

# GLADIOLA HIGH SCHOOL



## STUDENT/PARENT HANDBOOK

2024 – 2025



(Revised August 2024)

# Welcome to Gladiola High School!!

## School Board Statement of Educational Philosophy

“We will provide an education that encourages all students to reach their potential and to become responsible, productive citizens.” We can all agree that our common purpose is to create a school climate which welcomes all students, encourages the pursuit of excellence, promotes safe behavior, and instills respect for one another.

## School-wide Positive Behavior and Instructional Support Expectations (PBIS):

**WE ARE GP - GLADIOLA!**

We are:

Empowered

Accepting

Respectful

Educated

Goal Orientated

Personally Responsible



This handbook attempts to cover the basic expectations, rules, and policies governing the way students, staff, and others relate within the high school community. Staff is responsible to follow and administer the policies and procedures in a fair and firm manner.

Grants Pass School District #7 is dedicated to implementing School-wide Positive Behavior and Instructional Support (PBIS). This is not a new initiative as the middle schools and elementary schools have already introduced students to the system of discipline to create environments in which: a) learning and teaching are elevated above aggressive, unsafe behaviors, b) respect, responsibility, cooperation and other high values are fostered and taught, c) diversity is valued as well as taught and encouraged to create a community that is both safe and comfortable for one and all, and e) teaching basic skills in reading, math, oral and written communication are maximized.

We, the staff of Gladiola High School, will provide a school atmosphere that is conducive to the educational process by implementing and practicing fair, firm, and consistent expectations for student conduct. We maintain and regularly review and revise these policies and procedures. We welcome community input and communication on such matters. We will make every effort to inform parents when standards of behavior are not being maintained by your student.

This handbook reflects and is congruent with the laws of the State of Oregon and the policies set down by the Grants Pass District #7 Board of Education. For specific references to Grants Pass District #7 Board Policies and Oregon Laws, please visit the Grants Pass District #7 website.

### Expectations for the Learning Community

We will be using the 6 P's here to support positive interactions in our community. All staff members will be supporting these 6 P's, which are: Prompt, Prepared, Polite, Positive Mental Attitude, Participate, & Produce. Students not following these 6 P's will receive a "redirect". Redirects are a reminder that one of the 6 P's isn't being addressed. After a 3rd redirect, the student must go home for the day (suspension) and they must complete the Gladiola Problem Solving form before re-entry. This form is reviewed by administration/student management in the morning and then the student reviews the form with their teacher.

Our cardinal rule at Gladiola is "kindness". ALL students are welcome and all students have a right to an education. Student behavior must not interfere with the education of others.

## Handbook Philosophy

This handbook is to provide students and parents with the policies that allow GHS to be a safe and respectful place to attend school. Students must understand that Gladiola High School is a public place – they must leave behind some activities, behaviors, clothing, etc... that might only be acceptable in a private setting.

# Student/Parent Handbook

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## School Contacts and Phone Numbers

The Gladiola main office phone number is: 541-474-5790. The school's primary fax number is 541-474-0098.  
Gladiola Office hours are from 7:30 a.m. to 3:30 p.m.

Principal: (474-5790 x90101)  
Jake Musser

Attendance Supervisor: (474-5790 x90102)  
Shinae Ferguson

Counselor: (474-5790 x90126)  
Holly Hayes

Mental Health Therapist: (474-5790 x90103)  
Larun Legrand

Office Manager: (474-5790 x90100)  
Sarah Emptage

# Academic Policies and Procedures

## 1. Overview

Grants Pass School District #7 does not discriminate on the basis of race, religion, color, national origin, sexual orientation, disability, marital or parental status, or gender and gender identity in providing education or access to the benefits of education services, activities, and programs. We believe Gladiola High School's students:

- Will master the essential learning and technological skills needed to access, acquire, and apply information to a practical situation.
- Will become a lifelong learner, employing critical and creative thinking skills to develop as complete individuals and as contributing members of a democratic society.
- Will obtain those interpersonal skills needed to participate and flourish in a family, in the workplace, and in the community.
- Will incorporate and practice those job-readiness skills and ethics expected from members of the workforce.
- Will develop a sense of global interdependence, especially regarding an appreciation for all cultures and an awareness and respect for the environment

As part of being at Gladiola, all student agree to abide by our community's "6 P's"

1. **Prompt** - On time for class ready to learn
2. **Prepared** - Emotionally, Mentally, and Physically prepared for the day
3. **Polite** - All students are welcome at Gladiola and each human deserves kindness, respect, and dignity on our campus
4. **Positive Mental Attitude (PMA)** - We will stay positive and will find positive solutions to challenges and obstacles
5. **Participate** - When we are at school we will be an active participant in our education and future goals
6. **Produce** - We will be graded on what we produce for our assignments, tests, and participation

Actions and behaviors that fall outside of the above 6 P's will be addressed with our redirect system. A student gets up to 3 redirects in one day, and on the 3rd, must go home. After 3, 3 redirects in a quarter, the student's placement will be changed from Gladiola to an alternative program (GPASS or BPM).

If one of the above 6 P's is not being addressed in class or on our campus, the redirect system will be used:

**1st redirect** - Privately to the student as a reminder that one of the above 6 P's is not being addressed

**2nd redirect** - Privately to the student outside the classroom. Discussion between student and staff as to the reasons for the first 2 redirects and to make a plan to finish the class period positively.

**3rd redirect** - Student will call home to parents/guardians and share what the 3 redirects were for. Student will bring home a "problem solving sheet" to review with their parents/guardians and will review it before school with the administrator. This process and plan for success must be completed before a student is allowed back in class.

*Certain offenses result in an **immediate referral (an automatic 3rd)**, bypassing the three redirect process. These include, but are not limited to: fighting, harassment, aggression, danger to self, danger to others, being under the influence, cursing at a staff member, blatant defiance (refusing to follow the reasonable requests of a school official) and obvious emotional distress.*

## 2. Standards-Based Teaching and Learning

Grants Pass School District #7 will continue using Standards-Based Teaching and Learning for the 2021/2022 school year.

**Standards-based grading** is assigning a well-defined, descriptive value of a student's demonstrated knowledge and skills to report whether the student meets or exceeds defined levels of performance.

Gladiola High School uses an A, B, C, D, & "I" grading system. Grades will be based primarily on the student demonstrating proficiency on all the standards covered in the class. In general, Teachers will use a minimum scale where at least 70% of the grade reflects content knowledge and skills, and no more than 30% of their grade reflects formative assessments.

Students that demonstrate **Proficiency** in a given standard will earn a C grade. Students that go beyond proficiency and are **Approaching Mastery** will earn a B while those that go well above and beyond proficiency and demonstrate **Mastery** will earn an A. Students may earn multiple opportunities to demonstrate proficiency but the deadlines, requirements, parameters and reassessment policies will be determined by Gladiola High School Administration and individual teachers. Students who fail to demonstrate proficiency will earn an "X" grade. Students earning above a 50% may earn an Incomplete "I" at teacher discretion.

For a more detailed explanation of Standards-based teaching and learning, please contact the GHS Counseling Center, GHS Administration or speak with your student's individual teachers.

### **3. Changing a Student's Schedule**

Gladiola is a small school with a strong but small teaching and support staff. As such, it is very important that students adhere to their course schedule as it has been meticulously planned and created by our counselor and the student to maximize learning and success towards graduation. Schedule changes will only be allowed under rare circumstances, and must be approved by both the administrator and counselor.

**Schedules are not changed for the purpose of matching classes with friends!**

### **4. Report Cards and Grading Periods**

Gladiola High School operates on a quarter grading system and report cards will be issued at the end of each quarter (9-week period). Each teacher is required to distribute to students a copy of the grading policy at the beginning of each course (hard copy or virtually). Report cards include all subjects and scholastic grades of the student. Students' cumulative grade point averages (GPA) are calculated on a straight four-point scale. Pluses and minuses do not impact the GPA. Pluses and minuses are no longer going to show on the report card.

### **5. Progress Reports**

Progress Reports will act as a warning if your student is in danger of failing or is not on track to earn credit in a course. These will be sent out 4 weeks before the end of each quarter. They are sent to the parent/guardian of any student who is failing, or is in danger of not earning credit in a class. Progress Reports may be issued at any time after that if a student's work falls below passing. Parents are encouraged to contact teachers during office hours by phone or by email if a Progress Report is issued. Additionally, grades can be accessed from Powerschool at anytime.

## **Alternative Education**

### **Overview**

Alternative education programs are defined as "a school or separate class group designed to assist students to achieve the goals of the curriculum in a manner consistent with their learning styles and needs. In implementing alternative education programs, district school boards shall maintain learning situations that are flexible with regard to environment, time, structure and pedagogy."

The goal of the District #7 Alternative Education program is to provide a more appropriate program to better serve the individual student's needs and interests within district and state academic standards. Students will only be recommended for alternative education when it is clearly in their best interests. Placement in Alternative Education Programs must be approved by Gladiola HS Administration and the Alternative Education Committee.

Grants Pass School District #7 offers a number of alternative education programs:

#### **1. Gladiola High School**

Gladiola is a small, supportive learning environment. Gladiola offers a District #7 diploma program. Gladiola is designed to accommodate a limited number of students and is resourced with additional supports and interventions in mind. If a student is interested in attending school at the Gladiola Campus, they may obtain an application from their Guidance Counselor and placement is prioritized based on need. Attendance, behavior, and course completion expectations must be met to stay enrolled at Gladiola.

