



**Student Handbook
Umatilla High School
2015-2016**

Mission Statement:

We value high standards and expectations in a system where every person is held accountable. Our mission is to establish a school climate that embraces the individual potential of our students. We believe in celebrating the accomplishments of students, staff, parents, and volunteers.

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

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

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UHS Mission Statement

“We value high standards and expectations in a system where every person is held accountable. Our mission is to establish a school climate which embraces the individual potential of our students. We believe in celebrating the accomplishments of students, staff, parents, and volunteers.”

Students will help us achieve our mission by:

- Following school rules and using their UHS Agenda
- Coming to school each day on time and ready to learn
- Working hard to do their best in class and in school work
- Helping to keep their school safe – Report issues to administration
- Asking for help when they need it
- Showing respect for and cooperating with other students and adults
- Taking accountability for their actions and decisions

Parents will help children learn responsibility by:

- Having high expectations for their children as individuals
- Ensuring their children attend school on time and ready to learn
- Helping their child monitor academic progress
- Communicating and working with teachers and other school staff
- Respecting school staff and the importance of education
- Respecting the diversity of others
- Supporting all school policies, rules, and standards

Educators will help parents and students by:

- Believing that all students can learn
- Respecting diversity of others
- Providing fair and consistent treatment for all students
- Having challenging academic and behavioral expectations for students
- Being available for students seeking help
- Regularly communicating with parents/guardians

GENERAL INFORMATIONAL STATEMENTS

NON-DISCRIMINATION

The Umatilla School District does not discriminate on the basis of race, religion, and 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.

ASBESTOS

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

THE HISTORY OF UMATILLA HIGH SCHOOL

The original high school, which most now know as the “Castle,” was built in 1912. At that time, it was just outside the city limits and served students from town as well as many from nearby farms. It consisted of four rooms and a Head Teacher’s office, which was later used as the counselor’s office.

In 1922, Umatilla High School saw its first graduating class of two girls: Loty Davis and Ruby Powell.

In 1924, four rooms were added on to the east side of the high school, which became the ERC room, math room, social science room and Title I room. A basement was included with this addition that housed the cafeteria. Miss. Rix was the first cook at the new cafeteria.

In 1932, the gymnasium, called the “Old Gym,” was built.

In 1948, Army barracks from World War II were brought in as a short-term addition to accommodate growing numbers of students. They were referred to as the main building of the high school.

Our present building was constructed in 1999. The previous structures were removed to provide access for off street parking and new tennis courts. Students placed a time capsule in the wall of the new construction in the spring of 1999. The capsule is located in the West wall of main entrance of the building, behind a mounted plaque.

FIGHT SONG

On, you Vikings; on, you Vikings;
They deserve our praise,
We will fight with all our might,
For the good old UHS,
Win we must, our cause is just,
So listen to our plea,
Fight, fight for UHS and Victory.

UMATILLA SCHOOL DISTRICT NO. 6

BOARD OF DIRECTORS

Toby Cranston

Travis Eynon

Shelley Kennedy

John Lorence

Steven Potts

Dauna Griggs

Lesly Claustro-Sanguino

Chairperson

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

UMATILLA HIGH SCHOOL ADMINISTRATION

Heidi Sipe

Beth Burton

Ryan Ferguson

Superintendent

Principal

Vice-principal/

Athletic Director

UMATILLA HIGH SCHOOL Faculty

**Kelly Allen
Valarie Baird
Pam Bissonette
Sonia Borders
Scott Bow
Rachel Carter
Karen Zacharias
Matt DeLong
Collin Dunlap
Chris Early
Lupe Escovedo
Keith Gebers
TBA
Derrek Lete
Dee Lorence
John Malgesini
Jerry McMichael
Mike Mosher
Delfino Osorio Garcia
Kelley Swarat
Nancy Swarat**

**Language Arts
Special Education
Wellness
Mathematics
Weight Training / Physical Education
Counselor
Language Arts
Art / Language Arts
Music
ELL/Social Studies
Spanish/Mathematics
Business Department
Science
Special Education
Counselor
Social Science
Woods / Metals / Drafting
Health
Science/TAG
Social Science
Mathematics**

CLASSIFIED STAFF

**Debbie Tesch
Barb White
Misty Hofbauer
Ella Skoubo
Shawn Franks
Betty Newby
Tina Ridings
Monica Anderson
Estella Coria
Gaye Hodge
Dianne Prater
Donna Sutton
Monty Williams
Marlene Vetter-Masterson
Lisa Keller
Terry Herrera
Ron West
Vinny Stefani
Denise Sundquist
Jerry Mitchell
Barry Moore**

**Office Manager
Attendance Secretary
PowerSchool
Library Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Special Education Assistant
Special Education Assistant
Special Education Assistant
Special Education Assistant
Special Education Assistant
Special Education Assistant
Special Education Assistant
Special Education Assistant
Food Services
Food Services
Maintenance
Custodian
Custodian
Custodian
Grounds**

ASSOCIATED STUDENT BODY OFFICERS

President	Genesis Lugo
Vice-President	Megan Lorence
Secretary/Treasurer	Stephen Ebker
Board Representative	TBA

SENIOR CLASS OFFICERS

President	TBA
Vice-president	TBA
Sec / Treasurer	TBA

JUNIOR CLASS OFFICERS

President	Bianney Madrigal
Vice-President	Rebecca Potts
Sec. / Treasurer	TBA

SOPHOMORE CLASS OFFICERS

President	Katelyn Lorence
Vice-President	Mayra Ortiz
Sec. / Treasurer	TBA

FRESHMAN CLASS OFFICERS

President	Elizabeth Loera
Vice-President	Brandon Bensen
Secretary/Treasurer	Landon Ragsdale

STUDENT COUNCIL (ASB)

The Student Council of Umatilla is composed of the ASB officers, presidents of school organizations, and class officers. The main function of Student Council is to act as the governing body of student affairs to allow students to practice the sound principles of democracy in all phases of school life.

ACADEMIC CALENDAR

Teacher In-service Days	August 25-27
First Student Day / Quarter Begins	August 31
Labor Day Holiday	September 7
Statewide In-service.....	October 9 ** No School
Conferences	November 4 (3:00-7:00)
Conferences.....	November 5 – ½ day – Afternoon/Evening Conferences (1:00 – 3:00)
Veteran’s Day Holiday	November 11 ** No School
Thanksgiving Vacation.....	November 25-26 ** No School
Winter Vacation.....	Dec 20 – Dec 31 ** No School
New Years Day	January 1 ** No School
School Resumes	January 4
Martin Luther Holiday.....	January 18
Semester 1 Ends	January 15
Semester 2 Begins	January 19
President’s Day	February 15 ** No School
Regional Inservice.....	March 4
Spring Vacation.....	March 21-25 ** No School
Conferences	March 30 (3:00-7:00)
Conferences.....	March 31 – ½ day – Afternoon/Evening Conferences (1:00-3:00)
No School	April 1 ** No School
Memorial Day Holiday	May 30 ** No School
Semester 2 Ends / Last Student Day	June 10 * Early Dismissal
Graduation.....	June 11

ADMISSIONS TO UMATILLA HIGH SCHOOL

ADMISSIONS

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

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

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

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

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

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for additional costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance or (3) signed a form rejecting the insurance offer.

Participants in athletics must have accident insurance coverage. The school district does not have, nor is required to have, personal injury coverage on students. It is the sole responsibility of the parent or guardian.

FEES

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. **Each student will be required to purchase an ASB card and student planner (\$15 for both).** Replacement cost of the planner will be \$10. Other costs, including yearbook (\$40), lab fees, and club dues (costs vary) are optional.

