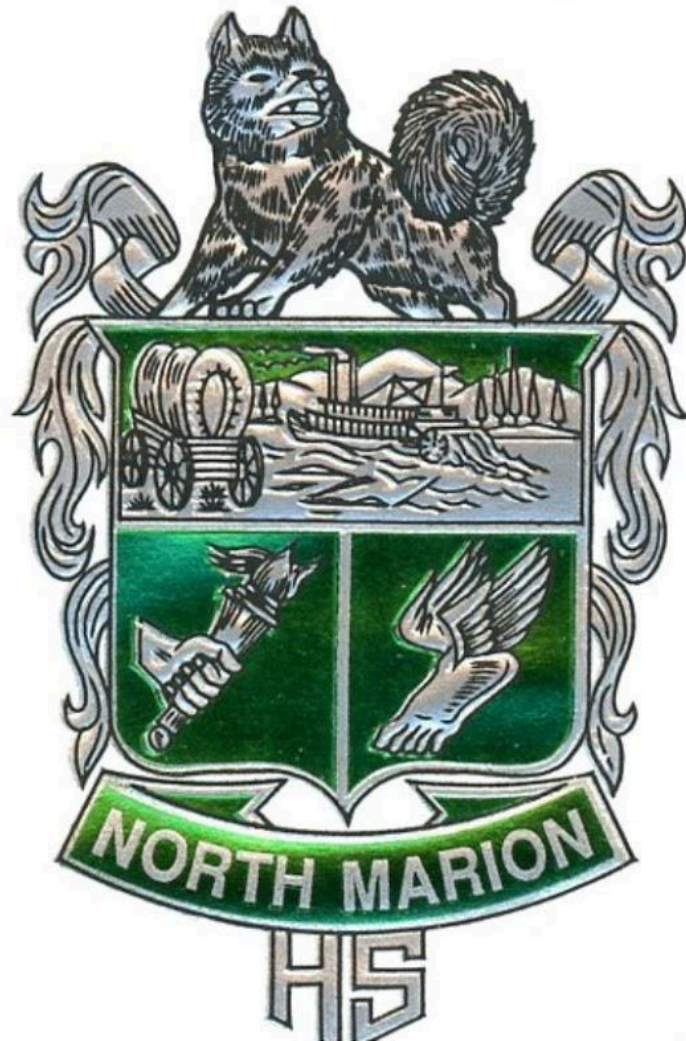


North Marion High School



Student Handbook

North Marion High School

Mailing Address:

20167 Grim Rd NE
Aurora, Oregon 97002

Office Phones:

503-678-7123 or 503-678-7124

Office Hours - 7:00 am to 3:30 pm

Counseling Office Hours - 7:00 am to 3:00 pm

Student Hours - 8:00 am to 2:45 pm

0 Period - 7:05 am to 7:50 am

Preface

The North Marion School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. The following have been designed to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Dan Busch, Superintendent
Desiree Kiesel, Director of Teaching and Learning for Secondary Schools
Charyl Dyer, Director of Special Programs
Nathan Stanley, Principal
Lindsay Androy-Koberstein, Vice Principal
Tucker Brack, Athletic Director

The Material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures, and is not intended to either enlarge or diminish any board policy, administrative regulations, or negotiable agreements.

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

General Student Information

Academic Awards

Student of the term: Each trimester our staff members will each select one student for recognition for our outstanding effort and/or accomplishments. Certificates will be presented to those students of the term at an all-school assembly. Those student names will also be placed in a drawing for a Visa card gift certificate.

Academic Letters and emblems: are awarded to those students who have achieved the following:

Freshman- Complete 7.5 credits and maintained a 3.50 GPA

Sophomore- complete 15.0 credits and maintain 3.50 GPA

Juniors- complete 20 credits and maintain a 3.50 GPA

Seniors- complete 25 credits and maintain 3.50 GPA

Awards will be mailed home during summer.

All academic awards are determined using unweighted GPAs.

Graduation Requirements: See the Curriculum Guide available in North Marion High School's counseling center or on the school website.

All students are required to have a full schedule. Exceptions may be arranged with your counselor. All off-campus credit must be approved in advance by the Counseling Department. Students who wish to complete graduation requirements in fewer than four years, must complete the necessary paperwork with their counselor by the end of the 3rd trimester of their junior year.

Students must be in "good standing" which means: Students who violate school policy may, in some instances, be excluded from walking at graduation.

Accidents:

There is a possibility that a student will experience an injury during the school day in gym class, lab type classes, or in an extracurricular activity. If a student is hurt, the following steps should be taken: (1) all accidents must be reported to the teacher if the injury occurred in the classroom, or (2) accidents occurring during athletic participation must be reported to the coach. (3) The teacher or coach will complete an accident form and report any injury to the main office. (4) Parents or a responsible adult will be notified immediately if the injury requires medical attention.

Admission:

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 required by state law, school board policy, and administration regulations. Students and their parents should contact the counseling center for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and subsequently becomes a resident of the district or 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 the Federal Gun-Free Schools Act of 1994 and subsequently becomes a resident of the district or applies for admission to the district as a non-resident student.

Affirmative Action:

We at North Marion High School are committed to the principles that equal education opportunity shall be provided to all students. In compliance with Title IX -Sex Discrimination- the student is advised to seek out advice and help from a counselor if he or she believes that they have been discriminated against because of age, physical/mental challenges, national origin, race, religion or sex. If the harassment is not changed, a grievance procedure is available. The grievance procedure has the following steps:

- **Step 1:** The student will first discuss the grievances with the building principal within twenty (20) days of the incident or their knowledge of it.
- **Step 2:** If the grievance is not solved, the student will then specify the grievance to the superintendent within ten (10) days. The superintendent will establish a date and location for an informal hearing on the matter. The superintendent shall make a determination hearing the evidence and decide what steps are to be taken to resolve the grievance.
- **Step 3:** An appeal to the school board is proper if the student is not satisfied with the superintendent's action. The time limit for appealing is ten (10) days. The board may affirm, modify, or reverse the previous action.
- **Step 4:** If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U. S. Department of Education, and the Office of Civil Rights, Region X, 915 2nd avenue, room 3310, Seattle WA 98174-1099.

Changes to the above procedure may be if an administrator is named in the complaint.

Asbestos:

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection at the district's office. The District Office serves as the Districts Asbestos Program Manager and may be contacted for additional information.

Assembly Conduct:

Assemblies are a privilege extended to the students of NMHS. Behavior should be above reproach. Students are expected to conduct themselves in such a manner that will bring credit to the entire student body. Student misbehavior at assemblies, may be subject to disciplinary action.

Assemblies and Programs:

Requests for assemblies/programs should be directed through the club advisor and Activities Director. Final approval lies with the administration.

Assignment of Students To Programs:

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Expectations may be allowed in certain circumstances. Contact the school office or counselor for additional information.

While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition costs. If a parent wishes the district to consider a publicly funded private placement or private services,

they must give the district notice and opportunity to propose other options available within the public school system before the private placement services are obtained.

Parent(s) of any student receiving regular education, section 504 of the Rehabilitation Act of 1973 or individuals with Disabilities Education (IDEA) services must provide notice to the districts of the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten (10) business days prior to obtaining such service. The notice must include the parents' intent to obtain private services, the parents' rejection of the educational program offered by the district, and the parents request that the district fund the private services. Failure to meet these notice requirements may result in denial of any subsequent reimbursement request.

