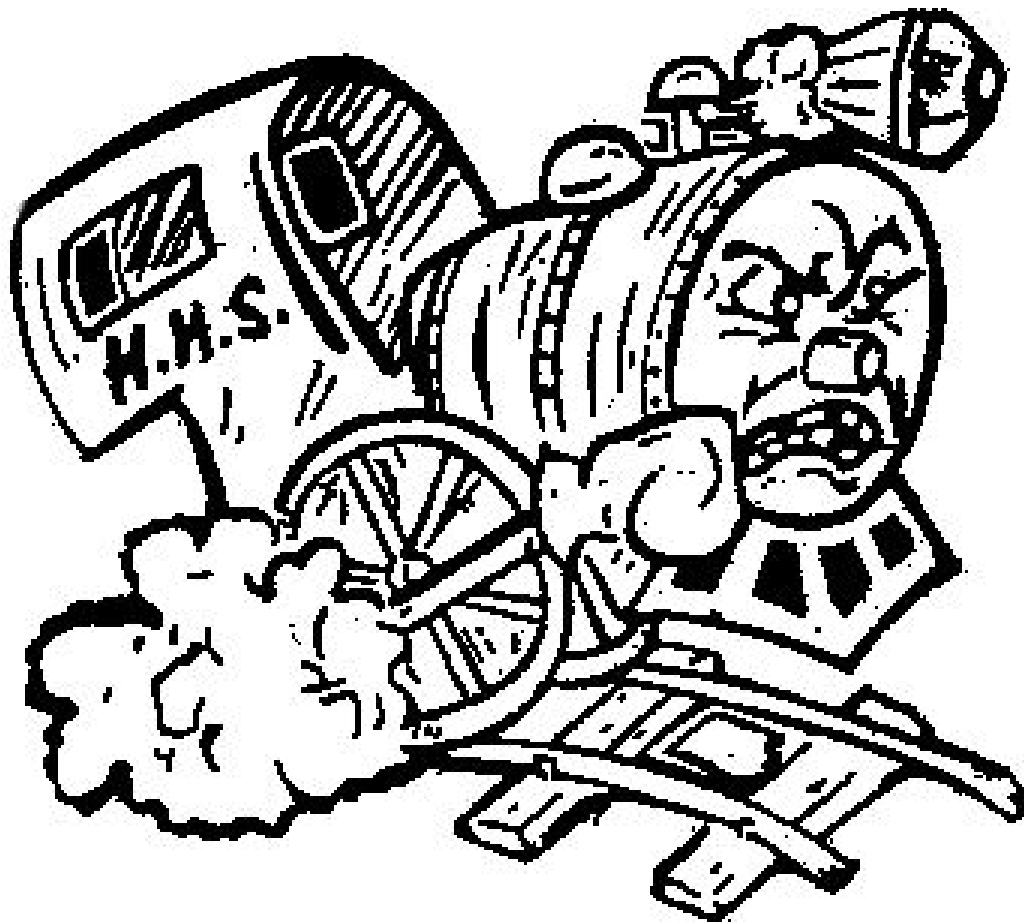


HUNTINGTON SCHOOL DISTRICT 16J  
MIDDLE AND HIGH SCHOOL  
STUDENT HANDBOOK

2013-2014



## **Welcome**

Huntington Middle and High School faculty and staff welcome you. Huntington Middle and High School has many important traditions and requirements. We want your school experience to be filled with great memories, challenges, and exciting achievements. Most importantly, we want you to graduate from Huntington High School having gained a world of opportunities and choices that only a high school education can provide.

The information provided in this handbook communicates what Huntington Middle and High School offers and expects of its students both inside and outside of the classroom. This information has been carefully prepared and presented here in such a manner as to help students and families become an integral part of Huntington Middle and High School.

The ultimate purpose of education is to help each student become an effective citizen. By accepting the responsibilities and obligations of good citizenship, students should be better prepared to successfully participate in the world of today and tomorrow. We hope that in your time at Huntington Middle and High School you will enjoy a variety of activities and experiences, which will prepare you to live a better life and make a significant contribution to society. Remember: the level of success in school is usually proportional to the effort expended and the work accomplished.

## **Mission Statement**

The mission of the district is to offer a secure place where students gain knowledge, grow in wisdom, prepare for the future, develop confidence, and value learning for life changes in technology and global living.

## **Huntington Middle and High School Statement of Philosophy**

The focus of the future should be on service and excellence. We are pleased, as employees at Huntington Middle and High School, to have the opportunity to serve and work with your students. The importance of teaching and learning was well stated by a late President of the United States: “From the desk where I sit, the answer to all world problems is found in a single word. That word is *education*.”

Those words inspire and support the challenge and commitment we have for quality education at Huntington Middle and High School. We believe that:

- A student is the most important person in any school.
- A student is not an interruption of our work-he or she is the purpose of it.
- A student is not just a statistic. He or she is a flesh-and-blood human being with feelings and emotions.
- A student is one who comes to us with needs and /or wants. It is our job to fill them.
- A student is deserving of the most courteous and attentive treatment that we can provide.
- A student is the lifeblood of this and every school. Without him or her, we would have to close our doors.

## **Huntington School-Parent Compact**

Studies have shown that children perform better in school when their parents/guardians are actively involved in their education. We have listed below some of the ways you and school personnel can share the responsibility for providing a quality education and supporting your child’s learning.

**School's Responsibility:**

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
  - Annual parent-teacher conferences
  - Frequent reports regarding your child's progress including:
    - Mid-term and Quarterly Reports
    - More frequent reports at your request
  - Opportunities to talk with staff, volunteer in class, and observe classroom activities

**Parent's Responsibility:**

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child

Thank you for your support and involvement in your child's education.

Please contact Mr. Scott Bullock, K-12 Superintendent/Principal, at 541-869-2204 if you have any questions or would like more information.

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## **Parental Involvement**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

- Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
- Keep informed on district activities and issues. The district newsletter, “Back to School”, potlucks, and parent/booster club meetings provide opportunities for learning more about the district;
- Become a district volunteer. For further information contact the administration;
- Participate in district parent organizations. The activities are varied, ranging from the school board to the budget committee.

## **Parent Conferences**

Regular conferences are scheduled annually 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. Parents are also encouraged to request a conference with building staff as the need arises.

## **School Delays or Closures**

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 the school, closure of selected grade levels, delayed opening of school and early dismissal of students. If the start of school will be delayed or canceled for any reason, we will notify KSRV radio in Ontario. If there is any amount of delay (i.e., 1 hour or 2 hours) it will automatically cancel the school breakfast program.

## **Building Hours**

Students will not be admitted to the school building prior to 7:30 am and the building will close at 4:30 pm. Students arriving on campus prior to 7:45 am must remain in the cafeteria unless alternate arrangements have been made with a specific staff member. Teachers are available to help individual students from 7:30 to 7:55 am and 3:35 to 4:00 pm, Monday through Thursday. The Superintendent, as well as staff members who also serve as coaches, often have other commitments, so appointments made in advance would be appropriate and appreciated! A student or community member who needs to meet with a staff member before 7:30 am or after 4:00 pm must make arrangements in advance. After school has been dismissed at 3:35 pm, students are not allowed to loiter on campus. Students who do remain on campus after 3:35 pm must be participating in a staff directed activity while on school grounds. If, for any reason, students are on school grounds outside of scheduled building hours, then they are subject to the same rules and regulations as they would be during the regular school day. **Students must follow school rules at all times while on school property!**

## **Closed Campus**

Huntington students are to remain on campus during the entire school day beginning with arrival at school and ending when the last class has been dismissed. Leaving campus for lunch or any other unauthorized reason is prohibited unless expressly approved by the administration. Students will be allowed to eat school lunch and then leave school grounds if they have provided the District with written permission from a Parent and/or Guardian. Parents and/or guardians may send a note, make a phone call, or sign the approval form allowing such action to occur. Students are not allowed to drive their personal car on school business.

## **Assembly of Students**

Students shall be permitted to hold meetings on school property under the following conditions:

1. The meeting shall be scheduled with the Principal's office in advance.
2. Normal class activities shall not be disrupted.
3. The meeting shall incite no hazard to person(s) or property.
4. School officials or an official school club or organization shall sponsor the meeting.
5. No speaker who openly or knowingly advocates breaking the law or encourages immoral acts shall be invited to speak.

## **Advertisements**

All notices, advertisements, banners, posters, signs, etc. must be placed on corkboard or attached with masking tape to the wood strips in the hallways. Scotch tape and pins or thumbtacks in any surfaces except cork are prohibited. No notices should be posted unless cleared by the advisor of a respective organization or an administrator. **NOTICES WITH ERRORS WILL NOT BE POSTED!** Any student who posts printed material without prior approval may be subject to disciplinary action.

## **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 superintendent 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. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **Telephone Use**

Students will not be called from class to respond to phone calls unless individual circumstances warrant. If a student needs to place a personal call, a phone is available for use when classes are not in session. Students may only use the school phones, under staff supervision, for personal business of an emergency nature. If you need to contact your child please call the office at (541) 869-2204. Please do not call your child via their cell phone. School rules prohibit the use of cell phones and/or other electronic devices during classes. Using them in class may result in confiscation of the electronic device and/or disciplinary action being taken against your child.

## **Lost and Found**

Lost and found items will be placed in the office. If not claimed, they will be periodically donated to charity. Announcements will be made before such items are discarded. Students who wish to claim these items as their own must have the prior approval of school district staff. Loss or suspected theft of personal or district property should be reported to the school office.



## **Field Trips**

Field trips may be scheduled for educational and cultural purposes. Trips for other extracurricular purposes will not be scheduled during regular school time except in extraordinary circumstances. All students are considered to be “in school” while participating in district-sponsored field trips. Students that do not attend field trips must report to school and attend classes as usual. Students that are absent during field trip days will be marked absent as a regular school day. This means students are subject to the school’s student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. Lessons missed in classes during time gone may need to be made up.

## **Fire Alarm/Drills**

At least one fire/earthquake drill will be conducted each month for grades K-12. 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 Procedures**

Any school, because of activities sponsored, can be a site where accidents occur. Usually, the area where injury potential is most apparent is the playground. When a large number of students engage in play simultaneously, personal safety is always a concern. The nature of play includes vigorous activity, quick movement, and the use of equipment.