GENERAL PARENT/STUDENT POLICY STATEMENTS

VISITORS

All visitors MUST report to the office upon entering school property to ensure the safety and welfare of students. The principal will approve visitation requests.

ASSEMBLY OF STUDENTS

It is imperative in the educational process that full opportunity be provided for students to inquire, question, and exchange ideas. They should not simply be allowed, but encouraged to participate in discussions in which many points of view, including those that may be controversial, are freely expressed. Students should be provided with avenues for the research of ideas and causes that interests them, and should be allowed to express their opinions.

It shall be the responsibility of students, however, to express their opinions, and to demonstrate their support for causes at times and places which will not materially or substantially interfere with the educational process, or with the appropriate operation of the school. Students must recognize that others have equal rights to pursue their studies and particular interests and to express their opinions. Additionally, students are to remember the limitations imposed by rules of libel, slander, obscenity, and incitement to riot.

EXEMPTION FROM COMPULSORY EDUCATION

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor, provided the student is:

1. employed full-time;
2. employed part-time and enrolled in school part-time;
3. enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Grading Guidelines

Grading Scale

- A = Advanced Competency (90-100%)
- B = Beyond Competency (80-89%)
- C = Proficient (70-79%)
- I = Developing Competency (still in progress)
- F = Not Proficient (did not complete coursework to standard)

Grade Calculations

The following are key points about grading at UHS:

- In order to earn high school credit for a course, a student must meet the following criteria:
 1. The student must earn an overall course grade of 'C' or higher, and
 2. Pass all summative assessments
- Overall grade calculations are based upon the following grading structure:
 - Summative assessments = 90% of the final overall grade for the course
 - Formative assessments = 10% of the final overall grade for the course
- Summative assessments are linked to one or more course standards.
- All courses will use the semester grading term. At any point in time, when a progress report or report card grade is reported, that grade represents a "snapshot" of the current grade. The final "snapshot" (the final course grade) will occur at the conclusion of the course, when the awarding of credit is determined.

Assessment Types

Formative Assessments

A formative assessment is "practice" and is, therefore, not heavily weighted in our grading system.

Examples of formative assessments include, but are not limited to:

- Skills checks such as quizzes used for practice or reinforcement and classroom openers or exit slips
- First drafts of writing assignments
- Questions administered during instruction
- Graphic organizers and worksheets
- Informal observations of student work
- Pre-tests
- Homework
- Other classwork not listed above

Summative Assessments

A summative assessment is an assessment of learning that demonstrates the concepts, skills, and knowledge within a course and is heavily weighted in our grading system.

Examples of summative assessments include, but are not limited to:

- Performance tasks / authentic learning tasks
- Enrichment activities that support the demonstration of competency proficiency
- Tests
- Projects
- Writings (term papers, position papers, essays, stories, lab reports, summaries, etc.)
- Presentations
- Problem-based inquiry tasks
- Other comprehensive / cumulative assignments not listed above

Reassessment Procedures

2nd Chance Opportunities

Second-chance assessment opportunities shall be made available to students who have missed a summative assessment, to students who have failed a summative assessment, and to students who strive for mastery. Students that reassess can still earn the highest possible score on the assessment. Students who miss a summative assessment for an unexcused reason may be put into the reassessment cycle.

Alternate Courses

Some courses by their nature, credit recovery and peer tutoring, do not follow the guidelines above.

Credit Recovery (Odyssey and Acellus): Students participating in credit recovery are rewarded credit once coursework is completed and approved by the highly-qualified teacher assigned to the course (Example: a student working on Algebra 1 in an Acellus math class would receive an Algebra 1 credit for successfully completing the course). The grade communicated through PowerSchool for a credit recovery course is designed to communicate a student's participation and progress. A grade of 'F' would indicate that a student is not meeting participation and progress goals.

Peer/Juvenile Tutoring: The Peer Tutor experience is designed for students who plan to work with children in the future. Juvenile Tutors will assist a middle school teacher and will attend every day. Bilingual and Peer Tutors are placed at the high school and matched with classrooms that need assistance. There are specific learning objectives for these courses. In order to receive credit a student would need to complete the objectives of the course and receive a successful recommendation from the mentor teacher. The grade communicated through PowerSchool for a Peer/Juvenile Tutor course is designed to communicate a student's participation and progress. A grade of 'F' would indicate that a student is not meeting participation and progress goals.

GRADUATION REQUIREMENTS

The state of Oregon requires all students to complete a specified series of courses. In order to graduate from high school in this district, a student must successfully complete the credits outlined in the table below.

Subject	Graduating Class of 2014 and beyond
Language Arts	4
Mathematics	3 (Algebra 1 or higher)
Science	3
Social Science	3
Physical Education	1
Health Education	1
Arts	3
Second Language (Most 4 year colleges require two years in a foreign language)	
Career & Technical Education	
Electives	6
Total Credits	24

ESSENTIAL SKILLS REQUIREMENT:

In addition to credits students will be required to show they can:

- Read and comprehend a variety of texts
- Write clearly and accurately
- Apply mathematics in a variety of settings

Personalized Learning/Career Requirement

- **Plan and Profile:** With the help of adults, students develop a plan for the classes and experiences they will need to prepare for their post-high school goals. They will document their progress and accomplishments along the way.
- **Career-Related Learning Experiences:** Students participate in experiences that connect classroom learning with the workplace and community.
- **Extended Application:** Students apply knowledge and skills related to their interests and goals by demonstrating critical thinking, problem solving, or inquiry in real-world contexts.

ACCELERATED CREDIT

Accelerated credit (college credit obtained while a student is in high school) is a priority for the Umatilla School District. As shown in Brian Prescott's study for "Accelerated Learning Options: Moving the Needle on Access and Success", students who earn college and high school credits simultaneously have increased chances for future success. Over 44.8% of low-income students with dual enrollment/dual credit experience earn an associate's degree and 61.3% earn a bachelor's degree. Only 18.5% of low-income students without dual enrollment/dual credit experience earn an associate's degree and only 40.7% earn a bachelor's degree (Prescott, 2006).

To assist Umatilla students in achieving college credit and working toward successful futures, Umatilla High School proposes the following adjustments to Expanded Options:

- 100% of tuition for courses applicable toward an AAOT, OTM or career certification will be paid for all Umatilla High School students who are enrolled full time at UHS and have a 3.0 cumulative GPA or above (students with a 2.0-3.0 GPA are eligible to participate in the parameters defined above if they have passed all required state benchmarks for their graduation requirements).
- Tuition will be paid by the Umatilla School District directly to the college/university.
- Students who fail a dual credit/college credit class will no longer be eligible for direct district payment. If pre-approved, their future coursework may be reimbursed by the district upon successful course completion.
- Textbooks for dual credit courses are covered in full by the district. Textbooks for online or on-campus college courses are the responsibility of the family. The school will develop a lending library for core classes available only online or on-campus and students will have the opportunity to check those texts out from the school library as needed.
- Students interested in pursuing college coursework in high school must schedule a planning appointment with the high school counselor. A course schedule will be developed to help students work toward either their AAOT or OTM.
- This program shall be in place as long as funds are available. Should demand exceed available funds, remaining funds for the quarter in which demand exceeds funding shall be distributed based on financial need. Financial need shall be determined by parent's stated income on a request form.

AAOT/OTM

Associate of Arts Oregon Transfer (A.A.O.T.) Degree Oregon Transfer Module (O.T.M.)

Many of the courses at Umatilla High School allow students to earn college credits toward the associate of arts Oregon transfer (A.A.O.T.) degree or the Oregon Transfer Module (O.T.M.).

The A.A.O.T. is a two year college program. To successfully earn this degree students must successfully complete a minimum of 90 credit hours. The A.A.O.T. degree will transfer to any Oregon University System (OUS) institution where students may complete requirements for a four-year baccalaureate degree.