Attendance:

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by the law (ORS 339.010). School staff will monitor and report violations of the state compulsory attendance law.

The law further requires persons having control of such minor to send them to school. Exemptions to the compulsory attendance law are allowed in certain circumstances, i.e., home schooling, students attending private schools, and/or students who are emancipated.

Efforts will be made by the school officials to enforce the compulsory attendance laws for the state. In the workplace, this number of absences would be considered excessive and NMHS wants to encourage students to learn good workplace habits with regard to attendance. **Parents are encouraged to contact the main office if they want to check on their student's attendance and work with the student's counselor should problems arise.** One fundamental reason for insisting on punctual regular school attendance is to help each student develop habits of responsibilities which will assist them to function well in society and succeed in the world of work. Regular attendance is mandatory if the student successfully reaches this goal. We also believe there are few substitutes for the value of the relationship which occurs between students and teachers in the learning environment.

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 failure to attend school. A building administrator may schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements.

Truancy: A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and or ineligibility to participate in athletics or other activities. The student may not be allowed to make up class work missed during the truancy and may receive a "0".

Attendance Policy: North Marion High School recognizes **ONLY** the following reasons as valid reasons for **EXCUSED** absences;

- 1: Illness of the student
- 2: Illness of an immediate family member when the student's presence at home is necessary.
- 3: Emergency situations that require the student's absence.
- 4: Medical appointments. Verification of appointment may be required.
- 5: Field trips and school-approved activities.
- 6: Other reasons deemed appropriate by the Administration in charge of attendance when satisfactory arrangements have been made in advance of the absence.

Please Note: The following are NOT excusable absences in accordance with Oregon State Attendance Laws:

1. Truancy
2. Shopping/haircuts
3. DMV Appointment
4. Missing the bus or car malfunctions
5. Birthday or other celebrations
6. Family vacations not excused in advance
7. Oversleeping
8. Gainful employment
9. Hunting or fishing

Attendance Procedures: Parents must notify the school by a written note or call of the reason for the students absence within 48 hours of the absence. Blanket excuses are not allowed. Information for the excuse must include the full name of the student, the calendar date(s) of the absence, a brief reason for the absence and the complete signature of a parent or guardian. The note should be dropped off at the main office by the student upon return to school. All students leaving campus **MUST CHECK IN/OUT OF THE OFFICE**. Absences may not be excused if the student does not check in/out of the office.

Attendance/Participation in School-Sponsored Activities- students who participate in school- sponsored activities, i.e., sports, musical events, clubs, etc., **must attend the majority of school the day of the event** in order to be eligible to participate. Exceptions are made for pre-arranged or school-related absences.

Pre-arranged absence- pre-arranged absences are those arranged at least one (1) school day prior to the student's actual absence. Forms are available in the main office. These absences **will count in the absence total**.

School-related absences- An absence from school that has been planned and approved as part of a source of study or as a school supported extra-curricular activity will be counted as a school-related absence. Examples of school-related absences are field trips, early release, participation in sporting events, student council meetings, speech team contests, college visitations, etc. These absences are **not counted when looking at attendance totals**. Attendance at state playoffs by students who are observing rather than playing must be pre-arranged with a written note **the day before the activity** to be counted as a school-related absence. Notes brought the day of the activity will be an excused absence, not school-related. No phone calls will be accepted for excuses for playoffs. The school will determine release time for the student that can be excused as school-related.

Make Up Work Needed To Excused Absences: - The student is responsible for all information and work in every class. Excused absences do not excuse the student from work missed in class. Upon returning to school, the student should contact the teacher at the teacher's convenience, and arrange for any appropriate makeup work. When students are absent they may miss discussions, films, labs, participation activities, or quizzes that are extremely difficult to make up. For extended absences (more than 4 days), homework may be requested by calling the Main Office at, **503-678-7123**.

Counselors' Contact should be made if a student has a lengthy illness. Assignments made prior to the students absence are due upon their return. Work assigned during an excused absence is due within a reasonable time as assigned by the instructor, usually the same amount of time as days missed.

Excused Absences From Final Exams- Trimester exams are not given early except under unusual circumstances. Arrangements are made through a teacher/administrator to take exams at a later date.

Care Of Textbooks/Chromebooks:

Textbooks, Chromebooks, and small materials are loaned to students on the condition that any loss or damage beyond ordinary wear shall be paid for at replacement costs.

Class Schedules:

Students are assigned to classes based on the individual needs of the student, staffing, and scheduling considerations. Parents' requests to place a student in a particular class, may be submitted to the building principal or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a trimester break during a school year. Requests to change a student's assigned class at other times must be directed to the building principal. Final decisions are the responsibility of the building principal or designee.

Change Of Class Scheduling/Adding Or Dropping A Course

At the start of the trimester, if a student would like to change their schedule, they must complete a schedule change request form, having it signed by their parent/guardian, and submit their request to the counseling department by the specified date. Students must follow their schedule until they are notified of a schedule change.

Any student dropping a class for a reason after two weeks into a trimester will receive a "W" or "WF" in that class. If a student wants to drop a class after the first week, they will need to see a counselor. Any exceptions to this policy must be cleared through the principal, parent, and teacher involved.

Closed Campus:

North Marion High School is a closed campus. Students are not allowed to leave campus during regular school hours without prior approval/checking out through the main office.

Commencement Exercises: Student Participation

Students must have **all graduation** requirements completed to be allowed to participate in commencement exercises.

Students completing the educational programs through the organizations and institutes must have prior approval to be included in our commencement exercises. Examples of these programs include the military services, and the State Department of Education G.E.D program. Fifth year seniors will be allowed to participate in the commencement ceremony.

Communicable Diseases:

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. A student with certain school restricted diseases is not allowed to come to the school while the disease is contagious. This restriction is removed by the written statement of the local health officer or licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For these diseases indicated by an asterisk (*), the restriction may be removed by a district nurse. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps, plague, rubella, scabies*, staph infections*, tuberculosis, and whooping cough. Parents with questions should contact the school office.

Counseling Services:

The counseling center is located across the main office and is open from 7:00 a.m. to 3:00 p.m. Our main office is open from 7:00 a.m. to 3:30 p.m. Students are encouraged to walk in and see a counselor or make an appointment. Student assistance falls into four main categories: educational, vocational, personal, and parental.

Dance Regulations:

These regulations are to be followed by all clubs and organizations sponsoring dances and all students attending dances:

1. **Students will be required to show their ASB card at the door prior to admission.**
2. Three dances each year, Homecoming Dance, Winter Formal, and the Prom.
3. No one is permitted to leave the building and return to the dance unless the administrator on duty grants special permission.
4. Students must arrive within the first 90 minutes after the dance begins and no one will be allowed to enter after that time without prior special permission from late entry.
5. All students are to be out of the building fifteen (15) minutes following the end of the dance.
6. Students participating in dances must be dressed appropriately for a school function and their behavior must meet school standards. Inappropriate dress or behavior can result in admission being denied to a student or guest. A student or guest may be asked to leave if such behavior occurs following attendance.
7. The rules and regulations concerning tobacco, drugs, and alcohol apply to all school functions. Law enforcement may be on our premises and will assist in determining if any student is under the influence of intoxicants.
8. **Dance guest passess:** The pass must be secured from the office by 3:00 p.m. Thursday the week before the dance for Homecoming, Winter Formal, and Prom. The student securing the pass is responsible for the conduct of their guest at the dance. **A picture ID will be required for guest admittance into the dance. All guests shall be under the age of 20. Middle school students and younger are not allowed at NMHS dances.** Parents and guardians are not considered guests and are encouraged to attend NMHS dances.
9. Court Eligibility Policy- North Marion High School students may serve as royalty and escort once their freshman through junior years and once their senior year. Students must meet our Athletic/Activities grade eligibility.

