

Student Handbook 2017-2018



Our mission is to establish a positive learning environment that embraces the individual potential of our students and their educational excellence.

Umatilla High School

Student Hours

**Monday-Thursday:
Breakfast starts 7:05
Class begins 7:35
Dismissal 2:40**

**Friday:
Breakfast starts 7:05
Class begins 7:35
Dismissal 11:12
Lunch goes to 11:40**

The main office is open Monday through Friday from 7:00-3:00.

**Umatilla High School
1400 7th Street
Umatilla, OR 97882
Main Office 541-922-6500**

Website: <http://uhs.umatilla.k12.or.us/>



UHS Mission

Students will help us achieve our mission by:

- Following school rules and procedures found in the UHS Student Handbook
- Coming to school each day on time and ready to learn
- Working hard to do their best in class and on school work
- Helping to keep their school safe – Reporting issues to administration
- Asking for help when needed
- 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
- Ensuring their children attend school on time and ready to learn
- Monitoring 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 equitable and consistent treatment for all students
- Having rigorous academic expectations for students
- Being available for students seeking help
- Consistently communicating with parents/guardians

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UMATILLA SCHOOL DISTRICT NO. 6

BOARD OF DIRECTORS

Travis Eynon, Chairperson
Lesly Claustro-Sanguino
Melisa Webb
TBA

Steven Potts, Vice- Chairperson
Toby Cranston
Jon Lorence

UMATILLA HIGH SCHOOL ADMINISTRATION

Heidi Sipe, Superintendent
Bob Lorence, Principal

April Dirksen, Dean of Students
Scott Bow, Athletic Director

UMATILLA HIGH SCHOOL FACULTY

Corinne Funderburk	Language Arts	Kris Welch	Health
Erick Olson	Language Arts	Rylee Christianson	PE / Health
Alexa Lougee	Language Arts	Scott Bow	Success101/PE
Josh Ego	Soc. Stds./ ELL	Matt DeLong	Art
Chris Early	Social Studies	Zane Boone	Music
Kelley Swarat	Social Studies	Lupe Escovedo	Spanish/Mathematics
Sonia Ego	Mathematics	Keith Gebers	Business Education
Nancy Swarat	Mathematics	David Dever	CTE
Amy Jewett	Science	Val Baird	Special Education
Mary Buckallew	Science	TBA	Sped. Life Skills
Dee Lorence	Counselor	Pam Bissonette	Alternative Education
Doug Gall	Grad Specialist	Dawn Guentert	Instructional Coach

UMATILLA HIGH SCHOOL CLASSIFIED STAFF

Debbie Tesch	Office Manager	Monica Anderson	Sped. Assistant
Lizette Ames	Attendance Secretary	Gaye Hodge	Sped. Assistant
Jennifer Franks	PowerSchool	Monty Williams	Sped. Assistant
Ella Skoubo	Library Assistant	Marlene Vetter-Masterson	Sped. Assistant
Betty Newby	Ed. Assistant	Lisa Keller	Food Services
Tina Ridings	Ed. Assistant	Terry Herrera	Food Services
Shawn Franks	Ed. Assistant	TBA	Food Services
Ron West	Maintenance	Jerry Mitchell	Day Custodian
Pedro Ortiz	Grounds	Lori Smith	Night Custodian
		Salvador Zamudio	Night Custodian

STUDENT COUNCIL (ASB)

The Umatilla Student Council 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.

ASSOCIATED STUDENT BODY OFFICERS

President	Maria Moreno-Mendez
Vice-Presidents	Katelyn Lorence & Trenton Morin
Secretary	Elizabeth Loera
Treasurer	Sonia Coria
Social Chair	Courtney Daniel

SENIOR CLASS OFFICERS

President	Guadalupe Flores
Vice-president	Mayra Ortiz
Secretary	Nancy Ortiz
Treasurer	Trey Dohman
Social Chairs	Guadalupe, Mayra, Nancy

JUNIOR CLASS OFFICERS

President	Loreli Ortiz
Vice-President	Zayne Troeger
Secretary	Pablo Ames
Social Chair	Hope Degregorio

SOPHOMORE CLASS OFFICERS

President	Elizebeth Burres
Vice-President	Arrik Russell
Secretary	Natalie Soto
Social Chair	Patty Burres

FRESHMAN CLASS OFFICERS

President	Nataly Vazquez
Vice-President	Kalei Blair
Secretary	Nyelli Torres-Collins
Social Chair	Alex Norris

ADMISSIONS TO UMATILLA HIGH SCHOOL

VISITORS

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

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 pay an activities fee (\$20).** Other costs, including yearbook (\$40), lab fees (varies), and club dues (\$20).