The O.T.M. is a one-year module designed to complete a portion of students' general education requirements and is transferable to any OUS institution.

A.A.O.T.

FOUNDATIONAL REQUIREMENTS	CREDITS
WR121 English Composition	4
WR122 English Composition	4
OR WR227 Technical Report Writing	4
COM111 Fundamentals of Speech	4
MTH105 Introduction to Contemporary Mathematics (or above)	4
Health/Wellness	3
DISCIPLINE STUDIES	CREDITS
Arts and Letters	12
Social Science	16
Science with Laboratory	12
Science/Math/Computer Science	4
Electives (12 career and technical credits)	23
TOTAL CREDITS REQUIRED	90

College Course List

High School Course	College Course	Credits
Computer Applications	BT 121	3
Introduction to Accounting	BA 111	3
Business Communications	COM 111	4
Advanced Metal Fabrication	AGM 211	3
Engineering Technology	CET 112	3
Advanced Engineering Technology	CET 111	3
Spanish 2	Spanish 101, 102, 103	3
Health 2	HE 250	3
Honors English	WR 121	4
Algebra 2	MTH70 or MTH95	4
Calculus/Pre-Calculus	MTH 111, 112	5, 4
On-Line Education	Various options	
Advanced Biology	BIO 101, 102, 103, 104	3, 3, 3, 1
Chemistry	CHEM 101, 102	4, 4
World History	HST 104, 105	3, 3
SUCCESS 101	Freshmen Transitions	3

ACADEMIC DEFINITIONS, EXPECTATIONS, AND PROCEDURES

CREDITS:

Credits are units by which academic progress is measured. One credit ordinarily represents an entire year's work in a course (1.00 credit = 1.00 unit).

SEMESTER CALENDAR:

The school year is divided into two semesters (roughly 18 weeks). Credit is awarded on the basis on the semester grade. Only final semester grades are recorded on the student's permanent record.

ACADEMIC STANDING:

Students are classified by their chronological year of schooling. (A student in the tenth year of his or her education is classified as a tenth grader regardless of his or her credits.)

INTERVENTION FRIDAYS:

Umatilla High School utilizes Intervention Fridays throughout the year as part of our academic intervention plan. These intervention times are set aside to give students multiple opportunities to learn the academic standards at proficient levels of understanding. **Students assigned to Intervention Fridays are required to attend.**

The purpose of Intervention Fridays is to assist students who have incompletes to work towards showing proficiency. Students not assigned to Intervention Fridays may also attend to make up work or complete projects.

GRADING SYSTEM:

A = SUPERIOR indicates mastery of subject and work of such character as to merit special recognition

B = ABOVE AVERAGE indicates good quality work

C = AVERAGE or PROFICIENT indicates average work which meets minimum course requirements/standards and signifies that student has met proficient level of understanding

F = FAILING indicates failing work which does not meet minimum course requirements/standards

I = INCOMPLETE indicates that student is still working to demonstrate requirements/standards. Students may have up to a semester to remediate incomplete grades.

P/NP = PASS/NO PASS may be used for students on a modified diploma. These credits will count toward their modified diploma but will not count in a student's GPA.

GRADE POINT AVERAGE (GPA):

The high school grade point average is determined on semester grades earned. Only letter grades A – F are included in determining GPA.

5 POINT SCALE:

The following will be calculated using the 5 point scale:

- Advanced high school courses:
 - Honors English
 - Advanced Biology
 - Chemistry
 - Physics
 - Math Analysis
- Transcribed college-level courses that substitute for high school requirements.

CLASS RANKING:

Students are ranked numerically according to grade point average at the end of each semester. Total class enrollment is included in computing class rank.

DEAN'S LIST/HONOR ROLL:

The Dean's List is determined by GPA and is published each semester. To be eligible, students must have a GPA of 3.5 or above, have no incomplete grades, and be enrolled in at least five courses offering grades which can be included in the GPA. Weighted GPA will be used.

To be eligible for the Honor Roll, students must have a GPA of 3.0 to 3.499, have no incomplete grades, and be enrolled in at least five courses offering grades which can be included in the GPA. Weighted GPA will be used.

VALEDICTORIAN, SALUTATORIAN, AND HONORS RECOGNITION:

Seven semesters of work will be used in the determination of **Valedictorian** (senior with highest GPA), **Salutatorian** (senior with second highest GPA), and **Honors** (3.5 and above) students. The weighted GPA formula will be used.

DIPLOMA OPTIONS

Regular Diploma

The regular diploma is based on the completion of state and district guidelines. All graduates are required to obtain twenty-four credits as outlined on the Umatilla High School Transcript. These expectations are congruent with the Oregon Department of Education mandates.

Modified Diploma

To receive a modified diploma a student must earn 24 units of credit, between grade 9 and the end of their high school career with at least 12 of those credits to include:

- English Language Arts – 3 units
- Mathematics – 2 units
- Science – 2 units
- Social Sciences – 2 units (which may include history, civics, geography and economics)
- Health Education – 1 unit
- Physical Education – 1 unit
- Career Technical Education, The Arts or Second Languages (units may be earned in any one or a combination) - 1 unit

Umatilla School District will be flexible in awarding the remaining 12 units of credit. These credits must be awarded to meet the needs of the individual student as specified in the education plan of the student with the expectations and standards aligned to appropriate grade level academic content standards. These credits may include professional technical education, electives, and career development in any of the above content areas.

Umatilla School District will grant credit toward a modified diploma only for courses that contain substantial academic content modified to meet the need of the individual student. We will provide grant credit for a modified diploma through a continuum of instruction beginning at basic skills and progressing through high level skills. Completion of one or two modified courses will not prohibit a student from earning a regular diploma. Each student will have an education plan and education profile as provided under OAR 581-022-1130. The school district will notify the parent or guardian if the courses in grades 9 – 12 have been modified for an individual student. The student transcripts will clearly identify modified courses that do not count toward the regular diploma but that do count toward the modified diploma. Students issued modified diplomas will have the option of participating in the high school graduation ceremony with the members of his/her class who are receiving regular diplomas. Decisions to work toward a modified diploma will occur no earlier than the 6th grade year but no later than 2 years prior to anticipated exit.

GRADUATION EXERCISE POLICY

Participation in UHS commencement ceremonies is considered an honor. In order to participate in the graduation ceremony, students must have passed all required and elective courses necessary for graduation and attended required practices. Students may be denied the opportunity to participate in the graduation ceremony for disciplinary reasons.

Parents of seniors who are in danger of being ineligible to participate in the graduation ceremony due to academic difficulties will be notified as soon as identified. Follow-up contacts shall continue until the completion of the school year.

EXTENDED OPTIONS PROGRAM

Senate Bill 300 created the Extended Options Program (EOP) that began in the 2006-2007 school year. The state requires that we notify junior and senior students and their parents/guardians of the Extended Options Program prior to February 1. Parents and students must notify the school by May 15 if they are interested in participating in this program for the next school year. This opportunity is being offered in conjunction with Blue Mountain Community College.

To be **eligible** for the Extended Options Program, the students **MUST**:

- ✓ Be enrolled and be a resident student of Umatilla High School.
- ✓ Meet requirements for the District to receive State reimbursement for enrollment.
- ✓ Be in grade 11 or 12 or be 16 years old or older at the time of enrollment.
- ✓ Have an approved educational learning plan on file with the high school.
- ✓ Be accepted by Blue Mountain Community College (BMCC) and meet entrance requirement for 100 level college courses.

The **purposes** of the bill are for eligible students enrolled in grades 11 and 12 to:

- ✓ Have additional options to continue or complete their education.
- ✓ Earn concurrent high school and college credits.
- ✓ Gain early entry into post-secondary education.
- ✓ Participate in existing accelerated college credit programs.
- ✓ Enroll full-time or part-time in an eligible post-secondary institution.