If an injury occurs, it will always be our intent to apply emergency first aid procedures as a response to any bleeding or other trauma that may be discernible. Most of our staff has a current first aid card. If an injury looks complicated we will try to involve the most qualified or experienced people available to assist with services. We will always attempt to call a parent, guardian, or the emergency number listed on student registration information.

There may be occasions when the injury may warrant calling an ambulance. If so, we will initiate that action after consideration of all factors evident. Our basic intent and obligation is to protect you and do the best possible job in responding to any injury or accident when it occurs. It is a parent’s responsibility to always keep the school updated on emergency information such as place of employment, phone number, person to contact in the event a parent cannot be reached, etc. In the event that a parent or legal guardian is unavailable to be contacted, the school reserves the right to act in a timely manner, as circumstances require.

## **Medicine at School**

A student who must take prescription medication during the school day must have their parent bring the medicine and fill out a permission form in the district office. The medication must be in the original container and the container label must clearly show the student’s and physician’s name and instructions. The school will only dispense medicines that are necessary to keep the child in school.  
OAR 581-021-0037

Over-the-counter medication also must be brought in by the parent in its original container and an appropriate form completed by the parent. Students may carry inhalers with them provided they have permission from their parents and approval by the office.

If a parent wants a student to self-medicate, a request must be approved by the administration. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess and advice of the school/county nurse as necessary. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent. District officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

### **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.

### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the office or superintendent so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections and tuberculosis. Parents with questions should contact the school office.

### **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. A hearing will be afforded upon request.

## **Infection Control/HIV – Human Immunodeficiency Virus, AIDS – Acquired Immune Deficiency Syndrome, HBV – Hepatitis B Virus**

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.

An age-appropriate plan of instruction about infections/disease 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.

## **Infection Control/HIV – Human Immunodeficiency Virus, AIDS – Acquired Immune Deficiency Syndrome, HBV – Hepatitis B Virus (cont.)**

As a general rule, a student infected with HIV or HBV, six years or older and who does not present special risks to others in an educational setting (e.g., an ongoing history of biting others) 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 (parent) has no obligation to report an HIV or HBV condition diagnosis to the district. If the district is informed, it is prohibited by law 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.

Students who present a special risk to others in an educational setting and who are infected with HIV, as well as all students with AIDS, are required to notify the superintendent for continued educational services. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. Students and parents will be notified of alternative education programs.

## **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. The enrollment papers and claim papers are available in the office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with any injury.

Before participating in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance or (2) shown proof of insurance. (See Athletic Handbook)

## **Student Government**

A government of elected officers with an advisor represents the Associated Student Body of Huntington Middle and High School. The Associated Student Body Government shall have control over clubs and class activities. Purchase orders are required before funds will be released from any account. When a club or class leaves Huntington, any money left in that account is converted to the Student Body fund unless members choose to purchase something for the school. Student offices and elections will be handled in accordance with the Student Council Constitution and By-Laws.

**(Student Council elections are on the third Monday of each school year.)**

## **Student Body Cards**

Students are encouraged to purchase student body cards. These cards will serve as admission to all interscholastic athletic events and activities sponsored by the student body at Huntington Middle and High School and are also mandatory for participation in extra-curricular activities. Students must show their card at each event or they will be charged at the student admission rate.

## **Clubs and Organizations**

Students have several organizations and clubs that they may belong to at Huntington High School. These include, but are not limited to, Student Council, H-Club (for athletes), and Honor Society.

Student clubs and performing groups such as the band, choir 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, then the consequences specified by the district shall apply IN ADDITION to any consequences specified by the organization.

Activities which a club or class may wish to initiate or develop must have approval of the Student Council. A Class/Club Activity Sheet must be completely filled out and submitted to the ASB President on the Friday prior to the Student Council meeting.

The District Adopted Budget does not sponsor club and class activities. The club must pay all costs incurred for activities; if the District incurs the cost, the club must reimburse the District, i.e., decorating supplies, long distance phone calls, postage, etc.

Class meetings will be held the second and fourth Monday of each month. The school will run on an activity schedule and class meetings will be held for thirty minutes after lunch. Members of the student council will meet with their class advisor and then report to the Student Council Meeting at 12:30.

## **Fund Raising**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the superintendent and student council at least two weeks before the event. Classes/organizations which do not follow these guidelines may lose the right to have ANY fundraisers for the rest of the school year.

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 District Secretary is responsible for administering student activity funds. The student body secretary/treasurer serves as the student government representative in administration of student activity funds. Each class will elect a secretary/treasurer to keep a current and up to date total of class funds at all times. Any student fund inquiries will be made through class advisors.

### **Concession Stand**

The advisors are responsible for making sure concession stands are run properly. It is okay for parents/adults to run the concessions on a daily basis, and even be responsible for obtaining supplies and setting work schedules. However, ultimately the advisors are responsible to see that proper procedures are being followed. There should be a responsible adult present and/or visible to the concession stand **at all times**. There should be **NO** loitering around the concession stand. Only honest and responsible students will be allowed to work in the concession stand. All monies are to be put in the cash box/drawer.

### **Student Body/Class Purchases**

No check for expenditures from any student activity account will be written unless there is a purchase order/payment voucher approved by the advisor and Principal/Superintendent and documentation of an invoice or billing. Any order or purchase made before obtaining an approved purchase will not be guaranteed approval "after the fact". Any reimbursement to a person or organization must have an approved purchase order/voucher with receipts or billing for the expenditure before a check will be written.

### **Visitor and Guest Passes**

Parents and other visitors are encouraged to visit Huntington Middle and High School. In order to ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. K-12 school age visitors must have prior approval from the school office.

### **Dance/Social Events Regulations**

- All dances/social events are to be cleared through the student council and administration.
- All dances/social events are to have an activity sheet completed detailing who is responsible for the following areas: chaperoning, clean-up, advertising, refreshments, decorating, and ticket taking.
- Students shall dress and behave appropriately for all dances/social events. The regular school discipline policy shall govern any and all rule infractions at extra-curricular events.
- If a student leaves a dance or social event for any reason, he/she shall not be permitted back into the building.
- All dances will begin at 8:00 p.m. and end at 11:00 p.m., except the Prom, which will begin at 8:00 p.m. and end at midnight.

- Anyone who is not a Huntington Middle or High School student and who desires to attend a dance at Huntington Middle and High School;
  1. High School guest must be no younger than a high school freshman or no older than twenty (20) years of age.
  2. Cannot be a former student who has had significant discipline or attendance issues while attending Huntington High School.
  3. Must obtain a Visitor/Guest pass from Huntington Middle and High School and;
  4. In the case of a high school student currently enrolled in another school, have their school administration or counseling department sign and complete their portion of the guest pass form at least one day prior to the date of the visit.
  5. In the case of an individual no longer enrolled in high school, have their employer sign and complete their portion of the guest pass form at least one day prior to the date of the visit.

## **Admission**

Huntington School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

A student seeking enrollment in the district for the first time 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 shall 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.

Alternative educational services will not be provided to resident students expelled for violation of applicable state or federal weapons law.

## **Emotional Advising**

Advisors are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency issues. The advisors may also make available information about community resources to address personal concerns

## **Academic Advising**

Students are encouraged to talk with their academic advisor, class advisor, office staff, teachers and/or the building administrator in order to learn about the curriculum course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended course of study for students. Students who are interested in attending a college, university or training school, or pursuing some other forms of post-graduate education should work closely with their academic advisor so that they may take the courses that will best prepare them for furthering their education. The academic advisor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

## **Course Catalogs**

Course Catalogs for pre-registration will be available in the spring of each year for the following fall.

## **Class Changes**

For up to and including the first eight school days of a semester, students may change classes. Students may initiate an application to make class changes only if the student has a note from the teacher, whose class they wish to drop, and that teacher approves the drop. The student presents the teacher's note of approval to the teacher whose class they want to add to their schedule in place of the dropped class. Both teachers must approve and sign the class change request form prior to the student changing classes. If both teachers have approved the class change, then the student will take the completed form to the office. If the teachers in questions and/or the student involved cannot agree on the proposed change, then the issue can go before the administration for final adjudication.

## **Credit from Other Sources**

- Credit from Other Accredited High Schools

Credits from high schools accredited by the Northwest Accrediting Association are automatically granted upon receipt of an official transcript from the high school. Due to the differences in local graduation requirements, especially in out-of-state schools, it is not recommended that eighth semester seniors transfer to HHS.

- Credit from Test-Out Options

Students who have gained skills from other sources, such as non-accredited schools, may demonstrate proficiency through testing. The teacher of record is responsible for establishing the standard, which the student must successfully meet on the exam in order to receive credit for the course. Students must take a challenge test either before the class begins or before being enrolled in the class for three weeks.

## **Credit from Other Sources (cont.)**

- Correspondence Courses

Huntington High School will accept a *maximum of 5 credits* through correspondence courses. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the superintendent/principal prior to enrolling in such courses.

- OdysseyWare Courses

Huntington High School offers a number of OdysseyWare high school credit courses via an internet-based platform. These classes may only be taken for Huntington High School credit if one or more of the following criteria are met; a student has already taken and failed the course in question, the course is an elective that we do not otherwise offer, and/or there is an unavoidable schedule conflict that prevents the student from otherwise taking this course. OdysseyWare courses may **not** be used by a student for the express purpose of seeking early graduation.

- Dual Enrollment

Students may elect to enroll in classes offered on the TVCC campus. Interested students need to confer with the HHS counselor. As soon as students are able to obtain a time schedule of the TVCC classes in which they wish to enroll, then they need to make arrangements to accommodate the college classes.

Credit is issued on the following basis:

1. Each three quarter class sequence for one year completed at TVCC equals one semester of HHS credit.
2. Performance based classes, e.g. PE, art, and music classes, will be evaluated on an hourly basis. (75 hours equals 1.00 credit).

If students do not need the TVCC class in order to obtain either a standard high school diploma or a high school honors diploma, then it is advisable to have the class listed on the TVCC transcript only. Approval of TVCC classes for the honors diploma must be obtained prior to the enrollment in the class.