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.

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.

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 or sexual innuendos
- 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
- Clothing that provides for easy concealment of weapons or other contraband
- Pants that are improperly sized or clothing which exposes undergarments
- Clothing where bra straps are showing (no spaghetti straps)
- See-through shirts or shirts that expose the stomach region
- Shorts, skirts, and dresses need to be at least FINGERTIP LENGTH
- Jeans with holes, rips or tears must have tights worn under them to at least FINGERTIP LENGTH.

**RAISE YOUR HANDS AND TOUCH YOUR TOES.
IF ANYTHING SHOWS...GO CHANGE YOUR CLOTHES.**

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 follow the discipline matrix to correct the problem.

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.

USE OF TOBACCO PRODUCTS (Including E-Cigarettes)

The use or possession of tobacco products, or vaping 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 that are inappropriately used during class will be taken away and brought to the office. Students can retrieve them at the end of the day. After a student loses their phone 3 times, they will need to check it into the office every day and pick it up at the end of the day. **Earbuds can't be seen in class, during instructional time, and will be taken away if seen.** Electronic devices and earbuds 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 office 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 on time to learn and comply with teachers established behavior guidelines. Flagrant or repeated misconduct will result in disciplinary action (see discipline matrix).

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.

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 \$500.

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.

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 (541-922-6525). An automated phone call will be made by the end of the school day for those 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. 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 semester. Teachers will have the option of giving students pass/fail grades rather than letter grades.

ABSENCES AND EXCUSES

Parents are required to notify office by phone or through written excuse within 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.

Excessive Absences Consequences

Students are required to maintain regular attendance as required by ORS 339.065. Regular attendance is defined by the state of Oregon which defines irregular attendance as eight unexcused one-half day absences or 32 class period absences during any four-week period of a school session.

Be advised that failure to comply with Oregon's compulsory attendance laws is a violation that will result in consequences. The first time a student doesn't meet the attendance requirement within the four-week time period, they will receive a letter and a meeting will be set up with the student and their parents along with Mrs. Dirksen.

The second time a student doesn't meet the academic standards, they will receive a second letter and have another meeting with parents and Mrs. Dirksen. At that meeting, there will be a discussion on the following along with a contract signed:

1. Oregon's compulsory attendance law and the student's attendance record;
2. The reasons for the student's noncompliance;
3. The development of a plan for improvement
4. Resources available to help the student be successful in school;
5. Any questions the parents may have concerning the potential consequences for continued noncompliance with Oregon's compulsory attendance law, as set forth above and as provided in Board student conduct and truancy policies.

It will also be explained at that time that if the student does not meet the compulsory attendance law for a third time and violates the contract, then the student and parent(s) will be mandated to meet with the Umatilla County Youth Services and the Community Accountability Board (CAB) where a fine of up to \$500 will be given.

TARDY

Students are expected to be in class on time; otherwise they are considered tardy. Students who are more than 10 minutes late will be considered absent. Those students who get more than four tardies in a week will be subject to discipline and attendance contracts. Please see the matrix below.

Tardies	Weekly Check	
1st Offense	5-8 total	1 Lunch Detention
	9-12 total	Week of Lunch Detention
	13 or more	1 day ISS
		Student/Parent Contract after 2nd Offense
2nd Offense	5-8 total	Week of Lunch Detention
	9-12 total	1 day ISS
	13 or more	2 days of ISS
3rd Offense	5-8 total	Refer to student contract

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. Student athletes that are truant will follow the athletic policy.

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. Students must obtain a parking permit issued by UHS to park in paved lots. Vehicles without permits can park in the gravel lot across 7th Street from UHS. To register vehicle(s) students will need to provide the license plate numbers of all vehicles that may be parked at school as well as make and model.

The school district provides adequate transportation for students. Driving a car to school is a privilege rather than a right or necessity. State and local traffic laws and school rules must be followed when operating vehicles on school premises. Students are prohibited from parking in designated staff and visitor parking areas. Vehicles must be parked within the designated lines. Traffic infractions by students driving on school grounds will result in disciplinary action by the school and loss of privileges will be loss if multiple infractions occur. Serious offenses will be reported to the police.

