grading period for all students grades K-12*

### **HONOR ROLL**

To qualify for the honor roll a student must be carrying at least five subjects and a GPA no lower than 3.50. Honorable mention has the same criteria with a GPA of 3.00-3.49 (High Honors = 4.0 GPA)

### **PERFECT ATTENDANCE**

Presented to any student who has attended school all day, every day.

### **EXCELLENT ATTENDANCE**

Presented to any student who has attended school every day, but did not qualify for the perfect attendance award.

\* These descriptions have been compacted from the original synopses to give an outline of the award. A complete synopses for each award will be made available upon request. Requests are handled through the school office.

**CLOSED CAMPUS**  
*(District Policy JEFA)*

Campus is closed during the school day.

No student is to leave at any time, for any reason, with the following exceptions;

Planned school activities

A specific need verified by parent and approved by the administrator

Students who have a parent and school approved work release privilege

Juniors and Seniors meeting specific criteria may leave during their lunch break  
as allowed and guided by district policy.

Students who leave school grounds without authorized permission  
are considered truant and disciplinary penalties will apply.

Students may not enter the parking areas and/or vehicles during the regular school day,  
including break and lunch time.

**CONDUCT**

The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

**Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

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

## Code of Conduct

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner during the school day and during district-sponsored activities.

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:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/Teen Dating Violence - Student and accompanying administrative regulation;
3. Coercion;
4. Threats of violence or harm
5. Disorderly conduct;
6. Bringing, possessing, concealing or using a weapon\* as prohibited by Board policy JFCJ
7. Vandalism/Malicious Mischief/Theft as prohibited by Board policies ECAB and JFCB;
8. Sexual harassment as prohibited by Board policy JBA/GBN
9. Use of tobacco, alcohol or drugs as prohibited by Board policies JFCG/JFCH/JFCI ;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

### Consequences

*Typical consequences will follow a progressive path*

1. *Conference with parent/guardian*
2. *Detention*
3. *In-school suspension*
4. *Out of school suspension*
5. *Expulsion*

*Dayville Schools reserves the right to administer school discipline proportional to action; law enforcement will be contacted in the event of an alleged or actual legal infraction.*

\*Weapons – It is a criminal offense to have a weapon of any type on school property whether on your person or in your vehicle. A weapon is defined as: any firearm, dagger, sword, knife or other cutting/stabbing instrument (including pocket knives of all types/sizes), pepper spray, or anything else capable of producing bodily harm displayed in such a manner as to intimidate another person or create fears for the safety of another person.

#### DISCIPLINE/DUE PROCESS

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

PARENTS ARE RESPONSIBLE FOR TRANSPORTATION FOLLOWING A DETENTION.

## COUNSELING

*Academic Counseling - Ms. Hedrick, Superintendent*

Students are encouraged to talk with their teachers and/or superintendent in order to learn about the curriculum, course offerings and graduation requirements.

### *Personal Counseling*

In-school counseling may be available on a limited basis, students can also be referred to other public or private agencies.

## DISTANCE/VIRTUAL LEARNING

Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

## DRESS CODE

*(District Policy JFCA)*

The learning process of any educational institution is best met when students, teachers and administrators follow high standards of cleanliness, neatness, and quality of attire.

The basic responsibility for the appearance of the students of Dayville Schools rests with the parents and the students themselves. Parents have the obligation and, within certain prescribed bounds, the right to determine their student's attire; however, these guidelines must be followed:

1. *The judgment of any teacher as to the dress of any student whom they feel is disruptive to their class will be upheld.*
2. Attire must not be destructive to school property.
3. Dress must comply with the health and safety codes of the State of Oregon
4. For health reasons, shoes must be worn
5. Sunglasses are not to be worn in the building unless they are prescribed
6. Bare midriffs\*, see-through garments, bare backs, halter tops, low-cut blouses or shirts including exposed torso, low rider pants, lycra tights, pajamas, or any other garments deemed unsuitable by school staff or administration, are prohibited.
7. Obscene, profane or provocative pictures, advertising for alcoholic beverages, tobacco, or controlled substances, or any other weapon related, vulgar, or inappropriate material (implied or expressed) on clothing or jewelry is prohibited.
8. Hats, headscarves, hoods, and caps are not allowed in any building during the school day.
9. Shorts and skirts must be of an appropriate length, reaching mid thigh and being modest when sitting, standing, or bending over.
10. Clothing should be form concealing, not form revealing. Spandex shorts, pants, leggings, and form fitting yoga pants, must be worn with an outer garment that reaches the middle of the thigh.
11. Pants and shorts must fit appropriately and securely.\*\*
12. Exposed under garments are prohibited.
13. Any clothing that is cut up (cut off sleeves, shorts, ripped up pants, etc.) is not allowed.
14. Items which might be considered to promote or support gangs are prohibited.

School Dress Tests:

\* Midriff - In the midriff area, no skin will be exposed when the student sits, stands, or when arms are raised to shoulder height.

\*\* Baggy pants - Without touching pants, and with arms extended away from the body, the student must be able to walk fast and jump up and down. The pants must stay on, fit securely, and not expose undergarments or midriff skin area.

*Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.*

## **DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM**

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

## **ELECTRONIC DEVICES**

Personal music devices (with or without headphones), game devices, electronic readers/tablets (kindle, nook, ipad), and other electronic items are only permitted before and after school, during 10 minute break, and during lunch. At NO TIME may these devices be used at school to access internet services and/or social networking sites.

*Laser objects are not permitted on campus at any time.*

*Cell phones use is not permitted during class time except with explicit permission from the teacher.*

## **DRILLS - FIRE, EARTHQUAKE AND EMERGENCY DRILLS**

Students and staff shall participate in emergency drills or rapid dismissal for fire, earthquakes or other emergencies scheduled by the district. When the alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly manner.

Fire drills, earthquake drills and lockdown drills will be practiced throughout the year.

Maps of the exit routes will be posted near all doorways and throughout the building. Copies of exit maps may also be obtained in the office.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations may include closure of school, delayed opening of school and early dismissal of students.

*(Please listen to KJDY or a call from the school for closure information.)*

## **EXTRACURRICULAR ACTIVITIES**

Extra-curricular is defined as any and all activities outside of regular class including, but not limited to, athletics, dances/prom, student council, and social events.

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

**The use or possession of tobacco, drugs, alcohol, or other discipline occurrences during an extracurricular activity or training season will result in disciplinary action.**

Students involved in extra-curricular activities may not attend or remain at parties or other functions where alcohol or drugs are being consumed or used contrary to the provisions of Oregon law. Once a student discovers that the illegal use of alcohol or drugs is being used, they must promptly remove themselves from the premises. If the student remains, or attends functions where drugs or alcohol are consumed or used illegally, that student will receive the corrective action listed for use or possession of drugs and alcohol.

## Extracurricular Activities - continued

### PARTICIPANT RESPONSIBILITIES:

- Students must have permission from parents or guardian to participate in all extracurricular activities.
- Participants in extracurricular activities must have good class attendance, be in attendance at every class on the day of a game, practice, or event (some exceptions may be made), and be in attendance at every class on the day following a game or event.
- Participants in extracurricular activities must adhere to any additional rules set forth for their particular activity, as well as the student code of conduct.

Participants in extracurricular activities must travel to and from events in transportation provided by the school unless other arrangements have been made by parents with approval by the advisor, coach, or superintendent.

School officials shall take all reasonable measures to insure that the school's students and supporters maintain a sportsman-like attitude toward all events so that activities may be conducted without unreasonable danger or disorder.

Conduct on Trips: Failure to comply with acceptable standards of behavior may result in losing the privilege of participating in trips, or in the case of team members, ineligibility.

- Participants will abide by all rules in the school's handbook, and activity policy
- Participants will keep the teacher, coach, or chaperone aware of their whereabouts at all times.
- Participants will observe the curfew established by the teacher, coach, or chaperone.

### ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

In order to participate in extra-curricular activities, a student must maintain a 2.0 GPA (C average) on quarterly report cards. A student who fails to meet this GPA requirement will generally have four and one half weeks of ineligibility before he/she can earn the right to re-enter the extra-curricular activity program. This time frame may be modified in certain circumstances through a determination of the administration. {OSAA requires that athlete to have passed 5 classes the previous semester}

In addition, if a student is receiving an "F" in any class on a consecutive weekly basis, they will be denied participation in the following manner:

- 1<sup>st</sup> week – formal warning
- 2<sup>nd</sup> week - allowed to practice, but not participate
- 3<sup>rd</sup> week - not allowed to attend practice OR participate in activity
- 4<sup>th</sup> week - removed from the team or activity (*removal applies to 9-12 grades only*)

*Students must have a current student body card to participate in **any** extracurricular activities.*

*Students must pay a \$10.00 participation fee for each sport (maximum \$30.00 per family each season)*

*The principal will be given a list of failing students prior to 12:00 noon on Mondays and any eligibility conditions will begin at that time.*

### **Good Conduct/Appropriate Attire**

The rules of good conduct and appropriate dress shall be observed for all extra-curricular activities, including dances and social events. Guests at dances/social events will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest.

## **HIGH SCHOOL DANCE/SOCIAL EVENTS**

- \* No persons 21 or older may attend
- \* Only students in grades 9-12 may attend
- \* Once you leave the event you don't return
- \* If your date is not attending a school that is involved they must obtain a guest pass
- \* To receive a guest pass students must have their date approved one week in advance by the principal and activity advisor. The principal or designee will issue a pass.

### **Prom Court**

Each class will nominate one boy and one girl to represent their class. These students must be eligible at the time of their selection and remain eligible through the event. Nominations can be revoked by the class advisor or administration.

The Junior class selects the king and queen from the princes and princesses selected.

The Junior class president will crown the king and queen at the dance.

### **Homecoming Court**

Each class will vote on the Prince and Princess to represent their grade. The student body will vote a King and Queen from the selection of Princes/Princesses.

## **FEES/FINES/AND CHARGES**

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

1. Student Body Fees
2. Security deposits
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student.
4. Athletic Fees (\$10/season for each athlete)
4. Overdue library books will be charged at replacement cost of book.

**All outstanding fees/fines must be paid  
for students to be eligible to participate in extracurricular activities.**

The district will withhold the grade reports, diploma and records of any student who owes a debt.

All such materials shall be released upon payment of moneys owed.

Fees, fines and charges owed to the district may be waived at the discretion of the superintendent.

## **FIELD TRIPS**

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

## **FOOD & BEVERAGE**

Food and beverages may be permitted in classrooms at the teacher's discretion.

***Sunflower seeds and other seeds in the shells are not permitted at school or school related activities.***

## **FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives.

*An application for permission must be made to the superintendent at least five days before the event.*

**All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures.**

All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The superintendent is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

## **GENERAL RULES FOR ALL CLASSROOMS**

- A. Students will enter and leave the classroom in an orderly manner.
- B. Students will be expected to remain in their seats in a quiet and orderly manner. This will include: no sitting on desks or tables, no feet on desks or tables, no leaning back in chairs.
- C. Students will maintain a quiet voice conducive to a learning environment.
- D. Students will remain in their seats until dismissed by the teacher. Teachers release students, NOT bells.
- E. Electronic devices will not be used in the classroom unless it specifically relates to the instructional goal.
- G. Students will arrive in class with necessary learning materials and equipment.
- H. Students will not be excused from class unless it is an emergency or they are on an errand for the teacher. In either case, only the required number of students to accomplish the task will be sent and they MUST have a hall pass.
- I. Classroom phones are not for student use. All student initiated phone calls will be made from the office.

## **RELATIONSHIPS TO OTHERS**

Students will address all school personnel in the correct formal manner.