### **Alternative Education Programs**

As a participating school in the Malheur Education Service District, our students are eligible for the Alternative Education services provided under their auspices. This might include attendance at their Alternative Education School located in Nyssa or possibly, under special circumstances, individual/small group tutorial instruction to be provided locally here in Huntington. Another viable option for Alternative Education would be summer school at one of the neighboring school districts. Finally, internet credit recovery courses are also available to meet the individual needs of students.

In-District Alternative Education Programs include the following:

- Tutorial instruction
- Small group instruction
- Instructional activities provided by other accredited institutions
- Independent study



Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

- When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis)
- When an expulsion is being considered;\*
- When a student is expelled;\*
- When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

\*The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion. Notification shall include:

- The student's action;
- A list of alternative education programs for the student
- The program recommendation based upon the student's learning styles and need
- Procedures for enrolling the student in the recommended program

Parents may request additional in-district alternative education programs by submitting written requests to the principal. 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 parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program. If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

### **Talented and Gifted Program**

In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on:

- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
- A nationally standardized academic achievement test for assistance in identifying talented students.

Identified students shall score at or above the 97<sup>th</sup> percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students, who are talented and gifted, may be identified.

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

***Informal Process:***

1. The parent(s) will contact the school office, and/or the superintendent/principal to request reconsideration;
2. The designated TAG coordinator will confer with the parent(s) and may include any additional appropriate person, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached the parent(s) may initiate the Formal Process.

***Formal Process:***

1. Parent(s) shall submit a written request for reconsideration of the identification/placement of the designated TAG coordinator.
2. The designated TAG coordinator shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the principal and or the superintendent.
3. The designated TAG coordinator and other appropriate administrators shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

The district's talented and gifted program and service options will be developed and based on the individual needs of the student.

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or if 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

## Reimbursement for Privately Obtained Services

Parents may place their children in a private school or obtain other educational services from a private individual or organization. However, the District is not obligated to cover resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained. Therefore, for a regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the District fund the private services. Failure to provide notice may result in a denial of any subsequent reimbursement request.

## Grade Classification

After the ninth grade, students are classified according to the number of units earned toward graduation. The completion of requirements of the certificate of initial mastery and certificate of advance mastery are documented as completed.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6	10 – Sophomore
12	11 – Junior
18	12 – Senior

Students will remain at the classification at which they begin the year. They will move to the next classification according to credits at the end of the year. The only exception will be juniors who may graduate based on credits earned by the end of the year.

## Promotion, Retention and Placement of Students

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. *The final decision will rest with school authorities.* Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

## Reports to Students and Parents

Written reports of student grades and absences shall be issued to parents at least four times a year. Letter grades will be used. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the end of the first three weeks of a reporting period, the district will report the student's progress to the student and parent when the student's performance is below average or below the expected level. If a student receives a nine-week report of less than average in any class or subject, the parent may be requested to schedule a conference with the teacher of that class or subject.

## Grading

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

### Grade Points:

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

W = Withdrawal	NG = No Grade
INC = Incomplete	P = Passing

### Grade Definitions

- A** Excellent, outstanding consistent work, where abilities are demonstrated and communicated in a variety of ways and all outcomes are met.
- B** Abilities are efficiently communicated and demonstrated. Student has demonstrated proficiency in meeting all expected outcomes.
- C** Average performance in meeting the majority of outcomes. Demonstrates basic proficiency in the subject area.
- D** Minimal performance with inconsistent demonstration of proficiency in the subject area. Students may consider remedial options before advancing in core curriculum areas.
- F** Unacceptable performance. Inadequate demonstration of learning or proficiency in achieving expected outcomes.
- P/NP** Pass/No Pass grades are to be used for modified grading programs and study halls. A 'P' grade will mean student met requirements; a 'NP' grade will mean the student did not meet requirements. Modified grades will be used only with permission of parents because modified programs and grades may result in modified diplomas.
- I** Incomplete. Student has two weeks to complete the course requirements or the grade will automatically convert to an "F" letter grade.
- IP** In Progress. Student is working towards an acceptable passing grade under a documented (outcome based) educational program. Use of the 'IP' grade requires the development of a written plan explaining the objectives/goals (outcomes) that need to be met in order for the student to eventually meet and pass the requirements of the course. Plans need to be shared with the student and parent(s). Progress reports need to indicate the percent completed so the student and parent(s) will know where the student is in regard to successful completion of the course.

### Grade Point Average (G.P.A.)

Grade Point Averages are computed on the basis of a 4-point scale (i.e., A=4, B=3, C=2, D=1, F=0) and the number of credits assigned each class (typically .50 credits for a semester-long class and .25

credits for a quarter-long class period). A grade point average will not be calculated if a student has any incomplete or conditional grades.

## **Grading Policy**

Student assessment should include both objective and subjective considerations. It is also recognized that alternative assessment needs to be incorporated into the evaluation procedure. Examples of alternative approaches would be interviewing, self-assessment (student), oral testing, projects, demonstrations, etc. In the final analysis, grades or the designator used to define progress is a combination of student abilities, motivation, perseverance, self-discipline and the application of acquired skills.

Although not a direct factor in the Huntington School District grading policy, attendance is a factor that has a significant impact on student performance. The Huntington Middle and High School staff is committed to providing multiple opportunities to demonstrate proficiency, but all students must respond with effort and a demonstration of certain prescribed skills and knowledge. Individuality in regard to grading programs is extremely important and will be maintained. Individual teachers will make their student evaluation system available to students, parents and administration.

## **Group Work**

Because of its collaborative nature, the grading of “Group Work” can sometimes become a divisive issue. Typically, the problems ensue when one or more members of the group is perceived as not having “pulled their weight” in generating the final product. In order to avoid conflicts of this type, the evaluation of any “Group Work” shall include a student generated component which will require each student partner in the group to evaluate the input of each other group member’s contribution to the final product.

## **Semester Tests**

- Semester tests will be cumulative tests of the curriculum that students are expected to learn during the course of a semester in a given curricular area.
- Semester tests will consist of at least 50% non-subjective (knowledge based) questions, or will be a lengthy, detailed project designed to demonstrate and enhance knowledge gained during a semester, as approved by administration.
- All required and/or core curricular classes will design and administer semester tests.
  - This includes classes that are part of the honors diploma.
  - This includes courses that students may take to meet the second language, fine arts and applied arts requirement for graduation.
- Semester tests will be designed to incorporate between 1 ½ - 2 hours of allotted test time for the average test taker.
- Semester tests will constitute 20% of a student’s semester grade.

- All students with more than 3 absences in a semester, or that are not exempted by the districts attendance/grade policy will be required to take semester tests.
- Semester tests should be designed in such a manner that students who want to challenge a course may successfully do so and demonstrate knowledge by taking and passing a semester test in a given content area. (See Credit by Examination policy JECDA-AR). Students may only challenge a class for a semester and must do so before enrollment that semester begins, or for a class they are not enrolled in.
- Students who transfer in after the sixth week of a semester without transfer grades, will not be allowed to use semesters tests to receive semester credit. Students may upon teacher discretion earn semester credit by making up work if they transfer in after the sixth week of a semester.
- Students may be exempted from taking semester tests if they exhibit excellent attendance. In order to qualify for this exemption, students with an “A” grade going into the semester exam will be allowed up to three absences, “B” students may have up to two absences, and “C” students are allowed only a single absence.
- Students who fail to meet the A, B, C grade; 3, 2, 1 absence standard will still be expected to attend their classes during semester exam week. While non-traditional classes, e.g. physical education, weight training and Nova Net, are not required to offer a semester exam, students who have not met the attendance standard will still be expected to attend these classes during semester exam week. Being excused from attending school on the date of a semester exam is a reward for good attendance, regardless of whether or not an exam is actually being administered in the class.
- Absences will count from the date that the student is actually enrolled in school here in Huntington. For example, a student who arrives here from another high school 16 weeks into the semester, with an A+ in Biology and a history of perfect attendance, will not be required to take the semester exam as long as long as they continue to meet our attendance standards for the remainder of the semester. This would also apply to exchange students who, for whatever reason, do not arrive in Huntington until sometime after the start of the semester.
- Once a student is enrolled at Huntington, absences will be counted, unexcused or not, for the remainder of the semester when being weighed in consideration of whether or not a student has to take the semester test. Missing school due to either In School Suspension and/or Out of School Suspension will also be counted as absences when considering eligibility for exemption from semester exams.
- Students exempted from taking semester tests will not be on school premises during testing hours, unless a staff member who is not involved in administering a semester test directly supervises them, and/or unless the student desires to take a specific semester test in order to try to raise a grade in a content area.
- Students, who, because of their exemplary attendance, are eligible to be exempted from semester examinations, may elect to take the exam voluntarily if they so wish. However, the

grade that they have earned in the class up to that point may not be adversely affected by the results of this examination.

### **Credit by Examination**

Any student, who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

It is the classroom teacher's responsibility to design and administer an exam that incorporates student competencies and course objectives. The teacher of record is also responsible for establishing the standard, which the student must successfully meet on the exam in order to receive credit for the course. Any requirement to enroll and pass the course will be waived. No distinction will be made between granting credit and waiving course requirements. Applicable forms are available from the office.

### **Transfer Grades**

If a student transfers to Huntington School District from another school and enrolls in like classes here, then he/she will enter the class with whatever transfer grade he/she brings to Huntington. If the student is unable to transfer to a like class, and the transfer occurs within the first six weeks of the semester, then the teacher of record will offer the student the opportunity to make up any missing work due to his/her late enrollment at Huntington. If the student in question arrives here sometime after the first six weeks of the semester, then he/she will not receive credit for the class but will still be expected to fully participate in the class. Any special circumstances, which might call for altering this arrangement, will be addressed by the administration.