#### **2. Grants Pass Alternative School Setting (GPASS)**

GPASS, located on the Gladiola campus, creates a learning environment that allows students to progress towards their graduation requirements while addressing personal issues that interfere or distract from their chances of success at GPHS or Gladiola. Students who display consistent attendance, positive, regulated behaviors, and a commitment to their education may be placed back into the Gladiola main campus based on the assessment team's evaluation.

#### **3. Bridges PM Program**

The Bridges PM Program uses an on-line curriculum and allows students to earn credits in a highly structured and supported environment. The Bridges PM program is located on the Gladiola campus and students are required to attend daily. Enrollment in this program is determined by an interdisciplinary team based on need.

#### 4. GED

Grants Pass School District #7 offers a daily GED program. It is a computer-based program at Gladiola and students are required to attend GED classes daily. **Students enrolled in the GED program are not to be on the GPHS campus without permission from staff.** Interested students will make an appointment with a Counselor to get details about eligibility and a referral.

### **Attendance: Policies and Procedures: Absence, Truancy, Tardy, Truant Tardy and Leaving Campus Early**

#### **Overview: Attendance Matters!**

In order to be successful in school, students must be at school. One of the most significant factors in student performance is attendance. We cannot teach you if you are not here. Students with frequent absences can expect their grades to suffer significantly and students must target a 90% or better attendance percentage to have continued enrollment at Gladiola HS.

Based on the above statements, Grants Pass School District #7 and GPHS/Gladiola Administration and staff take student attendance very seriously. Therefore, when an attendance problem prevents a student from properly pursuing an education, they may face disciplinary consequences such as detentions, suspensions, contractual enrollment and/or alternative placement. These disciplinary consequences are intended to support a change in the student's behavior so that they will be more likely to positively attend school and, as a result, be more successful in their educational pursuits.

In accordance with ORS 339.065 sec 2:

“An absence **MAY** be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher **MAY** also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.”

With this in mind it is at the discretion of the school whether an absence is considered excused or not. As a general rule any absence that is acknowledged by the parent or legal guardian either prior to the event or within 48 hours after the event is considered verified. “

Absences due to the following reasons are generally considered excused, prior notice is preferred, and the school reserves the right to request documentation, or corroborating statements if there is further question about either the attendance event, or the frequency with which the event is, or has, occurred.

- Illness
- Medical or Legal Appointment
- Family Emergency (Sudden Illness, or Injury)
- Bereavement or Funeral
- School Academic Activity
- School Extracurricular Activity

#### **Un-cleared/Unexcused Absences**

All absences not cleared by a parent or legal guardian within 48 hours will be considered unexcused. ORS 339.065 Defines 8 half day (or 4 full) unexcused absences in any four week period “irregular attendance” and in violation of the “regular attendance” required in ORS 339.020 ss 4

Further, for students aged 15-18, in accordance with ORS 339.257, “a student shall be considered to have withdrawn from school after more than 10 consecutive school days of unexcused absences or 15 school days total of unexcused absences during a single semester.” The DMV may be notified requesting that a student's driving privileges be revoked. Students who wish to appeal the decision to notify the DMV should notify their building administrator in writing to schedule a review meeting.

## Chronic Absenteeism/Attendance Letters/Conferences

Chronic Absenteeism is defined by the Oregon Department of Education as any student who has less than 90% attendance. Excluding all other factors, students who miss more than 10% of the school year often have external barriers that are impacting attendance, and, eventually, academic performance respective to their abilities. As a way to best support the students and families, and in accordance with Oregon's Statewide Chronic Absenteeism Plan set forth in House Bill (HB) 4002 (2016), GPSD 7 tracks all non-school related attendance events.

At Gladiola, we focus heavily on attendance. With the ability to earn 10+ credits here in a year, our limited seats are very valuable and if students are not utilizing their opportunity here well, we will move them to another program (GPASS, Bridges PM, GED) to give the seat to another student that may maximize this opportunity. We have a much smaller student community, smaller class sizes with more individualized support, and with the ability to earn 0.5 credits per class, per term, much education is being missed with each missed class period. Good attendance is not just mandatory, it is imperative to success.

At Gladiola we meet weekly to review ALL students' attendance. We have a clearly defined attendance process that involves parental support and contact, home visits when needed, and using the Josephine County courts to support the truancy process if necessary. Our goal is to engage students in meaningful, relevant education, and will work tirelessly to help remove any barriers that may exist in a student's life to help support good attendance. However, once those barriers are removed, and attendance does not then improve, then alternative options and possible citations will result.

In order to assist with this process, GPSD utilizes the Attention 2 Attendance (A2A) notification and letter writing system. This system is designed to help identify and support students who may have barriers that prevent their ability to attend school. It is also designed to provide unbiased identification, support, and in some cases accountability for all families, regardless of race, age, or financial situation. Letters are mailed home in the following sequence:

1. Attendance Notice - sent to students who accumulate 4 or more days of absences
2. Excessive Absence Letter 1 - sent to students who accumulate 7 or more days of absences
3. Excessive Absence Letter 2 - sent to students who accumulate 10 or more days of absences
4. Excessive Absence Letter 3 - sent to students who accumulate 14 or more days of absences
5. Conference Summons - follows letter 3 and requires the parent to attend a meeting to develop an attendance intervention plan.
6. Citation Notification – delivered by Law Enforcement/Administrator/Certified Mail to parent whose student has exceeded 17 days of absences and has not cooperated with the school on a developed attendance intervention plan designed to support their child's regular school attendance.
7. Notification of Truancy - for any student with 4 or more unverified days of absence within a four-week period.

Any day (or in the case of older students, period) that a student is not present for instruction or is not involved with a school sponsored activity (field trips, band, athletics, etc) is tracked by the A2A system. This also includes absences that have been verified by the parent such as vacations or college visitation.

- **Students with excessive tardies and/or absences may have their off-campus privileges revoked. (see below)**
  - **At 4 tardies OR Unverified Absences** - A student owes a 30 minute lunchtime "Clean N' Green" session
  - **At 8 tardies OR Unverified Absences** - A student owes 2, 30 minute lunchtime "Clean N' Green" sessions
  - **At 12 tardies OR Unverified Absences** - The campus will be closed for the student for the quarter
- **In order to participate in the graduation ceremony, good attendance and behavior is required and students with excessive absences may have some GPSD #7 privileges revoked or modified at the discretion of administration.**
- **Students with excessive tardies and/or absences, or behavioral concerns, may not be eligible for early release, work study, or internship opportunities**
- **Students attending GPHS/Gladiola under the terms of an Inter-District Transfer (IDT) may have their IDT revoked for excessive absences whether excused or unexcused.**

## 1. How a Parent Can Clear an Absence:

When a student is absent, the parent or guardian is asked to notify the school the day of or the day following the absence by calling 474-5790. Parents can call these numbers 24 hours a day and either speak with someone in the Office or leave a voicemail message.

Parents also have the option of sending a note directly to the Office with their student. Please include the student's first and last name (many students have different last names than their parents) and the date of absence. We will be following up with these notes directly with the parents via a phone call to verify.

***Forged attendance notes will be disciplined as insubordination and fraud.***

***After 48 hours, an un-cleared absence becomes an unexcused absence and will result in disciplinary action. Absences cannot be cleared after 48 hours.***

## 2. Consequences for Unexcused Absences

Students MUST maintain positive attendance to remain in Gladiola High School. When a student is truant from school or fails to clear an absence within two (2) days, they are designated as an **unexcused absence**. In the event of unexcused absence(s), school responses may include:

- Phone calls home, as well as possible home visits made by school staff
- Letters and notifications from our Attention 2 Attendance system
- Required Student Attendance Review Board (SARB) meetings involving the student, the parent(s)/guardian(s), and other stakeholders
- Issuance of a citation by school personnel and possible fines or legal consequences levied by the courts
- Communication of truancy to student probation officers (if applicable) and any necessary assistance programs (if applicable)
- If low attendance is due to work schedule conflicts, a possible visit to the student's workplace by school administration
- Movement/Placement into other programs within Gladiola (GPASS, Bridges PM, GED program, etc.)

***Students who are seen on or near campus, including other District #7 properties, when marked absent may be given an unexcused absence.***

## 3. Tardy, Truant-Tardy and Unprepared Students

Students are responsible to get to class on time. Students that are chronically late are being disrespectful to their teacher, their peers, and themselves and are disruptive to the learning environment.

A "tardy" is defined when a student is less than 15 minutes late to a class.

A "truant tardy" is when a student is more than 15 minutes late to class.

Consequences may be assigned by teachers for students that repeatedly come to class unprepared.

Examples include (but are not limited to):

- Arriving to class 5 minutes after the tardy bell because of traffic, long lines at lunch, sleeping in, etc. = Tardy
- Arriving to class 16 minutes after the tardy bell because of missing the bus, car trouble, etc. = Truant Tardy

A myriad of consequences can follow for students with chronic tardies. These include but are not limited to; receiving redirects in class that can add to removal from class and a suspension (6 P's, 1st "P" is prompt!), retaking the Gladiola Way courses, Restorative Justice actions to give back to the harmed teacher or community (helping in class, helping around campus), and possible removal from Gladiola and placement into our alternative programs (GPASS, Bridges PM, GED).

