

# Philomath High School



**2054 Applegate Street  
Philomath, OR 97370  
Phone: 541-929-3211  
Attendance Phone: 541-929-3177  
Athletics/Activities Phone: 541-929-2043  
Fax: 541-929-3244**

**School Colors: Black & Gold  
Mascot: Warrior**

**High School Code: 380820  
(Use this for SAT/ACT tests and college admission applications)  
[www.philomath.k12.or.us/phs](http://www.philomath.k12.or.us/phs)**

**2021-2022**

**Student Name** \_\_\_\_\_

# Philomath High School



August 15, 2021

Welcome Students and Families,

At Philomath High School, our mission statement is to graduate all students and transition each of them into a job, training, military, or college. This task can succeed only through the cooperation of our stakeholders: students, parents, staff, administration, and community. We will provide an inclusive comprehensive educational experience that meets our mission statement. Students and families need to provide effort, attendance, and vision that prepares them for the next step in their lives. Education is a group effort and together the experience can be enriching.

The student handbook planner provides an overview of academic and behavior expectations, which will allow us all to be productive members of the school community. Students are expected to read and abide by the guidelines outlined within this planner. This planner is a guide for the upcoming year, which will help students plan their year in a productive manner. Welcome to Philomath High School where we are proud to be Warriors.

Sincerely,

Mike Bussard

Philomath High School Principal

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## **Preface**

Following review of this handbook (including the student code of conduct and disciplinary policies), students and parents may be asked to acknowledge receipt of this information. This handbook is a method of communicating with students and parents regarding general school and district information, rules and procedures, and is not intended to either enlarge or diminish any Philomath School District (PSD) Board policy, Oregon administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such PSD Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

## **Our Belief Statements**

Students and staff will demonstrate responsibility to others by:

- Communicating effectively while working cooperatively; and
- Showing respect, tolerance and compassion by valuing diversity.

Students and staff will demonstrate responsibility to community by:

- Being active, positive contributors to their local community and global society.

## **Responsibilities of Students**

1. Pursue a high quality education by participating actively in the program of studies and activities offered.
2. To comply with the policies of the school district and to follow the lawful direction of the staff appointed by the Board of Directors.
3. To conduct themselves so as to avoid interference with or disruption of the dignity and rights of other individual students, the student group as a whole, or the school administration and staff as they fulfill their responsibilities and duties.
4. To engage behavior that supports a safe, inclusive, and productive learning environment for all.

## **Non-discrimination**

Philomath School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or gender in providing education or access to benefits of education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title 11 of the Americans with Disabilities Act.

## Philomath High School Staff

<u>Teaching Staff</u>		<u>Assignment</u>	<u>Administration</u>
Simon	Babcock	Forestry	Mike Bussard, Principal
Steve	Bennett	PE	Tony Matta, Assistant Principal, AD
Ann	Blythe	Math	Denee Newton, Dean of Students
Shelly	Brown	Special Education	<u>Front Office Staff</u>
Michelle	Cahill	Science	Dawnelle Davis, Manager
Scott	Card	German	Kathy Kohler, Attendance
Donna	Carter	Health Occupations	<u>Registrar</u>
Len	Cerny	Science	Mandy Misner
Corinne	DeAngelis	Math	<u>Media Specialist</u>
Dave	Dunham	English, Broadcast Media, ASB	Kiki Klipfel
Alice	Eldridge	Science	<u>Instructional Assistants</u>
Saff	Evans	Special Educ./ Life Skills	Anna Bowman
Erica	Hall	Performing Arts	Kathy Bauer
Jessica	Hanson	Culinary Arts, Child Development	Sandy Palmeiri
Andrea	Heidinger	Art	Trey Ecker
Matt	Kelly	English	Sara Messina
Amber	King	PE, Health	Tanya Koller
Geoff	Lake	Social Studies	<u>Custodians</u>
Elizabeth	Lee	Spanish	Lauren Wood
Amy	Leonard	Social Studies, Yearbook	Martha Arredondo
Janine	Luta	English	Keith Spaulding
Justin	Marshall	Math	<u>Youth Transition Program</u>
Jodi	Moade	Math	Amber Ellis
Denee	Newton	Dean of Students	<u>Athletics Assistant</u>
Aaron	Schermerhorn	Language Arts, Social Studies	Amanda Bauer
India	Sloat	Science	<u>ELL</u>
Nicole	Stueve	Business Education	Lyn Kawai
Rebekah	Titus	Special Education	<u>Pool Director</u>
Nick	Traini	Manufacturing Technology	Daniel Mikula
<u>Counselors</u>		<u>Grade Levels</u>	
Maria	Drennen	9 <sup>th</sup> and 11 <sup>th</sup> grade	
Kim	St. Clair	10 <sup>th</sup> grade and 12 <sup>th</sup> grade	



# ***PHS Bell Schedules***



## **MONDAY-TUESDAY-WEDNESDAY-THURSDAY SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>	<b>MINUTES</b>
<b>0-period</b>	<b>7:00 a.m. – 7:55 a.m.</b>	<b>55</b>
<b>1<sup>st</sup>-period</b>	<b>8:00 a.m. – 9:10 a.m.</b>	<b>70</b>
<b>2<sup>nd</sup>-period w/Announcements</b>	<b>9:14 a.m. – 10:29 a.m.</b>	<b>75</b>
<b>Monday HOMEROOM Tues-Wed-Thur ADVISORY</b>	<b>10:33 a.m. – 10:58 a.m.</b>	<b>25</b>
<b>3<sup>rd</sup>-period</b>	<b>11:02 a.m. – 12:12 p.m.</b>	<b>70</b>
<b>Lunch</b>	<b>12:12 p.m. – 12:42 p.m.</b>	<b>30</b>
<b>4<sup>th</sup>-period</b>	<b>12:46 p.m. – 1:56 p.m.</b>	<b>70</b>
<b>5<sup>th</sup>-period</b>	<b>2:00 p.m. – 3:10 p.m.</b>	<b>70</b>

## **FRIDAY SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>	<b>MINUTES</b>
<b>0-period</b>	<b>7:10 a.m. – 7:55 a.m.</b>	<b>45</b>
<b>1<sup>st</sup>-period</b>	<b>8:00 a.m. – 8:45 a.m.</b>	<b>45</b>
<b>2<sup>nd</sup>-period w/announcements</b>	<b>8:49 a.m. – 9:39 a.m.</b>	<b>50</b>
<b>3<sup>rd</sup>-period</b>	<b>9:43 a.m. – 10:28 a.m.</b>	<b>45</b>
<b>4<sup>th</sup>-period</b>	<b>10:32 a.m. – 11:17 a.m.</b>	<b>45</b>
<b>5<sup>th</sup>-period</b>	<b>11:21 a.m. – 12:06 p.m.</b>	<b>45</b>
<b>Lunch</b>	<b>12:06 p.m. – 12:36 p.m.</b>	<b>30</b>
<b>Staff Development</b>	<b>1:00 p.m. – 3:30 p.m.</b>	

## **ASSEMBLY DURING ADVISORY SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>	<b>MINUTES</b>
<b>0-period</b>	<b>7:00 a.m. – 7:55 a.m.</b>	<b>55</b>
<b>1<sup>st</sup>-period</b>	<b>8:00 a.m. – 9:10 a.m.</b>	<b>70</b>
<b>2<sup>nd</sup>-period w/Announcements</b>	<b>9:14 a.m. – 10:29 a.m.</b>	<b>75</b>
<b>ASSEMBLY</b>	<b>10:33 a.m. – 10:58 a.m.</b>	<b>25</b>
<b>3<sup>rd</sup>-period</b>	<b>11:02 a.m. – 12:12 p.m.</b>	<b>70</b>
<b>Lunch</b>	<b>12:12 p.m. – 12:42 p.m.</b>	<b>30</b>
<b>4<sup>th</sup>-period</b>	<b>12:46 p.m. – 1:56 p.m.</b>	<b>70</b>
<b>5<sup>th</sup>-period</b>	<b>2:00 p.m. – 3:10 p.m.</b>	<b>70</b>

### **Building Care**

We all share in maintaining PHS as a quality facility. Scotch tape, masking tape and thumb tacks are not to be used on the walls, windows or lockers. Only use blue painter's tape. Please use care in placing posters, and only attach posters to bulletin boards. Receptacles for trash and recycling are available in each hallway; use them. Please take pride in our campus; be respectful of the buildings; it is up to all of us to keep them looking great. School administrators, or their designees, must approve all posters for display. PHS hallway bulletin boards and video screens display information to the student body regarding school events and community events that may benefit the student. All posters must be on the bulletin board areas, not on the painted walls, lockers or windows. Non-school sponsored activities must be clearly marked as such. Priority of posting will be given to in-house clubs and activities announcements, Guidance Center notices/information and college information. Community members or individuals from the surrounding communities wishing to display tutoring information must first be registered with the LBLESD tutoring call list.

### **Change of Address**

Parents and students are required to report any changes of address, e-mail, and/or telephone number to the PHS office as soon as possible.

### **Child Find**

Oregon and Federal statutes guarantee that all school-age children have the right to a free public education. PSD attempts to locate, identify, and evaluate students up to the age of 21 who are not enrolled in school and may be in need of special education services. Schools are required to ensure that any child we suspect has a disability is evaluated. When parents request assessment, they should notify school administration, counselors or school special education staff of their concerns. We recommend that the request is made in writing. After notification, the school must determine if there is evidence that the child has a suspected disability and conduct assessment in all related areas. If school staff does not suspect the student has a disability, we must provide parents with written notice that explains why we don't believe assessment is required and parent's recourse if they disagree with the decision. If you know of such a child, please call 541-929-3169 or 541-929-2537. (ORS 343.157 and OAR 581-15-037)

### **Illness**

Families are encouraged to promote the value of good school attendance. However, it is also important, that students maintain good health, and consider the health of others, and stay home when they are too ill to attend school. Parents can help by carrying out the following protocol at home:

1. Please keep students at home if they are seriously ill, and call the attendance line.
2. Please understand, that although a district nurse is available for emergencies, students who are ill at school need to go to the main office and make arrangements to go home.
3. Have an emergency plan for care if a student needs to leave school early due to illness.