## Huntington High School Diploma Requirements 2013-2014

### Standard Diploma Requirements

	Grade 12 Class of 2013 Senior	Grade 11 Class of 2014 Junior	Grade 10 Class of 2015 Sophomore	Grade 9 Class of 2016 Freshman	Class of 2017 and beyond
English (English I, II, III, IV)	-	4	4	4	4
Math (Beginning Class of 2014, 3 credits Algebra I or higher)	-	3	3	3	3
Science (Biology, Phys. Science, Environmental Science)	-	3	3	3	3
Social Studies (US History, Civics, Global Studies)	-	3	3	3	3
Modern Problems	-	½	½	½	½
Economics	-	½	½	½	½
Physical Education	-	1	1	1	1
Career & Technical Education (Senior Portfolio)	-	1	1	1	1
Health	-	1	1	1	1
Fine Arts or World Language (Drama, Poetry, Art, Humanities, Improve, Music, German, Spanish)	-	3	3	3	3
Electives	-	6	6	6	6
<sup>1</sup> Meet district proficiency for Oregon's Essential skill (ES) standards:	-	Reading Writing	Reading Writing Math	Reading Writing Math	Reading Writing Math
<sup>2</sup> Develop a Personal Education Plan	-	X	X	X	X
<sup>3</sup> Participate in Career Related Learning Experiences	-	X	X	X	X
<sup>4</sup> Demonstrate Career Related Knowledge and Skills	-	X	X	X	X
<sup>5</sup> Complete an Extended Application	-	X	X	X	X
<b>TOTAL CREDITS</b>	-	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>

<sup>1</sup> Essential Skills: Read, write, speak/listen, think critically, apply math, use technology, civic and community engagement, global literacy, personal management and teamwork.

<sup>2</sup> Personal Education Plan: Helps to guide students in pursuing their personal, academic and career interests and post-high school goals.

<sup>3</sup> Career Related Learning Experiences: Educational experiences that connect learning to the world beyond the classroom.

<sup>4</sup> Career Related Learning Standards: Problem solving, personal management, teamwork, employment foundations, communication and career development.

<sup>5</sup> Extended Application: The application of academic and specialized knowledge and skills within the context of a student's personal and career interests and post-high school goals.



## Honors Diploma

In addition to the required units for the standard diploma, students wishing to receive an honors diploma must also complete the following courses as elective credits:

- 3rd year Mathematics
- 2nd year Second Language
- Computer Apps (1/2 Credit) or Business Computer Information Systems IA and IB (OdysseyWare)

Plus a minimum of two credits from the following list: (College level academic distance learning will also be considered for inclusion)

- 3rd year Second Language
- 4th year Second Language
- 4th year Mathematics
- 4th year Social Studies
- 4th year Science (physics, chemistry, etc.)
- 1st year Third Language
- 2nd year Third Language
- 5th year Language Arts
- 2nd year Fine Arts

A 3.5 minimum cumulative grade point average is required along with the preceding units to obtain a honors diploma.

Candidates for valedictorian must have a cumulative grade point average of 3.5 and candidates for salutatorian must have a cumulative grade point average 3.0. Both the valedictorian and salutatorian must meet the requirements for the honors diploma.

## Modified Diploma

To receive a modified diploma a student must earn 24 units of credit with at least 13 of those credits to include:

- (A) English Language Arts—2;
- (B) CIS – 1;
- (C) Mathematics—2;
- (D) Science—2;
- (E) Social Sciences—3;
- (F) Health —1;
- (G) Physical Education—1; and
- (H) Applied arts/second language/fine arts—1.

## Early Graduation

A student who wished to graduate from high school in less time than the ordinary grade 9-12 sequence may request permission to complete graduation requirements on an altered schedule. The student and his/her parents/guardians will consult with high school guidance personnel to develop a graduation plan. Their intention to accomplish this plan will be stated in writing to the superintendent. More policy information and forms are available at the office.

## Required/Elective Courses by Grade Level

	<b>Grade 12 Class of 2013 Senior</b>	<b>Grade 11 Class of 2014 Junior</b>	<b>Grade 10 Class of 2015 Sophomore</b>	<b>Grade 9 Class of 2016 Freshman</b>
English (English I, II, III, IV)	English IV	English III	English II	English I
Math (Class of 2014, 3 credits Algebra I or Higher)	Geometry 3 <sup>rd</sup> Year Math Career Alt. Math	3 <sup>rd</sup> Year Math Algebra I Geometry Career Alt. Math	Algebra I Algebra II Geometry Career Alt. Math	Algebra I Pre-Algebra
Science (Biology, Physical Science, Environmental Science)	-----	Biology Enviro. Science	Biology Enviro. Science	Physical Science
Social Studies (US History, Civics, Global Studies)	Civics	US History	-----	Global Studies
Physical Education	PE Weights	PE Weights	PE Weights	PE Weights
Career & Technical Education (Senior Portfolio)	Senior Portfolio	-----	-----	-----
Health	Health	Health	Health	
Fine Arts or World Language (Drama, Poetry, Art, Humanities, Improve, Music, German, Spanish)	Projects OdysseyWare Foreign Lang. Music/Band Drama/Improv. Humanities Poetry Computer Tech.	Projects OdysseyWare Foreign Lang. Music/Band Drama/Improv. Humanities Poetry Computer Tech.	Projects OdysseyWare Foreign Lang. Music/Band Drama/Improv. Humanities Poetry Computer Tech.	Projects OdysseyWare Foreign Lang. Music/Band Drama/Improv. Humanities Poetry Computer Tech.
Electives	Pub/News Home Ec. Projects Music/Band Drama/Improv. Science Elect. Shop PE Weights	Pub/News Home Ec. Projects Music/Band Drama/Improv. Science Elect. Shop PE Weights	Pub/News Home Ec. Projects Music/Band Drama/Improv. Science Elect. Shop PE Weights	Pub/News Home Ec. Projects Music/Band Drama/Improv. Science Elect. Shop PE Weights
<sup>1</sup> Meet district proficiency for Oregon's Essential skill (ES) standards:	Reading	Reading Writing	Reading Writing Math	Reading Writing Math
<sup>2</sup> Develop a Personal Education Plan	X	X	X	X
<sup>3</sup> Participate in Career Related Learning Experiences	X	X	X	X
<sup>4</sup> Demonstrate Career Related Knowledge and Skills	X	X	X	X
<sup>5</sup> Complete an Extended Application	X	X	X	X
<b>TOTAL CREDITS</b>	<b>5-7</b>	<b>7</b>	<b>7</b>	<b>7</b>

## **Honor Society**

To qualify for selection as a member of the Huntington Chapter of the National Honor Society a student must have a cumulative grade point average of 3.50 GPA after their third semester and exhibit good character as determined by the high school faculty. To remain in National Honor Society, students must maintain a 3.00 GPA or higher.

On required grade checks (academic and athletic/activity), teachers will need to indicate if the student is making satisfactory or unsatisfactory progress towards completion of the 'IP' graded course. A satisfactory comment would not be included in the calculation of the GPA for grade checks. An unsatisfactory comment would be calculated the same as an "F" grade on grade checks.

"IP" grades have a maximum nine-month time line past the regular ending of the course. In this nine-month period, a student would need to meet the requirements of the course or the 'IP' grade would change to an "F" grade. However, individual teacher grading programs may carry a shorter time line. Students with any transcribed "IP" grades are not eligible for honor roll status or class ranking involving valedictorian and salutatorian status. The only exception could be when a student is enrolled in more than six classes. When this circumstance exists, an "IP" grade can be considered for purposes of class ranking by referral from the teacher involved and upon approval of the Superintendent.

## **Class Rankings**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and a salutatorian will be selected for each graduating class.

As part of the honor of being designated the district's valedictorian and salutatorian, recipients will be required to speak as part of the district's planned graduation program. All speeches must be reviewed and approved in advance by the principal/superintendent or designee.

**Titles and privileges granted to students designated as valedictorian or salutatorian may be denied and/or revoked for violation of Board policy, administrative regulation or school rules.**

The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest cumulative grade point average (3.0 or higher) as computed at the end of seven semesters of high school work;
2. The salutatorian will be the student with the second highest cumulative grade point average (3.0 or higher) as computed at the end of seven semesters of high school work;
3. In case of a tie for valedictorian, co-valedictorians will be honored;
4. In case of a tie for salutatorian, co-salutatorians will be honored;
5. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors;

6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Huntington High School prior to and continuously following the 10th school day of the student's senior year and must have earned a Huntington High School Honors Diploma.

### **Senior Sneak**

- A proposal regarding the details of the trip and an itinerary must be presented by senior class officers to the Principal/Superintendent and School Board for approval for the April board meeting.
- Students must travel to and from their destination on authorized school transportation.
- Trips will be no more than three (3) days only in length.

### **Senior Sneak Eligibility**

- Students must be eligible to participate in graduation ceremonies in order to go on Senior Sneak. All school fees owed must be paid prior to Senior Skip.
- No excessive absences or truancies will be permitted during the senior year. A senior with 5 or more absences during the second semester will provide documentation from doctors, dentists, etcetera, or the senior may be denied the privilege of attending the senior sneak.
- A disruptive student who constantly causes problems may be excluded from the senior sneak by the principal.
- Any senior who is suspended within 30 days of the senior sneak will be excluded from the senior sneak by the principal.
- Any senior who enters after 1<sup>st</sup> semester their junior year may participate on the senior sneak only with the approval of the principal after consulting with the senior advisor. There may be a fee attached. (Due to fund raising activities the semester attended must be the last one of the student's senior year.)
- Parents, seniors and the senior advisor must sign a copy of the Senior Sneak Rules that will be provided by the advisor.
- Students shall participate in the majority of class fund-raisers and class activities unless pre-arranged with the class advisor.
- District administration will make recommendations for the best dates to attend sneaks. These dates will minimize, if not eliminate, the need to miss school.

### **Graduation Ceremony and Planning**

- Graduation will be planned by all seniors and the senior class advisor.
- The time and date of the graduation ceremony will be set by the Superintendent.

- The senior class and their advisor will be responsible for creating the graduation program.
- The senior slide show will be designed by the senior class and the senior class advisor. If the seniors are unable to create a slide show in a timely manner they will forfeit their right to the slide show.
  - The senior slide show will consist of no more than 15 pictures of each senior.
  - The slide show will be no more than 10 minutes in length.
  - Final approval of the completed slide show will be made by the principal/superintendent and the senior class advisor.
- Setup and clean up of the graduation ceremony will be the sole responsibility of the senior class and the senior class advisor.
- All aspects of the graduation ceremony are subject to the approval the senior class advisor and ultimately the principal/superintendent.
- All speeches will be approved by the senior class advisor and the principal/superintendent prior to the ceremony.
- Valedictorians and Salutatorians will be required to write and speak as part of the graduation ceremony.