## 4. Leaving Campus Early/Off Campus Passes

If a student needs to leave campus for an appointment, they should bring a note from their parent/guardian stating the purpose for the off-campus pass (dentist, doctor, court, etc.), the date and time for the pass, and deliver it to the Front Office. The student will then receive a checkout slip to show their teacher. Students will need to come to the front office **before the time they need to leave** and pick up an off-campus pass from the front office.

If a note is not provided, the parent/guardian must come into the front office to sign the student out of class. If an emergency situation arises, the parent/guardian may call the front office at 541-474-5790 and give permission so our office staff may provide an off-campus pass for the student.

Students who leave campus for any reason (with the exception of lunch) before the end of their school day without checking out with the front office are considered **truant**. The parent/guardian **may not** excuse a student leaving campus after the fact. No student should ever leave campus without receiving an off-campus pass and/or checking out with the Attendance/Main Office.

Students leaving classes without permission from the classroom teacher will be considered truant and attendance will be marked accordingly, as well as disciplinary follow-up. If a student needs to leave class to access on site support services, we expect the student to frontload and communicate this with their teacher before the event.

## **5. Due Date for Assignments When Absent**

After students return from an approved or suspension absence, they must make arrangements with their teachers to complete the work in a timeframe designated by the teacher. If a scheduled assignment or test is due on the day a student is absent, the student is responsible to turn in the assignment or take the test on the day they return unless other arrangements are made and agreed upon by the teacher.

### **Bathrooms**

Students who need to use a restroom that does not align with their assigned gender at the time of school registration will need to meet with their counselor (with an administrator's awareness and involvement) and develop a plan based on their situation. The plan may include accommodations for physical education classes, changing clothes, and bathroom use. The plan must be approved by the principal or other person designated by administration. The student's parent(s) or legal guardian may be involved in developing the plan, as appropriate. School staff, including security, will be informed as needed to support the student.

### **Buses**

All students who ride buses must observe rules posted within each bus and all other district regulations. The privilege of riding a bus may be revoked for cause by the administration. Students needing to ride a different bus for any reason must secure permission in advance from the Front Office with a note from home.

Students **MUST** live beyond the 1.5-mile radius from Gladiola in order to be eligible to ride the bus in accordance with Oregon Department of Education guidelines. If a special circumstance exists and you require transportation assistance, please contact our front office for additional support.

Students that leave campus during class time for anything other than an excused, notified reason, will not be permitted to return to campus and ride the bus without permission from Administration.

Students that receive this handbook are agreeing to abide by all the provisions of the *Transportation Code of Conduct* (found on the Gladiola website) whether they utilize D7 transportation every day, to and from school activities or any combination thereof. Students will be given a paper copy of the *Transportation Code of Conduct* upon request. School rules apply on the bus and students that violate the rules and/or create a distraction for the driver may lose their opportunity to ride the bus.

## **Cell Phones, Electronic Devices, and Other Personal Items**

### **1. Cell Phones**

Over the past several years, cell phones have become a major distraction/disruption in classes specifically and to the overall learning environment generally. In an effort to minimize these distractions, Gladiola will be intentional about supporting our students in adult device usage skills. Students will be taught proper use of devices and when and where device use is appropriate. Teachers will all use the same system of red/yellow/green lights to represent the different levels of allowed cell phone use in their classrooms at different times. All classes will begin on a "red light" (meaning phones are silenced/off and put away out of sight). This will hopefully help support students being successful in their future professional lives and have some control and responsibility with their cell phone use. AirPods, headphones, Apple watches, etc. all fall under this same category.

Inappropriate use of cell phones or electronic devices will be regulated through our redirect system. If a student demonstrates a pattern of improper cell phone use and it becomes a deterrent to their success in the classroom, we will follow the below protocols of increased support.

All students will be supported through the 6 P's and our redirect system.

- 1<sup>st</sup> offense  
(3 redirects  
for phone)
- a. as it is a 3rd redirect, the student will be sent home for the remainder of the day on a suspension
  - b. as part of the problem solving and re-entry process, students will make a plan to manage their phone and understand that another 3rd redirect for the phone or device, within the same academic quarter, the student will be required to check their phone at the front desk each day before school
- 2<sup>nd</sup> offense  
(3 redirects)
- a. as it is a 3rd redirect, the student will be sent home for the remainder of the day on a suspension
  - b. student will be put on a "cell phone contract" for a time to be determined by the administrator. The student will be required to drop off their phone at the front desk each day, can retrieve it at lunch, recheck it in after lunch, then can pick it up again at the end of the day.
  - c. if the student is seen using an alternate phone after they have already turned one into the front office, the student will be sent home on a 2-day suspension and this may result in a placement change.
- 3<sup>rd</sup> offense
- a. Admin will call home and inform parent/guardian of the ongoing device issue. Student will be sent home as they should have submitted their phone to the front desk
  - b. Students that fail to adhere to this escalated restrictive structure will be placed into one of our more structured programs (GPASS, Bridges PM, GED).

## **Cheating and Plagiarism**

The definition of plagiarism is the passing off of the thoughts or work of another as one's own. Plagiarism involves giving the impression that a person has thought, written, or produced something that has, in fact, been borrowed and/or taken from another.

Examples of cheating or plagiarism include but are not limited to:

- Hiring or asking someone to write a paper, buying a paper or project, or downloading a paper from an online service
- Using an Artificial Intelligence program (e.g. ChatGPT) to generate work or answers for assignments
- Directly copying and pasting from the internet to your assignment without proper citing
- Not properly citing the works, pictures, music, video, or other forms of communication in your research projects
- Rewording someone else's words (paraphrasing) and not giving them credit for the ideas you have built on; passing someone's ideas off as your own.
- Sharing files (e.g. an Excel worksheet) in a class
- Copying homework or other class assignments from others
- Letting your project partner do all the work and just putting your name on the final report or project
- Letting your parent or guardian build your project
- Look at another's test or sharing what is on a test with students in other sections of that class
- Turning in a sibling's work or previously graded project as your own
- Sharing calculators with the answers stored in memory
- Transferring stored data through infrared technology, texting, social media, or screenshots/pictures
- Pre-recording answers to a test and listening to or sharing it during a test
- Using a phone or other electronic device to share or receive test/assessment information.

Seniors engaged in this behavior may lose the privilege to participate in the end of the year school activities, including walking with their class at the graduation ceremony.

First offense: The assignment will be re-done honestly (it is entered in the grade book as a 0 until it is re-done honestly), usually under staff supervision, there may be a late penalty or penalty for the portion of the work that was not original (at teacher discretion)

Second offense: Student is awarded a zero for the assignment and will meet with administration for additional accountability

Third offense: Student is awarded an "F or X" for the course and will be required to retake it.

***All offenses of plagiarism and forgery are cumulative during the students' GPHS/Gladiola enrollment including alternative placements.***

## Concerns/Complaints

### 1. Parent

A parent who has a complaint and/or a concern involving a staff member is requested to first bring the matter to the appropriate staff member's attention. If the outcome is not satisfactory, a meeting with an Administrator may be requested in a timely manner. Parents are asked to submit their complaint in writing prior to meeting with the Gladiola Administration, in most cases, email works best as there will be a copy of the running dialogue and documentation of communication.

If the outcome of the meeting with the Administrator is not satisfactory, a meeting with the Principal may be requested following the meeting with the Assistant Principal/Administrator.

If the outcome of the meeting with the Administrator is not satisfactory, a meeting with the Director of Secondary Education or the Superintendent or his/her designee can be requested following the meeting with the School Administrator. If the outcome of this meeting with the Superintendent is not satisfactory, the parent may submit their written complaint to the Grants Pass District #7 School Board in care of the Superintendent or his/her designee and appear before the Board in accordance with Board policy.

### 2. Student

Students may lodge a complaint against another student for harassing, bullying, intimidating, or threatening behavior or conduct by completing and submitting an *Incident Report Form* to the School Administrator. This form will initiate an investigation to determine the facts of the incident and discipline may be administered as a result. The *Incident Report Form* is located in the front office.

Students who have a concern with a teacher are strongly encouraged to discuss their concern with that specific teacher. If the matter is not resolved, the student is encouraged to discuss with their parent the concerns they have and if the parent believes it is in their student's best interest to become involved, he/she should then follow the Parent Complaint process outlined above. Whenever possible, students are always encouraged to solve as many of their own problems as possible and trained school staff are on site to help support a Restorative Dialogue process and to set clear agreements.