Students will treat all school personnel and other students with courtesy and respect during school hours and at all school related activities.

## **SCHOOL PROPERTY**

Students will be responsible for replacement costs of lost, damaged, or destroyed school property.

## **MAINTENANCE OF CLASSROOM**

Floors will be kept clear of books, papers, etc. and students will assist the teacher with the daily cleaning duties

### **STUDY SKILLS**

- A. Student will hand in assignments with the appropriate paper headings.
- B. Students will hand in papers that reflect order and neatness.
- C. Assignments will be handed in on the due date.

### **STUDENT RESPONSIBILITY OUTSIDE THE CLASSROOM**

- A. Hat/caps may not be worn inside of the school building.
- B. Students shall conduct themselves in an orderly manner and not engage in “roughhousing” or general “horseplay” in the halls or classrooms.
- C. While classes are in session, if a student is in the hallway or moving to another area, they are to remain quiet so as not to disturb other classes.

### **CAFETERIA**

Students will conduct themselves in a quiet and orderly manner in the lunch line and in the cafeteria.

- 1. Students will scrape their tray clean and set in the designated area.
- 2. Loud talking, yelling, etc. will not be permitted.

### **OFFICE**

- A. Students are to stay in front of the counter, unless specific permission is granted to go behind it.
- B. Students are not to use the phone without permission.
- C. Students are not to go into the faculty area (mail room) without permission.

### **GRADE CLASSIFICATION**

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

|   |  |
|---|--|
| <i>Units of Credit Earned = Grade Placement</i> |  |
| 6 Units = 10 <sup>th</sup> Grade Sophomore      | 12 Units = 11 <sup>th</sup> Grade Junior |
| 18 Units = 12 <sup>th</sup> Grade Senior        |  |

### **GRADUATION EXERCISES**

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, or other certificates of completion or attendance as may be awarded by the district may participate in graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian and salutatorian are encouraged to speak as part of the graduation exercise program. All speeches will be reviewed and approved in advance by the building principal or designee.

Graduation programs will be planned by the senior class, their advisor, and the superintendent.

Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

## GRADUATION REQUIREMENTS

In order to graduate from high school in the district, a student must successfully complete 24 units of credit. The state of Oregon requires all students to complete a certain series of courses.

A student in the regular high school program is required to complete the following courses:

|   |           |                                 |           |
|---|-----------|---------------------------------|-----------|
| English .....                             | 4 credits | Math (Algebra I and above)..... | 3 credits |
| Science.....                              | 3 credits | Social Science.....             | 3 credits |
| Physical Education.....                   | 1 credit  | Health.....                     | 1 credit  |
| Fine/Applied Arts or Second Language..... |           | 3 credits*                      |           |
| Electives.....                            |           | 6 credits                       |           |
| <i>* In any combination</i>               |           |                                 |           |

In addition to the above requirements, students must also:

***Meet the Assessment Benchmarks implemented for their year of graduation.***

***Develop an education plan and build an education profile.***

This is a way for students to methodically identify personal, academic, and career interests and goal, to plan learning experiences that prepare students for steps after high school, and to track and document progress.

***Demonstrate applied learning through a collection of evidence.***

Students build a body of evidence that demonstrates the application and acquisition of skills and knowledge related to their interests and post-high school goals.

***Demonstrate career-related learning knowledge and skills.***

These include capabilities in personal management, problem solving, communication, and teamwork, along with knowledge about the workplace and career planning and advancement.

***Participate in career-related learning experiences.***

This enables student to connect classroom learning with experiences in the workplace, in the community, or in school relevant to their interests and post-high school goals

## DISMISSAL AT GRADUATION TIME

In order to be dismissed at graduation time, seniors must meet the following requirements:

1. All fines and fees must be paid;
2. All work must be completed in each class. If failing class(es) student must attend class(es) on days that other seniors are dismissed before graduation;
3. Must meet all state and district requirements
5. Must complete all checkout procedures.

Failure to meet all requirements could mean a student's diploma will be held until the situation is resolved.