### **Homecoming Materials**

Due to the large amount of arts and crafts supplies used during the Homecoming week activities, each class (9-12) will be charged a fifty (\$50) dollars fee to cover the increasing cost of those supplies. The fee will be deducted at the beginning of the year and a receipt given to each class advisor.

### **Discipline**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits drug, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials.

### **Expectations for Student Behavior**

Students are expected to demonstrate appropriate behavior in the classroom, on school property, and off campus during District sponsored events. Students are expected to contribute to a safe, caring , learning environment by cooperating in work and play; doing their best to achieve academic excellence; respecting themselves, others and the environment, and conducting themselves in a safe manner at all times.

## **Classroom Rules**

Because the main activities of school occur in the classroom, each teacher will determine what behavior is appropriate for their classroom. Teachers are responsible for communicating expectations and classroom rules. Teachers will enforce all school rules within their classroom, including but not limited to:

- Attendance
- Disruptive conduct
- Dress code violations
- Harassment
- Music devices
- Cell phone use

Serious violations will be referred to the office for immediate administrative intervention. Minor classroom violations, such as negative attitude, minor disruptions, sleeping, excessive talking, not following directions, tardiness, forgetting class materials, etc. will be dealt with by the classroom teacher according to the following guidelines:

*Teachers shall have the right to temporarily remove seriously disruptive students from their classroom. Prior to readmission, a conference will be held with the administrator (or designee), the student, the teacher, and the parent/guardian. If a parent/guardian cannot be contacted, or is contacted and is either unable or unwilling to attend the conference, then it may held in their absence. A seriously disruptive student is one who is openly defiant and/or presents a threat to the safety and well-being of the teacher.*

## **When and Where the Rules Apply**

- On school district property at all times, before and after school
- Traveling to and from school or school district sponsored events
- Off campus if the behavior violates the Districts Code of Conduct
- At school district sponsored events regardless of location

## **Discipline of Disabled Students**

A student being served by an Individual Education Program (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 once or for 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 multidisciplinary team meeting addressing the infraction and its relationship to the disability.

During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed upon alternative placement may be sought. Should the multidisciplinary team conclude the

misconduct has no relationship to the student's disability; the student may be disciplined in the same manner, as would other students.

If the multidisciplinary team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placements of the student. Such recommendations shall be forthcoming no later than ten days following the student's misconduct. The district may not expel a disabled student or terminate educational services for any behavior, which is a consequence of 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 general planning and "cooling off" period. Under such circumstances the district may obtain a court order to change the student's placement.

### **Detention**

A student may be detained outside of school hours (after the regular school day) for the purposes of serving a detention if the student violates the Student Code of Conduct. Detention is thirty minutes in length and more than one consecutive detention may be assigned for a single violation as circumstances dictate. Barring extenuating circumstances, these multiple detentions will be served on consecutive days.

### **Suspension**

A student may be suspended from school for up to and including 10 school days for willful violation of the Student Code of Conduct. Suspension assigned may be either served In School (ISS) or Out of School (OSS) depending upon individual circumstances. 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 reason 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 parents of a suspended student.

While under OSS, 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 until the first school day after the suspension ends. See the section entitled "Athletic/Activities Rules Violations and Consequences" for additional consequences regarding student-athletes who are suspended for behavioral violations. While under ISS, the same restrictions will apply but will only be in effect for the evening of the date of the actual suspension. Schoolwork missed by a student while on OSS may be made up for credit upon the student's return to school ONLY IF the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty. Students serving ISS will be allowed to make up any work missed during their suspension.

A student who is assigned an Out of School Suspension will not be allowed to return to school until such time as he/she and the parent(s)/guardian(s) have met with the superintendent to discuss the situation.

## **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

## **Law Enforcement**

Any student who engages in potentially criminal behavior may be subject to law enforcement referral. Examples include, but are not limited to:

- Fighting
- Assault
- Property offenses
- Disorderly conduct
- Harassment
- Tobacco, alcohol, or drug possession
- Trespassing
- Weapon possession
- Other potential illegal activities

Law Enforcement will conduct its own investigation and make its own determination concerning illegal action.

## **Definitions**

**Academic Integrity:** We expect students to express academic integrity by doing their own work and properly documenting information gathered from other sources. Students who violate the principals of academic integrity may be subject to disciplinary consequences. (See Insubordination)

**Accomplice:** Any student who promotes or facilitates the commission of an offense prohibited by District policy and/or school rules, who: solicits or commands another to commit the offense; or, aids, abets, or attempts to assist another in planning or committing an offense.

**Detention:** Assignment to a designated area before, during, after school, or on a Friday as a disciplinary consequence.

**Distribution:** To give out or dispense to another.

**Due Process:** Procedural right ensured to students as part of a suspension, disciplinary hearing, or expulsion process.



**Gang:** A gang is defined as a group of three or more people whose members have a common name, symbol, or color(s); and who engage in criminal behavior as one of their activities. Such as organizations and/or activities will not be tolerated with in the Huntington School District.

**In-School Suspension:** Temporary removal of students from normal school activities and assignment to a designated room or area within the school.

**Law Enforcement Referral:** Law enforcement authority contacted by school administrator, or designee.

**Persistent Failure to Comply:** A pattern of student misbehavior that displays a repeated disregard for school rules and/or policy.

**Restitution:** Reimbursement to the owner for actual loss or damage.

**Suspension:** Temporary removal of a student from school property and from participating in all school activities, including athletics, and access to school transportation. Suspension shall not extend beyond ten school days, ORS 339.250(5).

**Tardiness:** Failure to be at school, classroom, or designated area prior to scheduled start time, with all necessary materials at hand.

**Transmit:** To cause to go from one person or place to another; to pass along.

**Trespass:** Entering any District property or facility without proper authority; including during suspension or expulsion periods.

**Discipline Levels**

Consequences for a single disciplinary violation may increase based on the number of previous offenses and/or severity of the offense. Assigned discipline may also include consequences from any lower level. In addition, violations of the Huntington School District Discipline Plan may also result in athletic participation penalties as outlined in the Athletic Code of Conduct. There are six disciplinary levels of consequences as outlined below.

<b>Level 1</b>	Warning, Parent Contact, Confiscation of Item	<b>Level 4</b>	Out of school Suspension for 1-4 School Days
<b>Level 2</b>	Detention, Non-curricular Exclusion, Loss of Privilege	<b>Level 5</b>	Out of school Suspension for 5-10 School Days
<b>Level 3</b>	In-School Suspension, Parent Conference, Restitution	<b>Level 6</b>	Continuing Suspension and Expulsion Hearing

<b>I. OFFENSES DISRUPTING THE LEARNING ENVIRONMENT</b>			
<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Level</b>
<b>ATTENDANCE</b>	Unauthorized absence from class, May include, but not limited to, unauthorized: <ul style="list-style-type: none"> <li>• Absences</li> <li>• Tardy</li> </ul>	Minor/First Serious/Repeat	Level 1-3 Level 4-6

	<ul style="list-style-type: none"> <li>• Departure</li> </ul>		
<b>INSUBORDINATION</b>	<p>Behaviors that disobey, undermine, or defy the lawful authority of a District employee or agent. Any behavior that disrespects, demeans, degrades, or maligns District employee or agent.</p> <p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, forgery, and/or dishonesty</li> <li>• Cell phone or electronic device misuse</li> <li>• Safety violation</li> <li>• District transportation violation</li> <li>• Accomplice or conspirator</li> <li>• Malicious statement, image, or website about staff</li> <li>• Trespassing</li> <li>• Persistent failure to comply</li> </ul>	<p>Minor/First Serious/Repeat</p>	<p>Level 1-4 Level 4-6</p>
<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Level</b>
<b>DISRUPTIVE CONDUCT</b>	<p>Any disruption of classroom, school, or District sponsored activity.</p> <p>May include, but is not limited to any disruption from the following conduct:</p> <ul style="list-style-type: none"> <li>• Violation of classroom rules</li> <li>• Profane/vulgar words or actions</li> <li>• Dress code violations</li> <li>• Blatantly loud, disruptive, or offensive behavior</li> <li>• Inappropriate displays of affection towards another student</li> <li>• Ant behavior that disrupts the routine of school activities or work of District employee or agent</li> </ul>	<p>Minor/First Serious/Repeat</p>	<p>Level 1-3 Level 4-6</p>
<b>OFFENSIVE MATERIAL</b>	<p>To possess, view, display, or attempt to access any material that is blatantly offensive, discriminatory, and/or inappropriate.</p> <p>May include, but not limited to materials that are:</p> <ul style="list-style-type: none"> <li>• Pornographic</li> <li>• Racist</li> <li>• Sexually Explicit</li> <li>• Drug, alcohol, or tobacco related</li> </ul>	<p>Minor/First Serious/Repeat</p>	<p>Level 1-4 Level 4-6</p>
<b>TABACCO</b>	<p>Possessing, distributing, or otherwise using tobacco products or look-alike products.</p>	<p>All</p>	<p>Level 4-6</p>
<b>ALCOHOL AND DRUGS</b>	<p>Possessing, selling, buying, distributing, being under the influence of, or otherwise using alcohol; illegal or any unauthorized drugs as defined by but not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; including look-alikes being represented as a controlled substance, and/or misuse of prescription or non-prescription drugs. Possessing any drug paraphernalia.</p> <p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Illegal drugs</li> <li>• Prescription or over-the-counter drugs</li> <li>• Pipes/smoking devices</li> </ul>	<p>All</p>	<p>Level 5-6</p>

<b>WEAPONS</b>	<p>Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement which could be reasonably considered or used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury, and/or which is of no reasonable or legitimate educational use to the student.</p> <p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• Knife, sharp or pointed object</li> <li>• Firearm, gun, or explosive</li> <li>• Bat, club, or stick</li> <li>• Look-alike objects</li> </ul>	Minor/First Serious/Repeat	Level 5-6
<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Level</b>
<b>THREATS</b>	<p>Behavior, whether written (including text messages, email, or internet posting), verbal or physical that is threatening against persons, groups, events, or property related to school or school activities.</p> <p>May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Bomb threat</li> <li>• Threat of violence</li> <li>• Threatening prank</li> </ul>	Minor/First Serious/Repeat	Level 1-4 Level 5-6
<b>FALSE REPORTING OR ALARM</b>	Any false reporting to District employee or agent. Setting off fire alarm or reporting a fire to officials without a reasonable belief that a fire exists.	Minor/First Serious/Repeat	Level 3-5 Level 5-6
<b>GANG RELATED</b>	Any student found using any manner or means in representing a gang, recruiting potential gang members, promoting gang membership or activities, or engaging in any criminal gang activity.	Minor/First Serious/Repeat	Level 1-4 Level 5-6