### **Prescription Medicine**

All prescription medications require consent forms signed by a parent/guardian and a health care provider. Student prescription medications will be kept in the office and are required to have proper identification, dosage, and expiration dates relevant to the student. **For personal use of over the counter medications, students may carry a one (1) day supply in a marked bottle.** PHS will not dispense any over the counter medications.

**Lost, Found or Stolen Items**—If a student loses an item, check in the main office or the lost/found box (near cafeteria) to see if it has been turned in, and fill out a report. If stolen, report it to the police, also. If a student finds an item, turn it in to the main office right away. **DO NOT** bring large sums of money or valuable items to school. If it is necessary to do so, those items should be brought to the main office for safekeeping. Unclaimed found items are donated monthly.

## **Student Fees**

Students are assessed fees at the beginning of the year.

Fees will not be paid during registration; they will be billed in early October.

\$20.00 or \$25.00 (personalized with name tag) — Yearbook, purchased before December 1st

\$25.00 – Student Body Fee

\$15.00 – Intro to Art, Drawing & Painting Fee per trimester per class

\$25.00 – Ceramics Fee per trimester per class

\$25.00 – Today's Foods, Foods 2 Fee per trimester per class

\$50.00 – Culinary Arts A/B Fee per trimester

\$20.00 – Man Tech 1/2/3/, Advanced Projects, Drafting, Mechanical Design/Machining per trimester per class

\$275.00 – Driver Education

**Sport Participation Fee:** For the 2021-2022 school year, sports participation fees have been eliminated.

\*Students on Free and Reduced Lunch Program will qualify for a fee reduction. See counselor for details.

If, by the end of the school year, a student does not return the textbook assigned to him/her or if it is damaged, a fee will be assessed. Lost Book—replacement fee based on current market value.

Varied cost - Lost or damaged textbook, library items and books

\$5.00 - Lost P.E. locks will be assessed a fine

## **Student/Parent Complaints**

1. A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the teacher involved.
2. If the outcome is not satisfactory, you should contact the principal, assistant principal, or the assigned counselor. (Board policy KL & KL-AR)

## **Student Records**

Student records are confidential information. Custodial parents, legal guardians, or eligible students have the right to:

1. Inspect and review the student's education records.
2. Request an amendment of the student's education records if they are inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.
4. Pursuant to Oregon Administrative Rule 581-21-305, file with the United States Department of Education a complaint under 34 CFR & 99.64 concerning alleged failures by the district to comply with the requirements of federal law.
5. Obtain a copy of the district policy from the high school or the district office with regard to student education records.

## **Visitors and Volunteers**

School policy is to accept only those visitors who have legitimate business at school. Visitors, volunteers and guests must register in the main office immediately upon entering the building. Student-age visitors are ordinarily not accepted. We ask that all parents check in at the main office when they enter. To be assured of a meeting, please call ahead for an appointment with the administrator, teacher or counselor with whom you wish to meet. **All volunteers** must have a current and approved Philomath School District volunteer form on file, and must pass the required background check.

## Websites

Dates, deadlines and fee information for SAT and ACT can be found at:

SAT: [sat.collegeboard.org](http://sat.collegeboard.org)

ACT: [www.act.org](http://www.act.org)

*\*PHS school code is 380820 (you will need this for registration of SAT or ACT)*

Scholarships: <https://www.philomathsd.net/philomath-hs-home/academics#fs-panel-3654>

Athletics: <https://www.philomathsd.net/philomath-hs-home/athletics>

PHS website: <https://www.philomathsd.net/philomath-hs-home>

The PHS website connects you to Event Calendar, referral documents, course catalog, scholarship information, college & university links, FAQs, activities, athletics, and daily announcements, principal's page, teacher resource pages which include assignments and class description, swimming pool schedule, and many other valuable topics.

## Whom to See for What

<b>Academic Deficiencies:</b> your counselor	<b>Athletic Information:</b> Mrs. Bauer
<b>Building/Maintenance:</b> main office	<b>Daily Announcements:</b> Mr. Dunham
<b>Emergencies:</b> main office, your teacher	<b>College and Career Information:</b> your counselor
<b>Lost &amp; Found:</b> Mrs. Davis, Mrs. Kohler	<b>Locker Problems:</b> Mrs. Kohler, custodian
<b>Personal or Family Problems:</b> your counselor	<b>Military Information:</b> Counselors
<b>Poster Approval:</b> main office, activities office	<b>Prearranged Absences:</b> Mrs. Kohler
<b>Transcripts:</b> Mrs. Misner	<b>Duplicating, Copying:</b> your teacher, main office

## Withdrawal Procedure

Students who withdraw from school must have an authorization from the parent to the principal and follow the school's withdrawal procedure. All fees are to be paid upon withdrawing from Philomath High School.

## Academics Information, Policies & Grad. Requirements

A Philomath High School Diploma shall be awarded to each student who has satisfactorily completed all state and Philomath School District requirements for units of credit, attendance, Career Related Learning Standards (CRLS), and the proficiency standard. All students completing these requirements as well as fulfilling their senior project requirements are eligible for participation in graduation ceremonies.

### Standard Diploma

A **Standard Diploma** shall be awarded upon completion of all requirements. An **Honors Diploma** will be awarded to students who meet additional subject, unit and academic standards (3.5 AGPA). A **Valedictorian Diploma** will be awarded to students who meet the further requirements as outlined below. **Attendance** - Attendance through grade 12 is required. Students with exceptional circumstances may petition the Board of Education to waive the attendance requirement if they have met all other graduation requirements for units of credit and academic competence. Refer to early graduation policy - IKFA. The attendance policy at Philomath High School emphasizes the importance of classroom attendance and participation in education. **Absences of any kind may affect a student's progress and grades.** To receive credit for any class, a student must be in attendance on a regular basis. Any exceptions will be made on an individual basis with approval of the principal.

Philomath School District requires each student to earn a minimum of 24 units of credit in grades 9 through 12. Listed below are the required units of credit each student must earn:

	Standard Diploma	Honors Diploma**	Valedictorian Diploma***
Language Arts	4.0	4.0	4.0
Mathematics*	3.0	4.0	4.0
Social Sciences	3.0	3.5	3.5
Lab Sciences	3.0	3.5	4.0
Health	1.0	1.0	1.0
Technology	0.5	0.5	0.5
Physical Education	1.0	1.0	1.0
CTE/Applied/Fine Arts or Foreign Language	2.5	2.0 of same For. Lang plus .5 AA/FA or For. Language	2.0 of same For. Lang plus .5 AA/FA or For.
Personal Finance	0.5	0.5	0.5
Electives	5.0	5.0	6.5
C.A.S.E.	0.5	0.5	0.5
<b>TOTAL:</b>	<b>24.0</b>	<b>26.0</b>	<b>28.0</b>
<b>Essential Learning Skills</b>	<b>Required</b>	<b>Required</b>	<b>Required</b>

\*Math must be taken in the first three years.

**\*\*Honors Diploma** – AGPA 3.5 and completion of the SAT/ACT or ASVAB. Math level must be through at least Pre-Calculus and a student must take math during the first three years of high school. Must complete two years of a Foreign Language. Pass/No Pass grades will not be allowed.

**\*\*\*Valedictorian Diploma**– Must have first highest AGPA for valedictorian. Completion of the SAT/ACT or ASVAB and must take 2 AP or College AAOT courses (AP English, AP Government, AP Calculus, College Writing, College Physics and approved courses taken at LBCC or OSU). Math level must be through Pre-Calculus and a student must take math during the first three years of high school. Must complete two years of a Foreign Language. Pass/No Pass grades will not be allowed.

Students must master State set Essential Skills to graduate with a PHS diploma or Oregon diploma (read and comprehend a variety of text; write clearly and accurately, and apply mathematics in a variety of settings).

### **Modified Diploma (See Board Policy IKF-AR for More Detail)**

A **Modified Diploma** will be awarded only to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets these eligibility criteria:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers.
2. Has a documented history of a medical condition that creates a barrier to achievement.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision. A student's school team may decide that a student who was not previously working towards a modified diploma should work towards one when the student is less than two years from anticipated exit from high school if the documented history has changed.

#### **Extended Diploma (See Board Policy IKF-AR for More Detail)**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must have a documented history of:

- a. An inability to maintain grade level achievement due to significant learning and instructional barriers.
- b. A medical condition that creates a barrier to achievement.
- c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

#### **Alternative Certificates (See Board Policy IKF-AR for More Detail)**

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma or an extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

#### **Post-Graduate Scholar**

Some graduating seniors who do not qualify for the "Oregon Promise" may qualify for the post-Graduate Scholar program managed through our counseling office.

In order to provide a variety of educational experiences through which students may meet the graduation requirements of the district, **optional educational opportunities** will be made available to qualified students. See your counselor for more information. Students interested in Early Graduation must petition the Principal by May 1<sup>st</sup> of sophomore year. See your counselor and refer to the PHS website for procedures.