The following are some **important details** about the Extended Options Program:

- ✓ Successful completion of courses may accelerate high school graduation if the courses are part of the student's approved educational learning plan.
- ✓ Failure to complete an eligible post-secondary course with a passing grade as defined by both Umatilla High School and the post-secondary institution may delay high school graduation and affect the student's eligibility for the EOP. In addition it may require the student to repay some or all expenses paid for and may affect eligibility for co-curricular or extra-curricular activities such as clubs and sports.
- ✓ Eligible expenses will be reimbursed by the school district upon satisfactory completion of course work.
- ✓ **Transportation will not be provided or paid for by the Umatilla School District.**
- ✓ The District will limit the number of credits purchased by the District according to

guidelines set the State Board of Education.

- ✓ The District will limit the amount of eligible expenses paid for each eligible student to fifty percent of the district's general purpose grant.
- ✓ By State law priority will be given to eligible dropouts and students identified as "At Risk."
- ✓ Students interested in this program for the 2012-2013 school year must submit a request to the Umatilla High School Counseling Office prior to May 15, 2012.
- ✓ Seniors who are enrolled in this program will be required to complete their senior project in Careers. Students that are enrolled full time at the college must make an arrangement to take this course with the career instructor for senior students. Independent study may be an option.

OBTAINING STUDENT CONFIDENTIAL RECORDS

STUDENT EDUCATION RECORDS

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

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

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

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

1. full legal name of student;
2. name and address of educational agency or institution;
3. student birth date and place of birth;
4. name of parent/guardian;
5. date of entry into school;
6. name of school previously attended;
7. course of study and marks received;
8. credits earned;
9. attendance;
10. date of withdrawal from school;
11. social security number;
12. Other information, (i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, state testing data, etc).

TRANSFER OF EDUCATIONAL RECORDS

The district shall transfer originals of all requested student educational records relating to a particular student to the new educational agency when a request is made for transfer of such records. The transfer shall be made no later than ten days after receipt of the request.

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

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

ACCESS/RELEASE OF EDUCATIONAL RECORDS

By law, both parents, whether married, separated or divorced, may have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

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

POLICY ON STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CODE OF CONDUCT

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

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

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials per the discipline matrix for the following violations, including but not limited to:

1. bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. substance abuse or any possession or use of tobacco, alcohol or other unlawful drugs, including drug paraphernalia;
3. assault or menacing of a district employee or another student; (menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury);
4. use of threats, intimidation, harassment or coercion against any fellow student or district employee;
5. willful damage or destruction of district property;
6. willful damage or destruction of private property on district premises or during district activities;
7. open defiance of a teacher's authority;
8. theft;
9. use or display of profane or obscene language;
10. violations of district transportation rules; or
11. persistent failure to comply with rules under the lawful directions of staff or district officials.

Under state and federal law, **expulsion** from school is required for a period of **not less than one calendar year for any student who is determined to have brought a weapon to school**. The superintendent may modify the expulsion requirement for a student on a case-by case-basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Additionally, 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.

A dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance, which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

A deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

A firearm is defined in federal law as any weapon (including a converted starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, firearm, muffler or silencer or any other destructive device such as explosives, incendiary, poison gas, bomb or other such devices.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school property.

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. An unlawful drug is any drug not prescribed by a licensed medical practitioner. 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.

In accordance with Oregon law, the superintendent may request that the driving privileges or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student. A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

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

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;
3. the right to due process of law with respect to suspension, expulsion and decisions that 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 educational records;
7. the right to know the behavior standards expected and to know the consequences of misbehavior.
8. Each student is expected to report to class with pencil or pen, paper, homework, and books or other materials required by the teacher. Habitually failing to do so shall result in disciplinary action.
9. The student is responsible for maintaining her/his textbook. Fines may be assessed if the material is lost, damaged, or defaced. Parents will be expected to pay the fine if the student cannot.

GENERAL POLICIES ON STUDENT EXPECTATIONS

GENERAL BEHAVIOR IN HALLS & ON GROUNDS

Students are to behave in a respectful manner at all times, and are to adhere to directions given by ANY member of the school staff in the halls and on the school grounds. Eating or drinking anything other than water is not permitted in the halls or foyer.

VIDEO SURVEILLANCE

Umatilla High School is equipped with a video surveillance system. Parents and students need to be aware that activities on the school campus are being recorded for security purposes. Video recordings may be provided to law enforcement agencies.

DRESS AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Dress and grooming are the responsibilities of the student and his/her parent. The school will become involved when dress and grooming endanger the health, welfare, or the positive learning environment of the school.

Proper attire and footwear are required. It is the responsibility of the student and parents to select clothing that is safe, decent and sanitary. Proper attire at UHS is defined as; shirts, pants, shorts, dresses, and skirts. The following items of clothing are not acceptable:

- Pajamas, slippers, and other sleepwear
- Hats, hoods, bandanas, and sunglasses
- Clothing that endorses inappropriate activities such as drugs, alcohol, tobacco use, sexual innuendos and double entendres are not permitted.
- Gang-related attire is not permitted on school property.
- Clothing that draws attention to the individual and away from the learning climate is not acceptable dress.
- Clothing that provides for easy concealment of weapons or other contraband.
- Pants that are improperly sized or clothing which exposes undergarments.
- Halter tops or spaghetti straps
- See-through and/or netted shirts
- Shorts, skirts, and dresses that are more than four inches above your knees.

Tattoos that are gang related or perceived to be gang related are to be covered up. Students who fail to meet the dress and grooming standards will be sent to the office where they will be initially instructed to correct the problem. Continued violations shall require the student to be removed from the school until corrected and may be subject to further discipline.

Students who represent the school in a voluntary activity, such as athletics, 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.

GANGS

The presence of gangs, their violent activities, and drug abuse that often accompany gang involvement can cause substantial disruption of school, district activities, and a student's ability to meet curriculum and attendance requirements. A "gang" as defined by the Umatilla School District, is a "group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity (School Board Policy JFCEA)."

Umatilla High School will prohibit the existence of gangs and gang activities through its discipline procedures as follows: Students on or about school grounds or at any school activity shall not wear, possess, use, distribute display or sell any clothing, jewelry, emblem, tattoo, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang; i.e.: bandanas, do-rags, or hairnets. Students shall not commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang. Tattoos that are gang related or perceived to be gang related are to be covered up. Students shall not use any speech or commit any act or omission such as withholding information or concealing illegal items in furtherance of the interest of any gang or gang activity. This includes but is not limited to soliciting others for membership in any gang, requesting any person to pay for protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school district policy, inciting other students to act with physical violence upon any other person.

USE OF TOBACCO

The use or possession of tobacco by students is prohibited on the high school campus. Students will not use tobacco at any school activity, function, or event, held on or off the school grounds. Violating this rule will result in suspension.

VULGAR LANGUAGE/GESTURES

Vulgarity in the school or on school grounds is not permitted and may result in disciplinary action.

DISPLAYS OF AFFECTION

Umatilla High School is not the place where intimacies should occur. Handholding, locking arms, and walking arm-in-arm are acceptable; more extreme displays are unacceptable. Those who consistently ignore this policy will be subject to discipline to include possible suspension and parental conferences.

ELECTRONIC DEVICES / CELL PHONES

Personal electronic devices are to be put away and turned off during class time unless otherwise directed by teacher for educational purposes. Electronic devices may be used during passing time and breaks.

SKATEBOARDS/ROLLER BLADES

The use of skateboards and roller blades is prohibited at Umatilla High School at all times. They are to be placed in the student's locker after arriving to school and left there until the end of the day. Violators of this policy may have their skateboards and /or roller blades confiscated and returned to parents. Continued violations could result in further disciplinary action.