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

CLOSED CAMPUS

UHS is a closed campus, with the exception of a student's scheduled lunch period. Open campus is a privilege and if students are missing class before or after lunch, they will lose the privilege of being able to leave at lunch.

Once students arrive on school grounds either by walking, bus or by car, they are to remain on campus until their scheduled lunch period. *Students are not to walk off campus in the mornings to go to local stores before school starts. Students are not allowed to leave the campus during the AM class periods or the PM class periods unless their schedule reflects instructional tutors leaving for their placement, work experience or college courses.* Students who violate our closed campus policy will lose the privilege of participating in open campus during lunch periods and will receive disciplinary action.

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.

OFF LIMIT AREAS (refer to map on page 57)

All students are to remain on school grounds during the school day. The following areas are **off limits** during the school hours. Students caught in these areas will be referred to the office for disciplinary action which can include being charged with trespassing.

- Softball dugouts, baseball dugouts, baseball field, football and track facility.
- The area below the soccer and lacrosse field (where the bonfire takes place)
- Any treed area along the Umatilla River that is managed by the school district.
- The area behind CBMS / garbage cans

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. **Students will not be allowed to get a pass the first 10 minutes or the last 10 minutes of class.**

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.

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, during school 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.

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. Board policy JHFDA

Umatilla High School utilizes a discipline matrix for determining penalties for improper behavior, attendance issues or policy infractions. Students need to review the matrix so that they will understand the consequence of their actions prior to making poor choices.

DISCIPLINE MATRIX

This chart is a guideline for most situations. In most situations, teacher initiated actions and parent contact have already taken place in the classroom before the student has been referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

TIER 1 OFFENSES

Classroom Disruption	
1st	Lunch Detention, Parent contact by teacher and administrator
2nd	2 Lunch Detentions, Parent Contact by teacher and administrator
3rd	ISS, parent contacted by administrator, parent meeting and contract made up
4th	Parent meeting set up with administrator, contract consequences enforced
Insubordination (defiance/disobedience/disrespect)	
1st	Week of Lunch Detention, parent contacted by teacher and administrator
2nd	ISS, parent contact by administrator
3rd	Suspend up to 5 days, parent contact by administrator, may move to expel
Aggressive Behavior / Horseplay	
1st	Lunch detention
2nd	ISS, parent contact by administrator
3rd	Suspend up to 5 days, parent contact by administrator, may move to expel
Public Displays of Affection	
1st	Lunch detention
2nd	Week of lunch detention, parent contacted by administrator
3rd	ISS, parent contacted by administrator
	2 Days of ISS, parent contacted by administrator

Profanity/Inappropriate Language	
1 st	Lunch detention, Parent contact by teacher and administrator
2 nd	2 Lunch Detentions, Parent contacted by administrator
3 rd	ISS, parent contacted by administrator
4 th	2 Days of ISS, parent contacted by administrator
Dress Code Violation	
1 st	Warning, required to change clothing
2 nd	Lunch detention, required to change clothing, parent contact by administration
3 rd	2 Lunch Detentions, required to change clothing, parent contact by administration, contract made
4 th	Parent meeting administration, contract consequences enforced
Skipping/Leaving School Without Permission *If around lunch time student loses open campus privilege.	
1 st	Lunch detention, Parent contact by administration
2 nd	2 Lunch detentions, parent contacted by administrator
3 rd	ISS, parent meeting with administration, contract made
4 th	Parent meeting held and contract consequences enforced
Electronic Devices - *If more than 3 times the student loses the privilege of having a phone in class.	
1 st	Lunch Detention, device confiscated, given back at end of the day. Parent contact by teacher and administration
2 nd	2 Lunch detentions, device confiscated, parent contacted by teacher and administrator,
3 rd	ISS, parent meeting to come up with a contract
4 th	Refer to student contract drawn up with parent/administrator/student