#### **Graduation Speakers/Graduation Protocols and Procedures**

##### **Graduation Exercises (IFKB)**

Because the Board believes that completion of the requirements for a diploma from the public schools is an achievement that improves the community as well as the individual, the Board wishes to recognize that achievement in a publicly celebrated graduation exercise. All students in good standing who have successfully completed the requirements for a senior high school diploma, a modified diploma or a certificate of attendance, may participate in graduation exercises. An exception may be made for seniors enrolled in a spring term college course with a completion date subsequent to the day of the graduation exercise. These students may be given permission to participate in the graduation. However, they must provide evidence that they are on track to complete that course or courses during the current college term (i.e., not to extend through the summer) with a grade that will earn them the required credits. These students will receive a blank diploma at the graduation exercise and be given their final diploma when they complete the college course(s) in the term which overlaps the graduation.

#### **Planning for Graduation**

All graduates must have a PHS cap and gown and dress appropriately for the graduation ceremony.

- Each fall, students have the opportunity to order cap and gown and graduation announcements from Miner's the official vendor for our district.
- Financial assistance scholarships are available through the school office for cap gown requirement. Communicate with your counselor.
- Caps may be decorated. Decorations must be no more than six inches high and be school appropriate as defined by the school dress code policy. Violations of this policy will result in confiscation of the cap and/or immediate removal of offensive material. Students that do not comply with this action will have graduation participation privileges revoked.

### **Graduation Exercises** (IKFB-AR)

The School Board expects the high school principal to coordinate and review all aspects of the graduation. The principal will arrange for the graduation programs to be planned by the Senior Class Selection Committee on the date selected by the Board. The Senior Class is responsible for organizing its own commencement program, including selecting speakers and entertainment from the class.

**SELECTION COMMITTEE** for commencement speakers, diploma presenters, and entertainment will consist of the following:

- Senior class president(s)
- Two other students who are chosen by the senior class president(s) and who are not competing to give speeches or perform a musical number at the graduation
- Two teachers chosen by the senior class president(s) and approved by the principal
- The principal or designee

### **SPEAKERS**

- The senior class president(s) will welcome the audience and present any class gift to the incoming ASB president(s) at the appropriate time in the ceremony.
- The Selection Committee will choose three other speakers, as follows:
  - One speaking opportunity will be reserved for the Valedictorian(s). If there are two or more Valedictorians who wish to speak, they will compete for this position. Up to two Valedictorians can share the speech.
  - Up to two other speaking opportunities will be open to any seniors who wish to compete for the honor.
  - The committee may reject any and all competitors who demonstrate poor preparation.
  - All speeches will be reviewed and approved in advance by the principal.
- Remarks during the ceremony made by the high school principal, superintendent, or school board chair, if appropriate, will be kept brief.
- The Selection Committee will solicit input from the senior class for faculty and staff members they wish to have read the names of the graduates during the handing out of the diplomas. From this input, the Selection Committee will then select up to four name readers, to be approved by the principal.

### **HANDING OUT OF DIPLOMAS**

- Diplomas are handed out by members of the School Board.
- For students whose parent is an employee of the district, that employee may hand out their child's diploma if they notify the high school office of that request one week prior to the graduation ceremony.

### **ENTERTAINMENT**

- The Selection Committee may choose up to three musical numbers to be included in the commencement exercises.
- To be eligible for selection, students must demonstrate talent and preparation at the tryouts.

### **VALEDICTORIAN**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian will be selected for each graduating class. The district's valedictorian may be permitted to speak as part of the district's planned graduation program at the discretion of the building principal. All speeches must be reviewed and approved in advance by the building principal or designee. Titles and privileges granted to students designated as valedictorian may be revoked for violation of Board policy, administrative regulation or school rules.

The valedictorian will be selected according to the following procedure:

1. The students will be considered eligible for valedictorian status based on the highest grade point average as computed at the end of eleven trimesters of high school work. Valedictorian status will be confirmed at the end of twelve trimesters.
2. A valedictorian must achieve a Valedictorian Diploma.
3. In case of a tie for valedictorian, co-valedictorians will be honored.

4. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.
5. To be eligible for valedictorian, a student must be enrolled at Philomath High School prior to and continuously following the 10<sup>th</sup> school day of the student's senior year.
6. The valedictorian must be of good standing ethically with good character and integrity.

#### **Academic All-American Program; Honor Roll**

The Philomath Board of Education established the Academic All-American (AAA) program to recognize academic achievement. Members of the first team earn a trimester grade point average (GPA) of 3.75 or higher. Members of the second team must earn a trimester grade point average (GPA) of 3.50-3.74. For students with less than a full time schedule, the principal will determine eligibility other than GPA. Students attending institutions of higher learning while enrolled at PHS must be enrolled in a total of four classes combined to be eligible for AAA.

First team students will be awarded certificates for initially qualifying for the team. Upon qualifying for first team five times, students will receive an academic varsity letter along with a star for each trimester qualifying for first team. Students who earn a 4.0 GPA will be awarded a "4" in place of a star. Second team students will receive a certificate. Students will be honored for their achievements at student body awards presentations at the beginning of the trimester following when they earned their award. For the third trimester, the recognition will happen in the fall of the next school year. Seniors who achieve AAA during the third trimester of their senior year will be honored at graduation.

#### **Academic Integrity**

Students are expected to maintain Philomath High School's high standards in honesty, integrity, and ethics with regard to their academic work. This includes, but is not limited to, homework assignments, tests, quizzes, research papers, projects, and presentations. Teachers will explain the consequences in their individual courses for students violating this trust. Consequences may include, but not be limited to, loss of credit for the particular assignment without the option of make-up work, and/or sanctions that could affect the student's final course grade up to and including a failing grade in the course on the student's transcript. Theft of any intellectual property (plagiarism) may result in a failing grade. Honor students, Valedictorian candidates and NHS students may forfeit this position if they are guilty of plagiarism. A disciplinary referral may lead to administrative disciplinary action. Students participating in PHS athletics and/or activities may have their right to participate affected by such actions. Students and their families may appeal any such decision to the school administration.

#### **College Admission**

See the Counseling Center about specific requirements needed for college entrance.

#### **Curriculum**

The curriculum at PHS includes the total educational program under the direction of the school district. The educational program includes classroom instruction, laboratory experience, reading enrichment, field trips, individual project work, and organized student activities. Philomath High School's goal is to provide a curriculum which meets the varied needs, abilities and interests of all high school students in the community. Free and appropriate public education constitutes the right to fulltime status at PHS. Students are entitled to take 5 classes each term with the exception of partial credit zero period class. Additional course work beyond the 5 credits will require a fee, including such programs as Beyond PHS, LBCC, and Alternative Education. Students taking under 3 classes are considered halftime; over 3 classes are fulltime.

#### **Field Trips/School Sponsored Trips**

All students are expected to follow all PHS student handbook rules and policies

## Grades

Letter grades are based on the following (or may be based on the + or – scale):

<b>A</b> equals 90 – 100 percent	<b>A+</b> equals 98-100 percent	<b>A-</b> equals 90-93 percent
<b>B</b> equals 80 – 89 percent	<b>B+</b> equals 87-89 percent	<b>B-</b> equals 80-82 percent
<b>C</b> equals 70 – 79 percent	<b>C+</b> equals 77-79 percent	<b>C-</b> equals 70-72 percent
<b>D</b> equals 60 – 69 percent	<b>D+</b> equals 67-69 percent	<b>D-</b> equals 60-62 percent
<b>F</b> equals 59 percent and below		
<b>I</b> equals incomplete, two weeks to make up the work or receive an <b>F</b>		
<b>P</b> equals passing		
<b>NP</b> equals not passing		

Incompletes will be given only for absences resulting from illness during the last week of the grading period or from additional time provided as a result of an Individual Education Plan. **Students are encouraged to have work completed prior to family vacations if the vacation comes the last week of a grading period. Students should make arrangements with their teacher for assignments and/or exams.**

The grade issued at the end of each trimester is the official grade that will appear on the student's transcript. In addition to the final trimester grades, students will be issued a mid-term grade at the end of six weeks. **P/NP decisions must be made within the first three (3) weeks of a course. If a student drops a class after three (3) weeks, the student will receive an F as a grade.**

If a student transfers from class "A" to class "B" during a trimester, the grade and attendance of class "A" transfers to the new class. Exceptions may be made on an individual basis with approval of the principal. Schedule changes must be completed by the end of the fifth school day each trimester.

## Homework

After any absences, students need to find out what homework or other assignments have been missed and when those assignments are due. Please communicate with instructor and check teacher's Canvas class for assignments.

## Media Center/Library

Students have access to the center between the hours of 7:30 am and 3:30 pm. Use of the center during class time requires a pass from the student's teacher. A pass is not necessary before school, after school, or during lunch or break time. Material check out:

- Books–3 weeks with renewal up to 9 weeks.
- AV (audio-visual) needs to be approved by Media Personnel and a supervising staff member.
- Other – consult Mrs. Klipfel.

Return all materials to the checkout counter. Books may be placed in the book drop located in the front counter. Overdue material needs to be checked in with the media personnel. Students will be charged replacement cost for lost or damaged materials.

## Parental Placement in Private Schools

Parents or guardians of students qualified or receiving Special Education services under the Individuals with Disabilities Education Act (IDEA) or those being considered for possible qualification must notify the district if they plan on placing their child in a private school. This notification must take place either during the last IEP (Individual Education Plan) meeting prior to the unilateral placement, or in writing at least ten business days prior to making the unilateral placement. By unilaterally choosing a private placement for a student who qualifies for or is being considered for possible eligibility for special education services, the parent or guardian declares and notifies that they do not accept the district's offer of Free Appropriate Public Education (FAPE) and the specially designed instruction and other possible services as part of the student's current or potential IEP. Students qualified to receive special education services who are parentally placed in a private setting may still receive these services, but parents should understand that federal law allows the school district to limit the amount spent on these services. For further information, contact the Special Services Director of the district.