### 3. Title IX

Grants Pass School district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age in its programs and activities, and provides equal access to designated youth groups such as the Boy Scouts. The following person has been designated to handle inquiries regarding discrimination: Dan Huber-Kantola, Director of Human Services, 725 NE Dean Dr., Grants Pass, OR 97526. (541)474-4709 [dbkantola@grantspass.k12.or.us](mailto:dbkantola@grantspass.k12.or.us)

As outlined in Board Policy AC-AR, the following procedure shall be used when filing a complaint:

- Step 1:** Complaints may be oral or in writing and filed with the principal of the building. The building principal will conduct the initial investigation and determine action to be taken, if any, and reply in writing to the complaint within 10 school days of receipt of complaint.
- Step 2:** If the complainant wishes to appeal the decision, he/she may submit a written appeal to the Title IX coordinator within five days after receipt of the building principal's response. The Title IX coordinator will review the principal's decision and may meet with parties involved. Within 10 school days of complaint, the Title IX coordinator will respond in writing to the complainant.
- Step 3:** If the complainant is not satisfied with the decision, a written appeal may be filed with the Board within five school days of receipt of the Title IX Coordinator's response. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representatives. The Board's decision will be final and will include the legal basis for the decision, findings of fact, and conclusion of law. The Board's final decision will be sent to the complainant in writing within 10 days of the meeting.

## **Computer/Technology Use (*Consent and Waiver*)**

Technology is a growing aspect of the educational experience at GPHS/Gladiola. This Code of Conduct defines the privileges and responsibilities of every student and parent who will use these facilities. This Code of Conduct serves as an outline for use of technologies including, but not limited to, personal computers, network facilities, Internet access tools, E-Mail, audio/visual equipment, advanced scientific measurement tools, and recording devices.

It is the desire of the administrators and all other staff at GPHS/Gladiola that District #7 technology will be used for the benefit of all students and faculty. Through the use of these facilities, we believe education excellence can be promoted throughout the school. The school reserves the right to enforce the restrictions set forth below. Failure to abide by these rules will result in progressive disciplinary action as deemed appropriate by school and/or district administration. Such disciplinary action may include punitive steps up to and including expulsion.

All students are required to have the following "*Consent and Waiver*" form on file before they shall be allowed to use any GPHS/Gladiola computer. Students are required to follow the use guidelines outlined on the approval form. Students who violate these procedures risk losing the right to use computers, face school suspension, and/or possible loss of credit for a class. Students who cause damage to a computer or software may be charged with vandalism and may be required to pay damages. Students who illegally copy software or use computers without authorization may face suspension and removal from class. Any student who tampers with school records and/or breaks into a secured computer may face a 10-day suspension pending expulsion and appropriate law enforcement agencies may be notified.

**GRANTS PASS SCHOOL DISTRICT NO. 7**  
**HIGH SCHOOL STUDENT CONSENT AND WAIVER**  
**Grants Pass School District Network and Internet Access**

The following form must be read and signed by you and your parent or legal guardian.

My parent(s) or guardian(s) and I have been advised that the District does not have control of the information on the Internet, although it attempts to provide prudent and available barriers to illegal or inappropriate materials. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the District's intent is to make Internet access available to further its educational goals and objectives, students may be able to access other materials as well.

The District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child should follow. To that end, the District supports and respects each family's right to decide whether or not to allow their student to access the District network.

The District makes no warranties with respect to the District network service, and it specifically assumes no responsibilities for:

- A. Any costs, liability, or damages caused by the way the student chooses to use the District network access;
- B. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;

**Password Protection**

Students, you are responsible for your password. It allows access to applications, your class work, and other files you have saved on the network. This is why password security is so important.

- Do logout when you are done using a machine you have logged into.
- Do not access files or applications using another person's login and password.
- Do not share your password with anyone except your teachers, school administrators, and IS Department staff. Please inform your teacher if you think someone else has learned your password.

**Internet Safety**

- Use only your first name online. Unless told to do so by your teacher, don't fill out any online forms that ask for your full name, address, phone number or other information that would help someone find you. This includes the name of your school, sports team, the town you live in, etc.
- Tell your teacher if you come across anything that makes you feel nervous or uncomfortable online.
- Do not send a picture of yourself or others without your teacher's/parents' permission.
- Do not agree to meet in person with anyone you have met online.
- Do not post or do anything online that would hurt someone else. **No cyber-bullying!**
- Do not post or do anything online that is against the law.
- Do not try to bypass existing security and/or web filtering applications.
- Do not download or install any software on a District computer without authorization from your teacher or building administrator.
- Any personally owned computer connected to the District network must have up-to-date anti-virus software in use.

**HIGH SCHOOL STUDENT CONSENT AND WAIVER**  
**Grants Pass School District Network and Internet Access**

By signing this form I agree to allow my student to use the District network according to the following terms:

1. My use of the District network, and Internet access through this network, must be consistent with the District's primary goals. My rights and responsibilities are explained in School Board Policy IIBGA and IIBGA-AR. I will respect any limitations on student file size established by the district and follow all guidelines established by the school.
2. I will **not** use the District network for illegal or inappropriate purposes of any kind.
3. I will **not** use the District network to access or transmit threatening, obscene, or harassing materials. The District will not be held responsible if I participate in such activities.
4. I will **not** use the District network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network. I will print only to my local designated printer.
5. I will **not** use the District network or any school district equipment for exploring, downloading or transmitting non-school related material. I will **not** use the District network or school equipment to promulgate political or personal opinions.)
6. I will **not** use the District network for personal use or to make money.
7. I will **not** use the District network to copy or use information that may need to have the owner's permission. I will abide by copyright law and fair use guidelines.

I have discussed these rights and responsibilities with my parent(s) or guardian(s). We understand that violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of my access to the District network and related privileges and/or referral to law enforcement officials.

\_\_\_\_\_  
**(Student Printed Name)**

\_\_\_\_\_  
**(Student Signature)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Parent/Guardian Printed Name)**

\_\_\_\_\_  
**(Parent/Guardian Signature)**

\_\_\_\_\_  
**(Date)**

## Counseling at Gladiola

Our counselor is on site from 7:30 a.m. until 3:30 p.m. each school day. Services offered to all students include educational, vocational, and post-secondary counseling and guidance. Our counselor also supervises scheduling, new student registrations, transcripts, financial aid, and scholarships. The school counselor is also available to help students deal with personal issues and crisis situations. Students wishing to see their counselor should sign up (sign up sheet located outside of our counselor's office) or email to request a meeting. To the greatest extent possible, our counselor will maintain an "open door" policy with students.

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### 1. College Credit

Gladiola Students may earn college credit through several courses. See the Curriculum Guide or contact the Counseling Center for details.

### 2. Credit Retrieval

Gladiola offers credit retrieval through online computer-based courses for some required and elective courses. Students must have failed the course before they will qualify for these programs. Students working to retrieve credits are limited to two (2) courses per semester/summer school unless they have prior administrative approval.

Students removed from courses for discipline and/or attendance reasons will not be permitted to begin credit retrieval until the conclusion of the semester or term unless they have received prior administrative approval. These students will receive "NC" or "No Credit" on his/her transcripts.

Students in special circumstances may repeat failed classes upon approval by administration and the school counselor

**Seniors that fail, are removed, or withdraw from a required class during the second semester of their senior year may begin credit retrieval on the Monday following the graduation ceremony.**

### 3. Dual Credit College Classes

GPS/GPHS faculty offer some dual credit college courses on campus. Students enrolled in these courses receive dual credit.

GPS/GPHS students enrolled in these classes are also subject to the rules and regulations spelled out by that institution. For more information, contact our counselor. There are also some opportunities for students that are "on track" to graduate, to take college courses at RCC.

### 4. Summer School

Grants Pass School District #7 offers a program that will provide students the opportunity to earn original credit and/or credit retrieval over the summer. For more information, please contact the Counseling Office at Gladiola.

### 5. Transfer Credit: Online School Options

There are many reasons to consider online options: Grants Pass School District, RCC, Portland State University, and Southern Oregon University, etc., offer these programs. Students are responsible for the costs incurred from enrolling in these programs. Contact your Guidance Counselor for more details prior to enrolling in these classes.

## Dances

Students in good standing with Gladiola are able to attend GPHS dances. "Good standing" means that the student has good attendance, is passing classes, and exhibits good behavior here on our campus. Gladiola students will be required to have a "Dance Permission Form" signed by Gladiola staff to be approved to attend a GPHS dance.

Students must have a valid GPHS/Gladiola ID card and display it if requested while at the dance.

At the door, students may receive a bracelet or hand stamp. If the student violates any of the dance rules, they will have their bracelet taken away or receive a mark on their hand stamp. If they choose to violate the dance rules, they may be asked to leave the dance and parents/guardians will be contacted. **There will be no refunds.**

- Students with 90% attendance may receive a discount on dance ticket prices at GPHS's discretion
- Students with poor attendance and/or behavior concerns may have their dance privileges revoked or modified at the discretion of GPHS/Gladiola Administration.

- Students that receive this handbook are agreeing to abide by all the rules contained therein which includes all the provisions of the dance contract. Students and their guests that attend any dance are agreeing to follow the dance contract.
- No refunds will be given to students who do not show up, are not allowed to enter due to improper behavior, or are removed from the dance for their behavior.
- No middle school students will be allowed to attend GPHS/Gladiola dances.
- No individuals over the age of 19 are allowed to attend any of the dances without the expressed permission of the Principal/Administration.
- Doors will close 1.5 hours prior to the ending time for the dance. No one will be admitted after the doors have closed.