TIER 2 OFFENSES

Disorderly Conduct	
1st	In School Suspension- 1 day, parents notified by administration
2nd	ISS- 2 days, parents notified by administration (behavior contract)
3rd	Suspend up to 3 days depending on the contract, parents contacted by administration
4th	Suspend up to 5 days depending on the contract, may move to expulsion hearing
Misuse of Technology	
1st	Lunch Detention, Restricted access to technology, parent contacted by teacher & administrator
2nd	ISS, Restricted access to technology, parent contact by administrator, (behavior contract)
3rd	Suspend up to 5 days, parent contact by administrator, follow student contract
Cheating / Plagiarism	
1st	Zero credit given, lunch detention, parent contact by teacher and administrator
2nd	Zero credit given, ISS, parent contact by administrator, (behavior contract)
3rd	Zero credit given, 2 days ISS, parent contact by administrator, follow contract
Harassment, Intimidation, Bullying, Cyber-Bullying	
1st	ISS, parent contact by teacher and administrator.
2nd	2 days ISS, parent contacted by administrator, (behavior contract)
3rd	Suspend up to 5 days, parent contact by administrator, may move to expulsion hearing
Sexual Harassment	
1st	ISS, parent contact by administrator, may call police, behavior contract
2nd	Suspend up to 5 days, may move to expulsion hearing, may call police
False/Misleading Information	
1st	ISS, parent contact by administrator
2nd	2 days ISS, parent contact by administrator (behavior contract)
3rd	Suspend up to 3 days depending on student contract

TIER 3 OFFENSES

Theft	
1st	Suspend up to 3 days, may contact police, parent contact by administration
2nd	Suspend up to 5 days, may contact police, parent contact by administrator
3rd	Suspend up to 5 days, will contact police, parent contact by administrator, may move to expel
Fighting / Encouraging Fighting / Videoing a Fight / Assault	
1st	Suspend up to 3 days, parent contact by administrator. Police will be notified and student(s) may be cited.
2nd	Suspend up to 5 days, parent contact by administrator. Police will be notified and student(s) may be cited.
3rd	Suspend up to 5 days, parent contact by administrator, may move to expel. Police will be notified and student(s) may be cited. Alternate educational placement will be discussed.
Trespassing	
1st	Suspend up to 3 days, parents contacted by administrator, will contact police
2nd	Suspend up to 5 days, parents contacted by administrator, will contact police, may move to expulsion
Tobacco, Smoking, Vaping	
1st	Suspend up to 3 days, will contact police, parent contact by administration, athletes also subject to athletic policy
2nd	Suspend up to 5 days, will contact police, parent contact by administration, athletes also subject to athletic policy
3rd	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expulsion hearing
Vandalism	
1st	Suspend up to 3 days, parent contact by administrator, pay/repair damage, may contact police
2nd	Suspend up to 5 days, parent contact by administrator, pay/repair damage, will contact police
3rd	Suspend up to 10 days, parent contact by administrator, pay/repair damage, will contact police, may move to expulsion hearing

Gang Behavior	
1 st	Suspend up to 3 day, parent contact by administrator, Police will be notified and student(s) may be cited.
2 nd	Suspend up to 5 days, parent contact by administrator, Police will be notified and student(s) may be cited.
3 rd	Suspend up to 10 days, parent contact by administrator, Police will be notified and student(s) may be cited., move to expel
Drugs, Alcohol	
1 st	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy
2 nd	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expel
3 rd	Suspend up to 10 days, will contact police, parent contact by administration, athletes also subject to athletic policy, may move to expulsion hearing
Extortion, Blackmail, Unlawful Coercion	
	Suspend up to 10 days, parent contact by administration, will contact police
2 nd	Move to expulsion hearing
Arson	
1 st	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	
1 st	Suspend up to 10 days, parent contact by administrator, will contact police and fire marshal, will move to expel
Breaking and Entering / Burglary	
1 st	Suspend up to 10 days, parent contact by administrator, will contact police, will move to expel
Weapons on School Grounds	
1 st	Suspend up to 10 days, parent contact by administrator, will contact police, will move to expel

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.

GRADING GUIDELINES

<u>Scale</u>	<u>GRADING SCALE</u>	<u>GPA</u>
	● A = Advanced Competency (90-100%)	4.0
	● B = Beyond Competency (80-89%)	3.0
	● C = Proficient (70-79%)	2.0
	● D = Developing Competency (60-69%)	1.0
	● I = Incomplete (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 be considered proficient for a course, a student must meet the following criteria:
 1. The student must earn an overall course grade of ‘C’ or higher.
 2. **The student must have a cumulative summative average of at least 70%.**
 3. **Students who score below 70% on their first assessment opportunity, will have two opportunities to bring their summative grade to proficiency.**
 - a. **A student who fails his/her first assessment will take a Form B assessment to earn a proficient score of 70%.**
 - b. **A student who needs to reassess a third time will complete an alternative assignment. The student will have an opportunity to earn a proficient score of 70%.**