**Gradebook/Wazzle (On-line Student Information System)**

If you need your Wazzle access codes, please contact the office. Wazzle is a great resource for checking a student's attendance, missing assignments and grades. Students receive Wazzle pin number at registration. Contact Mrs. Davis in the Main Office for lost numbers.

**Parent-Teacher Conferences**

Parent-Teacher Conference Day is scheduled once in the fall.

Parents may contact teachers throughout the year in one of four ways:

1. Face-to-face by coming in to see the teachers during the assigned evenings.
2. Direct phone call and talking with the teachers.
3. E-mail by again communicating directly with the teachers.
4. Gradebook reviews along with communicating directly with the teachers.

All students with grades of D or F are encouraged to participate in these conferences.

**Student and Teacher Additional Conferences**

Students are responsible for contacting their classroom teacher when they have a concern about their class. Requesting a conference should be done directly with the teacher. Teachers are available and are here to help students. The best times for conferences are before school and after school. If a problem arises, students may also seek help from their counselor.

**TAG and Other Services**

OAR 581-22-403 requires that the needs of talented and gifted (TAG) children be met. The goal of the Philomath School District is to provide a sound educational program for every child. In addition to regular instructional programs, the following services are available at Philomath High School for district families: Guidance and Counseling Services, Health Nurse/Nurse Practitioner, On Call Hearing/Vision Screening, On Referral Speech Services, Special Education, Talented and Gifted Services, Alternative Classroom, Work Experience, Internships, Community Services Consortium. Parents who feel that their child has a particular need of any of these services should contact the counseling center or school administration for further information. PHS wants each child to have an environment that encourages learning and growth.

**Transcripts**

Each student may obtain three (3) free transcripts each year. For each transcript after three, the student will be charged \$2.00. Mailing will be extra. Former students will be charged \$2.00 plus mailing charge. Request forms are available in the Counseling Center. Please allow sufficient time for processing.

## Student Activities

Philomath High School's aim is to offer a variety of activities for students in a supervised and organized manner and to offer an opportunity for them to develop skills through involvement in these activities. Participation for all is the emphasis of the program. All students must abide by the student code of conduct and follow team rules.

### NCAA Requirements

NCAA requirements for student athletes closely match the Oregon University System(OUS) requirements for college entry. A list of NCAA approved courses for PHS is listed at the following web site:

[http://www.ncaaclearinghouse.net/ncaa/NCAA/hs/index\\_hs.html](http://www.ncaaclearinghouse.net/ncaa/NCAA/hs/index_hs.html).

This list is updated yearly by the high school Counseling Center in order to keep the clearinghouse current on PHS course offerings.

Club	Club Advisor		Club	Club Advisor
SALT	Donna Carter		Performing Arts Council	Erica Hall
Equestrian Team	Barb Benson		Theatre	Erica Hall
German Club	Scott Card		Chess Club	Len Cerny
PHRED (FIRST Robotics)	Tom Thompson		National Honor Society	Saff Evans
PRIDE				
Forestry / Natural Resources	Simon Babcock			
Green Team	Alice Eldridge		Film	Scott Card

### Activities Letter

Philomath High School offers students the opportunity to letter in the following activities:

<b>Band</b>	<b>Equestrian Team</b>	<b>Theatre Club</b>	<b>Student Leadership (ASB)</b>
<b>Choir</b>	<b>FIRST (PHRED)</b>	<b>Forestry (AOFC)</b>	

Each activity requires a specific set of criteria for students to meet if they wish to letter. Students desiring to work for an activity letter need to ask the activity advisor for a copy of the criteria. Academic Eligibility for activities are listed in detail in board policy and will be explained by the activity's advisor.

### Announcements

Only announcements directly concerning the school or organizations within the school will be made. All announcements must be submitted on the online site by noon the day before the announcement is to be made. Announcements will be read or viewed during second period each day. Announcements are posted on the high school web page. All announcements must have prior approval from school administration or their designee.

### Pre-plans: Fundraising

Any group planning an activity must fill out a pre-plan form. Forms must be turned in to Mrs. Bauer two weeks in advance of the activity. Forms are available at the Activities Office. Pre-plans must be signed by the group advisor/coach & supervised by the same. Pre-plans must be submitted to the assistant principal for approval.

### Purchases

All ASB purchases must be made on an ASB purchase order available in the Main Office. The principal, club advisor, and appropriate ASB representative must sign the purchase order before one copy is sent/carried to the vendor while the other copy remains on file in the office.

### **Student Body Fee**

The student body fee is \$25 each year.

Student body fees are used to provide activities, experiences, and services, which are a benefit to the students of our school even though it is recognized that not every student will participate to the same degree in these activities. However, these activities are available to every student of our school. Some examples of these services/experiences/activities that are partially supported by student body fees are:

- student recognition programs
- funds to assist needy students
- student assemblies and activities
- student handbook and academic planner
- reduced rate or free admission to student events, i.e., athletic contests, dances

### **Dances - Expectations**

To ensure the safety and well-being of all students, PHS school dances are operated on a closed basis. The following regulations apply to ALL regular PHS sponsored dances and the special dances of Homecoming, Winter Formal, and Junior/Senior Prom:

1. **Each student entering a dance must have a current PHS student body card or an approved guest pass with appropriate ID.**
2. A PHS student may bring one (1) guest upon approval of the administration. Approval must be obtained by registering the guest information on the guest pass request form with the office no later than the end of lunch break the last day before the dance. Approved guest passes must be brought to the dance along with the guest's photo ID.
3. **Middle school students and individuals over 20 years old will not be approved as guests or permitted to attend PHS-sponsored dances.**
4. No one will be permitted to bring food or beverages into a dance or to move from the dance to his/her car and back again. Individuals leaving a dance for any reason must be accompanied by an administrator or will not be readmitted.
5. School code of conduct, including dress code applies to all regular dances. Students dressed in attire too revealing or inappropriate as determined by the student dress code will not be admitted or required to leave.
6. High school dances are for the enjoyment of all students, therefore dancing should be appropriate for the high school setting. Attire or dancing that violates the school's sexual harassment policy (conduct that has the effect of creating an offensive educational environment). Students deemed by staff or chaperones to be dancing or behaving inappropriately may be required to leave.
7. The Administration may prohibit attendance at dances for violation of academic or behavioral standards.

### **Junior/Senior Prom**

1. When purchasing tickets for the Junior/Senior Prom, **students will be checked against a current PHS roster.**
2. Underclassmen will be considered guests and an upperclassman would need to purchase their ticket if they are bringing them as their guest.
3. **An approved guest pass is required for all NON PHS students.**
4. **The Junior/Senior Prom is a formal dance and students attending must be in appropriate attire. No costumes.**
5. Dance expectations as listed above apply.

# ATHLETICS

<h2 style="margin: 0;">School Sports and Coaching Staff</h2>	<b>Athletics Director:</b> Tony Matta <b>Athletics Assistant:</b> Amanda Bauer
<b><u>Fall Sports</u></b> Football: Head Coach: Alex Firth Volleyball: Head Coach: Denee Newton Cross Country: Head Coach: Joe Fulton Boys' Soccer: Head Coach: Dave Ellis Girls' Soccer: Head Coach: Mat Phelps Cheer: Head Coach: Kathy Kohler	<b><u>Winter Sports</u></b> Wrestling: Head Coach: Troy Woosley Swimming: Head Coach: Daniel Mikula Boys' Basketball: Head Coach: Blake Ecker Girls' Basketball: Head Coach: Ben Silva Dance: Head Coach: Lori Haslam Cheer: Head Coach: Kathy Kohler
<b><u>Spring Sports</u></b> Baseball: Head Coach: Levi Webber Softball: Head Coach: Travis King Tennis: Head Coach: Gary Quandt Track: Head Coach: Joe Fulton	<b>For athletic schedules, etc., visit our website:</b> <a href="https://www.philomathsd.net/philomath-hs-home/athletics">https://www.philomathsd.net/philomath-hs-home/athletics</a>

Philomath High School offers a full program of interscholastic athletics. To participate in a sport, a student needs:

1. Proof of insurance (You must have medical insurance to participate in athletics.)
2. A completed current OSAA physical form on file (must be renewed every two years.)
3. Completed FamilyID registration.
4. To purchase the Student Body Fee of \$25, this includes the ASB validation.

After completing all of the above, clearance will be approved by the athletic office at the high school Per OSAA, all athletes must obtain physicals which are then valid for two years. See the Athletic Office or the school website for correct OSAA physical forms which must be used. Home insurance or insurance purchased through the school will be sufficient.

**Academic eligibility** is governed through the Oregon School Activities Association (OSAA) and our district's academic requirements.

There is a one-time credit check per school year.

- Student athletes must make satisfactory progress toward graduation, earning minimum quantity of credits. Sophomores (4.5 credits), juniors (10.0 credits), seniors (17.0 credits)
- If students have not earned the minimum credits at the beginning of the school year they are ineligible to participate for the entire school year. (Incoming freshmen are exempt from the one time check)
- Athletes must earn two (2) credits the previous trimester to remain eligible by OSAA standards and be enrolled in a minimum of the equivalent of four (4) high school classes during the trimester of competition.
- In addition to OSAA standards, Philomath students must maintain a 2.0 GPA for each teacher reporting period. Students who fall below the 2.0 GPA will be placed on Probationary status for the next grading period. Students who do not meet performance standards for a second consecutive grading period will become ineligible until the next reporting period and until they meet OSAA standards. Teacher reporting periods are approximately at the 6th and 12th weeks of each trimester.