Dress Code for the following dances are:

Homecoming DanceSemi-Formal

Winter Formal Dance..... Semi-Formal

Prom..... Formal

Distribution Of Material:

All aspects of school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students will be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for a 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. Material submitted to the district superintendent, or designee, and is not approved within three days is considered disapproved. The disapproval may be appealed to the board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

Early Release/Late Arrival

Early Release/Late Arrival students are obligated to fulfill their contracts and only be on or near the school grounds during their regular class schedule. Failure to comply could result in revocation of release privileges.

Emergency Evacuation Sites:

In the event of an emergency requiring evacuation of NMHS, parents may locate their student(s) at the designated site determined by the District Security Director.

Fees, Fines, And Charges:

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

1. Club dues.
2. Class supply fees.
3. Parking permit.
4. Materials for class projects the student will keep in excess of minimum course requirements and at the option of the student.
5. Personal physical education and athletic equipment and apparel.
6. Voluntary purchases of pictures, publications, class rings, graduation announcements, ect.
7. Student accident insurance and insurance on school-owned equipment.
8. Replacement of student identification cards.
9. Fees for damaged library books, chromebooks, chromebook chargers, and school-owned equipment.
10. Field trips considered optional to the district's regular school program.
11. Admission fees for certain extracurricular activities.
12. Participation fees or "pay to play" for involvement in activities.

Any required fees or deposits may be waived if the student and parent are unable to pay. Requests for such waiver may be made to the principal.

The district will withhold the diploma of any student who owes a debt for unpaid school fees, fines and charges. All such materials shall be released upon payment of money owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt.
2. The payment of the debt could impact the health or safety of the student.
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice.
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written or oral notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district and the amount owed. If not paid, the district will withhold the diploma of the student until the debt is paid. The district may also pursue the matter through 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 ten (10) calendar days following the district's notice.

Fire Alarms And Drills:

Every student should know the location of the exit in each room used during the day. Consult the chart posted in the room or ask the instructor. It is also advisable to know a possible second or third exit in case the nearest or regularly assigned one is blocked. Students should know where to go when the fire alarm rings, and should proceed in an orderly fashion to the building exits as directed and move out at least 50 feet from entryways. Students are to return to class when the signal bell rings. Fire alarms are provided for the protection of the students and staff at NMHS. Repeated unauthorized use of fire alarms provides a psychological climate in which the fire alarms are not taken seriously creating a very hazardous situation. For this reason:

1. Any person who tampers with or impedes the operation of any fire prevention equipment is subject to suspension or expulsion.
2. Any person who pulls a fire alarm without authorization shall be recommended for expulsion.

Grade Reports/Parent Conferences:

North Marion High School has adopted a progress report and final grade grading cycle. Conferences and grade days are noted on the school calendar.

Hall Passes:

Students are not to be in the hallway during class time without proper authorization or a hall pass. All NMHS students are expected to **follow the 10/10 policy**. No hall passes the first 10 minutes or the last 10 minutes of any class period, including teacher aids. No hall passes during 1st and 2nd lunches.

Honor Policy:

North Marion High School faculty and administration believe that honesty and trustworthiness are the basic characteristics of a citizen in a free society. We also believe that whatever learning a person achieves as the result of their own efforts is an accomplishment in which he/she can take pride and which will be of use and benefit to them. In belief, and as an expression of the value we place on the integrity of a student's work, we will not accept plagiarism, inappropriate use of artificial intelligence, copying the work of others, doing another student's work, giving answers for tests, nor any other activity that falls into the classification of academic dishonesty. The consequences for such action will be the confiscation of material, notification of parents, failure of assignment, and disciplinary action.

Immunization:

We want to remind you that the state of Oregon requires all school age children, K through 12, must be immunized or have begun the immunization process and show proof of such immunization to be permitted to attend Oregon schools. Students new to the North Marion School District 15 must supply appropriate immunization information before they will be permitted to enroll. Records are on file for those students who attended school in this district during the current school year.

We are required to check the health data of all students once school has started. If there are irregularities, the student will be notified before the first Monday in November. The exclusion date for students not properly immunized in mid-February. If you have any immunization questions, please contact us during business hours. If the students are attending NMHS for the first time, you should check with the previous school.

Inclement Weather:

In the event of bad weather disrupting school bus traffic in the mornings, information will be released to radio or television stations in time broadcasts beginning at 6:00 a.m. Flash Alert/Parent Square.

Individual Student Daily Progress Reports:

If you would like regular access to your student's progress, please log in to PowerSchool. If you have difficulty with logging in, you can check in with the front office.

Infectious Disease Instruction:

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

Internet And Computer Use:

North Marion High School has computer connections to the internet. This internet connection provides powerful access to worldwide information in text and media form that, if properly used, can enhance student learning. It can be particularly meaningful for students because it provides a wealth of information resources not readily available through conventional means. Our 1:1 Chromebook program provides each student with a computer. This computer is for educational purposes only and is your responsibility. If your computer is in need of repair, take it to the media center.

Lockers:

Hall lockers are provided so students may have a convenient place for their school related items such as books and coats. **Lockers should NOT be considered a "safe" place for keeping possessions of value.** It is the student's responsibility to keep his/her locker locked at all times. Locker combinations are given only to the individual student and should be kept secret. Whenever the lock fails to work properly, the office should be notified. Lockers are on loan to students during the school year. Pegging a locker or placing an item in the locker mechanism so it does not shut completely will not be allowed because of damage to the locker. Students may be charged for replacement of lock or door, if necessary. If any unsafe or inappropriate items are found in the locker, the penalties shall be all of those provided by law and district policy. Additionally, confiscation of the item or items and possible loss of locker privileges as set forth below.

Inspection of Lockers:

All lockers and their contents within the school building are subject to inspection by authorized personnel, including police officers with or without K9 units, at any time, without prior notice, and regardless of the student's presence. Inspections may be conducted randomly or based on specific suspicion of prohibited items. This includes examination of all containers, clothing pockets, and compartments found within the locker. If a locked container is discovered, it will be taken to an administrator's office where the student will be given a reasonable opportunity to unlock it; refusal to do so may result in the container being forcibly opened without the school bearing responsibility for any damage incurred. Students are accountable for all items found in their lockers, regardless of ownership claims. Should any item be identified as belonging to another student not

authorized to use the locker, additional disciplinary or legal action may be taken against that individual. Items disclaimed by the student will be treated as abandoned property.

Use of Locks:

No lock shall be placed on a locker other than the lock assigned by the school for that particular student's use of that locker. If the locker is of the built-in combination lock type, the student shall use no other lock. Any lock not permissible under the paragraph shall be forcibly removed.

Medications:

District Administered Medication (forms available at the school office): Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirements for written instructions from the physician in the information above. Written instructions of the parent, which include the information above, are required for all requests to administer prescription and non-prescription medication. All medication to be administered by the district is to be brought to school by the parent in its original container. The district will dispose of medication not picked up by the parent within ten school days of the end of the medication period or at the end of the school year, whichever occurs first.