4. **A student who scored a 70% or better on their first assessment opportunity and wants to work toward mastery, up to 100%, will need to complete the alternative assignment proving mastery of the content.**
 5. **Students who are absent on the day of the 1st assessment, have the same three assessment opportunities listed above.**
- Overall grade calculations are based upon the following grading structure:
 1. Summative assessments = 70% of the final overall grade for the course
 2. Formative assessments = 30% of the final overall grade for the course
 - Summative assessments are linked to one or more course standards.
 - Students who earn a D will earn high school credit for the course but will not be considered proficient in all aspects of the course.
 - All courses will use the semester grading term

REASSESSMENT PROCEDURES

Reassessment opportunities shall be made available to students who have missed a summative assessment due to an absence, students who have failed a summative assessment, and students who strive for mastery. Students will meet with their teacher to identify the reassessment material that needs to be completed prior to retesting.

Reassessment opportunities need to take place on or before the next scheduled Finish Friday. If the student fails or misses a Summative Assessment the week prior to an Intervention Friday, they have until the next scheduled Intervention Friday to complete the reassessment. Reassessment following the 2nd Semester needs to take place during the summer school session. Students will need to make arrangements to reassess sometime during the six week summer session.

ALTERNATE COURSES

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

Credit Recovery (PLATO): Students participating in credit recovery are rewarded credit (Pass/Fail) once coursework is completed and approved by a highly-qualified teacher assigned to the content area (Example: a student working on Algebra 1 in a PLATO 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.

Peer/Juvenile Tutoring and Teacher Assistants (TAs): 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. TA grades will be pass/fail and students will earn 0.5 elective credit per semester. An 'F' grade 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 (Algebra 1 or higher)	3
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)	3
Career & Technical Education	
Electives	6
Total Credits to Graduate	24

ESSENTIAL SKILLS REQUIREMENT:

Students prove that they have mastered these Essential Skills by earning at or above a cut score on one of the approved assessment options within their Language Arts and Math classes. This will be completed through work samples that are assigned throughout out the school year.

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.

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, on-track to graduate, 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- OAKS or SBAC- for their graduation requirements).
- A student who takes and passes a college course will receive 0.5 high school credit for that course in the appropriate category toward 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 their AAOT, OTM, or career certificate.
- College Study students must complete core classes prior to taking electives. Electives shall be taken upon individual consideration and approval.
- 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.
- It is the student's responsibility to correspond with the college instructor if they have questions or concerns.
- It is the responsibility of the student to drop a class.
- It is the responsibility of the student to know registration and drop deadlines.

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.

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

FOUNDATIONAL REQUIREMENTS	CREDITS
WR121 English Composition	4
WR122 English Composition	4
<i>OR</i> 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

Dual Credit Course List

High School Course	College Course
Fundamentals of Computer Systems	BT 121
Introduction to Accounting	BA 111
Advanced Metal Fabrication	AGM 211
Spanish for Native Speakers	Spanish 101, 102, 103
Spanish 2	Spanish 101, 102
Algebra 2	MTH90 or MTH95
Calculus/Pre-Calculus	MTH 111, 112
On-Line Education	Various options
World History	HST 104, 105
SUCCESS 101	Freshmen Transitions
Intro to Education	ED 115

Course list may change due to teacher certification

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 (0.5 credit = 1 semester).

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 high school entry date/year. (A student in the tenth year of his or her education is classified as a tenth grader regardless of his or her credits.)

FINISH FRIDAYS: Umatilla High School utilizes Finish Fridays throughout the year as part of our academic intervention plan. **The purpose of Finish Fridays is to assist students who have incompletes or missing work to work towards showing proficiency. Each six weeks Friday class periods are designated as an intervention or extension time. These days are mandatory for all students to attend. Students who do not have intervention work will participate in an extension activity. Finish Friday A will be periods 1-4 and Finish Friday B will be periods 5-8.**

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 letter grades (A-F) 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 letter 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 (24) 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.

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. Sophomore and Junior students will retake the courses that they failed. Seniors may have the opportunity do credit recovery through our online Plato system.