## DANCE RULES

1. All rules apply on and off the dance floor.
2. You must have your student ID to enter the dance.
3. Dancing rules include, but are not limited to:

**No sexually explicit or violence-oriented dancing (grinding, moshing, etc.)**

**No touching of breasts, buttocks, or genitals**

**No straddling each-others legs**

**No overboard/prolonged public displays of affection (making out)**

4. Should a student be required to leave the dance, parents/guardians will be contacted. If the student did not drive, he/she is expected to call for a ride immediately. If a student is non-compliant, there will be additional consequences.
5. Individuals attending the dance are not to use profane language, drugs, alcoholic beverages, or tobacco. If a student is found to be under the influence of drugs or alcohol and/or is in possession of drugs, alcohol or tobacco, he/she will be disciplined per district policy.
6. Students and their guests attending a dance are giving their consent to have their bags, purses, etc. searched by GPHS Security and Administration. Students that refuse this consent will not be admitted to the dance.
7. No one leaving the dance will be re-admitted. If a student leaves the building during the dance, he/she is expected to leave the premises immediately.

### GPHS dances are for GPHS/Gladiola students.

Students wishing to bring a “Non-GPHS/Gladiola” guest must prearrange for their student-guest to attend by obtaining the proper form from the front office and **returning the completed form prior to the evening of the dance**. If the form is not completed and submitted, the student-guest may not be allowed to attend. Parents and students are encouraged **not** to make any expenditure towards the dance until the guest form is approved. GPHS/Gladiola Administration reserves the right to approve or deny any student guest forms.

## **Disciplinary Consequences**

### **Overview**

Discipline as administered in District #7 schools is based on a philosophy designed to promote behavior that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. Rather than being punitive in nature, the major objectives of discipline in schools are to teach the following fundamental concepts for living in any society:

1. Respect for the rights, dignity and safety of all individuals;
2. Respect and understanding of laws, rules and regulations;
3. Respect for public and private property.
4. Restoration of the relationship between students and their peers as well as between students and staff.

GPHS/Gladiola uses progressive discipline as a means of changing student behavior in order to meet the above desired goals of the District #7 School Board. Please review the 6 P’s and redirect process previously outlined on page 4 of this document. We also will be using strategies and protocols supportive of Restorative Justice principles and our foundation will be based in the Discovery Program (“The Gladiola Way”).

Additionally, action taken by the school will seek to establish restoration between the student that committed the infraction and the student, staff or community member that was wronged by the student’s action. Rather than a coerced apology, it is a desire that the student would understand how their actions affected the other person(s) involved and instill in them a desire to “right the wrong” and

to avoid that type of misbehavior in the future. Gladiola uses Restorative Justice principles when working through conflict and behavioral issues.

The following is a list and brief description of the various disciplinary actions that may be taken by GPHS/Gladiola in response to student misbehavior. Disciplinary action will be appropriate to the infraction and in accordance with Board Policy. The charts below provide more information.

Students attending GPHS/Gladiola under the terms of an Inter-District Transfer (IDT) may have their IDT revoked for repeated and/or egregious violations of school rules and policies.

## **1. Restorative Actions**

Restorative Justice promotes an equitable, transparent, collaborative, relationship-based foundation for all school issues. Whenever possible, Gladiola staff will work with the harmed party/parties and the student to find a restorative solution to any issue. A Restorative dialogue and process will be followed, and agreements generated. These action agreements will be made and agreed to by both parties and a written agreement will be drafted and signed.

Some examples of Restorative actions or restitutions may include but are not limited to:

- Working in the classroom to support the learning environment or staff needs
- Working around our school to support a positive, well maintained school environment
- Creating letters of apology or letters of reflection to those that were harmed
- Help clean, repair, repaint, or replace any damaged district or personal items
- Participate in a restorative circle with involved stakeholders
- Participate in school mental health counseling services

## **2. Suspension**

Students who are suspended in and/or out of school should consider this a very serious form of discipline and something to reflect upon when considering their future behavior, conduct, and enrollment. Suspension (in or out of school) is not intended to be an academic consequence. Thus, it is recommended that students continue working on schoolwork during their suspension whether in-school or off-campus. Suspensions are enacted to protect and defend our school environment. No student has the right to take education away from others. Any behavior that limits another's right to education will not be tolerated or allowed.

***In-School Suspension*** is a consequence given to a student who has committed a major infraction of school rules. A student will attend class in the Structured Study room for the entire day (or a partial day) and is required to do school work. The student's lunch will be served in the Structured Study room. For any in-school suspension, there will be a telephone conference with the parent/guardian.

***Off-Campus Suspension*** may be assigned for any major infraction, for safety reasons, or repeated offenses. Homework assignments may be obtained from the Course websites (Canvas and/or Powerschool). Parents will be contacted prior to an off-campus suspension. The student is not to be on any District #7 property for any reason during the suspension without prior approval from GPHS/Gladiola Administration. 3 redirects in one class period will result in an off campus suspension for the remainder of the day.

***Discovery Program/ "The Gladiola Way"*** is a social-emotional learning program that helps support students with consistent behavior expectations, supported structure, and tools to support success in life. We will be implementing this program throughout the year and training staff and students on the program aspects. All students will be held to the same expectations, and the support and consequences for not following these expectations will be consistent and equitable. Students will receive "redirects" for not adhering to the Discovery agreements. The redirect "flow" is as follows:

1st redirect - The redirect reason is identified and the student is privately and calmly told of the redirect

2nd redirect - Student is asked to step outside the classroom and the student and teacher have a private, problem-solving conversation to determine what supports or additional concerns are present. An action plan is made to finish the class period successfully.

4th redirect - Student is referred to student management or the front office. The staff member reviews the 3 redirects with the student and the student calls home to share the redirects with their parent/guardian. At this point the student is suspended for the remainder of the day. Staff shares the "problem-solving sheet" with the student, the student fills this out and reviews it with staff the following morning.

***Students are not permitted to participate in extra-curricular activities during a suspension.***

### 3. Removal from a course with loss of credit for discipline issues

One or more acts of egregious misbehavior may be grounds for removal from a class. Students that are removed from a class will be assigned to Structured Study and will receive “No Credit” on his/her transcript. Additionally, it is the right of the administrator to re-assign the student in some circumstances to our alternative programs (GPASS, Bridges PM, or GED).

Students who have irregular or erratic attendance and have no chance of passing the course may be removed from the class and assigned to Structured Study or placed in an alternative educational setting after due process. Credit retrieval will begin only after that semester has been completed.

**Seniors that are removed from a required class during the second semester of their senior year may begin credit retrieval on the Monday following the graduation ceremony.**

Acts that result in removal from a class with loss of credit may include, but are not limited to, the following: harassment of a teacher and/or other students, threats or menacing of a staff member and/or other students, overt and repeated disruptions of the class instruction, acts of insubordination and defiance, failure to follow legal and reasonable requests of staff, etc.

### 4. Expulsion

Expulsion is a legal proceeding that removes a student from school and school related activities for a minimum of one semester (or the remainder of the semester or term) and, in some cases, up to one full calendar year. School activities include, but are not limited to, athletic events, participation in the graduation ceremony, dances, musical performances and any other activity designated by the Principal.

Expulsion requires presentation of material to the District #7 Hearings Officer, review and approval by the School Board and, when completed, is permanently on the student’s transcripts. Under Oregon State Law, students who assault a teacher or another student, are involved in harassment, bullying, cyber bullying, intimidation, fighting, drug, alcohol, or weapon offenses can be expelled for up to one year (students may have all educational services denied for one year for weapons). Students may also be expelled for defiance, insubordination and/or disrespect for staff. Students may also be expelled if other strategies to change the student’s conduct have been ineffective if they demonstrate an on-going refusal to comply with GHS rules, policies, and procedures.

Expelled students may also face the loss of driver’s license or delay of permit or license application for up to one year for those violations. Maximum penalties assessed by the DMV will be pursued for repeat offenders.

District #7 will enforce expulsions from any other school or district.

It is the responsibility of the students to comply with school rules and staff requests. *“Willful disobedience, willful damage or injury to school property, use of threats, intimidation, harassment or coercion against any fellow student or school employee, open defiance of a teacher’s authority or use of profane or obscene language or vulgar conduct is sufficient cause for discipline, suspension, and/or expulsion from school”*

Level 1	Level 2	Level 3	Level 4	Level 5
Classroom Support and School Based Interventions	Administrative Staff Intervention	Suspension and Referrals	Extended Suspension and Expulsion	Law Enforcement and Public Safety Officer May Be Contacted
Aim is to teach correct and alternative behavior. May or may not involve parent or guardian.	Aim is to correct the behavior by stressing the seriousness of the behavior while keeping the student in school. Appropriate when supports have been put in place but the behavior has continued to negatively affect learning.	Appropriate when interventions and supports have been put in place, but the behavior is escalating/ repeating or because of severity of the behavior.	Appropriate when the student’s behavior seriously affects the safety of themselves or others in the school environment.	Appropriate when situation is deemed dangerous or a law may have been broken.