Self- Administered Medication: Self-medication of prescription and nonprescription medication may be allowed subject to the following:

1. A permission form must be submitted to the main office for self-medication of all prescription medications.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required.
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route, and frequency or time of administration, and any other special instructions.
 - b. Non- Prescription medication must have the student's name affixed to the original container.
4. The student may have in his/her possession only the amount of medication needed for that school day.
5. **Sharing or borrowing medication with another student is strictly prohibited.**

Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-Injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to including expulsion, as appropriate.

Medical Protocols- Students with unique medical conditions requiring staff intervention will be required to develop an individual protocol in coordination with the district's nurse and the student's physician if necessary. Staff will be expected to follow this protocol.

Deliveries:

Deliveries are taken care of through the Main Office. We earnestly request parents to plan ahead and eliminate these deliveries whenever possible. Items will not be delivered during classes but can be picked up at passing time, lunch, or after school. **We further request that all deliveries be completed by 2:00 p.m.**

Third-Party Food Delivery:

North Marion High School is a closed campus. For safety, security, and the integrity of the school day, third-party food delivery services such as DoorDash, Uber Eats, Grubhub, or similar vendors are not permitted to deliver food or beverages to students during the school day. Parents/guardians are also asked not to place delivery orders on behalf of their student, as this creates the same disruptions and safety concerns. Administrative approval may be granted for school-sponsored club, class, or team functions, provided that appropriate staff involvement and supervision are in place.

Reasons for this policy include:

- Ensuring safety and security by preventing unidentified individuals from entering or approaching campus.
- Reducing burdens on main office staff, who are not responsible for receiving or coordinating personal deliveries.
- Prevention of disruptions to the instructional day and loss of instructional time.

Attempting to order, receive, or coordinate a third-party delivery during school hours will be considered insubordination and a disruption of the educational environment. Consequences will follow the school's progressive discipline matrix, taking into account the impact of the violation and the student's prior behavior record. Possible consequences include warnings, parent contact, detention, or other actions as appropriate.

Students who arrive at school without a meal will not go without food. Nutrition Services provides both breakfast and lunch to all students at no cost.

Registration and Class Fees:

To attend North Marion High School as a resident student, each student must live with his/her parents or legal guardian within the boundaries of North Marion School District 15, Marion County. If the student is not a resident as outlined here, they must complete the inter-district transfer process to obtain permission from the superintendent to attend.

During February or early March, all students will be asked to forecast for classes they wish to take during the next school year. Counselors and teachers will assist students in this procedure. After classes have been chosen, students are not permitted to make changes except in unusual circumstances. During fall registration, students will have the opportunity to confirm their schedules. Pay school fees, and receive locker assignments.

Class Fees:

College Credit Now Tuition..... \$30.00 yearly
College Textbooks.....TBA
Willamette Promise Tuition..... \$30.00 yearly
Instrument Rental..... TBA
Class Supplies Fees.....\$10.00 per class
Club Fees.....\$25.00 yearly per club

Athletic Fees Are Subject To Change:

The athletic options that were offered during the previous year will be offered again providing sufficient student interest exists and that necessary resources and staffing are available.

Pay to Play fees are \$125 per sport. Students who qualify for a fee reduction are \$50 per sport.

Family caps apply to high school students in the household and are \$500 for two student athletes and \$700 for three or more student athletes.

No student will be denied participation in a sport due to financial reasons. Speak with the Athletic Department to learn more.

Report Cards/Progress Reports:

Report cards will be issued at the end of each grading period. Progress grades received midway through each trimester are not part of a student's permanent record. At the end of the trimester, students will receive a trimester grade. The trimester grade is entered on high school permanent record. The cumulative GPA is computed on the basis of the trimester grades. For seniors, diplomas may be held until satisfactory arrangements are made to settle a student account, complete detention assignments, or complete the checking out process.

Security Measures:

For the purpose of ensuring students' safety and that of their belongings, security measures, including cameras, may be present at school and on buses.

Signs, Ads, Posters And Announcements:

Guidelines and Requirements: All signs, ads, posters, and announcements displayed in the hallways, commons, and gym will have to be cleared through the administration. Signs displayed will be given a removal date. Any sign not meeting the requirements below will be removed. Sign specifications are:

1. Signs will have clean-cut borders.
2. Signs will be legible and in good taste.
3. Signs must be secured appropriately.
4. It will be the responsibility of the sponsoring group displaying the sign to remove the sign and tape on the specified date.
5. Content of signs and posters will be limited to school activities and events unless approved by administration.
6. Sign quantities will be limited.

Special Education Services:

504, ADA, and IDEA- section 504 of the Rehabilitation Act of 1973 is a civil rights law which states that: "No otherwise qualified individual with handicaps in the United States... shall, solely by reason of their handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." (29 USC 794). In compliance with section 504 and the Americans with Disabilities Act, the district maintains employment, facilities, education, communications and transportation practices that provide equity to disabled persons in all phases of the district's programs and services. Given two weeks notice, the district will provide reasonable accommodations in order for individuals to access school programs and/or services.

The district provides for the identification, location, and evaluation of students, birth-21 years, with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA). The district provides free, appropriate public education for resident students in compliance with

Section 504, IDEA, and ADA. The North Marion School District, in compliance with the ADA, will provide an alternative format of this notice given two weeks' notice.

Child Find:

The North Marion School District is responsible to locate, evaluate, and serve children with special education needs, from birth through 21 years of age. If you know any child who may need special education, or if you have questions about what services can be provided, please contact the learning specialists in any of the district's schools or Karen Inman at 503-678-7544.

Student Support Team (SST) and Other:

The North Marion School District provides free, appropriate, public education for all to discuss the individual learning needs and styles of students. This means that at times, your student may be discussed by the staff so they are better able to address your student's learning needs within a program that might be needed for a student, parents are contacted and plans made for a special education assessment. Parents may request that the teacher and other staff review their child's progress at any time during the school year. Parents may also request testing to determine if their child is in need of special education.

Students Driving And Parking:

School District policy requires that if students drive to school, they must comply with the following regulations. Failure to comply will result in disciplinary actions, and the privilege to drive to and from school may be revoked.

1. Students must obtain a student parking permit from the main office for \$10.00. Parking passes are limited to the number of parking spaces.
2. No student is to drive or ride in an automobile or other motor driven vehicle during their scheduled school day, including lunch, without permission of the administration.
3. No student is allowed to be in a parked car during school hours. No loitering in the parking lot in between classes or during lunch.
4. The vehicle is to be parked in the school parking lot during the school day.
5. The student must comply with all provisions governing the use of motor vehicles for the State of Oregon.
6. Unsafe driving will result in referrals to the police. The school may also provide consequences such as detention, suspension, towing, and/or loss of driving privileges.

WARNING:

- Vehicles not in identified student parking areas may be subject to \$10 fines.
- 2nd Offense: student could receive another fine or suspended driving privileges
- 3rd Offense: student may lose driving privileges for the remainder of the trimester.
- Students Leaving Campus: They will be assigned to the impound area for a determined amount of time and other disciplinary actions.

Vehicles Subject to Search:

Any vehicle entering school property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without a warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Student Insurance Coverage:

Student insurance is offered for the school year through an insurance company. (Information will be available at registration time). The plan is optional and is purchased by the student. It is designed to assist in payment of medical expenses resulting from accidents. All injuries must be reported immediately to the supervising teacher or the office. The school office will provide accident and claim forms. It is the policy of the school district that all students participating in inter school athletics (including managers, cheer team, statisticians, etc.) must register for school insurance or provide proof of family insurance coverage. North Marion High School is neither in the insurance business nor an agent for the company that provides coverage for students.