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 core areas such as math, science, language arts and social science. 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 for fall sports. Students are encouraged to attend summer school to complete required coursework. Additional information may be obtained by contacting the school's counselor.

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.”
- ✓ 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.

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.

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. Grading will be Pass / Fail.
2. Supervising staff must approve placement.
3. Performance objectives must be met for credit to be awarded.
4. Semester evaluations with a yearly reflection paper are required.

SUPERVISED WORK EXPERIENCE

Juniors and seniors may choose to receive up to two elective credits through successful participation in a supervised work experience program.

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. Semester evaluation by the employer is required.
4. The school will check with employers on the status of the student.
5. A reflection paper is required of the student each year.

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. Below is a list of UHS clubs and the advisor.

Key Club:	Advisor: Chris Early
Students Today, Leaders Tomorrow (STLT)	Advisor: Andrea Islas
Honor Society	Advisor: Nancy Swarat
Technology Club	Advisor: David Dever
ASB	Advisor: April Dirksen
Animae Club	Advisor: Erick Olson

EXTRA-CURRICULAR 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.

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.

No account is to operate “in the red” without administrative authorization.

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.

SCHOOL ASSEMBLIES

Assemblies and programs are held for the education and enjoyment of students and staff. Awards assemblies are held to recognize students and faculty efforts and achievements. Attendance at assemblies is mandatory unless announced otherwise. UHS students are expected to maintain high standards of conduct and to give every courtesy to the speaker and to the program. Class advisors will sit with their assigned grade level and will assist in monitoring behavior.

In order that students may be seated quickly, they are required to sit in their grade level section. When entering the main gym from the North side of the gym, seating will be as follows: (Facing the bleachers from the floor)

LEFT SECTION	LEFT MIDDLE SECTION	RIGHT MIDDLE SECTION	RIGHT SECTION
Seniors	Juniors	Sophomores	Freshman

All students must remain seated until excused from an assembly. They are to Students are expected to be respectful to our school, National Anthem, and Flag Salute. Students will sit or stand quietly during the National Anthem and Flag Salute.

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 dances 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.

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.

ACADEMIC CALENDAR

Teacher In-service Days	August 22-24
First Student Day / Quarter Begins	August 28
Labor Day Holiday	September 4 ** No School
Open House – BBQ & Info Night 6-8 pm	September 6
Picture Day	September 7
Drive One 4UR School 1-7pm	September 15
Finish Friday A – Periods 1-4	September 29
Finish Friday B – Periods 5-8	October 6
Statewide In-service	October 13 ** No School
Picture Retakes	October 24
Conferences (3:00-7:00)	November 8
Conferences (1:00 – 3:00) 11:25 Student Dismissal	November 9
Veteran’s Day Holiday	November 10 ** No School
Thanksgiving Vacation	November 22-24 ** No School
Finish Friday A – Periods 1-4	December 1
UHS Music Concert 7pm	December 5
Finish Friday B – Periods 5-8	December 8
Christmas Vacation	December 18 – January 1 ** No School
School Resumes	January 2
Finish Friday A – Periods 1-4	January 12
Martin Luther King Jr. Day	January 15 ** No School
Finish Friday B – Periods 5-8	January 19
Semester 1 Ends	January 19
Semester 2 Begins	January 29
President’s Day	February 19 ** No School
Finish Friday A – Periods 1-4	March 2
Finish Friday B – Periods 5-8	March 9
Regional Inservice	March 16 ** No School
UHS Music Concert	March 20
Conferences (3:00-7:00)	March 21
Conferences (1:00 – 3:00) 11:25 Student Dismissal	March 22
Spring Vacation	March 26-30 ** No School
Non-Contract Day for Staff	April 13 ** No School
Finish Friday A – Periods 1-4	May 11

Finish Friday B – Periods 5-8	May 18
Memorial Day Holiday	May 28 ** No School
UHS Music Concert 7pm	May 31
Senior’s Last Day	June 1
Graduation (10 a.m.) in Gym	June 2
Semester 2 Ends / Last Student Day	June 7 * Early Dismissal

*** Subject to change due to snow days or unforeseen circumstances.**

NO GO ZONES! - Marked in RED

Areas within the red are off limits during school hours.

Students will be charged with Trespassing



THE HISTORY OF UMATILLA HIGH SCHOOL

The original high school, which most remember 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 the main entrance of the building, behind a mounted plaque.

UHS 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.

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.