**STUDENT CONDUCT OFFENSES – DISCIPLINARY CHART (There may be other infractions and consequences not listed on this chart.)**

	Disciplinary Response – Minimum to Maximum				
	Level 1	Level 2	Level 3	Level 4	Law Enforcement and Public Safety Officer may be contacted
Discretion will be used at all levels consistent with state law.					
<b>ALCOHOL OR DRUGS:</b>					
Under the influence, use, possession and or intent to possess		X	X	X	X
Distributing or Sharing				X	X
Selling				X	X
<b>ASSAULT:</b> Intentionally or knowingly causing physical injury to another			X	X	X
<b>AUTOMOBILE MISUSE:</b> Not following rules and regulations concerning vehicles on school premises/event		X	X	X	X
<b>BULLYING/HARASSMENT/HAZING/HATE SPEECH:</b> Harassing, intimidating, bullying or cyberbullying		X	X	X	X
<b>BUS MISCONDUCT:</b>	X	X	X		
Minor incident	X	X	X	X	
Serious incident	X	X	X	X	X
<b>CLOSED CAMPUS:</b> Leaving school property without permission or when not allowed to do so.	X	X	X		
<b>INSUBORDINATION:</b> Refusal to follow the reasonable requests of District personnel and/or designated authority	X	X	X	X	X
<b>DISORDERLY OR DISRUPTIVE CONDUCT:</b> Language or behavior with disrupts and or interferes with the educational process	X	X	X	X	X
<b>DISRUPTIVE APPEARANCE/STUDENT DRESS:</b> Failure to meet dress and/or grooming standards	X	X	X	X	
<b>ELECTRONIC DEVICE:</b> Misuse of cell phones or other electronic devices		X	X	X	X
<b>EXTORTION:</b> Demanding money or something of value in return for protection from threat of violence		X	X	X	X
<b>FIGHTING:</b> A hostile, mutual physically encounter between individuals			X	X	X
<b>FIRE SETTING/ATTEMPTED FIRE SETTING/FIRE PLAY:</b> Using fire to destroy or attempt to destroy property			X	X	X
<b>FORGERY, LYING OR ACADEMIC INTEGRITY:</b> Forging signatures, cheating, plagiarizing, and/or any other misrepresentation of the truth	X	X	X	X	
<b>GAMBLING:</b> Participating in games of chance for the purpose of exchanging money and other things of value		X	X	X	X
<b>INAPPROPRIATE DEVICE:</b> Possession of a pocket knife, laser pointer, bullets/shell casings, or other dangerous device		X	X	X	X
<b>LEWD CONDUCT:</b> Indecent exposure and/or the use of obscene actions, profanity, whether written, oral, or gestured	X	X	X	X	X
<b>LOITERING (AFTER SCHOOL SUPERVISION):</b> Unsupervised students loitering in school buildings before or after school hours	X	X	X		X
<b>PHYSICAL AGGRESSION:</b> Confrontation, tussle, or physical altercation that does not result in injury		X	X	X	X

<b>RECKLESSLY ENDANGERING:</b> Reckless conduct which creates substantial risk of physical injury to another person or self	X	X	X	X	X
<b>SECRET SOCIETIES/GANGS:</b> Participating in a secret society or gang related activities or behaviors		X	X	X	X
<b>SEXUAL HARASSMENT:</b> Sexual harassment that is verbal, visual, written, electronic, or physical in nature		X	X	X	X
<b>TARDINESS:</b> Arriving late to school and/or class	X	X			
<b>TECHNOLOGY MISUSE:</b> Failure to comply with the District's "Electronic Communication Agreement"	X	X	X	X	X
<b>THEFT:</b> Taking, giving, selling, or receiving property not belonging to you		X	X	X	X
<b>THREATS/MENACING/HATE LISTS:</b> An intentional, serious threat by word or act which places another person in fear of imminent, serious physical injury		X	X	X	X
<b>TOBACCO:</b> Tobacco use, possession, sharing, and/or distribution		X	X	X	X
<b>TRESPASSING:</b> Entering or remaining unlawfully on School District property or school sponsored events		X	X	X	X
<b>VANDALISM:</b> Intentionally damaging, defacing or destroying school property	X	X	X	X	X
<b>WEAPONS:</b>					
Dangerous weapon: any device attempted to be used or threatened is readily capable of causing death or serious physical injury			X	X	X
Deadly weapon: any device specifically designed to cause death or serious injury			X	X	X
Firearm				X	X
Destructive device or material: any explosive, incendiary or poison gas			X	X	X
Other: Knives and look-alike knives: The use, threat of use, possession, or sale of knives and/or look-alike knives of any form and/or length; this also includes but is not limited to metal knuckles, straight razors, noxious or irritating gases, poison		X	X	X	X

## Disruptive or Disorderly Conduct

Students engaging in conduct that causes a substantial disruption to the school learning environment may face school discipline. The level of discipline (up to and including suspension or expulsion) shall be proportional to the nature of the conduct, the level of disruption, and the intent of the student. In situations where the conduct may violate criminal laws or ordinances, the matter may be referred to law enforcement.

## Dress Code and Personal Care

The philosophy of GPHS/Gladiola is that appropriate dress contributes to a positive learning environment. School is the staff and students' "place of business" and, so, students and staff are expected to dress accordingly.

Toward that goal, students may be directed by any staff member to change their dress or grooming. Any member of the faculty or staff is responsible to refer a student to the Dean of Students/Administration for disciplinary action where a student's dress continues to be inappropriate or if the student defies the staff request to change the offending clothing. Our goal is never to shame or judge any student's self-expression, our goal is to keep campus a safe, welcoming environment where students can focus on their education.

## Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back and on the sides to their underarms
- Clothing must cover undergarments whether the student is standing or sitting.
- Fabric must cover all private parts whether the student is standing or sitting and must not be see-through.

- All shirts must physically touch the top of the belly button without being pulled down and while standing straight.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student.
- Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, 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, reference or advocate the use of alcohol, tobacco, marijuana or other controlled substances (e.g “Cookies”, backwoods, etc. brand clothing). Additionally, clothing should not show images or brands that may be seen as objectifying any gender (e.g Playboy)
- Clothing may not use, reference or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other groups, including but not limited to the “Confederate Flag”
- No tube tops or spaghetti straps allowed. Bathing suits and body suits should not be worn without other clothing covering them.
- Clothing must not depict, advocate or reference violence or violent acts and must not threaten the health or safety of any other student or staff. This includes ANY form of gang or “secret society” clothing or any depictions that may cause a student to feel unsafe (weapons)
- Flags or blankets wrapped, dragged, tied as a cape or carried by students are at the discretion of Gladiola Administration.

The front office has clothing available to help rectify dress code violations. Pants/Leggings and t-shirts are available. If these articles are returned, it is free, if they are not, a \$5 per garment charge will be levied to the student’s account.

Parental assistance in choosing the selection of clothing that stays within the boundaries of this policy is strongly encouraged. Students are expected to respect the guidance of adults regarding this matter.

**GPHS/Gladiola Administration and Staff will make the final determination of whether or not clothing is appropriate. Students who continue to dress inappropriately after being warned and/or disciplined will be considered insubordinate, which may lead to more serious consequences up to and including expulsion and /or placement into an alternative program.**

Administration reserves the right to change or modify this dress code language throughout the school year as trends or styles change.

## **Drugs, Alcohol, and Tobacco**

**GPHS/Gladiola/GPASS/Bridges/GED all have a NO Tolerance Policy for These Substances!**

Students in possession of drugs, alcohol, and/or drug paraphernalia, and/or are under the influence and/or impaired by and/or having detectable amounts of such substances in their system during school, traveling to and/or from school, and/or at any school sponsored/related event shall be cause for a 5-day suspension with a possible recommendation for an expulsion. In such cases, students that are suspended pending an investigation for recommendation of an expulsion hearing may be referred to law enforcement officials. If any drugs or alcohol, or drug paraphernalia are brought on school grounds, law enforcement will be called and a citation will be recommended by school officials, in addition to school-based consequences. Gladiola is a DRUG AND ALCOHOL FREE ZONE!!!

District Policy prohibits the possession, selling, arranging of drug sales/distribution, use or influence of tobacco, alcohol and other illegal or harmful drugs (including medical marijuana) or chemicals on GPHS/Gladiola grounds or during school-sponsored activities including athletic events, dances, field trips, etc. As one of many measures to create a safe learning environment, drug dogs may be brought onto District 7 property without advanced warning to ensure our property is free of harmful drugs.

Over the course of an investigation, an administrator who has reasonable suspicion that a student is under the influence of drugs or alcohol may require the student to submit to a personal belongings or vehicle search, in addition to a field sobriety test or other preliminary alcohol or drug detection test which shall be administered by a staff member or law enforcement officer designated and trained to perform such tests.

Vape Devices, Hookah Pipes, E-Cigarettes and all other tobacco or drug delivery devices are forbidden on all District #7 campuses. All such devices in possession of students will be confiscated. Students found in violation of this rule may be suspended or expelled based on the contents of the device. Repeated offenses will result in more severe disciplinary action up to and including expulsion. Students in possession of these devices may also be referred to law enforcement officials.

Possession or use of tobacco, lighter, or matches is illegal on campus. **The campus may extend into the street where district property borders on all sides.** Students found in possession of tobacco, lighter, or matches on school property may face disciplinary action up to and including expulsion. Students may also be cited by local law enforcement.

**Of Note:** Gladiola has vape detectors installed in restrooms on the campus. These detectors can pick up even small amounts of nicotine or marijuana and will notify school personnel when the sensor is activated. This will be grounds for a search if in the restroom during an active vape detector alert.

## **1. Marijuana**

Possessing, using, ***being under the influence of***, or having detectable amounts of marijuana in their system (medical or otherwise) while on a school campus will be treated as a violation of the district drug and alcohol policy and will be disciplined as such. Law enforcement will be involved.