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate of medical or non-medical exemption. Proof of immunization may be personal records from a licensed physician or public health clinic.

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

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

Although HIV, AIDS, HBV, and HCV are serious illnesses, the risk of contracting the disease in school is extremely low. The school district has a policy in place regarding procedures pertaining to infectious diseases. This policy is available, by request, in the school district office.

### INTERNET POLICY

1. The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. The Network has not been established as a public access service or a public forum. Dayville SD 16J has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the district student conduct regulations and the law in your use of the Network.

Please refer to district policy and Internet Use Agreement for more information on specific rules and regulations regarding internet use.

### Consequences

Abuse or misuse of computer/internet privileges will result in parent notification and the following:

First Offense.....loss of internet access for 1 week

Second Offense.....loss of internet access for 2 weeks

Third Offense.....loss of computer access for 4 weeks

Additional consequences may be assigned, depending upon the severity of the misdeed.

### LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of their locker. Valuables should never be stored in the student's locker.

Lockers (and anything contained within) may be routinely, or at any time there is reasonable suspicion, inspected to ensure no item which is prohibited on district premises is present.

Lockers may also be inspected for maintenance of proper sanitation, mechanical condition, safety, and to reclaim district property including instructional materials.

### LUNCH/BREAKFAST PROGRAM

The district participates in the National School Lunch and School Breakfast Programs, and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office.

*"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail, fax, or email.

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

FAX: (202) 690-7442

- or -

EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **MEDIA ACCESS TO STUDENTS**

*(District Policy JOD)*

Media and/or school representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to print or web publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly, and note this directive on the student registration forms which are kept on file in the office.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

**News Release:** *All information submitted to any news source concerning events sponsored by or occurring at Dayville School must have the approval of the principal.*

## **MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

## **MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities in accordance with the following guidelines.

### **District Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information:

*name of the student, name of the medication, dosage, route, frequency of administration  
and any special instructions.*

A prescription label meets the requirement for written instructions from the physician, if the information above is included.

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

Any medication to be administered by the district (or taken by the student during the school day) is to be brought to the school office by the parent in its original container. Medications will be securely stored in the school office. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

### **Self-Medication**

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

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

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

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

*Contact the school office for additional information and forms.*

### **PHYSICAL EXAMINATIONS**

*(District Policy JHCA)*

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

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

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

Students shall not participate without a record of passing a physical examination on file with the district.

### **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

All such requests should be directed to the principal by the parent in writing and include the reason for the request.

### **RELEASE OF STUDENTS FROM SCHOOL**

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

**Student Sign-Out Procedure:** Students may check out of school at the school office only with prior written permission or a call from their parents. If students fail to have one of these items they will remain at school until regular dismissal time. If the student leaves without permission they will be considered truant, parents will be notified, and disciplinary action will be taken.

## **SEARCHES AND QUESTIONING**

### **Searches**

*(District Policy JFG)*

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

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

District officials may also search when they have reasonable suspicion that a threat to the safety or security of others may exist.

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

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

Police authorities may visit the school with a contraband detection dog. Any items on school property will be subject to search including lockers, backpacks, and private vehicles.

### **Questioning**

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

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

## **STUDENT PROGRESS REPORTS**

Student reports are given to parents at the end of each grading period

The semester grade is a compilation of two quarters' grades (and any semester tests) and is the grade placed on the permanent file. Progress reports are sent at the midpoint of each quarter. They are sent to advise parents of progress made and to note any deficiency which can be corrected.

Teachers will contact parents to alert them of any concerns as they arise.

Grades and Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

## **STUDENT/PARENT COMPLAINTS**

Complaints regarding grades, instructional material, or classroom activities should be addressed with the teacher. Complaints regarding educational records, educational standards, harassment or discrimination should be brought to the attention of the Superintendent.

Complaints about staff should be brought up first with the individual in an attempt to resolve the issue. If the complaint is not resolved, the procedure for further resolution is available in the School District Policy manual.