CLASSROOM BEHAVIOR

Students are expected to be in class to learn and comply with teachers established behavior guidelines. Flagrant or repeated misconduct will result in disciplinary action (see discipline matrix).

BULLYING / CYBER BULLYING / HARASSMENT

Bullying, cyber bullying, and harassment are major distractions from learning. Both the victim and the perpetrator suffer significant negative consequences when engaged in this type of anti-social behavior.

Bullying is defined as the act of one or more individuals intimidating one or more person through verbal, physical, mental, electronic or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety for the student.

Examples of bullying include, but are not exclusive to:

- Intimidation, either physical or psychological
- Threats of any kind, stated or implied, towards either students or staff
- Cyber and text messaging

Bullying of any type has no place in a school setting. Umatilla High School endeavors to maintain a learning and working environment free of bullying.

CHEATING/PLAGIARISM

Cheating/plagiarism are defined as an attempt by any student to use unauthorized materials or information during a test or in the preparation of an assignment. Some examples of cheating/plagiarism include: copying from another person's paper, using or possessing crib notes, copying and pasting from the internet sources without authorization and unauthorized use of a text book. (See discipline matrix)

Students who willingly and knowingly allow their information or materials to be used for cheating shall also be considered guilty of cheating.

PREPARATION FOR CLASS

Each student is expected to report to class with pencil or pen, paper, homework, and books or other materials required by the teacher. Habitually failing to do so shall result in disciplinary action.

TEXTBOOKS

The student is responsible for maintaining her/his textbook. Fines may be assessed if the material is lost, damaged, or defaced. Parents will be expected to pay the fine if the student cannot.

RIGHTS AND POLICIES ON DISCIPLINE

STUDENT DISCIPLINE CODE

Discipline, as administered by Umatilla High School in conjunction with the home, is based on a counseling philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. The discipline shall be progressive in nature.

The major objectives of discipline in the schools are to teach the following fundamental concepts for living:

- (1) respect for the rights, dignity and safety of all individuals within the school and community;
- (2) respect for law and observance of school district policies, procedures and local regulations; and
- (3) respect for public and private property rights.

The procedures employed to attain these objectives involve counseling by teachers, counselors, administrators and the involvement of parents or persons having custody of the student(s). As used in these procedures, the word “parent” includes, when applicable, the person having custody of the student.

RIGHT TO DUE PROCESS

Students disciplined by a school authority are guaranteed certain due process rights, which include the following:

1. oral or written notice of the nature of the rule, violation of which will result in discipline;
2. oral or written notice of the nature of the specific violation and the intended disciplinary penalty;
3. an opportunity for the students to “tell his/her side of the story” to the person who dispenses discipline;
4. if the student denies the charges, an explanation of the evidence of the violation upon which the school authority is relying will be made to the student, including, if available, camera footage.

Because the behavioral problems of the students vary in the degree of seriousness, the corrective actions to be taken must be determined by the professional judgment of the administrator and will be progressive in nature (see discipline matrix).

DISCIPLINE PROCESS

All discipline referrals are documented as part of the student's permanent record.

DETENTION

A student may be detained at lunch time or after school for violations of the Student Code of Conduct. The school will attempt to notify the student's parents of the date and reason for the detention. **Failure to attend the detention shall result in in-school suspension.**

IN-SCHOOL SUSPENSION

In-school suspension temporarily denies a student the privilege of attending classes. Students will be required to work on school work during this time in an isolated setting. **Failure to attend the in-school suspension will result in further disciplinary action.**

OUT OF SCHOOL SUSPENSION

Suspension temporarily denies a student the privilege of attending classes, school or school activities until a formal meeting with the parent has taken place to consider re-instatement. In special circumstances, a suspension may be continued until some specific pending action occurs such as court hearing, a medical evaluation, or a review by a probation officer. Suspensions are made by the administration and are not to be used in lieu of expulsion.

Suspension procedures are as follows:

1. The student is informed that he/she is suspended, given the reason for the action, and sent home following the notification of parents. In the event parents cannot be contacted, the student will be sent home at the end of the day by his/her normal mode of transportation; the parents are notified by telephone (if possible) of the suspension and reasons for the action;
2. A disciplinary referral is sent to the parents stating the time, date and specific reason(s) for the suspension, including procedures to be followed by the student and the parents for possible re-instatement;
3. The parent has the responsibility for contacting the school to arrange for a conference.

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

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

Every reasonable and prompt effort will be made to notify the parent/s of a student's suspension.

While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by

the district.

Schoolwork missed by a student while on suspension may be made up upon the student's return to school. All suspended students are encouraged to collect materials to work on while on suspension. **It is the student's responsibility to collect and submit all missed work.** The student will be given the same number of school days as missed (plus one) to do the make-up work.

EXPULSION

Expulsion denies the student attendance at school or school activities for a length of time as prescribed by Oregon Law. The superintendent or a designated hearing officer will review the information presented by the principal or his representative and will base his decision on the evidence presented. Expulsion procedures are as follows:

1. The student is suspended pending investigation for possible expulsion. A report of the student's misbehavior and disciplinary record is referred to the Superintendent;
2. The school will mail or hand deliver a notice to the parent stating that the Superintendent (or designee) has received the report recommending expulsion and is presently reviewing the evidence presented. The parent will also be informed of the time, date and place of the expulsion hearing, and of the parent and student's legal rights;
3. OAR 581-21-071 requires school districts to notify students, parents and guardians of the availability of alternative programs if the offense is not weapons related.

DRIVING PRIVILEGE SUSPENSION

Assaulting or menacing a school employee or another student; willful damage to district property; or use of threats, intimidation, harassment or coercion against a school employee or another student may also result in a request to the Oregon Department of Transportation for suspension of driving privileges. The decision to submit the request to the Department of Transportation may be appealed. Ref. Board policy JHFDA

DISCIPLINE OF DISABLED STUDENTS

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

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

The IEP team will determine whether the misconduct is a manifestation of the student's disability. 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 other students.

If the IEP team concludes the misconduct is related to the student's disability, the team may recommend alternative placement for the student. The district may not expel a disabled student or terminate educational services for any behavior that related to the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a period to determine course of action. At the end of the ten-day period, the student shall be allowed to stay in his/her current school placement unless the district has obtained a hearings officer or court order to change the student's placement.

STUDENT MANAGEMENT POLICY

Discipline Action and assigned Points

Umatilla High School utilizes a discipline matrix for determining penalties for improper behavior or attendance issues. Points are assigned to the student from the discipline matrix as follows:

- Lunch Detention = 1 point per day
- In-School Suspension (ISS)/Friday School = 2 points per day
- Week long Lunch Detention = 2 points
- Out-of-School Suspension (OSS) = 3 points per day

Example:

Name	Behavior	Discipline	Points
Bill Reed	Electronic Device	Lunch Detention	1
	Skipping	ISS	2
	Fight	OSS 3-days	9
Total			12

- Once a student has accumulated 20+ points a parent conference is required. Each student will only be allowed to develop one behavior plan each school year.
- Students and/or parents will be required to write a behavior contract in conjunction with administrative staff*.
- Once a student has accumulated 30+ points, a recommendation will be made to the Umatilla School District Superintendent for alternative placement.

* As part of the behavior contract, a student who has acquired 20+ points may petition to reduce their discipline point total in two ways:

1. Work points off at UHS (Community Service): 1 hour of work equals 1 point off (up to 10 hours maximum)
2. The point total will be reduced 1 point per week if the student has perfect attendance and zero disciplinary referrals for the week.