## II. OFFENSES AGAINST PERSONS

<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Level</b>
<b>AGGRESSIVE BEHAVIOR/FIGHTING</b>	<p>Aggressive physical behavior directed toward another person.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Hitting, punching, or slapping</li> <li>• Kicking, tripping</li> <li>• Shoving</li> <li>• Attempting to injure</li> <li>• Mutual combat</li> </ul>	Minor/First Serious/Repeat	Level 1-5 Level 5-6
<b>ASSAULT</b>	Aggressive behavior that causes physical injury to another.	All	Level 5-6
<b>HARASSMENT &amp; BULLYING</b>	Behavior, whether written (including text message, email, or internet posting), verbal or physical, which serves to distress, threaten, demean, annoy, bully, cyber bullying, intimidate, or torment another person.	Minor/First Serious/Repeat	Level 1-4 Level 5-6
<b>SEXUAL HARASSMENT</b>	Behavior, whether written (including text messages, email, or internet posting), verbal or physical against another person that creates an intimidating, hostile or offensive school-related environment,	Minor/First Serious/Repeat	Level 1-4 Level 5-6

	where the conduct is based upon the sex of the other person. This includes unwanted sexual behavior towards another.		
<b>RACIAL HARASSMENT</b>	Behavior, whether written (including text message, email, or internet posting), verbal, or physical that creates an intimidating, hostile or offensive school-related environment, where the conduct is based upon the race of another.	Minor/First Serious/Repeat	Level 1-4 Level 5-6

<b>III. PROPERTY OFFENSES</b>			
<b>All Property Offenses Are Subject To Mandatory Restitution</b>			
<b>Violation</b>	<b>Definition</b>	<b>Severity</b>	<b>Level</b>
<b>COMPUTER MISUSE</b>	To intentionally, knowingly, or recklessly use District computer network, internet, or technology, without proper permission. To cause disruption to individual school computers, networks, or the educational environment.	Minor/First Serious/Repeat	Level 2-4 Level 5-6
<b>FIRE/CHEMICALS</b>	Any act, or attempted act, of fire setting. To intentionally, knowingly, or recklessly mishandle, or inappropriately use, dangerous chemicals.	Minor/First Serious/Repeat	Level 3-4 Level 5-6
<b>NON-PAYMENT OF FEES &amp; FINES</b>	Failure to pay fees and/or fines. May include, but is not limited to: <ul style="list-style-type: none"> <li>• Course fees</li> <li>• Athletic fees</li> <li>• Lost book fees</li> <li>• Parking fines</li> </ul>	Any	Hold records until fees & fines are paid in full
<b>PROPERTY DAMAGE</b>	To damage property belonging to students, staff, agent, or the Huntington School District.	Minor/First Serious/Repeat	Level 2-4 Level 5-6
<b>THEFT</b>	To damage property belonging to students, staff, agent, or the Huntington School District, or to be knowingly in possession or control of stolen property.	Minor/First Serious/Repeat	Level 2-4 Level 5-6
<b>VANDALISM</b>	To cause damage or deface property belonging to students, staff, agent, or the Huntington School District	Minor/First Serious/Repeat	Level 2-4 Level 5-6
<b>VEHICLE MISUSE</b>	Using a vehicle on school grounds or at a District sponsored activity in a reckless or unsafe manner; to cause disruption with any vehicle. Parking in an unauthorized location.	Minor/First Serious/Repeat	Level 2-4 Level 5-6 Fine

### **Suspension Appeal Procedure**

A parent or guardian may appeal the suspension to the Superintendent. The appeal must be made in writing, state the reasons for the appeal and be received by the Superintendent's Office within two days of the administration's decision to suspend the student. The appeal must state the specific reason(s) for the appeal. The Superintendent or designee will review the record and render a written decision within three days of receipt of the written appeal. The Superintendent's decision is final.

## Mobil Phone and Electronic Devices

**The use of radios, music players, and cell phones is prohibited in classes during the regularly scheduled school day.** Mobile phones are not to be on or in open view within classrooms, restrooms, locker rooms, or during lockdown situations. Electronic devices that broadcast music, photos, video, or games are not allowed to be used or in open view inside the school without permission. Misuse of mobile phone or electronic device will lead to the following consequences:

- **1<sup>st</sup> offense** - staff takes the device and returns it at the end of the period or staff delivers device to administration and informs student that their parent/guardian will need to retrieve the device from school administration at the end of the day.
- **2<sup>nd</sup> offense** - discipline referral, parent contacted and student no longer allowed to have the device at school without administrator permission.

Students will be allowed to use cell phones and other electronic devices during their lunch break, before the first (1<sup>st</sup>) period bell and after the seventh (7<sup>th</sup>) period bell. Cell phones and other electronic devices may be used during school transportation, or as allowed by the bus driver.

WHEN BRINGING ELECTRONIC DEVICES TO SCHOOL YOU DO SO AT YOUR OWN RISK. STUDENTS ARE RESPONSIBLE FOR THEIR OWN ELECTRONIC DEVICES. THE HUNTINGTON SCHOOL DISTRICT WILL NOT BE HELD ACCOUNTABLE FOR LOST, STOLEN, OR DAMAGED PERSONAL ELECTRONIC DEVICES!

## Dress Code

The school has a “No Hat, No Backpack” policy, which means that no hats or backpacks are to be worn in the building except during special occasions, like Homecoming week. Hats, however, may be worn at school-sponsored events such as athletic events. Backpacks and hats need to be kept in student lockers during the school day.

Students are expected to wear clothing that is appropriate for school. Clothing should be clean, modest, and in appropriate condition. If a student is determined to be dressed inappropriately he/she will be asked to change clothes. Subsequent offenses will be considered disruptive conduct and subject to discipline as outlined.

The following clothing and accessories are forbidden at school or at school sponsored activities.

- Clothing, hats, or backpacks that advertise or depict alcohol, drugs, tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang monikers, or clothing likely to cause a disruption within school environment.
- Pants, shorts, or skirts with holes above the mid-thigh that expose undergarments or skin.
- Sagging pants worn low on the hip so as to reveal underclothing or skin.
- Long belts, wallet chains, spiked accessories, sunglasses, stocking caps or bandannas.
- Tank tops, tube tops, mesh tops, sheer tops, halter tops, spaghetti straps, or any top that exposes any portion of the midriff, revealing neckline, bra or cleavage.

- Skirts or shorts that are shorter than two (2) inches above the knee.
- Sleep ware including pajamas and slippers.
- Hoods worn on the head within the school building.
- Any hat worn inside the building at any time.

### **CLOTHING MUST COVER UNDERGARMENTS AT ALL TIMES.**

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

When a student arrives at school and does not meet these guidelines they will be asked to change or be provided an oversize t-shirt to place over their clothes. If possible they may return home prior to the start of classes or during the lunch break.

### **Public Display of Affection**

Students are not permitted to show inappropriate displays of affection toward other students on school property or at school sponsored events. This includes any affectionate physical contact other than holding hands. The consequences for such behavior will be after school detention. Suspension will be assigned to repeat and/or for particularly flagrant offenders. Huntington Middle and High School will report any student(s) involved in illicit sexual activity to the proper authorities as required by state mandatory reporting laws.

### **Horseplay**

Young people are often exuberant, energetic, enthusiastic, excitable, carefree, and/or careless. As a result, horseplay can lead to serious injuries. Huntington Middle and High School is committed to maintaining a safe and orderly environment on school grounds. Therefore, any excessive physical contact, that is neither sexual nor violent in nature, may result in the assignment of detention(s) or suspension, for horseplay.

### **Cheating or Plagiarism**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or to give others
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or the internet

### *First Offense per Class:*

- The teacher will notify the student's parents.
- The student will receive an "F" on the assignment/test and lose any make-up opportunity.
- The student will be notified that a second occurrence of cheating or plagiarism will result in the loss of class credit.

### *Second Offense per Class:*

- The teacher will notify the student's parents.
- The student will lose credit for the class involved for the current semester.

## **Internet Use Policy**

The Huntington School District offers Internet access to students and teachers. The purpose of this Internet access is to support education, research, and school culture by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of Huntington's Internet access (like all other uses of Huntington's computer facilities) must be in support of and consistent with these objectives. All students who use Huntington's Internet access are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a condition for a student's privilege of Internet access.

### ***The Internet***

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These Guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

### ***Students' Individual Responsibility***

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

### ***Levels of Student Access***

Two levels of Internet access are provided through the Huntington School District:

#### ***1. Internet and World Wide Web***

All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with these Guidelines.

### ***Grades K- 5:***

Before students in Grades K- 5 will be authorized to access the Internet and World Wide Web, they will take part in a discussion of these Guidelines with their teacher.

### ***Grades 6- 12:***

Before students in Grades 6- 12 will be authorized to access the Internet and World Wide Web, they will be asked to sign a statement in the Huntington Middle and High School Student Handbook stating that they have read the Guidelines and agree to adhere to them.

## ***2. Individual Email Accounts***

Students may apply for individual email accounts. Students interested in applying for an account are encouraged to inquire at the school office for more details.

### ***Internet Access Is a Privilege***

For both levels of access, Internet access through the Huntington School District is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate conduct on the Huntington School District Internet access will also be subject to disciplinary action, in conformity with policy as stated in the Huntington Middle and High School Student Handbook.

### ***Administrators' Access to Student Files***

All student email files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student email and Internet files and records to law enforcement authorities. Students should not assume that uses of the Huntington School District's Internet access will be private.

### ***Personal Safety***

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The Huntington School District cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

### ***System Security and Resource Limits***

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the Huntington School District computer system and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.