## **2. Prescription Medication**

Students in possession or under the influence of prescription medication on the GPHS/Gladiola campus may be disciplined under the District #7 drug and alcohol policy. For more information, please see the full explanation of the procedures regarding prescription medications found in the *Health Room* section of the Student Handbook on pages 26 & 27. Please contact the front office for medication protocols if the student requires access to prescribed medication during the schoolday.

## **3. Student Assistance Program**

GPHS/Gladiola offers a Student Assistance Program for students who struggle with addiction, abuse, or acts of violence inflicted upon them. Self-referrals are to be made in our Counseling Department and are confidential. Referring a friend is also recognized and encouraged and confidentiality will be maintained. Students or friends of students who self-refer will find safe harbor by complying with the Student Assistance Team.

## **4. Searches on Campus**

A school official may conduct a search during the school day and during all school sponsored activities such as athletic events or concerts, whether on or off school property. In conducting a search of a student or student property, a school official shall take reasonable steps to preserve student privacy and dignity whenever possible and encourage student cooperation in any search. The School District provides students with storage areas, such as lockers, desks, and similar areas and also provides students certain technology, software, and internet access (collectively, "District Property"). Students do not have an expectation of privacy in District Property. School officials are permitted to search District Property or other non-student property as needed (Including any vehicles parked on a D7 campus) and without reasonable suspicion, student/parent/guardian consent, or notification. They are also permitted to inspect unidentified items found on GHS property without reasonable suspicion. (ORS 332.075; ORS 419B.010 - 419B.045; OAR 581-021-0050 to - 0075; ORS 332.107)

## **Emergency Drills and Alerts**

Students and staff shall participate in emergency drills and/or rapid dismissal for fire, earthquake or other emergencies during the school year. Students are to remain with their class during the emergency drills.

In the event of an emergency, the school may go into a lockdown situation. Students in class are to remain in class. If outside their classroom, they are to proceed to the nearest classroom and remain there until released by law enforcement officials or the school administrators.

**During both drills and actual emergency situations, students are required to follow directions of staff or law enforcement officials quickly, quietly, and in an orderly manner.**

## **Extra-Curricular/Co-Curricular Activities**

## **Policies and Procedures:**

Students at GHS may be permitted to participate in extra-curricular activities at GPHS if they are students in “good standing” with Gladiola and participation fits into their overall graduation plan and course schedule. Students that are attending well, behaving well, and making progress in their studies will be allowed the privilege of participating in GPHS sports, clubs, and extra-curricular activities with the consent of GHS and GPHS administration. and if the schedule allows.

District extracurricular programs provide important opportunities for students to pursue interests and develop worthwhile skills beyond the classroom. Extracurricular participation promotes the development of a wide range of intellectual, physical and social skills within a team or group context. Participation in extracurricular activities is a privilege granted to students who have demonstrated a commitment to meeting the academic and behavioral standards of the district. This privilege is afforded to students willing to comply with state and federal laws, school district policy and the rules set forth in this code of conduct. Students participating in extracurricular activities are expected to exemplify high standards of moral conduct and to serve as role models as representatives of our school district and community.

## **Activities**

The extracurricular activities governed by this code of conduct are for students who represent Grants Pass Schools in competitions or performances in grades 9-12. Some of these activities could be considered co-curricular as well as extracurricular, but all activities are defined as extracurricular for the purpose of this code of conduct. The activities covered in this code of conduct will include, but are not limited to:

**Fall Sports:** Cross Country, Football, Soccer, Volleyball

**Winter Sports:** Basketball, Swimming, Wrestling

**Spring Sports:** Baseball, Golf, Softball, Tennis, Track and Field

**Club Sports:** Bowling, Equestrian, Alpine Skiing

**Activities:** Cheerleading, Dance and Drill, Basketball Band, Winter Guard, Speech, Drama

**Curriculum Related Activities:** Orchestra, Choir, Math Team, FBLA, HOSA, Skills USA, Catering, Leadership, Concert Band, Marching Band, Jazz Band, Mock Trial, Brain Bowl

## **Enforcement of the Code of Conduct**

The rules contained within the code of conduct apply to students in grades 9-12. The rules contained in this code of conduct are in effect for the entire time a student is participating in an activity. During the time a student is participating in an activity, the code of conduct is in effect 24 hours a day, 7 days a week including winter and spring vacations, and all school sponsored activities during off season practices and summer break. The rules within the code of conduct are enforceable in all school and non-school activities and events including all official and non-official contests. Family ID registration with the intent to participate in activities or the first meeting/practice for activities that don't require Family ID registration defines the beginning of the enforcement period for each activity. The last meeting, practice, formal activity or competition including awards presentations defines the end of the enforcement period for each activity. A competition is generally defined as any formally scheduled game, match, or meet between other teams or schools. Events include all formal performances or exhibitions by an extracurricular or co-curricular group that occur outside the regular school day.

In case of year-long activities, the enforcement period is divided into two semester activity periods. Disciplinary consequences will carry over to the next semester activity the students participates in when the consequence(s) cannot be served within the current season of the activity (disciplinary consequences may include suspension of the student from a competition or event).

Violations of the code of conduct that take place out-of-season may negatively impact the student's eligibility for the following school year. Factors to be considered in determining such impact may include, but are not limited to:

- Severity of infraction;
- Whether or not this is a first-time offense;
- Date of infraction;
- Other factors that are deemed relevant to the situation.

## **Guidelines for Administration of the Code of Conduct**

### **Due Process**

A student will be given the opportunity to respond to allegations he/she has violated a rule contained in the code of conduct. When a school administrator has reasonable belief a student may have violated a rule the administrator or designee is responsible for investigating the allegations.

### **Documentation**

School administrators are required to provide written notification to the student and parents/guardian when it has been determined the student has violated a rule within this code of conduct. The notification will identify the violated rule and the consequence given as a result of the violation. Copies of the notification will be provided to the athletic director or coach/director of the student.

## **Eligibility Requirements**

The code of conduct comprehensively defines student eligibility requirements for students in grades 9-12. The guidelines listed within this code of conduct are general eligibility guidelines. More specific information can be obtained by consulting a Grants Pass High School administrator or athletic director.

## **Academic Requirements**

Students must have passed four classes during the quarter immediately preceding the activity in order to be eligible to participate in extracurricular activities. A passing grade is defined as any grade above a letter grade of "F".

To hold students accountable for consistency and quality in the classroom, students are to meet the following standards to be eligible for athletic/activity participation:

- Students will meet the current standard as determined by the district; pass a minimum of five classes in the previous semester, be enrolled in at least five classes for the current semester and be on track to graduate with the minimum number of credits required by School District #7 in accordance with OSAA guidelines.
- Maintain a GPA of 2.0 in the previous quarter (once eligible students are eligible for the remainder of the season).

In addition, coaches/directors or athletic director will monitor their student's grades during their season. Grade checks will take place at 4.5 weeks (progress report time), quarter, 13.5 weeks (progress reports time) and semester. It is the responsibility of the head coach/director or athletic director to identify students currently earning an "F" in any class. Identified students must make progress toward raising those grades and ultimately maintaining or raising his/her GPA to remain eligible. Students who do not make satisfactory progress toward raising the grade(s) are subject to the consequences designated which may include suspension from competition or suspension from the team.

## **Attendance Requirements**

Students are expected to comply with all attendance policies of the district and attend at a 90% or better attendance rate.

Students must attend all classes in which they are enrolled on the day of an activity/event to be eligible to participate in that day's activity/event. Exceptions (e.g., doctor or dentist appointment, funeral, etc.) must be cleared by administration and should be prearranged. Any pattern of irregular attendance may be reviewed by the administration at any time and may result in short-term or long-term ineligibility as determined by the review.

Students must attend the first period the day following a competition/event. Failure to do so results in suspension from the next scheduled activity/event. Exceptions must be cleared by administration and should be prearranged.

## **Transportation to and from Games/Activities**

Student participants will be transported to and from all competitions with district-approved transportation.

- Exception: Students may be allowed to ride home from a contest with their parents/guardian providing the parent/guardian have given the coach/director a written note or have talked to the coach/director prior to or after the contest.
- Exception: Students may be allowed to ride home with another student's parents only if the request is made in writing by the parent/guardian of that student and is pre-approved with the Athletic Office prior to the event.
- Exception: Students not traveling with the team to a contest must have advance approval of the parents/guardian, the coach/director and administration.

## **School and Team Behavior Expectations**

Any participant suspended from school will not be eligible for practice or competition for the length of the suspension. (This includes in-school and out-of-school suspensions.) In addition, code of conduct consequences may apply.

Students are expected to obey all activity and team rules that are established by each director or coach. Within the guidelines of this code of conduct and district policies governing student behavior, directors and coaches have the right and responsibility to discipline students for misconduct, up to and including exclusion from participation.

## **General Conduct**

The commission of/or participation in any activity prohibited under Oregon law and/or district regulations regarding student rights and responsibilities shall be considered a breach of the code of conduct.

Violation of the General Conduct section of the code of conduct may result in suspension from the sport or activity for the remainder of the season. Students who violate district policy may be suspended or expelled from school in addition to suspension/removal from the team or activity.