DISCIPLINE MATRIX *

BEHAVIOR	FIRST VISIT	SECOND VISIT	THIRD VISIT	FOURTH VISIT
Cheating / Plagiarism	Zero credit given, lunch detention, parent contact by administrator	Zero credit given, Friday School, parent contact by administrator	Zero credit given, ISS, parent contact by administrator	
Theft	Suspend up to 3 days, may contact police, parent contact by administration	Suspend up to 5 days, may contact police, parent contact by administrator	Suspend up to 5 days, will contact police, parent contact by administrator, may move to expel	
Gang Behavior	Suspend up to 1 day, parent contact by administrator, may contact police	Suspend up to 3 days, parent contact by administrator, may contact police	Suspend up to 5 days, parent contact by administrator, may contact police, move to expel	
Fighting / Encouraging Fighting / Assault	Suspend up to 3 days, parent contact by administrator. Police will be notified and student(s) may be cited.	Suspend up to 5 days, parent contact by administrator. Police will be notified and student(s) may be cited.	Suspend up to 5 days, parent contact by administrator, may move to expel. Police will be notified and student(s) may be cited.	
Misuse of Technology	Restricted access to technology, lunch detention, parent contacted by administration	Loss of technology privileges for remainder of year, ISS, parent contact by administrator	Suspend up to 5 days, parent contact by administrator, loss of technology indefinitely	
Aggressive Behavior / Horseplay	Lunch detention	ISS, parent contact by administrator	Suspend up to 5 days, parent contact by administrator, may move to expel	
Insubordination (defiance/disobedience/disrespect)	ISS, parent contact by administrator	Friday School, parent contacted by administrator	Suspend up to 5 days, parent contact by administrator, may move to expel	

* This chart is a guideline for most situations. Teacher initiated actions may have taken place prior to being referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

DISCIPLINE MATRIX *

BEHAVIOR	FIRST VISIT	SECOND VISIT	THIRD VISIT	FOURTH VISIT
Electronic Devices	Lunch detention, device confiscated and released to student at the end of the day.	Friday School, device confiscated and released to parent, parent contact by administrator	ISS, device confiscated and released to parent, parent contact by administrator	
Harassment, Intimidation, Bullying, Cyber-Bullying	Friday School, parent contact by administrator.	ISS, parent contacted by administrator	Suspend up to 5 days, parent contact by administrator, may move to expel	
Public Displays of Affection	Lunch detention	Friday School, parent contact by administrator	Week of Lunch Detention	ISS
Profanity	Lunch detention	Lunch Detention, parent contact by administrator	Friday School	ISS
Skipping/Leaving School Without Permission	Lunch Detention, parent contact by administration	Friday School, parent contact by administration	5 days Lunch Detention, parent contact by administration	OSS, parent contacted by administrator
Sexual Harassment	ISS, parent contact by administrator, may call police	Suspend up to 5 days, may move to expel, may call police		
Arson	Suspend up to 10 days, parent contact by administrator, will contact police and fire marshal, will move to expel			
Bomb Threats or Use/Possession of Explosive Incendiary Devices	Suspend up to 10 days, parent contact by administrator, will contact police & fire, will move to expel			

* This chart is a guideline for most situations. Teacher initiated actions may have taken place prior to being referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

DISCIPLINE MATRIX *

BEHAVIOR	FIRST VISIT	SECOND VISIT	THIRD VISIT	FOURTH VISIT
Breaking and Entering / Burglary	Suspend up to 10 days, parent contact by administration, will contact police, will move to expel			
Disruption of School	Suspend up to 3 days, may contact police or fire marshal, may move to expel	Suspend up to 5 days, may contact police or fire marshal, may move to expel	Suspend up to 5 days, may contact police or fire marshal, may move to expel	
Dress Code Violation	Warning, required to change clothing	Lunch detention, required to change clothing, parent contact by administration	Friday School, required to change clothing, parent contact by administration	ISS, required to change clothing, parent contact by administration
Smoking	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expel	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expel	
Tobacco	Suspend up to 3 days, will contact police, parent contact by administration, athletes also subject to athletic policy	Suspend up to 5 days, will contact police, parent contact by administration, athletes also subject to athletic policy	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expel	
Drugs, Alcohol	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expel	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expel	

- This chart is a guideline for most situations. Teacher initiated actions may have taken place prior to being referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

DISCIPLINE MATRIX

Extortion, Blackmail, Unlawful Coercion	Suspend up to 10 days, parent contact by administration, will contact police			
False/Misleading Information	ISS, parents notified by administration	Friday School, parents notified by administration	Suspend up to 3 days	Suspend up to 5 days, may move to expel
Trespassing	Suspend up to 3 days, parents contacted by administrator, will contact police	Suspend up to 5 days, parents contacted by administrator, will contact police, may move to expel		
Tardies	Lunch Detention	Friday School, Parent contact by administration	Week of Lunch Detention, parent contact by administrator	OSS, parent contact by administrator
Vandalism	Suspend up to 5 days, parent contact by administrator, pay/repair damage, may contact police	Suspend up to 5 days, parent contact by administrator, pay/repair damage, will contact police	Suspend up to 5 days, parent contact by administrator, pay/repair damage, will contact police, may move to expel	
Weapons	Suspend up to 10 days, will contact police, will move to expel			
Classroom Disruption	Lunch Detention, Parent contact by administration	Friday School, Parent contact by administration	Week of lunch detention, parent contacted by administrator	ISS, parent contacted by administrator

* This chart is a guideline for most situations. Teacher initiated actions may have taken place prior to being referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

ATTENDANCE POLICIES

ATTENDANCE

Persons having legal control of a student ages 7-18 who has not completed the 12th grade are required to have the student attend school. Under the superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation and is punishable by a citation up to \$150.

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

1. the superintendent, or designee, has the authority to enforce the provisions of the compulsory attendance laws;
2. failure to send a student to school is a Class B infraction;
3. the district may issue a citation; the fine associated with the citation may be \$100;
4. a conference with the parent and student is required.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required.

Violations, as determined by the court, may require parents to complete a parent effectiveness program approved by the court. The parents may also be fined up to \$1000.

The Success Committee is a body that counsels students that are having academic problems. The committee may include administrators, counselors, and other support personnel. The Success Committee meets regularly to look into specific situations and generate a plan of action for remediation.

With each plan of action there will be a specific review date so the proposed change in behavior can be monitored. The first meeting involves the student and the committee. Upon successive meetings with an individual student the committee will invite the parent/guardian, administrator, counselor, and any other individual that may provide a positive impact to the proceedings.

ATTENDANCE-ABSENTEEISM

There is a direct relationship between strong attendance and class success. Students with good attendance generally achieve higher grades, enjoy school, and are more employable after completing high school.

Oregon Law recognizes the importance of attendance in ORS 339.020 which states: Every person having control of any child between the ages of seven and eighteen who has not completed twelfth grade is required to ensure that their children are in regular attendance during the entire school year.

To help students achieve maximum benefit from their education at Umatilla High School, the following procedures with regard to attendance will be used:

Parents are asked to call the high school office after 7:00 a.m. if their student is unable to attend school that day (922-6525). The office will attempt to contact parents who have not called if their student is absent.

When it is known in advance that a student must be absent, a prearranged absence form must be obtained from the office, presented to the student's teachers to be signed, and returned to the office before the student may leave. This must be done in order for the absence to be considered excused. Please provide the office 24 hours advanced notice for anticipated absences of less than four school days, five days prior written notice is requested for anticipated absences of four school days or more.

Every year many students travel to other parts of the world during the school year. While we understand that this is an important time for them to see their grandparents and other relatives, we are concerned about the impact that this has on the students' education.