## ***Network Etiquette***

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

## ***Unacceptable Uses***

The following uses of the Huntington School District Internet access are unacceptable:

1. Posting private or personal information about another person.
2. Attempting to log in through another person's email account or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming" ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in harassment. The Huntington School's Harassment Policy, which is included in the Huntington Middle and High School Student Handbook, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. "Plagiarism" means the taking of material created by others and presenting it as if it were one's own. The Huntington School policy on Cheating or Plagiarism, which is included in the Huntington Middle and High School Student Handbook, is applicable to Huntington School District students' use of the Internet.
8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
9. Participating in commercial activities that are not directly related to the educational purposes of the Huntington School District.
10. Downloading media (music, movies, etc.) in such a manner that it negatively impacts the resource limits and/or virus protections of the district's computer system.

## ***Disclaimer of Liability***

The Huntington School District disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

## ***Changes in the Guidelines***

The Huntington School District reserves the right to change these Guidelines at any time.

## **Student Owned Laptops**

The use of student owned laptops shall be at the discretion of the classroom teacher and the school principal/superintendent. Personal student laptops are not permitted to use the schools wireless internet connection. Any student owned laptop connecting to the Huntington School Districts

network must have fully functional and up-to-date antivirus software installed and be free from computer viruses.

## **Attendance Policy**

### **Huntington School District Educational Philosophy**

The Huntington School District 16J places a significant educational value on student attendance and participation in class. Regular attendance is essential to maximize the educational opportunities at OHS, which we believe occur between students and teachers in the classroom. There are few substitutes for the knowledge, values, and educational process gained in this type of learning environment.

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

### **Attendance Requirements**

Huntington School District students are required to attend all scheduled classes. Oregon law states full-time school attendance is required for all children ages seven to 18 who have not completed the 12th grade, unless otherwise exempted by law (ORS 339.010). School staff will monitor and report violations of the state attendance law. Students with excused absences are responsible for all information missed, and are expected to make up work as described in the individual class syllabus. Students with an unexcused absence may or may not be permitted to make up work missed during the absence. Make-up procedures and grading requirements are indicated on the individual teacher's class syllabus and in accordance with ORS 339.280.

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

### **Excused Absences**

The Huntington School District will accept the following as excused absences (ORS 339.065(2)):

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

- Court appearances

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

### **Procedure to Excuse Absences**

A parent must phone the Attendance Office (869-2204) or send a note with the student when he/she returns, to excuse an absence due to illness, injury, medical/dental appointments, or emergencies. Falsifying a note or phone call regarding attendance is a form of forgery and will result in disciplinary action. Absences must be cleared within two school days of a student's return to school. Uncleared absences after the two-day deadline will remain unexcused and will be treated as any other unexcused absence.

### **Pre-Arranged Absence Procedure**

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

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

### **Unexcused Absences**

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

### **Procedure for Unexcused Absences**

- The first unexcused absence will result in parent contact.
- The second unexcused absence will result in parent contact and attendance contract.
- The third unexcused absence will result in a teacher-initiated conference with parents and administration, a review of the attendance contract, or suspension.
- The fourth unexcused absence may result in any or all of the following:
  - Pursuit of compulsory attendance citation
  - Reduced schedule

- Referral to GED or other alternative program
- Exclusion from co-curricular activities
- Consequences will start over at the end of each quarter

## **Tardies**

Students must be in class on time. Students who enter a class late cause a disruption to the rest of the class. Students sometimes are tempted to skip a class rather than go late, skipping is more serious offense. Three (3) tardies will be counted as an unexcused absence per quarter to be used to determine consequences. Whether the tardies are for each class or for all classes combined is at the discretion of the administration. Chronic attendance issues will be handled at the discretion of the administration.

Students arriving after the start of the first period of the day must report to the office and sign in so that their name can be cleared from the absence list. The office will determine if a tardy is excused. Parents must send a note or make a phone call to the school office if a family emergency caused the tardiness. Tardiness delays the start of class and if chronic, is an expression of irresponsibility. Students are expected to be on time. Therefore, consequences may be required for chronic or habitual tardiness to class:

- Each teacher is responsible for recording and dealing with student tardiness in their classroom.
- Teachers should notify parents if a student is chronically tardy and request a conference.
- Any tardy of ten minutes or more in length will be considered an unexcused absence unless a note of explanation from a parent, guardian, or staff member is presented.
- Multiple unexcused tardies shall be dealt with as minor classroom violations (See “Behavioral Expectations”).
- **Three tardies will be considered as an unexcused absence and the number of tardies may be used to determine consequences.**

## **Hall Passes**

**All students must have a Hall pass!** Hall passes are required for any student in the halls during regular class time. Students out of class without a pass may be cited for an unexcused absence or face additional disciplinary measures. Hall passes should only be requested in emergencies and entitle the student to go only where designated. Violations of this privilege will be treated as truancy. Students who do not have a class are not to be in the halls or parking lots after the tardy bell rings, and should leave the campus immediately.

## **Signing In and Out**

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

## **Excessive Absences and Irregular Attendance**

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

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

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

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

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

## **Summary of Attendance Procedures**

Students participating in activities and athletic programs must have all absences resolved prior to participation. The coach or advisor will provide information and a procedure for you to follow. Students returning to school following an absence (other than activity/athletic) must:

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

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

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

## **Exemption from Compulsory Attendance**

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:

- Employed full-time;
- Employed part-time and enrolled in school part-time;
- 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.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available. Exemptions will be granted for a limited time only; must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

### **Early Dismissal**

Early dismissal will be granted for the same reasons as allowable for excused absences. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. Students are encouraged to schedule all appointments outside school hours. However, when emergency demands, the appointment should be made as early or as late as possible in the school day. To obtain early dismissal, students will need to submit a note to the office, signed by their parent/guardian, requesting permission to leave and stating the reason for early dismissal. If this is not possible, then students may arrange for a phone call to the office from their parent/guardian, requesting permission to leave and stating the reason for the early dismissal. Before leaving school grounds, students are required to check out through the office. Leaving school without office permission is considered truancy.

### **Early Release/Late Arrival**

Seniors who meet the requirements listed below may apply for early release and/or late arrival. During senior release periods, the above student can not be on school grounds until the end of the school day. Failure to abide by any of the conditions set forth below will result in the immediate revocation of the early release privilege.

- Must be a senior.
- Must be passing all classes and have a minimum 2.50 GPA.
- Must be making good progress toward graduation.

- Must attend a minimum of five classes a day.
- Must leave campus and not loiter.
- May return at the end of school day to attend sports practices or participate in extra-curricular activities.

### **Make-Up Work**

Each student has the responsibility to obtain make-up assignments when returning to school after an absence. Failure to acquire any such assignments is not an excuse for not completing make-up work. The time allowance for make-up work is the number of days absent. Assignments that the student knows in advance are due on a day of absence are due the day that the student returns to school. Long-term assignments and tests may be exempt from this timeline. The administration shall make the final decision in any potential disputes regarding this matter. School sponsored activities are not considered absences. Students involved in such activities are responsible to obtain their assignments and turn them in for credit according to each classroom teacher's rules.

### **Student Driving and Parking Lot Rules**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted, the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial requirements of the state.

Parking on district property is a privilege and not a right. 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.

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

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

- Students are not to enter, sit in, or drive cars during lunch hour or during the hours school is in session without special permission from the principal's office.
- In the event of a vehicle being double-parked on school grounds, a reasonable attempt shall be made to locate the driver of the vehicle in question. If the driver is unable to be located, then the proper authorities shall be notified and a towing of the vehicle at the owner's expense may result.
- Students are only permitted to drive their vehicles on school grounds that are paved or graveled. They are not to drive them on lawns, fields, or any other inappropriate areas.
- Students are not permitted to engage in unsafe driving while on school grounds and/or during either building hours or school-sponsored functions.

- Violations of the regulations detailed above may result in disciplinary action including the possible revocation of student parking privileges and in extreme cases, towing, and/or police intervention.

## **Cafeteria Services**

Huntington Schools operates a cafeteria that offers breakfast and lunch. Effective July 1, 2013 all students in the Huntington School District will receive free breakfast and/or lunch. Extra milk can be purchased separately for \$0.35 each. Due to federal and state laws, the district will still be required to collect information and applications for free or reduced-price meals. These materials are available at the school office. This program functions with support of the U.S. Department of Agriculture.

## **Cafeteria Rules/Open Campus during Lunch**

Lunches will be first come, first served. Incidents of crowding, cutting, or intimidation in the meal line will not be tolerated. Students are not allowed to leave campus for lunch. They may not drive off campus for lunch at any time. However, parents who wish to allow their child to leave campus at lunchtime need to sign and return a closed campus form, which is available at the school office.

## **Library/Media Center Services and Rules**

The Huntington School District Library Media Center is a research center available to all students. The library is used for work on special projects assigned in their classes and is also a place for recreational reading. Students who use the library should respect the basic rule for all libraries: **QUIET!!**

Most books are due the first school day of the next month and may be renewed if no one is waiting for the book. Paperback books are circulated through the same system. Some books and periodicals are available from off-site libraries. Please contact the librarian for specific resources.

Reserved books, reference books, and encyclopedias may not be checked out of the library. Magazines and pamphlets may be checked out for two weeks. It is the philosophy of the Library Media Center that students are mature enough to accept the social responsibility of a no-fine system. This philosophy is based upon a history of each student returning materials on time, so that fellow students may be able to use them also.

Near the end of the school year, parents will receive a letter listing the books their child has not returned and their costs. A charge will also be assessed for lost or mutilated periodicals. All students are subject to all library rules when using the facility. Library staff has full authority to enforce those regulations. They can also refer students for any appropriate disciplinary action.

## **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. All students must ride in district transportation to and from school events that they are participating in unless arrangements are made with the administration in advance. Exceptions may be made in extreme cases as approved by the administration. While riding a school bus, students will:



- Obey the driver at all times;
- Not throw objects;
- Not have in their possession any firearms, weapons, dangerous instruments, explosive devices, and/or “look-alikes”;
- Not fight, wrestle, or scuffle;
- Not stand up and/or move from seats while the bus is in motion;
- Not extend hands, head, feet, or objects from windows or doors;
- Not possess matches or other incendiaries and concussion devices;
- Use emergence exits only as directed by the driver;
- Not damage school property or the personal property of others;
- Not threaten or physically harm the driver or other riders;
- Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- Not make disrespectful or obscene statements;
- Not possess and/or use tobacco, alcohol, and/or illegal drugs;
- Not eat food or chew gum;
- Not carry glass containers or other glass objects;
- Not take onto the bus skateboards, musical instruments, or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
- Accept assigned seats;
- Stay away from the bus when it is moving;
- Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
- Answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips;

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation – Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, and the principal.
3. Third Citation of the year: The student receives a five to ten day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and/or the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor and/or principal and the parent.