**Positive Student Behavior:** Athletes may also lose eligibility for sports and extra-curricular activities due to violation of the student code of conduct. Student-athletes are expected to be positive role models and PHS ambassadors within the school, in our local community, and when visiting other communities.

Specific details will be listed in board policy and available on FamilyID. Information on Academic Eligibility Requirements, Pay to Participate Policy, and Substance and Tobacco Abuse Policy for participation in sports is included on FamilyID.

### **Sportsmanship Plan**

The spectators and participants of PHS must abide by the Student Code of Conduct which creates a positive atmosphere of courtesy and fair play toward officials, coaches, contestants and spectators. No making fun of or harassment of opponent teams or visiting fans is allowed at games. The following list details how this Code is followed at PHS:

1. Promote organized support and discourage inappropriate yells, cheers, chants and gestures: cheer for, not against.
2. Prohibit physical or verbal abuse of coaches, players, cheer squad, officials and/or fans.
3. Adhere to school district policies concerning controlled substance use/abuse.
4. Promote respect for the visiting teams and fans during warm-ups, introductions, and the game.
5. The administration may meet with key students and the student body each year to discuss and to promote sportsmanship. At the beginning of each contest the announcer shall make an appropriate statement encouraging good sportsmanship.
6. The administration will handle appropriately all incidents involving poor sportsmanship. Promotion of good sportsmanship, continued support, and enthusiasm at all our school activities will help our school maintain its positive attitude, friendly atmosphere and competitive spirit.

### **Oregon West Conference Sportsmanship**

In keeping with the OSAA's sportsmanship efforts, the use of artificial noise makers are banned from all contests.

### **Hazing**

Philomath High School has a Zero Tolerance towards hazing in all academic, athletic and extra-curricular settings. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, punching or spanking, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student, or other such acts); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing. Please see Student Code of Conduct section for further details on the hazing policy and see Student Rights section for further information on how to make a complaint.

### **Athletic/Activities Substance and Tobacco Abuse Policy as well as Behavior for Participation**

Upon enrollment in Philomath High School all students are accountable to both the school's substance and tobacco (including vaping material) abuse policy and the student code of conduct behavior policy. This accountability begins with the first OSAA scheduled fall practice and carries throughout the calendar year including school sponsored summer activities. Any student in violation of the above mentioned policies will be disciplined according to the appropriate policy when beginning participation in any PHS activity or athletic program.

# ATTENDANCE

## **Compulsory Attendance**

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. The district will notify the parent in writing that, in accordance with law, the superintendent or the designee will schedule a conference with the non-attending student and her/his parent(s) to discuss attendance requirements.

The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws including the suspension of driving privileges;
2. Failure to send a student to school is a class C violation;
3. A citation may be issued by the district in the amount of a \$150 fine;
4. A conference with the parent and student is required.

## **Attendance**

Daily attendance is strongly correlated to academic excellence. **It is difficult, if not impossible, to duplicate the educational experience missed because of an absence.**

## **Student Rights:**

Philomath High School students have the right under Oregon and Federal Laws to a free and appropriate education.

## **Student Responsibilities:**

1. Students shall regularly attend public school full time, unless they have completed the 12<sup>th</sup> grade or have been excused from attendance as outlined in O.R.S. 339.030 as amended in 1989.
2. Students shall request assistance of school staff if conditions exist which prevent regular attendance.
3. All planned absences must notify the attendance office for approval by administration. Classwork and/or tests are due upon return.
4. Students shall be aware of and fulfill their responsibilities as set forth in the student handbook, on the District Attendance Policy form, and as described more fully in O.R.S. 339.065 and in the policy handbook of the Philomath School District.

## **Parent and Legal Guardian Responsibilities:**

1. The parent or legal guardian shall send the student to school and maintain his or her regular attendance as required by O.R.S. 339.030, unless an exemption applies pursuant to O.R.S. 339.030.
2. The parent or legal guardian shall request assistance of the school staff if conditions exist that prevent the student's regular attendance and work cooperatively with school personnel to alleviate and/or cope with those conditions.
3. Parents/ Legal Guardians must notify the attendance office in advance of planned absences for approval by administration.

## **School Responsibilities:**

1. The school shall establish a suitable educational program for all students.
2. The school shall establish an attendance procedure with accurate records of attendance, absences and contacts with parents or guardians to resolve student attendance problems.
3. The school shall give notice pursuant to O.R.S. 339.080 to the parent or legal guardian if the parent or legal guardian fails to send a student under his or her control to school.
4. Each school year the school shall provide each student with a Student Handbook which outlines the District Attendance Policy.
5. The school will set up an attendance conference with the student, parents or guardian, counselor and Assistant Principal to address items 2 & 3 above.

### **Absences and Credit Denial/Grade Reduction Policy**

To receive credit for any class, a student must be in attendance on a regular basis.

**Credit Denial/Grade Reduction:** At Philomath High School, a teacher may initiate a credit denial process. A teacher's determination on grade reduction or credit denial may include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction or credit denial, the following shall occur: a. The teacher will identify how the attendance and class participation is related to the instructional goals of the subject or course. b. Parents and students will be informed. c. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons. d. Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to: 1) Religious reasons 2) Student's disability 3) Excused absences as determined by the District's policy (Legal References: ORS 339.280)

### **Oregon Revised Statute (ORS 339.065) recognizes the following reasons only as valid excuses for absences**

1. Illness, medical or dental appointments
2. Serious illness or death in immediate family
3. Emergency medical or dental needs
4. Absences approved in advance by the school principal

### **The following are not excusable absences in accordance with Oregon Attendance Laws:**

1. Truancy
2. Oversleeping
3. Missing the bus or car malfunction
4. Shopping/hair cut appointments
5. Family vacations not approved by principal in advance
6. Hunting or fishing excursions not approved by principal in advance
7. Birthdays or other celebrations
8. Gainful employment

According to Oregon law, parents do not have unilateral permission to excuse their children from school.

### **Excused Absences**

- For absences caused by illness, emergency medical or dental needs, or serious illness or death in the immediate family, the parent shall inform the school by phone call (541-929-3177) or written note (preferably the morning of the absence).
- Students can receive credit for work made up after an excused absence.
- It is the student's responsibility to see his/her teacher for make-up work and timeframe upon return to school from an absence. Teachers are not required to allow make-up work for unexcused absences.

### **Prearranged Absences**

- The parent must phone in the request or send a note to request prior authorization from the building principal/attendance office identifying the reason for the absence and the dates of the absence(s).
- Students must collect all classwork and communicate with teachers before leaving and it will be due on return to school. Failure to acquire prior approval for planned absences may cause them to be unexcused.

### **Suspension of Driving Privileges**

The Superintendent may, under ORS339.257, notify Oregon Dept. of Transportation of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days of unexcused absences, or
2. Fifteen school days total of unexcused absences during a single term.

### **Attendance Procedure**

Students are expected to attend school daily in accordance with the annual school calendar and to be punctual to all of their classes. Every effort should be made to avoid having students out of scheduled classes. Oregon State Law requires that parents/ guardians are responsible for sending children between the ages of 7 and 18 years

to school during the entire school term. Attendance is a joint responsibility of the school, the student and the parent. Please call the school (PHS 24-hour Attendance Line: 541-929-3177) when your child is absent.

### **Checking In and Out of School**

If a student finds it necessary to leave school for any reason, he/she must check out through the attendance/front office. Students must have verification by a parent note/call before leaving campus. When a student returns to PHS he/she must check in through the attendance/front office upon arrival. Failure to follow these rules may result in an unexcused absence.

### **Emergency Closure**

The decision to hold school or not during unusual weather conditions is made by 6:00am. The district web site will have information on emergency closures: <https://www.philomathsd.net/>. Local television stations will announce which schools are closed and/or which schools will be opening late. If no announcement is made, school is open, and the buses will run their usual routes.

### **Tardy Procedure**

Students are expected to be on time to all classes. Tardies are considered a major interruption of instructional time. A student is tardy if she/he is not in the classroom when the class starts, according to the bell schedule.

Teachers may write referrals for violations of the tardy policy.

Tardy Number

1. Individual student conferencing
2. Parent contact
3. Referral: Detention
4. Referral: Friday School
5. Referral: Friday School (2)
6. Referral: In School Suspension
7. Referral: In School Suspension (2 +)

A tardy of half the period or more will constitute one unexcused absence.

## **Student Code of Conduct**

### **Rules & Regulations**

Philomath High School's purpose in enforcing school rules is to create an educational climate conducive to learning and to protect all members of the school community. Students at all school-sponsored activities and events are governed by school district rules and regulations and are subject to the authority of school district officials whether the event occurs on or off school grounds. Violation of regulations may lead to discipline sanctions up to and including suspension or expulsion.

### **Prohibited Behaviors**

The following behaviors are specifically prohibited at school or school related activities:

#### **Assault/Fighting**

Assault/Fighting can involve physically assaulting another person or knowingly encouraging others to physically assault another person. In these situations, all parties involved may be suspended while an investigation is being conducted. These prohibited behaviors could result in suspension or expulsion and/or law enforcement involvement.

### **Cell Phone & Dress Code Policy**

#### **Cell Phones, Ear buds, headphones & Other Electronic Communication Devices**

##### **Acceptable Uses**

- The use of cell phones is up to the individual teacher specifically for educational usage.

- Individual classroom teachers will have cell phone rules posted.
- Cell phones may be used during lunchtime inside or outside the building.
- Cell phones users must use silent features.
- Phone calls may be made before school, between class, lunch, and after school.