## **TALENTED AND GIFTED PROGRAM**

A program for students identified as talented and gifted will be provided. Students or parents seeking information should contact the Superintendent.

## **TELEPHONE USE**

All student initiated phone calls will be made from the school office telephone and only with permission. Permission for student initiated phone calls will be given in cases of emergency or when ill and needing transportation home.

## **THREATS**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

*Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.*

## **TRANSPORTATION OF STUDENTS**

*(District Policy EEACC)*

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

### **Transportation Rules**

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

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

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

## VEHICLES ON CAMPUS

*(District Policy JHFD)*

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered, the student driving the vehicle is insured under a motor vehicle liability insurance policy. In addition to this, the student must have written parental consent to drive to school.

- **No student is to be in, on, or around parked cars during the school day, except when arriving or leaving.**
- **Students shall not be riding in, or driving vehicles during breaks or the lunch hour.**
- **Vehicles must be driven in a safe and non-disruptive manner. A 5-mile per hour speed limit will be observed in the school parking lot.**
- **All driving and vehicle laws will be followed, including new driver laws and legal transportation of others.**

Student vehicles must be parked in the designated area on school grounds (next to road below bus parking area) and should be locked.

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

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

## VISITATION

Parents and community members are encouraged to visit school to get a total picture of the work that is being expected and accomplished.

1. All visitors (including parents) are required to check in to the office upon arrival and departure.
2. All visitors must wear an ID bracelet provided by the school office.
3. Classroom visitations need to be prearranged with the instructor and administration.
4. No individual may loiter in or near the school buildings or grounds. Loitering means not having a purposeful reason or relationship involving custody or responsibility for a student, or upon inquiry, not having a specific legitimate reason for being there.
5. Generally, students are discouraged from bringing guests to school. Any exception is at teacher request and principal approval *prior* to the day of visitation.

## WITHDRAWAL FROM SCHOOL

Students should use the following procedures to withdraw from DHS:

1. Parents/Guardians must contact the school to withdraw a student
2. After parental contact, students will obtain a checkout form at the counselor's office and initiate checkout procedure. This should be done before or after hours not during school time, unless the student is attending classes that school day.
3. Student will present completed form to the office before leaving and pay any fine or fees owed.
4. Students who have withdrawn from DHS are reminded that this is a closed campus, and they are no longer allowed on campus during school hours.
5. Students who are withdrawing prior to graduation and are not planning on re-enrolling in another school to continue their education are entitled to an alternative education program.



**DAYVILLE SCHOOL DISTRICT 16J**

**Student Handbook**

Dayville School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

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

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

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

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

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

[I have marked through the types of directory information that I wish the district to withhold.]

Parent/Eligible Student (18 or older) Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

**RETURN THIS PAGE  
TO THE OFFICE**

# DAYVILLE SCHOOL DISTRICT'S MISSION

To provide a lasting, meaningful education  
through the cooperation  
of school, parents, and community.

## DAYVILLE SCHOOL WILL:

- Provide an environment that is conducive to learning.
- Enforce school and classroom rules fairly and consistently
- Provide periodic reports on student progress
- Set high expectations and goals for student learning
- Accept parents as full partners in the educational process
- Help each student grow to his/her fullest potential

## AS A RESPONSIBLE STUDENT, I WILL:

- Show respect for myself, my parents, my school, other's property, and other people
- Know and obey the rules of my school
- Attend school regularly and arrive to my classes on time
- Maintain open lines of communication with parents and teachers
- Complete my assignments to the best of my ability, remembering that I am responsible for my education

## AS A PARENT, I AGREE TO:

- See that my child attends school regularly and on time
- Become familiar with, and support the rules at school and in the classroom
- Take an active role with my child's performance, instruction, and other issues
- Provide positive reinforcement for homework and school responsibilities, encouraging my student to complete homework
- Communicate regularly with my child's teacher

## WE, THE UNDERSIGNED, AGREE TO THE TERMS OF THIS CONTRACT:

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**RETURN THIS PAGE  
TO THE OFFICE**