5. In all instances, the appeal process may be used if the student and/or parent desires.

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

### **Fees, Fines and/or Charges**

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

- Club Dues;
- Security deposits;
- Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
- Personal physical education and athletic equipment and apparel;
- Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
- Student accident insurance and insurance on school-owned instruments;
- Instrument rental and uniform maintenance;
- Student Body Cards;
- Fees for damaged library books, textbooks, and school-owned equipment;
- Lock or locker deposits;
- Fees for use of towels provided by the district for P.E. classes or athletics;
- Field trips considered optional to the district's regular school program;
- Admission fees for certain extracurricular activities;
- Participation fees or "pay to play" fees for involvement in activities;
- Meal Fees

Alternate arrangements may be made if the student and parent are unable to pay. Application for such an arrangement may be made to the principal and/or the athletic director. (These will be considered only in extreme cases.)

Huntington High School shall withhold the grade reports, diploma and records of any student or former student who owes a debt of \$50 or more for unpaid school fees, fines and/or charges. The only exception to this will be in the unfortunate event that the withholding of such educational records may result in the inappropriate placement of these students. These documents may be withheld from any student or former student who owes a debt of less than \$50 to the school district. These reports shall be released upon payment of monies owed. In addition, a graduating senior's privilege to participate in the annual Huntington High School graduation ceremony shall be revoked in the event that he/she owes an outstanding balance of \$50 or more in unpaid debts to Huntington High School. Fees, fines, and/or charges owed to the district may be waived at the discretion of the superintendent or designee if:

- HHS determines that the parent of the student is unable to pay the debt;
- The payment of the debt could impact the health or safety of the student;

- The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
- There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

Prior to pursuing the collection of a debt owed to Huntington High School by a student or former student or withholding any grade reports, diploma or records of a student or former student, the school district must give written or oral notice to the student and the parent or guardian of the student. The notice must state the reason the student owes money to the school district and the amount owed. The notice must inform the student and the parent or guardian of the student that Huntington High School intends to withhold the grade reports, diploma and records of the student until the debt is paid. The notice must also state that the school district may pursue the matter through a private collection agency or other method available to the school district.

The school district may give more than one notice to the student and the parent or guardian of the student. Also, any graduating senior who is in danger of not being allowed to participate in the annual Huntington High School graduation ceremony, because of unpaid fees, fines, and/or charges, shall be given written or oral notice in advance as well.

Debts not paid within 10 calendar days of Huntington High School's notice to the student will result in the student's grade reports, diploma, and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the notice.

### **Search and Seizure**

If school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated, is violating, or is about to violate either the law or school rules and regulations, the official on school grounds may search students, their possessions, their vehicle and/or any school property assigned to them. Any evidence of any such violation may be seized. Lockers, desks, PE lockers, and similar items of school property are subject to search without notice. The scope of the search must be reasonable and related to the circumstances initially justifying the search. Items, which may be used to disrupt or interfere with the education process, can be temporarily removed from the student's possession. Items seized shall be turned over to the proper authorities or returned to the true owner unless illegal. Items will be returned to parents or disposed of at the end of the school year.

### **Rewards for Stolen or Lost Items**

Rewards may be offered for lost or stolen items here at school. Rewards may also be offered in the event that someone is a victim of a property crime here at school. Parental notification must be made prior to the posting of a reward. If you, or someone that you know, is the unfortunate victim of any such circumstances and wish to post a reward, then please contact the school office for assistance.

### **Lockers**

Students will be held responsible for the proper care and treatment of their lockers and must observe

the following:

- Clean your locker frequently.
- Never force the door when closing a locker. Before closing the door be sure to remove any obstructions.
- Use only your hands to close locker doors. Kicking the bottom of the door in order to close it will damage the finish and twist the door out of shape.
- Keep locker doors closed when not in use.
- Students are not to trade lockers without prior approval from the office.
- Do not overload lockers. Students who damage lockers will be assessed a fine equal to the repair costs. Students will be charged for the replacement of lost locks. Personal locks may not be used on any locker in the school.
- Lockers may be routinely inspected without prior notice in order to;
  1. Ensure that items that are either stolen or prohibited on school grounds are not present.
  2. Maintain proper sanitation, mechanical condition, and safety.
  3. Reclaim school property including instructional materials.
- Lockers and other district storage areas provided for student use remain under the jurisdiction of Huntington Middle and High School even when assigned to an individual student. Culver High School 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. The school district cannot assume responsibility for anything removed from a locker, locker room, classroom, shop, or student backpack.

### **Breathalyzer Tests**

Huntington Middle and High School reserves the right to breath-test any student for whom there is a reasonable suspicion that the student in question is under the influence of alcohol. This policy will also be enforced at any function on school premises or at any other function sponsored, be it on school property or not.

### **Police and Fire Department Referrals**

Police referrals will be made whenever students are witnessed using, or are under the influence, of drugs, and/or alcohol, or whenever they violate a law. A police referral may be made for any student involved in a fight or assault on school property. A referral will be made to the Fire Department whenever a student starts a fire on school property or sets off a school fire alarm.

### **Police Questioning**

In the event that 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. Unless law enforcement officials dictate otherwise, an effort will be made to notify the parent of the situation. Parents cannot deny school or legal official's permission to question students without counsel and/or the parent(s) present.

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

### **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.

### **Student Rights**

Fair treatment for students shall be such as to protect them from arbitrary and unreasonable decisions. All decisions affecting students shall be based on careful and reasonable investigations of the facts and the consistent application of rules and regulations. All students shall be apprised of the school rules and procedures by which schools are governed and the processes by which discipline may be involved.

### **Civil Rights**

It is the policy of the Huntington Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about [equal opportunity and nondiscrimination] should contact the Superintendent at (541) 869-2204.

### **Program Exemptions**

Student may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the superintendent by the parent in writing and include the reason for the request. Recommendations by professional persons may be requested by the administration for these exemptions.

### **Student/Parent 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 satisfactory, a conference with the superintendent can be requested. If the outcome continues to be unsatisfactory, the student or parent may file a written, signed complaint and a suggested remedy to the Superintendent. Within 1 week a written report of his/her findings and conclusions will be provided to the complainant. The complainant may appeal the superintendent's decision to the school board. The board shall hold a hearing to review the findings and conclusion of the superintendent, and to hear any other evidence, as it deems appropriate

## **Grievance Procedure**

Any individual alleging non-compliance on the part of any program, activity, or employment practice in Huntington Middle and/or High School may submit the complaint, in writing, to the Building Compliance Officer (the school superintendent) for civil rights and discrimination.

1. The compliance officer will investigate the allegation and furnish the grievant with a written response to the allegation within twenty (20) days from the receipt of the grievance.
2. If, in the opinion of the grievant, the compliance officer's written response is unsatisfactory, the grievant may request an appearance before the Board of Directors at the next regularly scheduled School Board meeting following the receipt of the written response.
3. The Board of Directors may listen to the grievance and render a decision that will be final.
4. The Board of Directors may render an immediate decision, or delay the decision not to exceed sixty (60) days to allow investigation of the allegation.

**HARRASSMENT COMPLAINT FORM**

**ON NEXT PAGE**

**Harassment Complaint Form**

HUNTINGTON SCHOOL DISTRICT  
HARASSMENT COMPLAINT FORM

Name of Complainant: \_\_\_\_\_

Position of Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date and Place of Incident(s): \_\_\_\_\_

Name(s) of Alleged Harasser: \_\_\_\_\_

Name(s) of Witness: \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. Attach additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_

Evidence of Harassment (i.e. letters, photos): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any other Information; attach additional pages if necessary:

\_\_\_\_\_  
\_\_\_\_\_

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

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

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Title IX and Section 504 Coordinator**

Scott Bullock (Superintendent of Huntington School District)  
520 3<sup>rd</sup> Street E  
Huntington, Oregon 97907  
Phone: 541-869-2204

## **Student Education Records**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (18 or older) of their rights, the location and district official responsible for education 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 maintained by the district. A student's educational 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. **The district reserves the right to a reasonable amount of time to prepare and compile such records.**

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 district office by the principal and/or office personnel. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Subjects taken;
8. Marks received;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversation, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's educational records provided they are in the sole possession of the maker.

## **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.



## **Transfer of Education Records**

All requested student educational records related to a particular student seeking enrollment in or services from a public or private school, education service district, state institution other than an institution of post-secondary education, private agency or youth care center shall be transferred no later than ten days after the 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.

## **Requests for Education Records**

The district shall, within ten days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's educational records.

## **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, 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.

## **Provision for Hearing to Challenge Content of Education Records**

Parents of a minor, or eligible student (18 or older) may inspect and review the student's educational records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the parent;
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Person other than the student, parent or guardian, witnesses, and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedures for appeal beyond the local Board follow the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202

A copy of the district's education records policy and administrative regulations may be obtained by contacting the office.

**PLEASE READ AND SIGN THE ATTACHED PARENT(S) AND STUDENT CONSENT FORM.**

**PARENT(S) AND STUDENT; PLEASE READ AND SIGN THE FOLLOWING:**

I understand and consent to the responsibilities outlined in the Student Handbook. I also understand that my student shall be held accountable for the behavior and consequences outlined in the Student Handbook while at school-sponsored activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the behavioral provisions of the Student Handbook, then he/she shall be subject to disciplinary action, up to and including expulsion from school and, in the case possible violations of the law, referral to the proper legal authorities.

By signing this agreement, I give my permission for my student to travel with any team, class, or club sponsored by the Huntington School District for the 2013-2014 school year. I also agree to support the school's Internet Use and Transportation of Students policies and to abide by their guidelines as stated herein.

I understand that I have the right, at any time, to be apprised of the professional qualifications of my children's teachers.

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

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

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

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

(I have marked through the types of directory information that I wish the district to withhold)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

RETURN TO OFFICE within 2 weeks