#### Unacceptable Uses

- While in the classroom, cell phones are not to be used to make calls, send messages, take photos, use of apps, or access the internet (unless permission from teacher).
- It is against school policy to use a mobile device to intimidate, bully, or harass another person. Students and parents are reminded that all call, text messages, and emails can be traced.
- **Except as permitted by teachers for educational purposes, mobile devices must not be used to photograph, film, record, or transmit photos/videos of any member of the school community or a visitor to the school without their knowledge and permission.**
- Sending or possession of nude, sexually explicit, or offensive photos or videos is strictly prohibited and may result in a serious disciplinary action and/or notification to local law enforcement.
- Mobile devices must not be used during an exam or assessment. This will be considered cheating and the student will face academic and behavioral consequences.

If cell phones are used improperly, the device will be confiscated and turned into the PHS office for safekeeping.

1. First Offense – returned to student at the end of the day;
2. Repeated Offenses – returned to student at the end of the following day after parental contact and Friday School.

#### Dress Guidelines

Students and their parent/guardians hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for assuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

#### Core Values

In relation to student dress, the district's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

#### Allowable Dress & Grooming

- Students must wear clothing including both a top (shirt, blouse, sweater, sweatshirt, tank, etc.), with a bottom (pants, shorts, skirt, dress, etc.) and footwear.
- Tops must have fabric in the front and on the sides.
- Clothing must cover undergarments, fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, forestry and manufacturing technology, and other activities where unique hazards exist.

- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### **Non-Allowable Dress & Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups. Including universal banned symbols of the Confederate Flag, nooses, and swastikas.
- Clothing must not have gang identifiers, including bandanas, and must not threaten the health or safety of any other student or staff.
- Any clothing that does not cover the entire front and sides of an individual's torso.
- Wearing sunglasses is prohibited.
- Wearing hoods that cover a student's head is prohibited.
- If the student's attire or grooming disrupts or interferes with the learning environment, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

**Disruption of School Activity** Any behavior that substantially disrupts or interferes with the learning environment is prohibited.

Make sure your learning environment adheres to all school policies - there are no inappropriate images or material pertaining to drugs, alcohol, tobacco, controlled substances, race, gender, sexual references, sexual orientation, religion, etc..

### **Fire Alarm/ Fire setting/Arson**

Tampering with or willfully setting off a school fire alarm, starting a fire, or lighting an incendiary device while on school property or a school event is prohibited. All of these behaviors may result in disciplinary action such as suspension and expulsion and referral to the Fire Marshal and/or local law enforcement.

### **Firearms and Weapons (From PSD Board Policy JFCJ and JFCJ-AR)**

Weapons in the Schools\*\*

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association). For purposes of this policy, and as defined by state and federal law, "weapon" includes:

1. A "dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A "deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, or any firearm silencer or any destructive device;
4. A "destructive device" means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as signaling, pyrotechnic, line-throwing, safety or similar device. Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities. Prohibited weapons, replicas of weapons,

fireworks and pocket knives are subject to seizure or forfeiture. In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator. Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon. Parents will be notified of all conduct by their student that violates this policy. Employees shall promptly report all other conduct prohibited by this policy to an administrator. Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy. Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA – Discipline of Students with Disabilities, and accompanying administrative regulation. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds. "Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

## **DISCIPLINARY RESPONSES FOR FIREARMS AND WEAPONS VIOLATIONS**

Students shall be expelled for a period of not less than one year. The superintendent may on a case-by case basis, modify this expulsion requirement. The District may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law.

1. **FOR POSSESSION OF A WEAPON:** Possession of any weapon is prohibited on Philomath School District premises or any other premises where an official school function is being conducted. Possession is defined to include, but not be limited to having a weapon located: In a space assigned to a student such as a locker or desk, on the student's person or property (on the student's body, in student's clothing, purse, bag, or in an automobile), under the student's control, or accessible or available; for example: hidden on school property. Confiscated weapons not turned over to the police will be released only to the student's parents/guardians. Response: Level 1-5 of the disciplinary code.
2. **FOR THREATS WITH A WEAPON:** Using an actual weapon, simulated weapon or dangerous object to threaten another person with bodily injury. Response: Level 3-5 of the disciplinary code.
3. **FOR USE OF A WEAPON:** Using a weapon to cause injury or to force another person to act against their will. Response: Level 5 of the disciplinary code.
4. **FOR USE OF A LEGITIMATE TOOL AS A WEAPON:** Using legitimate tools and instruments such as pens, pencils, compasses, combs, shop tools, etc, with an intent to inflict bodily harm upon another or to force another to act against their will. Response: Level 3-5 of the disciplinary code.

**EMPLOYEE RESPONSIBILITY:** In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator. Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm, or destructive device. Student guardians will be notified of all conduct by their student that violates this policy.

## **DISCIPLINARY ACTION LEVELS**

The Philomath School District recognizes five levels of disciplinary action ranging from the least to the most serious infractions that may be taken by District administration and the Board when violations of the weapons policy occurs:  
Level 1 - Conference

- Level 2 - Intervention, i.e. counseling referral, law enforcement, etc.
- Level 3 - Suspension/Temporary removal/Reassignment/Referral
- Level 4 - Reassignment/Referral/Recommended expulsion
- Level 5 - Recommended expulsion

**PROHIBITION OF POSSESSION OR DISCHARGE OF FIREARMS IN "SCHOOL ZONE"** In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds. "Gun-Free School Zone" signs will be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

### **Food and Drink**

Food and drink is allowed in the hallways, however, this is a privilege that may be restricted if trash becomes an issue. There is no food allowed in gym class, weight room and locker rooms. Food and drink in the classroom is at the discretion of individual teachers. Students must be responsible to clean up after themselves. Respect your school; help keep it clean.

### **Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence**

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited and will result in disciplinary action or other appropriate sanctions. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

### **Definitions**

**"District"** includes district facilities, district premises and non-district property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district. This policy also applies to school transportation (school busses and other official transport) and all bus stops.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

**"Hazing"** includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student, or other such acts); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

**"Harassment, intimidation or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student's property; 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; 3. Creating a hostile educational environment including interfering with the psychological wellbeing of the student and may be based on, but not limited to, the protected class of the person.

**"Protected class"** means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

**"Teen dating violence"** means: 1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or 2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

**"Cyberbullying"** is the use of any electronic communication device to harass, intimidate or bully. Students and staff shall not use personal communication devices or district property or equipment to violate this policy.

**"Retaliation"** means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation. **"Menacing"** includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

### **Reporting**

The Building Administrator will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the building principal. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to the building principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the building principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the building principal who has overall responsibility for all investigations. This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with administrative regulations district complaint procedures. Complaint procedures, as established by the district, shall be followed. (For further information regarding complaint process please see Student Rights Section of this Handbook and/or **JFCF-AR** <http://www.philomath.k12.or.us/policies/j.php>)

### **Gangs**

Philomath High School is a gang-free zone. There will be zero tolerance for any type of gang or gang-like behavior.

### **Gambling**

All forms of gambling are prohibited, and are a violation of state law.

### **Hall Passes**

Students leaving the classroom during class time must have in their possession a visible, hall pass from their teacher. Students should only go to the intended destination.

### **Lasers**

Due to the possibility of serious eye damage, lasers are prohibited.

### **Off-Campus Privileges**

Students may use Off-Campus Privileges **only** by

1. taking higher education courses
2. doing work experience credit or internships
3. as part of their IEP written plan
4. with prior administration approval of a situation deemed as an emergency

### **Open Campus**

Students are free to leave campus without checking out during lunch time only. However, this is a privilege which can be revoked if a student does not respect punctuality in returning to class after lunch. PHS is committed to being a good citizen in the neighborhood and community. Students are urged not to behave in any way that detracts from this positive image. Students must not litter, loiter on public property, or trespass on private property while enjoying the privileges of open campus during the lunch break. Student misconduct off campus may result in denial of this privilege. Students leaving the campus any other time must have permission from the administration and follow check out procedures. Students are not permitted in any of the structures related to baseball, softball, soccer, and football.

### **Profane, Abusive Language**

Students will not use any profane, abusive, or obscene language or gestures. Consequences up to and including suspension.

### **Public Displays of Affection (PDA)**

Excessive PDA is prohibited at school and at school sponsored activities and events. It is unacceptable to engage in sexual acts on school grounds and violation of this policy may result in consequences up to and including suspension or expulsion. Respect yourself, each other, and those around you.

### **Sexual Harassment**

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. Violation may lead to immediate suspension and/or expulsion from school and related activities. See previously listed definitions of *district* and *third parties* (listed in "hazing/harassment..." policy).

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal 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 has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive, or hostile educational or working environment.

Relevant factors to be considered will include, but not be limited to:

- a. did the individual view the environment as hostile;
- b. was it reasonable to view the environment as hostile;
- c. the nature of the conduct;
- d. how often the conduct occurred and how long it continued;
- e. age and sex of the complainant;
- f. whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment;
- g. number of individuals involved;

- h. age of the alleged harasser;
- i. where the harassment occurred;
- j. and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to:

1. physical touching or graffiti of sexual nature;
2. displaying or distributing of sexually explicit drawings, pictures and written materials;
3. sexual gestures or obscene jokes;
4. touching oneself sexually;
5. talking about one's sexuality in front of others;
6. and spreading rumors about, or rating other students (or others) as to appearance, sexual activity, or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy, or feels s/he is a victim of sexual harassment, must immediately report his/her concerns to the building principal, compliance officer, or superintendent. A student may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken. The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignment or work environment of the staff complainant. There shall be no retaliation by the district against any person who (in good faith) reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment. It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

**Skateboards and Scooters.** Absolutely no skateboards or scooters are allowed in the building. A skateboard rack is provided for your use during class time. Violators may be referred for disciplinary action.