Student/Parent Complaints:

Personal Complaints- A student or parent who has a complaint concerning a classroom teacher should first bring the concern to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conferences with the teacher. If the outcome of the conference with the principal is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within ten working days. The superintendent will investigate the complaint and render a decision.

If the complainant is dissatisfied with the decision of the superintendent, they may appeal to the Board in care of the superintendent within ten working days following receipt of the superintendent decision. The superintendent will provide the complaint with necessary Board appeal procedures. Board decisions are final.

Instructional Materials Complaints:

Complaints by students' parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution on the complaint, desire to file a formal complaint, a "Request for Reconsideration of Materials Form" for re-evaluation of instructional material may be requested from the school office. The principal will be available to assist in the completion of such form as requested.

All "Request for Reconsideration of Materials Forms" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, composed in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complaint. A copy of the committee's recommendation and justification will be forwarded to the complaint together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Discrimination and Harassment Complaints

The district strictly prohibits discrimination and harassment on the basis of race, color, religion, sex, national origin, disability, marital status, age, or any other status protected by law. This prohibition applies to all district facilities, district premises, and non-district property if the conduct occurs during district-sponsored, district-approved, or district-related activities or functions, such as field trips or athletic events, where students are under the control of the district or employees are engaged in district business.

Sexual harassment by students, staff, Board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is also strictly prohibited. Sexual harassment includes

unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.
3. The conduct or communication is so severe, persistent, or pervasive that it unreasonably interferes with a student's educational performance, an employee's ability to perform their job, or creates an intimidating, offensive, or hostile educational or working environment.

Relevant factors considered include the nature and frequency of the conduct, the age and sex of the complainant, whether the harasser held a position of power, and other incidents of harassment involving the same or other individuals.

Complaint Process

The district's Discrimination Complaint Procedure (Code: AC-AR) will be followed for all complaints of discrimination or harassment. Complaints may be oral or written and must be submitted to the principal, compliance officer, or superintendent. If the complaint involves the principal or superintendent, the process may begin at a higher step as outlined in the procedure.

Steps for Filing and Resolving Complaints:

Step 1: Complaints should be presented to the building principal, compliance officer, or superintendent. All details, including the nature of the complaint and corresponding dates, will be documented in writing. The principal or designee will investigate and respond in writing to the complainant within 10 school days.

Step 2: If the complainant is not satisfied, they may submit a written appeal to the superintendent or designee within five school days after receiving the principal's response. The superintendent or designee will review the complaint, arrange necessary meetings, and provide a written decision within 10 school days.

Step 3: If the complainant remains dissatisfied, they may file a written appeal with the Board within five school days of the superintendent's decision. The Board may hear or deny the appeal at its next regular or special meeting. If the Board hears the appeal, it will issue a final written decision within 30 days of the appeal.

Step 4: If the complaint is not resolved at the district level, the complainant may appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Sexual Harassment-Specific Considerations

Sexual harassment complaints will follow the same general process, with additional attention to gathering evidence, interviewing witnesses, and documenting findings. Investigations will be conducted by a neutral party with no prior involvement in the case. All parties will have an opportunity to submit evidence and a list of witnesses.

Students or parents dissatisfied with the handling of sexual harassment complaints may also seek assistance from the U.S. Department of Education, Office for Civil Rights, or other appropriate agencies.

Talented And Gifted Program:

Identification of Talented and Gifted Students- 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, underachieving gifted and disabled learners, the district will identify students as required by state and federal law.

Appeals:

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students by contacting the superintendent.

Programs and Services:

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

Tardy Policy:

Students are expected to be in class on time with appropriate materials when the bell rings. A tardy constitutes being late to class within the first 10 minutes. After 10 minutes the student is considered absent. An excused tardy is one authorized by a staff member. The teacher will issue the student a hall pass excusing the tardy.

Four unexcused tardies in one week may result in an afternoon detention.

Teacher Contact/Email:

If parents desire a conference with a student's teacher, it is important to schedule the conference in advance at times convenient for the parent and teacher. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Teachers are not always available via phone and we encourage parents to leave messages at the teachers' phone or e-mail, day or night.

Telephone:

School phones are for staff use only. We recognize that, in some cases, students may need to contact their family, workplace, or handle other legitimate personal business. In these situations, students should first request permission from their teacher to go to the main office, where they may make phone calls within a reasonable time frame.

Office secretaries have been instructed not to accept phone messages for students from anyone except parents or guardians. We also respectfully request that parents restrict calls to unusual or unforeseen circumstances, in order to minimize classroom interruptions. Whenever possible, families are encouraged to plan ahead to reduce the need for messages during the school day.

Transcripts/Transcript Record:

Transcripts will be sent free for present NMHS students. See the registrar in the counseling office. Transcripts reflect the student's academic progress through high school. Transcripts will be available for current students on a regular basis throughout their high school career. Transcripts may reflect courses required for graduation that were taken off campus (i.e. Chemeketa Community College) if the student has pre-arranged that course with his/her counselor. The official grade of these courses will be recorded on the transcript and included in their high school grade point average. Transcripts will not reflect courses taken off campus (i.e. Chemeketa Community College) for enrichment purposes.

Transcript Evaluation:

Transcript credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

Transfer or Withdrawal From School:

Parents should notify the school registrar by either phone or note prior to the student's last day of school. On the student's last day he or she will be asked to take the withdrawal form to all his/her classes and the teacher will indicate the current class grade. Students must complete the withdrawal form and turn in their ASB card. Students will be asked to return all books and supplies. He or she will be expected to pay for lost damaged textbooks and other applicable fees.

Use of Gym and Weight Room Facilities:

During school hours, the gymnasium, weight room, and shower/locker room areas are open only to students in physical education classes. Students are not allowed on the gym floors with street, wet, or dirty shoes, and are not allowed on gym mats with shoes. Students are not allowed in the gyms before or after school hours without supervision.

Valuables:

Sizable amounts of money or valuables carried by students should not be brought to school. Valuables should **not** be placed in PE lockers or hall lockers. The school **WILL NOT** be responsible for money, clothing or other valuables brought to school.

Visitors and Guests:

Visitors on campus for the purpose of school business must sign in at the school office to receive permission to be on campus during school hours. NMHS is a closed campus between 8:00 a.m. and 2:45 p.m. to anyone who does not have an official business in the school. Student guests from other schools or friends of NMHS students are not allowed to visit during the regular school day.

Yearbook:

The school annual is the NORTH MARION YEARBOOK. It is published during the summer following the school year and is delivered in the fall.

Student Clubs And Activities:

A number of clubs and organizations have been organized to encourage every student to participate. It is the student's opportunity to place in operation principles and ideas of student interest. Faculty members are appointed to serve as advisors. Only clubs or groups cleared through the administration will be allowed to meet on school grounds and they are expected to meet before or after school, or during lunch periods.

STUDENT EDUCATIONAL INFORMATION

See the curriculum guide available at the NMHS counseling office for specific information on graduation requirements and course offerings.

North Marion Opportunity Center:

The North Marion Opportunity Center is committed to provide a high quality, free twenty first century learning community here in the North Marion School District.