In order to better meet the educational requirements of Umatilla High School we are asking for the following:

1. Advise the school office of your departure date as soon as possible. At least two weeks' notice is needed so that teachers can prepare work.
2. Let us know when you expect to return.
3. Insist that your children do the work assigned in a timely manner. Work that is done in a rush and at the last second will not be acceptable.
4. It is the responsibility of the students who are going to Mexico or elsewhere to do the following:
 - a. Pick up a leave slip from the office. Take it home for parents to fill out and sign and return this document to the office.
 - b. Go to each teacher at least two weeks before the departure date to ask for work. Waiting until just before the leave date makes it difficult for teachers to prepare work and may result in the student having no credit for the class.**
 - c. Seniors need to complete all requirements for the senior project **BEFORE**

- leaving. They must be prepared to do their presentation when they return.
- d. Students must do the work thoroughly, to the best of their ability, in a timely manner.
 - e. Arrange with teacher to take any exams missed.

It is the responsibility of the teachers to do the following:

1. Prepare work packets for students who have indicated that they will be traveling. Unless it is an emergency, two weeks' notice will be required. This period of time may be waived by the building administrator.
2. Prepare notes explaining the work.
3. Evaluate the work handed in when the student returns and decide if the work merits a passing grade for the quarter. Teachers will have the option of giving students pass/fail grades rather than letter grades.

ABSENCES AND EXCUSES

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

1. illness of the student;
2. illness of an immediate family member when the student's presence at home is required;
3. emergency situations that require the student's absence;
4. field trips and school-approved activities;
5. medical or dental appointments; confirmation of appointments may be required;
6. and other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Parents are required to notify office by phone or through written excuse with 48 hours following the absence. Failure to do so may lead to disciplinary action.

A student who must leave school during the day is required to 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 school office. Office personnel will decide whether or not the student should be sent home and will attempt to notify the student's parent as appropriate.

It is the responsibility of the student to obtain missing class work. A student who has been absent for any reason is required to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days.

Students who are absent one day . . .

- Will take previously announced quizzes and tests and hand in previously assigned work the day they return to class.
- And have assignments and/or quizzes/tests assigned in their absence should be afforded one additional day to make up the work upon returning to work.

Students who are absent for multiple days . . .

- are afforded one day of makeup for each day missed. The student is responsible for conferring with the teacher to arrange a make-up schedule.
- Again, work previously assigned is due the day of the student's return.
- If long-term assignments carry a deadline, students are expected to send the assignment to school if they are absent.

TARDY

Students are expected to be in class on time, otherwise they are considered tardy. Those students who exceed four or more tardies in a class are subject to discipline (See Discipline Matrix).

TRUANCY (Skipping)

A student who is absent from school or any class without permission will be considered truant and subject to disciplinary action including detention, suspension, and/or expulsion. Students that are truant will be ineligible to participate in athletics or other activities.

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. **The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.**

CLOSED CAMPUS

With the exception of a student's scheduled lunch period, UHS is a closed campus. Students are not allowed to leave campus during their school day without signing out properly in the office. Parents who request their students to leave the campus must be aware that the students are not under the school's supervision during those times. Students who are leaving campus must check out at the office. The main office must approve required trips to the doctor, dentist, etc. Such trips must be pre-arranged by a note or phone call.

PASSES

No student is to be outside her/his regularly scheduled class without an approved hall pass. Students in the hall without a pass or off track to assigned destination may be subject to disciplinary action.

CONFERENCES AND PARENTAL CONTACT

PARENT CONFERENCES

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

Students and parents may also expect teachers to request a conference:

- 1) if the student is not maintaining passing grades or achieving the expected level of performance,
- 2) if the student is not maintaining behavior expectations or
- 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information, questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may contact the teacher through e-mail, phone, or request through the office.

REPORTS TO STUDENTS AND PARENTS

Written reports of student grades and absences shall be issued to parents at least four times a year. Grades are updated each Thursday and are available online through the Power School Grade Program at www.pwrs.umatilla.k12.or.us. Parents needing passwords may contact the Power School administrator at 922-6554 or UHS Main Office at 922-6525.

ALTERNATIVE EDUCATIONAL PROGRAMS

GENERAL POLICY STATEMENT

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular academic setting. Home schooling shall not be used as an alternative education program placement. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

SPECIAL PROGRAMS

ENGLISH AS A SECOND LANGUAGE (ESL) EDUCATION

Umatilla High School offers classes to students with limited English proficiency. ESL classes are designed to increase student ability in the English language in four domains: listening, speaking, reading and writing.

SPECIAL EDUCATION

Umatilla High School offers classes designed to augment the education of all students with identified disabilities through IDEA (Individuals with Disabilities Education Act, 2004) policies.

CREDIT RECOVERY

Umatilla High School offers students an opportunity to complete needed credits in order to graduate. The credit recovery courses are designed to get students back on track. Students must have failed a class or be a transfer student with credit deficiencies.

SUMMER SCHOOL

Umatilla High School sponsors an on campus summer school program. The program will provide students who are behind in credits an opportunity to make up credit in the core areas such as math, science, language arts and social science. Students will be allowed to make up as many as two credits during the summer. There will be a certified staff member available for assistance Monday through Thursday of each week during the duration of the program. Acquired credits will be counted to determine eligibility in fall sports. Students are encouraged to attend summer school to complete required coursework. Additional information may be obtained by contacting the school's counselor.

COUNSELING SERVICES

ACADEMIC COUNSELING

Students are encouraged to talk with the school counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending post secondary education or training should work closely with the counselor so that they may take the courses that will best prepare them for their future. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

NOTE: Teacher office hours are available each morning from 7:10-7:35.

PERSONAL COUNSELING

A counselor is available to assist students with a wide range of personal and social concerns. The counselor may also make available information about community resources to address personal concerns.

Parents are encouraged to contact the counselor to assist in addressing student concerns. Appointments to see the counselor can be made by calling the counselor's office or through email.

MEDICAL POLICIES AND PROCEDURES

SUBSTANCE ABUSE

PHILOSOPHY STATEMENT: While drug, alcohol, and tobacco use is dangerous in all segments of American society, it poses a special risk to young people by denying them opportunity to develop physically, emotionally, psychologically, and socially. Umatilla High School is committed to establishing and maintaining a drug-free environment. **Possessing, selling, using or being under the influence of tobacco, alcohol, or other illegal and harmful drugs will not be allowed in the school, on school grounds or during school sponsored activities including athletic events, dances, field trips, etc.**

The District School Board recognizes that, (1) substance abuse creates both direct and indirect detrimental effects upon the educational processes within the school; (2) alcohol, tobacco, and other drug use by students is illegal and harmful, and (3) substance abuse/dependency is a condition which can be treated successfully.

Substance abuse is generally defined as (but not limited to): the use of narcotics, marijuana, alcohol, codeine, heroin, stimulants, depressants and hallucinogens, or imitation drugs obtained with or without a prescription that have been used in a manner dangerous to the health of the user.

Students, while under school jurisdiction (either on or off the school property), who possess, distribute, sell, or show evidence of substance use/abuse, shall be subject to the disciplinary procedures as outlined in the discipline matrix.

In the case of a drug-related medical emergency such as an overdose or an allergic reaction, immediate notification of 911 and the administrative office is required. Staff members will assist the student in any way possible. Parents/guardians shall be contacted immediately if possible. The parent/guardian or a staff member shall be designated to accompany the student to the hospital or emergency medical facility. An accident/injury report will be filled out and filed with the principal.

COMMUNICABLE DISEASES

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

INFECTION CONTROL/HIV, HBV AND AIDS

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

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

INFECTIOUS DISEASE CONTROL

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

Students of parents with questions about the district's AIDS, HIV and HBV health education program should contact the building principal.