### **Substance Abuse: Alcohol, Drugs, Nicotine products and Vaping**

Philomath School District is a drug and alcohol free zone. Students are prohibited from possession, use of, or solicitation to use any alcohol, marijuana or illegally used drugs while on or near school grounds/buildings (any time during school hours, before/after school, and lunch time) or attending any school-sponsored activity. Prescription drugs which are not properly checked in to the office are also prohibited. Violation may lead to immediate suspension or expulsion from school and related functions.

- In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500.
- An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of twenty (20) years imprisonment, \$100,000 fine or both.
- Philomath School District is a tobacco free zone. Tobacco use is defined as the possession or smoking of any kind of pipe, cigar, cigarette, or any other smoking/vaping equipment or material, or the chewing or sniffing of a tobacco product. In addition to tobacco-based products, electronic cigarettes or tobacco pipes are not allowed at PHS. Students found to be in violation of this policy may be immediately suspended. Students are prohibited from possessing tobacco products while present on school grounds/buildings (any time during school hours, before/after school, and lunch time) or while attending any school-sponsored activity. This includes the possession

of cigarette lighters. Violation may lead to immediate suspension or expulsion from school and related functions. In addition to this policy, there shall be no displays, signs, advertising or any other material or clothing which promotes the use of tobacco products on any district property or in any district-owned vehicles.

**Drug Intervention Program** The Philomath School District has a non-punitive drug intervention policy for students who come forward voluntarily to seek help. The purpose of the policy is to provide students who wish to become clean and sober a choice. PHS also has a drug intervention program which addresses assessment, education, recommended treatment (if necessary) and support. Students who are suspended for violating drug and alcohol policy may be asked to complete a drug and alcohol assessment at personal expense in order to return to school. The Philomath School District also has an age-appropriate drug, alcohol, and tobacco prevention curriculum which is taught to all 9<sup>th</sup> and 11<sup>th</sup> students.

**Ten-minute Rule** At the beginning of each class, students are to remain in their classrooms for the first ten minutes and are not allowed to leave. This allows the teacher to effectively start class and get students on task and engaged.

### **Theft/Mischief/Vandalism**

Any student who steals or destroys the property of students, school personnel, or the school or district may be subject to disciplinary action up to and including suspension and expulsion and, if appropriate, referral to law enforcement officials and restitution.

### **Technology Use**

- The network provides a method for students to conduct research and to communicate with others. Access to network servers is granted to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks. E-mail access is permitted only before and after school and during the lunch break. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect personal files stored on district servers to be private. Communications on the network are public in nature.

#### **The following are not permitted:**

- Using obscene language/graphics, harassment, insults and/or discrimination at any time or against others
- Damaging computers, systems, or networks via viruses and vandalism
- Violating copyright laws or re-posting personal communications without the author's prior permission
- Using another's password or trespassing in another's files
- Using the network for financial gain or for any commercial or illegal activity
- Unauthorized downloading or e-mailing of non-educational related files (graphic or textual including games)
- Subscribing to databases, List Servers, or other sources without the prior permission
- of the supervisor or teacher
- Using chat rooms
- **All students must have on file a Philomath School District Technology Acceptable Use Policy form which has been signed by both the student and the parent.** Students who violate this policy will receive consequences according to the nature and severity of the misuse, such as limited or no access to technology for a specified amount of time.

### **All Students**

On February 18, 2021, the Oregon State Board of Education adopted a permanent rule, Oregon Administrative Rule (OAR) 581-022-2312 – Every Student Belongs; a revision to the All Students Belong adopted in 2020. This rule takes an unprecedented step to protect some of our schools' most marginalized students, as well as staff and others. As an OAR Chapter 581 Division 22 requirement, districts, ESDs and public charter schools will be required to verify that they are in compliance.

The original temporary rule required districts, ESDs, public charter schools and others receiving state funding for education to adopt a policy prohibiting symbols of hate and addressing bias incidents by January 1, 2021. Updates to the original recommended model sample policy ACB - All Students Belong and its administrative regulation are coming soon and will need to be adopted to comply with the revised permanent rule.

**The rule continues to prohibit the “use or display” of symbols of hate, including the noose, symbols of neo-Nazi ideology, and the battle flag of the Confederacy.** The policy that you adopt must reflect this prohibition. Before adoption, we recommend that you forestall potential legal challenges by documenting the following:

- Previous incidents arising from the presence of these symbols or related issues;

- Why the presence of these symbols would cause a material and substantial disruption to the educational environment; and
- How these symbols interfere with other students' right to be secure and let alone in their schools.

The rule allows adding to the list of prohibited symbols, but we strongly recommend that you consult with your legal counsel before doing so. The rule also defines a "bias incident" and requires related procedures and requirements. Because these requirements are unique to bias incidents, we have created a separate complaint procedure.

### **Transportation of Students**

A student being transported on district- provided transportation is required to comply with the bus company regulations. Any student who fails to comply may be denied transportation services and shall be subject to disciplinary action. All students taking advantage of bus transportation to and from school deserve reasonable safeguards. Bus transportation for students is a privilege, and, because of a paramount need for safety, it is necessary for all students to know the rules and to obey the rules. Students who ignore or fail to obey the rules shall be subject to disciplinary action which may include loss of the privilege of riding a bus. Fair treatment for students shall be such as to protect them from arbitrary and unreasonable decisions. All decisions affecting students shall be based on careful and reasonable investigations of the facts and the consistent application of rules and regulations. All students riding buses shall be apprised of the bus rules and procedures governing busing and the process by which discipline is administered. At the beginning of each school year all students shall receive a copy of the bus rules and discipline procedures with a parental sign-off sheet. All students must return the sign-off sheet one week after issue in order to retain bus riding privileges.

**Responsibilities While Being Transported** – Students shall comply with the rules governing busing and submit to the lawful authority of bus drivers and administrators. Suspension of riding privileges, loss of riding privileges or other appropriate disciplinary action may result depending on the severity or frequency of the misbehavior in question. All citations for student misbehavior shall be handled in the following manner:

1. The bus driver will record the offense on a three-part NCR form and leave it with the appropriate building administrator as soon as possible.
2. The building administrator will confer with the offending student as appropriate, contact the parents as needed, record the disciplinary action on the citation form and send the appropriate copies to the bus company and the parents.
3. Administrators may schedule parent conferences as needed.

Students may be permitted to transport instruments on the school bus to and from school providing they can be held on the lap or be within the seating area. In some cases this will mean two students in the seat instead of three. The intent of this policy is to keep the aisles free at all times. Bringing a firearm, weapon, or other dangerous item on the bus may result in a recommendation to suspend the student from riding the bus. Students and parents who disagree with a suspension or loss of riding privileges may appeal to the Superintendent.

Oregon state law prohibits students driving other students. PHS adheres strictly to this law.

### **Trespassing**

Persons who are not enrolled in school or have been suspended or expelled may not be on school grounds unless they have received permission from an administrator. If, after being warned, the unauthorized person continues to trespass, the police may be called and the person charged with criminal trespass.

### **Truancy**

Any students identified as truant shall be in danger of loss of credit or grade reduction (see credit denial/grade reduction policy). Teachers may refuse to allow students to make up assignments for unexcused absences. Truancy may affect participation in school activities and athletics. If truant, the student becomes ineligible to participate on the day the truancy occurred. This ineligibility may be extended beyond the date of the truancy, until the next school day (occurs on a Friday, may not participate on the Friday and Saturday; eligible on Monday).

### **Vehicles on Campus/Parking**

According to ORS Regulation 332.445, vehicles parked on district property are under the district's jurisdiction. **NOTE: ALL marked parking spaces on campus are reserved for staff and visitors only.**

The district requires that before parking privileges are granted, the student must show that he/she holds a valid driver's license, the vehicle is currently registered, and the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. Any student who has lost on-campus parking privileges or who parks illegally on campus will run the risk of having his/her vehicle towed at his/her own expense. In applying for a parking permit, students will be notified that parking on district property is a privilege which allows the administration to conduct searches of vehicles upon probable cause related to a policy, rule, and/or procedure violation. Parking violations may result in penalties ranging from loss of parking privilege without fee refund to fines and/or tickets to towing of vehicle. Students are required to obtain parking privileges at registration. . There is no charge for a parking pass.

Standard rules for auto safety will be enforced. Reckless driving may result in suspension of parking privileges on campus. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

## **Safety**

### **Mental Health Support**

PHS provides ongoing training to staff in the area of mental health support. The Philomath School District provides yearly proactive mental health activities for students. If students or families are experiencing mental health stress please contact a PHS staff member and they will connect you with services provided through the school and with our external partners. If you are in crisis please contact 911 or one of the following crisis lines:

### **Lines for Life (Substance Abuse and Suicide Prevention)**

Substance Abuse Helpline 800.923.4357

Suicide Lifeline 800.273.TALK (8255)

Youthline for Teens 877.968.8491

Suicide/Self-Harm Text Support: Text “**273talk**” to **839863**

Drug & Alcohol Helpline Text Support: Text “**recoverynow**” to **839863**

### **National Suicide Hotline**

1-800-273-TALK (8255)

En español: 1-888-628-9454

TTY: 1-800-799-4TTY (4889)

### **Bus Emergency Evacuation Procedures**

In a school bus emergency:

- Listen to your bus driver
- Stay calm
- Check for exits
- Move to the exit one seat at a time
- Start with the seats nearest the exit
- The first students out need to help the others
- When exiting from the rear door, jump or sit down and scoot out
- Stay off the roadway and move at least 100 feet from the bus

### **Standard Response Protocol** (From SRP K-12 Handout:

<http://iloveguys.org/srp/SRP%20K12%20Student%20Parent%20Handout%20v2.pdf>)

“A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### **SRP**

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the intercom.