We are currently partnering with Pearson, a leading education company, using their Connexus program to provide an innovative learning experience. NMSD works hard each trimester to find highly qualified teachers in the district to teach many of the courses offered through Connexus but some courses/electives may not be available every term.

Students take courses through the Opportunity Center primarily for mid-term or late term transfers to North Marion and recovery of credit.

Home Schooling:

Please contact Willamette Educational Service District, 503-588-5330, for information regarding this alternative. **NOTE:** Home schooled students do not earn a diploma nor do they participate in commencement exercises. Home School Students may participate in OSAA activities.

Program Exemptions:

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All requests to be excused from a class or learning activity should be directed to the principal by the parent in writing and include the reason for the request.

Off-Campus Courses For Credit:

All off-campus courses for NMHS credit must have **prior administrative approval**. Off-campus courses are defined as state-approved correspondence courses, college courses and college transfer courses. These courses may be completed by individual students or by groups of students off campus or on campus during or after the regular school day or during the summer. If a course is intended for substitution for an NMHS **required** course, it must be comparable in content and have **prior** administrative approval. Students are expected to cover all costs related to the off-campus course(s).

Credit may be earned in the following types of courses:

1. Correspondence courses taken through the Office of Independent Study, Continuing Education, or the Oregon University System's approved list. One correspondence course will be equal to one-half ($\frac{1}{2}$) unit, elective or required. A student may earn a maximum of five units of credit by correspondence.
2. All correspondence courses taken for credit must be approved by a counselor prior to enrolling in the course.
3. Three term-hours and above of college transfer courses will be equal to .50 units, elective or required.

For further information or help with any of the above choices, contact NM high school counselors.

Student Education Records:

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

Education 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 education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

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

Education records are maintained in a minimum one-hour fire-safe place in the counseling center. Permanent records shall include:

1. Full legal name of student.
2. Name and address of educational agency or institution.
3. Student's birth date and place of birth.
4. Name of parent/guardian.
5. Date of entry into school.
6. Name of school previously attended.

7. Course of study and marks received.
8. Credits earned.
9. Attendance.
10. Date of withdrawal from school.
11. Social security number.
12. Other information, i.e., psychological test information, anecdotal records of conversations, 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 education records provided they are in the sole possession of the maker.

Social Security Number:

The providing 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:

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten (10) days after receipt of the request.

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

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

Request For Educational Records:

The district shall, within (10) days of a student seeking enrollment in or services from the district, notify the public or private school, educational service district, institution, agency, or youth care center in which the student was formerly enrolled and shall request the student's educational record.

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 education records during regular district hours.

Provision For Hearing To Challenge the Content Of Education Records:

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

1. Parents 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 hearing panel shall consist of the following:

- The principal or designated representative
 - A member chosen by the parent
 - A disinterested, qualified third party appointed by the superintendent
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. They 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 a hearing is held as described above and 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, reserved, or modified. Procedure for appeal beyond the local Board follows 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 educational 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 regulation may be obtained by contacting the office.

Student Directory Information:

Directory information means those items of personally identifiable information contained in a student's educational record, which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information:

- Student's name.
- Student's address.
- Student's telephone listing.
- Student's photograph.
- Date and place of birth.
- Participation in officially recognized sports and activities.
- Weight and height of athletic team members.
- Dates of attendance.
- Degrees or awards received.
- Most recent previous school or program attended.

Photographs and videos of students in school activities will be released to newspapers, television, the media, the school yearbook, and school newspapers. Parents who do not wish to have student directory information released should contact the Main Office.

Student Disciplinary Action

Explanation

Students who become involved in areas of disruptive behavior will be subject to certain disciplinary actions. Actions will be recorded in the students Behavior file. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials (teachers, administrators, or other school employees).

Student Conference:

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.

Parent Notification:

A legal guardian is notified by telephone, personal contact, or letter informing him/her of their student's status at school.

Conference:

A legal guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school officials, and other individuals involved.

Disciplinary Reassignment:

An administrator may reassign a misbehaving student to a separate supervised environment away from usual activities within the school. This may include a referral to counseling, a schedule change, a work assignment around school, and/or after school detention. At this time, students may be advised of district or community alternatives.

Lunch Detention:

Lunch detentions will be assigned at the discretion of the administration.

After-School Community Service:

After-School community service will be assigned at the discretion of the administration.

In-School Suspension:

At the administrator's discretion, in-school suspension may be assigned.

Out-Of-School Suspension:

A student may be suspended from school for up to and including ten (10) school days for willful violations of the student code of conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for re-admission, and an opportunity to appeal the decision. A suspension may not exceed ten (10) consecutive school days.

Every reasonable and prompt effort will be made to notify the parents of the student's suspension. While under suspension, a student may not attend after school activities and athletic events, be present on district property, nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be completed upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the student suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without academic penalty. The student may be advised of district or community alternatives.

Expulsion Process:

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 the 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.

The principal or their administrative designee, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the superintendent. Through this action of the superintendent, the student is excluded from school attendance and from all activities in the district. A decision by the superintendent to expel may be appealed to the School Board. In some situations, a diversion contract may be implemented.

An expulsion, in cases of severe physical assault upon school personnel may result in expulsion from school for a full calendar year. The student and legal guardian are notified of charges by telephone and certified letter. The procedure for expulsion follows in accordance with the rights of the student within due process. The legal guardian upon request to the school administrator may review these rights.

Discipline Of Disabled Students:

Any student, regardless of a disability, who engages in conduct which would warrant suspension, may be suspended for up to ten (10) consecutive calendar days. If the student in question is on a current IEP (Individual Education Program) then a meeting must be held to determine if there is a direct relationship between the student's misbehavior and his/her identified disability(ies). If the team determines that there is no relationship, the student will be treated as any non-disabled student would be in a similar situation and a new plan may be put into place concerning the student placement.

If it is determined that there is a direct relationship between the student disability and misbehavior, a functional behavioral assessment will be performed within the ten (10) days to construct a behavioral intervention plan, review existing behavior intervention plans, and review a possible change of placement. An IEP team meeting will be held, also within the ten (10) days, to approve and/or modify the interventions and change of placement. The IEP team will include, but not be limited to, the student's parents, their case manager or a special education teacher, a regular classroom teacher, and a school administrator. If the offending student's actions were a physical threat to himself or others, such as possession of a weapon or illegal drugs, the school officials may order a 45 calendar day alternative interim education setting to be decided on by the IEP team. A hearing officer will determine final placement. Upon the student's return there may be a request for an additional evaluation and the IEP team must meet to revise the existing plan.

Student Responsibilities

Student of NMHS are expected to:

1. Achieve and maintain a sound education program by good study habits, regular attendance, and participation in school.
2. Uphold and honor of our school by clean, neat, and appropriate dress, respect for school property, and respect for faculty and fellow students.

It is believed that these statements represent guidelines that establish the general framework for what is expected of all students and are specific enough to be meaningful.

Bicycle Use:

Bicycle riders must observe safe and lawful practices. All bicycles riders under the age of 16 must comply with the Oregon helmet law. Bicycles must be parked in a designated area on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to bicycles.

Bus/Transportation Rules:

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.

The following rules shall apply to student on district transportation:

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

Disciplinary Procedures for Violations of Bus/Transportation Rules:

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 (Suspension)- is suspended from the bus until a phone conference is held between the student, parent(s), and the bus driver.
3. Third Citation (Suspension)- The student receives a five (5) to ten (10) 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, and 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 (suspension or Expulsion)- Any severe violation will result in the immediate suspension of the student for a minimum of ten (10) 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 parent, and the principal.