AIDS, HIV, HBV, MRSA - Students

As a general rule, a student six years of age or older infected with HIV, HBV, and MRSA and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student or parent has no obligation to report an HIV or HBV condition diagnosis to the district.

If the district is informed of the student's infection, the law prohibits the district from releasing information unless the infected person or parent gives permission for such release. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

AIDS - Acquired Immune Deficiency Syndrome

HIV - Human Immunodeficiency Virus

HBV - Hepatitis B Virus

MRSA – Methicillin-Resistant Staphylococcus Aureus

EMERGENCY MEDICAL TREATMENT

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

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

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

MEDICINE AT SCHOOL

Students in grades 9-12 may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary. Sharing or borrowing medication is strictly prohibited. (Board Policy JHCD)

DISTRICT ADMINISTERED MEDICATION

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, 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. Administrators and office personnel are the only ones allowed to distribute prescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. The district will dispose of 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. (Board Policy JHCDA)

SEARCHES AND QUESTIONING

LOCKERS

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

SEARCHES

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

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

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

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student may or may not be present during the inspection.

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

QUESTIONING

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

Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

GENERAL OUTSIDE STUDENT ACCESS POLICIES

MEDIA ACCESS TO STUDENTS

Media 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 publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

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.

TECHNOLOGY ACCESS BY STUDENTS

All students will have access to computers and the Internet as part of their educational experience. Detailed policies regarding the rights and responsibilities of the students while accessing the Internet are available upon request. All students and staff are expected to follow the district's Acceptable User Policy. Student internet records may be monitored.

Students will be provided access unless parents specifically request in writing that the student be denied that access.

ACCEPTABLE USE POLICY

The Board recognizes that telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy II/IIA and will honor the goals for selection of instructional materials contained therein.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply (see Board Policy JG, JGDA/JGEA and JGE). The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

The district's system will be used to provide statewide, national and global communications opportunities for staff-and students. The purpose of the district provided communication network shall be limited to "enhancing the delivery of education."

The superintendent will establish administrative regulations for the use of the district's system. The administrative regulations will be consistent with sound guidelines as may be provided by the education service district and/or the Oregon Department of Education.

Failure to abide by district policy and administrative regulations governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including expulsion. Staff violations may also result in discipline up to and including dismissal. Fees, fines or other charges may also be imposed. (District Policy IIGBA)

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

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

STUDENT/PARENT COMPLAINTS

DISTRICT PERSONNEL COMPLAINTS

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

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex are encouraged to contact the building principal or designee.

Discrimination on the Basis of Race Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of race are encouraged to contact the building principal or designee.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, will be directed to the special education director.

Students with Harassment Complaints

Harassment by staff and students is strictly prohibited in the district. Complainants are requested to submit the complaint in writing to the building principal. Students involved in harassment activities are subject to student conduct rules and State or Federal laws, as applicable.

Students or parents with complaints not covered by this student handbook are encouraged to contact the principal or designee.

GENERAL POLICIES REGARDING STUDENT TRANSPORTATION

TRANSPORTATION OF STUDENTS

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

TRANSPORTATION RULES

The following rules shall apply to student conduct while being transported by the district.

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity are 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. The bus driver may assign students to certain seats on the bus.
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.

FIELD TRIPS

From time to time teachers arrange field trips for their classes. Such field trips may be to local businesses or they may require the use of a bus to go out of town. In all cases, the school will arrange transportation. No student cars or drivers will be permitted on field trips or club trips. All regulations regarding the responsibilities of students while in school are applicable when on field trips or any school sponsored activity.

SENIOR TRIPS

The district does not authorize or endorse senior trips taken for any purpose other than as a specific part of the Board-approved district curriculum.

The district does not authorize or endorse senior skip day.

GENERAL SCHOOL PROCEDURES

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be each school month. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

EMERGENCY SCHOOL CLOSING INFORMATION

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

LOST AND FOUND

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

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

CHANGE OF STUDENT SCHEDULES

Every effort will be made to ensure that class schedules meet the needs of the individual student. Schedule changes will be considered through the second week of the given semester or at the discretion of the building administrator. Following that time period, a change in schedule will require involvement of the student, parent, counselor, teachers involved, and principal. This system is designed to ensure that the best interests of the students are served.

PEER TUTOR/INTERNSHIP POLICY

Juniors and seniors may elect to participate in the peer tutor/internship program to meet up to two elective credits.

1. Letter grades will be awarded.
2. Supervising staff must approve placement.
3. Performance objectives must be met for credit to be awarded.
4. A reflection paper is required of the student each semester.

SUPERVISED WORK EXPERIENCE

Juniors and seniors may choose to receive up to two elective credits through successful participation in a supervised work experience program. **All students with work release must leave the school campus during their release time.**

1. The parent and school must approve the program
2. The student must submit verified documentation of the work experience on a regular basis.
3. Quarterly evaluations by the employer are required.
4. The school will check with employers on the status of the student.
5. A reflection paper is required of the student each semester.

BREAKFAST/ LUNCH PROGRAM

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office. UHS lunch will be \$2.25 for full price and \$0.40 for reduced. Extra milk will cost \$0.40. Adult lunches will be \$3.25.

FOREIGN EXCHANGE STUDENTS

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

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

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

WITHDRAWAL FROM SCHOOL

When a student withdraws from school the following steps should be taken:

Parents shall contact the high school office to request a withdrawal of the student.

The student is to get a checkout sheet from the high school office, and starting with the library, get the sheet signed by all teachers and then return the sheet to the office to settle fee charges or receive a refund. Transcripts will be sent when requested by the new school.

GENERAL CLUB/ACTIVITY PROCEDURES

CLUBS AND ORGANIZATIONS

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

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences at Umatilla High School. Involvement in student government, student clubs, organizations, athletics and other activities are important to the development of students. Interested students should contact the office for additional information.

STUDENT OFFICES AND ELECTIONS

Election of student officers is conducted annually. Students are required to maintain the same eligibility requirements as all athletic programs to qualify for a student office and may be removed from office for failure to maintain eligibility. Elections are conducted by secret ballot controlled and counted by the athletic/activity director and principal.

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 ASB council and receive approval of the principal or his/her designee 5 days prior to the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

DANCE REGULATIONS

In an effort to provide control of student dance conduct, the following regulations and chaperone suggestions are provided:

1. The rules of good conduct and grooming shall be observed for school dances and social events.
2. **Once admitted to the dance, students may not leave and re-enter once they have left.**
3. Guests (non-students of UHS) must be accompanied by a student and signed up in the High School Office ahead of time. There is a one-guest limit for each student attendee. All guests must be current students with valid student body card or a recent graduate from a Umatilla/Morrow County high school under the age of 20. The Activities Director must approve all guests. UHS administrators reserve the right to grant exceptions.
4. Students or guests who come to the dance under the influence of alcohol face disciplinary action. Parents will be notified to pick up their student. Police may be notified.
5. Students at the dance are subject to the authority of the chaperones.
6. There shall be a minimum of three (3) faculty chaperones for each dance. The dance may be canceled if the required number of chaperones cannot be secured. Additional parent chaperones are highly recommended. The advisor of the organization sponsoring the dance should check with the High School office the day of the dance to secure the names of the guests. The advisor has the primary responsibility for supervision of the dance. The Administration or her/his designee will be available for extra supervision and will attend all dances.

ACCOUNTING PROCEDURES

All Student Body organizations shall handle purchasing and financial transactions through the administrative offices in accordance with the following procedures:

1. All supplies must be purchased by the use of a Student Body purchase order with **advisor and administrative approval.**
2. All bills are to be paid by Student Body checks.
3. All Student Body clubs and organizations shall keep accurate accounts and shall be checked by the ASB Treasurer periodically.
4. No account is to operate “in the red” without administrative authorization.