**LOCKOUT - “Secure the Perimeter”**

**LOCKDOWN - “Locks, Lights, Out of Sight”**

**LOCKOUT NON-EMERGENCY- “Learning activities continue, but students are kept in class”**

**EVACUATE - “To the Announced Location”**

**SHELTER - “For a Hazard Using a Safety Strategy”**

### **Training**

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

### **LOCKOUT SECURE THE PERIMETER**

Lockout is called when there is a threat or hazard outside of the school building. STUDENTS: 1) Return to inside of building 2) Do business as usual

TEACHERS: 1) Recover students and staff from outside building 2) Increased situational awareness 3) Do business as usual 3) Take roll, account for students

### **LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT**

Lockdown is called when there is a threat or hazard inside the school building. STUDENTS: 1) Move away from sight 2) Maintain silence

TEACHERS: 1) Lock classroom door 2) Lights out 3) Move away from sight 3) Maintain silence 4) Wait for First Responders to open door 5) Take roll, account for students

### **LOCKOUT NON-EMERGENCY**

A lockout non-emergency would be issued to clear hallways for situations such as a medical emergency for an individual. All students are to remain in an adult supervised space, and conduct school activity as usual.

### **EVACUATE TO A LOCATION**

Evacuate is called to move students and staff from one location to another.

STUDENTS: 1) Bring your phone 2) Leave your stuff behind 3) Form a single file line 4) Show your hands 5) Be prepared for alternatives during response.

TEACHERS: 1) Grab roll sheet if possible 2) Lead students to Evacuation Location 3) Take roll, account for students.

### **SHELTER FOR A HAZARD USING SAFETY STRATEGY**

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS: • Tornado • Hazmat

SAMPLE SAFETY STRATEGIES: • Evacuate to shelter area • Seal the room STUDENTS: 1) Follow appropriate hazards and safety strategies

TEACHERS: 1) Follow appropriate hazards and safety strategies • Take roll, account for students”

## **Disciplinary Actions**

A student who violates the Student Code of Conduct/General School Rules shall be subject to disciplinary action. The school will adopt an overall philosophy of restorative justice. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. The district's disciplinary options include using one or more discipline management techniques:

**Counseling** A student may be provided counseling about making healthy/appropriate choices, problem solving, or conflict resolution by teachers, counselors and administrators.

**Temporary Removal** A student may be temporarily removed from a classroom or other school/activity setting. If a staff member finds it necessary to send a student from a classroom (or other setting) because of disruptive behavior, the student is to report immediately to the office unless directed by the staff member to report to another location. To be reinstated in the class, the student must confer with an administrator, his/her counselor, and/or the teacher concerned.

**Detention** A student may be assigned a detention before school, lunchtime, after school or "Friday School."

**Attendance Referrals** Students may be referred to Administration when attendance patterns cause concern or are impacting a student's academic progress. These referrals may result in hearings and fines.

**Fines** Students may be charged for locker damage, vandalism, lost or damaged books or uniforms, or other damage to school property. Students parking in no parking zones, visitor or staff parking, or illegally in handicapped parking areas may receive citations resulting in fines.

**Parent Conferences for Behavioral Issues** Parent conferences will be scheduled when direct parent involvement is needed to resolve a problem related to student behavior or academic progress. Parent conferences typically involve the student, parent, school administrator, appropriate teachers and counselors. Parent conferences may also be required as a condition of a student who is being placed on a behavioral agreement, being considered for a change in placement, and as a condition for re-admittance after a suspension or expulsion.

**Suspension** A suspension is a formal action prohibiting a student from attending school or school activities for a designated period of time, not to exceed ten consecutive school days. At the discretion of an administrator, students can be suspended on an in-school or out-of-school basis. Every attempt will be made to notify parents prior to a suspension. A conference with the parents may be required before the student returns to school.

**Alternative Placement** It may be recommended that a student be placed in alternative learning environment short-term, or for an extended period of time.

**Expulsion** An expulsion is a long-term exclusion from school attendance and requires a hearing be held by the superintendent or their designee. State law provides that the expulsion of a student not exceed one (1) calendar year. Expulsion can be recommended on the basis of one serious behavioral infraction or accumulated disciplinary problems. The primary purpose of expulsion is to maintain the safety of all students. It is one element on a continuum of interventions with the goal of returning the student to the most appropriate placement. Prior to any expulsion hearing there will be an investigation and parental contact/involvement in the process.

**Police and Fire Department Referrals** Police referrals may occur whenever a student engages in an unlawful activity. Every reasonable effort will be made to notify parents prior to a police interview. School administration will be present at the interview if possible. A referral to the fire department will be made whenever a student lights a fire or incendiary device on school property or sets off a school fire alarm.

### **Student Support Team Intervention**

A student may be referred to a Student Support Team when they are demonstrating behavioral or academic problems which are influencing their ability to be successful in school. The purpose of the Student Support Team is to assess the situation and design an intervention to address and modify the behavior or improve performance.

**Suspension of Driving Privileges** The school district may request that a student lose driving privileges or the right to apply for driving privileges for the following offenses: Expulsion for a weapon, two or more suspensions for menacing or assault on school premises, willful damage to school property, Pattern of unexcused absences The first request to suspend a student's driving privilege or right to apply for a driving privilege may be for up to a year. A second request may result in suspension of privileges until the student reaches the age of 21.

**Searches and Questioning** District officials may search the student and his/her personal property when there is reasonable suspicion a student is concealing evidence of an illegal act or a violation of school or district policy has occurred. Illegal items (weapons, alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by district officials.

A general search of district facilities and properties, including, but not limited to, lockers or desks may occur at any time. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Department of Human Services (DHS) and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

Disciplinary measures are applied depending on the nature of the offense. In addition, when a student commits drug and/or alcohol-related offenses, assault or any other criminal act, he/she may also be referred to law enforcement officials. Teachers and administrators need discretionary powers in invoking disciplinary actions and procedures and in maintaining a climate conducive to learning and to protection of life and property. School disciplinary actions are civil, not criminal, matters.

## **Student Rights**

Students and parents should be aware of the rights and responsibilities of students in the school setting. School Board Policy addresses: standards of conduct, assembly of students, dress & grooming, search & seizure, motorized/non-motorized vehicles, attendance, loitering, freedom of expression, alcohol-drugs-tobacco, discipline, student records, suspension & expulsion, right to a hearing, hearing procedures. Board policies are available online: <https://www.philomathsd.net/about/school-board/school-board-policies>. All decisions affecting students shall be based on careful and reasonable investigation of the facts and the consistent application of rules and regulations.

### **Student Responsibilities**

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.

### **Filing a Behavior Code Complaint**

Students may file a verbal or written complaint against another student alleging a violation of school policy with the school administration. When possible, student complaints will be resolved through informal discussion and consultation with the involved parties. Complaints requiring disciplinary action will be addressed according to school and district policy and may involve a parent conference, and notification of community authorities. The student who initiated the complaint shall be notified of the outcome of the investigation within five school days to the extent allowed by district and State policy.

### **Filing a Sexual Harassment Complaint**

Sexual Harassment Complaint Procedure Building principals, the compliance officer, and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. **Step I:** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer, or superintendent. All such information shall be reduced to writing, and will include the specific nature of the sexual harassment and corresponding dates. **Step II:** The district official receiving the information or complaint shall promptly initiate an investigation. S/he will arrange such meetings, as may be necessary, to discuss the issue with all concerned parties within five (5) working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent. **For information about appeal process, or for greater details about board policy please see:** Sexual Harassment Complaint Procedure, JBA/GBN-AR <https://www.philomathsd.net/about/school-board/school-board-policies>

### **Filing a Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/ Teen Dating Violence Complaint**

The building principal has responsibility for investigations concerning hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. All complaints will be investigated in accordance with the following procedures: **Step 1** Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building principal. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. **Step 2** The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent. **Step 3** If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office. **For information about appeal process, or for greater details about board policy please see: JFCF-AR:** <https://www.philomathsd.net/about/school-board/school-board-policies>

### **Filing a Grievance**

A student grievance is defined as a complaint lodged by a student against the school, a member of the staff or administration, alleging one or more of the following: A school rule is unfair, a school rule or regulation discriminates between students, or an unfair procedure has been used. All student grievances must be filed in writing with the principal or their designee. The principal or their designee will investigate the student grievance and provide a written response within 10 school days.

### **Confidentiality**

Whenever possible, the administration and staff attempt to preserve the confidentiality of students with respect to any matter reported and/or investigated. Exceptions to this policy include, but are not limited to situation in which the safety and welfare of students require sharing information with appropriate law enforcement or student support agencies.

### **Video Surveillance**

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Upon review of video recordings students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Descriptions or images of student and/or staff conduct on video recordings obtained during District video surveillance may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **Lockers**

Lockers are the property of the school and are loaned to students for the school year. As such, lockers are subject to inspection at any time. Students are responsible for their locker and may be charged for damage done to it. Students must remain with the assigned locker unless an official change is made through the main office. Report to the main office right away if your locker is vandalized or doesn't work correctly. **Do not store valuables or money in your locker.** Although the school may assist in reclaiming valuables, it assumes no responsibility for loss or replacements. Students should be sure to secure the lock when leaving the locker and should never give the combination to anyone.