In all instances, the appeal process may be used if the student and/or parent desire. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for a students considered disabled under section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

Bus/Transportation Citations (Students):

If the discipline problems occur on the school bus which requires the administration of a student citation, the bus driver (depending on the severity of the problem), writes out a citation, gives it to the student, and takes one of the following actions:

1. Delivers the student to his/her destinations.
2. Returns the student to the school and delivers the student to a school administrator.
3. Stops the bus en route notifying the contractor, school designee, or police by sending two reliable students to the telephone.
4. Drives the student to the contractor's office and immediately notifies the school assigned and the parents.

The school designee has the authority to suspend a student's privilege of transportation for any time he/she deems appropriate, but not to exceed the school year. In all cases where bus riding privileges are suspended, the students parents or guardians shall be notified by the school designee and a conference time offered. If appropriate, the school designee can require a parent conference before considering reinstatement of a student's riding privileges. Every attempt will be made by the building designee to ensure a parent conference will be held to resolve the problem.

Closed Campus Policy:

Students may not leave the school grounds until the school day closes (or the end of their scheduled day), without parental permission **and** signing out in the office.

Inappropriate Displays of Affection:

As part of the responsibilities of the school community, students are expected to exercise discretion in public displays of affection. The sensitivity of other individuals present must be given due consideration. Actions, which make other students/staff uncomfortable, are not acceptable and will result in the following consequences:

1. First offense- The names of the students will be referred to the appropriate counselors who will confer with the students.
2. Second offense- The names of the students will be referred to the appropriate counselors who will confer with the students and notify administration.

Dress Code:

North Marion High School is proud of its students and their continual efforts at selecting dress attire that is appropriate for the school setting. Appropriate appearance should follow acceptable contemporary fashion and should reflect positivity on the individual, their family, and the school. The basic criteria should always be in good taste whereby the pride of the individual is projected. Dress code expectations include but are not limited to the following:

1. No clothing with words or logos with alcohol, tobacco, drugs, vulgarity, violence, bigotry, or sexual connotations, or those containing double meanings about the above listed items.
2. No clothing that creates a safety hazard (i.e., oversized “saggy” pants which prevent students from safely using stairs and exiting the building quickly during an emergency). Pants should fit at the waist, with no underwear showing. If a belt is worn, it must be worn through all belt loops and not hanging below the waist.
3. For classes where clothing/dress are a significant factor in student safety and ability to contribute such as wood/metal shop, culinary, PE, etc.; clothing should conform to the expectations of the instructor.
4. No chains of excessive length or size may be attached to belts, wallets, or pant loops.
5. No attire shall be worn that compromises modesty. Clothing that exposes inappropriate areas, including undergarments, shall not be worn at school.
6. Hats cannot be worn in a way that makes it difficult to identify students or to determine if earphones/earbuds are being used.
7. No clothing or symbols, which promote or identify gang membership (the wearing of one specific color, such as red, blue, etc.; coats or hats that have gang names, style writing and/or street names displayed on them, no bandannas, do-rags, or hairnets). The rules for personal attire will be interpreted with enough flexibility to address the issue of gang related content as those symbols change from year-to-year.
8. No sunglasses are to be worn in the building at any time, unless a licensed physician medically prescribed them.

Any student not following the above criteria for personal appearance will be referred to a counselor and/or administrator.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the building administration and may be denied the opportunity to participate if those standards are not met. The personal appearance standards for students will be interpreted with enough flexibility to maintain at all times a safe, positive learning environment on the North Marion High School campus.

Gang Signs:

Students shall not:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, tattoos, drawings, or other things that are evidence of membership or affiliation in any gang.
2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang.
3. Use any speech or commit any act in furtherance of the interest of any gang or gang activity including, but not limited to:
Soliciting others for membership in any gangs
Requesting any person to pay protection or otherwise intimidating or threatening any person.
Inciting other students to act with physical violence upon any other person
Committing any other illegal act or other violation of school district policies violation of this policy will result in disciplinary action up to and including expulsion from school.

Cellular Phones, Bluetooth Speakers, Video Recorders, Hand-Held Gaming Systems, and Laser Pens:

We believe personal electronic devices (e.g., cell phones, earbuds, portable music players, etc.) can be disruptive to the learning environment. While they are valuable tools for communication and learning, their use must be managed to ensure a positive educational experience. The following guidelines will apply:

- Personal electronic devices (e.g., cell phones, earbuds, portable music players, etc.) may only be used before 7:55 am and after 2:45 pm (1:45 pm on Wednesdays) unless part of an approved learning plan (see below).
- Devices, including those with headphones, may not be used during passing periods or assigned lunch periods.
- Laser pointers, intense flashlights, and similar devices are prohibited at all times.
- Other items not listed here may not be used without administrative approval.
- Personal electronic devices may be used when required for medical necessity (as part of a care plan ordered by a licensed medical provider), accommodations under an Individualized Education Plan (IEP) or Section 504 Plan, or with administrative approval based on district guidelines to address individual needs or educational goals.
- During instructional hours, students must store their personal electronic devices in lockers, backpacks, or other designated school-managed storage areas.

Students are responsible for the safekeeping of their devices. The school assumes no liability for lost, damaged, or stolen devices.

Consequences:

1. First Violation: student will receive a warning from the teacher and will need to put the phone away for the remainder of the day
2. Second Violation: the student's phone will go directly to the office where it will stay for the remainder of the day. The student may retrieve their phone at the end of the day
3. Third Violation: the student's phone will go directly to the office where it will stay for the remainder of the day. The phone must be picked up by a parent or guardian.
4. Fourth Violation: The student's phone will go directly to the office where it will stay for the remainder of the day. The phone must be picked up by a parent or guardian. There will be a student, parent/guardian, and administrator meeting to create a cell phone plan for the remainder of the school year.

Hazing, Harassment, Intimidation, Bullying, Cyberbullying, and Menacing:

North Marion High School is committed to providing an environment where students can study, participate in school-sponsored activities and work in an environment that is free of hazing, harassment, intimidation, discrimination, bullying and menacing. This policy includes language required by Oregon Revised Statutes and Oregon Administrative Rules.

Right Of Due Process:

This handbook (see guidelines for student conduct) has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until everyone involved has presented the facts and a judgment has been made. There are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which students must follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a suspension or expulsion, both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure. The following summary is only to acquaint students and guardians that such a procedure exists.

Search and Seizure/Questioning:

District officials may search the student, their personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of law, Board policy, administrative regulations, or the District's Guidelines for student conduct is present.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and when nature of the infraction. The district prohibits strip searches. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely sanitized, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation, or the district's guidelines for student conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to contact the parent/guardian so that the responsible adult may be notified of the situation.

If custody and/or arrest is involved, the principal or designee will request that all procedural safeguards prescribed by law will be observed by law enforcement officials.

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

Student Conduct:

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

Student Academic Integrity Policy:

In accordance with our honor policy, we at North Marion High School believe in the academic, social, and ethical well-being of our students. Recent studies and polls of students have shown that cheating in schools happens more frequently than we would like. With the emphasis on excellence and the need for better grades, some students believe that cheating is justified. Cheating will be discussed at the beginning of each trimester. As a result, the academic integrity policy and procedure was developed in an effort to foster, teach, and encourage appropriate ethical behavior.

Below are the key elements of the policy that deserve emphasis and attention.

Academic Dishonesty: includes acts or attempts in which a student takes credit for work that he or she did not do or helps another student take credit for work that is not his or her own.

Academic Dishonesty Includes, but is not limited to:

- Copying from others or allowing others to copy from you.
- Collaborating on assignments without authorization.
- Using unauthorized materials (including using cell phones and other electronic devices when not allowed).

- Presenting work created by another, including artificial intelligence, as your own.
- Re-using work from one class in another without permission
- Falsification of evidence or research findings.
- Attempting to change a grade on a test or assignment already marked by staff.
- Inappropriate use of artificial intelligence.

Plagiarism:

Is one of the most common forms of academic dishonesty but can be easily avoided. Plagiarism includes, but not limited to:

- Quoting another person's words, sentences, paragraphs, or entire work without acknowledging the source.
- Utilizing another person's ideas, theories, or opinions without acknowledgment.
- Downloading, cutting, and pasting, or even just rewording portions of websites, or resources, is a form of plagiarism.
- Downloading, cutting, and pasting images, charts, tables, graphs, etc. without citing the source.
- Submitting work generated by artificial intelligence.

Range Of Consequences:

Students who've committed academic dishonesty or plagiarize will receive one or more of the following consequences:

- A zero on the assignment in question with no opportunity to make-up credit, including extra credit
- Notification of parents and administration
- Notification of student counselor
- Grade reduction for the class
- Notification of National Honors Society, ASB, and/or other clubs which may include revoking of membership or leadership roles.
- Notification of teachers who have written letters of recommendation for student
- Letters of recommendation to colleges withdrawn or amended
- Notification of scholarships and award committees
- Possible revoking of Honors Diploma
- Possible removal from mentorship programs such as Big Brother/Big Sister and other Leadership or Honorary positions
- Out-of- school suspension

Additional consequences may be administered under the North Marion High School Code of Conduct.

Attempting to change a grade book or computer file is considered a major infraction and will result in an out-of-school suspension. Students stealing a test, teacher guide, and/or teacher textbook can also be subject to out-of-school suspension and/or prosecution.

The district has authority and control over a student at school, during the regular school day, at any school-sponsored activity (regardless of time and location), and while being transported in district-provided transportation.

Students will be subject to discipline, including detention, suspension, restorative practices, diversion programs, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials for the following offenses, consistent with the High School Discipline Matrix (edited Aug. 2024):

- **Theft:** Taking, giving, or receiving property not belonging to the student.
- **Disorderly Conduct:** Including willful disruption of the learning environment or creating hazardous conditions.
- **Damage or Destruction of Property:** Willful or malicious destruction of private or district property, including graffiti or vandalism.
- **Assault or Threats:** Physical assault, menacing behavior, or threats of harm to others, including bomb threats and threats directed at district staff or students.
- **Possession of Tobacco/Nicotine:** Use or possession of tobacco/nicotine products, including vapes, on district property or at school-sponsored activities.
- **Possession or Use of Alcohol or Controlled Substances:** Being under the influence, possessing, using, or distributing alcohol, unlawful drugs, or drug paraphernalia.
 - *Selling or distributing controlled substances will result in suspension and a recommendation for expulsion, with law enforcement involvement.*
- **Weapons:** Possession of any dangerous or deadly weapon, firearm, imitation firearm, or any object used or threatened to be used to cause harm.
 - *In compliance with state and federal law, students who bring a weapon to school will be expelled for up to one year.*
- **Plagiarism/Academic Dishonesty:** Cheating, plagiarism, or other forms of academic dishonesty.
- **Insubordination:** Disobeying directives from school personnel, including failure to comply with school policies, rules, and regulations.
- **Harassment, Bullying, Hazing, or Intimidation:** Verbal, physical, or sexual harassment, including cyberbullying, hate speech, or racial slurs.
- **Inappropriate Physical or Sexual Conduct:** Engaging in inappropriate or offensive sexual behavior.
- **Public Displays of Affection (PDA):** Excessive or inappropriate displays of affection disruptive to the school environment.
- **Unauthorized Departure:** Leaving school grounds or school-sponsored events without permission.
- **Profanity or Obscene Gestures:** Directed at students, staff, or others in a manner disruptive to the school environment.
- **Forgery or Falsification:** Using false identification, forging signatures, or falsifying passes or school documents.
- **Unsafe Behavior:** Actions that put oneself or others in physical danger.
- **Automobile Misuse:** Unsafe driving or parking violations on or near school property.
- **Videotaping or Encouraging Fights:** Recording, instigating, or encouraging fights, including posting videos to social media.

Weapons Policy

Bringing, possessing, concealing, or using a weapon on school property or at a school-sponsored event is strictly prohibited.

- **Oregon Law:** Students under age 21 possessing tobacco products are subject to fines. Individuals intentionally possessing firearms on school property face criminal prosecution, up to five years' imprisonment, and a \$100,000 fine.
- **Federal Law:** Students bringing weapons to school are subject to expulsion for up to one year. Exceptions may be considered on a case-by-case basis by the superintendent.

Skateboards, Roller Blades, and Similar Items

The use of skateboards, roller skates, scooters, or similar items on school property is prohibited for safety reasons.

- Students must carry these items upon entering school property and store them in assigned lockers for the day.
- Items used on school property will be confiscated and held for parent retrieval.

Student Rights and Responsibilities

Among students' rights and responsibilities are the following:

- **Civil Rights:** The right to equal educational opportunity and freedom from discrimination, with the responsibility not to discriminate against others.
- **Attendance:** The right to attend free public schools and the responsibility to attend regularly and follow school rules.
- **Due Process:** The right to fair procedures regarding suspension, expulsion, and other disciplinary actions.
- **Privacy:** The right to privacy, including protection of educational records.
- **Behavior Standards:** The right to know expected behavior standards and the responsibility to understand the consequences of misbehavior.

Suspension Process

An administrator or designated authority may suspend students.

- **Short Suspensions:** Exclude students from school and activities for up to three (3) days.
- **Long Suspensions:** Exclude students for up to ten (10) days.
- Students will receive prior notice of the suspension, an explanation of charges, and an opportunity to respond unless an emergency situation exists. Administrators will make reasonable efforts to notify parents promptly.

Alcohol, Drugs, and Tobacco/Nicotine

- **Possession or Use:** Students found possessing, under the influence of, or using alcohol, drugs, or tobacco/nicotine will face disciplinary actions ranging from in-school suspension to out-of-school suspension, activity suspensions, and mandatory education classes.
- **Distribution or Sale:** Selling or distributing alcohol, drugs, or paraphernalia will result in suspension with a recommendation for expulsion and law enforcement notification.

Vehicles on Campus

Vehicles parked on district property are under the jurisdiction of the school.

- **Parking Privileges:** Students must show proof of a valid driver's license, registration, and insurance. Parking is a privilege, not a right, and may be revoked for violations of district policies.
- **Vehicle Searches:** Vehicles on school property are subject to search based on reasonable suspicion of a policy violation.

Summary of Discipline

These rules and procedures are designed to protect the safety, rights, and responsibilities of students, parents, and staff. They apply in the following contexts:

- On school premises before, during, or after school hours.
- At school-sponsored events, including field trips and activities in other locations.
- Traveling to and from school or school-sponsored events.
- When conduct involves threats to students, staff, or district property.

Police Interviews of Students

Law enforcement officials may interview students at school. School authorities will attempt to notify parents or guardians only with the consent of the investigating officers.