## **Illegal Substances, Alcohol and Tobacco**

The school district strictly prohibits any possession, use, delivery and/or sale of alcohol and illegal substances by students. Students jeopardize their mental and physical health by engaging in substance abuse behaviors and are encouraged to seek professional counseling and assistance to address these behaviors.

### **Definitions**

- "Illegal Substances" include, but are not limited to, all drugs that cannot be legally purchased, unauthorized prescription and over-the-counter medications, performance-enhancing drugs and illegal inhalants. Illegal drugs include, but are not limited to, marijuana (in any form), cocaine, methamphetamines, heroin and all drug paraphernalia.
- "Alcohol" includes, but is not limited to, beer, wine, wine coolers and liquor.
- "Tobacco" includes, but is not limited to, cigarettes, cigars, pipes, e-cigarettes, vape pens and chewing tobacco.

## **Consequences for Possession, Use, Delivery and/or Sale of Illegal Substances and Alcohol**

First Offense in a student's school year:

- Two weeks suspension from participation in any competition to begin at the next scheduled contest. If the offense occurs prior to the first contest, the two-week suspension will begin with the first full/official contest. The student will also be suspended from all unofficial contests including jamborees.
- If the offense occurs outside of the student's scheduled season, the suspension will begin on the date of the first regularly scheduled contest of their next season.
- If the offense occurs at the end of the season with less than two weeks remaining, the suspension shall carry over into the student's next sport season until the suspension has been served.
- Students will be on a probationary period for one full calendar year following the two-week suspension.
- Any subsequent violation during a probationary period shall be considered a second offense.
- At the conclusion of the probationary period without recurrent violation, the student will obtain first offense status.
- By agreement of the coach/director, athletic director/school administrator, the student may attend practice sessions.
- Students will not be allowed to be on the sideline/bench or during contest/performance while under suspension.

Second Offense in a student's school year:

- Full suspension from all activities for the remainder of the school year.

### **Consequences for Possession, Use, Delivery, and/or Sale of Tobacco:**

First Offense in a student's school year:

- Suspension from three scheduled activities, which includes; practices, games, competitions and meetings.

Second Offense in a student's school year:

- Suspension from all school activities for 20 school days, which includes; practices, games, competitions, and meetings.

### **Attending Events Where Illegal Activities Are Occurring**

Students shall not be present at any site where illegal activities, such as the consumption of illegal drugs or alcohol by minors, is occurring. Students shall leave immediately when they become aware of illegal activities.

### **Consequences for Attending Events Where Known Illegal Activities Are Occurring Without Consumption:**

First Offense in a student's school year:

- Suspension from the next scheduled competition. There will be no suspension of practice.

Second Offense in a student's school year:

- Two-week suspension including at least one contest/competition including jamborees.

Third Offense in a student's school year:

- Full suspension from all activities for the remainder of the school year.

If a student has been suspended from an extracurricular activity due to a violation of alcohol or illegal substances, he/she must participate in a drug and alcohol assessment and active participation in the treatment recommended by the drug/alcohol counselor is necessary to engage in another extracurricular activity while attending GPHS. This assessment will not modify the dismissal from the current extracurricular activity.

### **Request for Voluntary Drug/Alcohol/Tobacco Intervention Assistance**

It is the position of Grants Pass School District that students who are in jeopardy of a substance abuse problem should receive professional assistance.

Students who voluntarily request assistance from school officials with regard to a drug/alcohol/tobacco use problem who have not previously committed an offense and who are not currently under investigation for allegedly violating the code of conduct, shall receive no discipline provided that:

- The student meets with an appropriate professional person, such as a drug and alcohol counselor, and follows his/her recommendations.
- There are no subsequent incidents of either drug/alcohol/drug use.

### **Communication Guidelines**

The requirements set forth in this code of conduct must be shared with students and parents/guardians in order for compliance to be expected. The following guidelines establish expectations of essential communication practices regarding the code of conduct.

### **School Responsibilities**

- The code of conduct will be provided to each student and family.
- The code of conduct will be included in the Grants Pass High School Student/Parent Handbook and posted on the Grants Pass High School website.

## **Director/Coach Responsibilities**

At the beginning of each season or activity, the code of conduct will be reviewed and discussed by the athletic director or coach/director with parents/guardians and the students participating in the activity. The athletic director or coach/director is responsible for scheduling a parent/guardian meeting to discuss this code of conduct each season.

## **Student Responsibilities**

- Students must read and acknowledge the code of conduct prior to participating in the activity. Students are responsible for asking the athletic director, coach/director or a school administrator if they have questions about the content of the code of conduct.

## **Parent/Guardian Responsibilities**

- Parents/guardians are responsible for reading and acknowledging the code of conduct prior to allowing their son/daughter to participate. Parents/guardians are responsible for asking the athletic director, coach/director or a school administrator if they have questions about the content of the code of conduct.

## **Due Process and Appeal**

Students who are given disciplinary consequences under this code of conduct have the right to due process and appeal to the superintendent as described in Board policies JF/JFA, JG and KL.

## **Family Educational Rights and Privacy Act (FERPA)**

The No Child Left Behind Act of 2001 (NCLB) requires that each educational agency notify parents of students currently in attendance and all eligible students (students over 18 years of age) currently in attendance within schools in the district of their rights pertaining to the inspection and review of student's educational records. Parents and eligible students have the right to:

- Inspect and review the student's education records by making a written request to the principal or designee. Upon receipt of the request, the principal/designee must respond within 45 calendar days. The principal/designee and parent will arrange a time when records are available for review. Original records are to be maintained by the district and should not leave school grounds. The principal/designee will provide a location where the parent may review the records with a district employee present.
- Request in writing that document(s) be amended or removed if it is believed such document(s) are inaccurate, misleading, or in violation of the student's right to privacy or other rights. The request should be addressed to the principal or designee at the school the student attends and must clearly state the part of the record that is requested to be amended/removed and why the amendment/removal is justified. The principal/ designee will review the request and decide whether to amend the record. If the principal/designee denies the request, he/she shall inform the parent or eligible student of the decision and of the right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent. Identifiable information, aka directory information, is defined as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. This could include:
  - a. Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
  - b. Participation in officially recognized activities and sports, weight and height of members of athletic teams;
  - c. Major field of study, degrees, honors, and awards received;
  - d. The most recent school attended

Parents and eligible students have the right to opt out of disclosure of directory information annually by submitting a written request to the building principal.

Disclosure without consent may be made to a school official who has a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff person (including health or medical staff and law enforcement personnel), a person serving on the School Board, a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials, a parent or student serving on an official committee such as a disciplinary committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to perform his/her professional responsibility.

- Request, in writing, a copy of a student's education records. The district may recover a fee for providing a copy of the records, but only for the actual cost of reproducing the record. Copies of test protocols and other documents described in ORS 192.501 (4) shall not be provided.

## **Fighting**

Fighting in any school building, school grounds, nearby vicinity, or school-sponsored event is forbidden. This may also apply to fights that take place off-campus but occur during school hours or were planned while students were on campus. Students who fight will have a placement change (to GPASS, Bridges PM or Homebound Instruction), a possible expulsion from school, and law enforcement will be called. Students that encourage fighting and are contributing to the conflict escalation (including filming the fight and/or posting/sharing the video on-line) will also face disciplinary consequences up to and including suspension and/or expulsion.

Students engaging in fights under the above circumstances may be searched for weapons and can expect to have their phones seized for the duration of the investigation.

## **Final Exams**

At the end of each semester, each class may have a final exam and/or a final activity. In lieu of a final exam or activity, some classes may offer a final opportunity to demonstrate proficiency in a given standard(s). It is the student's responsibility to make up said assessment or activity as outlined in the above Academic Policy.

## **Fines and Fees**

Students are responsible to pay all of their fees and fines in a timely manner. Students that have outstanding fines and fees may be prohibited from participating in future extra-curricular activities until said fines and fees are paid in full.

Students with outstanding fees and fines upon graduation may lose the privilege of participating in the graduation ceremony and/or may have their fines and fees turned over to a debt collection agency.

## **Flag Salute**

In accordance with Oregon State Law, students will be provided the opportunity to salute the United States Flag at least once a week. Students who do not wish to participate in the salute must maintain a respectful silence during the salute.

## **Food and Drink in Classrooms and Hallways**

Students are expected to clean up after themselves and contribute to a clean and sanitary school environment. Students that choose to eat lunch in a building or classroom will be held accountable for how that area is left when they are finished. Students are only allowed to eat lunch in a classroom when the teacher is present. It is the teacher's discretion whether to allow food or drink in their individual classroom.

## **Gladiola Daily Schedules**

The daily schedule at Gladiola is one in which students have a five period day with students attending every class, every day. Wednesdays will typically be late start days to allow for staff meetings and professional development.

## **Academic Tutorials**

GHS students will sometimes be scheduled for an "Academic Tutorial" period. The purpose of this class is to provide students the opportunity to catch up with homework, make up missed assignments or tests, and receive additional help from their teachers.

Teachers may request that students come to their class to make up work or to receive extra help. We will also be utilizing this time for some social-emotional learning lessons, Restorative Justice learning sessions, Discovery Program implementation, and as needed for Project Youth + and College and Career planning.

Students also have the option to request a meeting with a teacher during their Academic Tutorial class. The student will need to arrange that with the teacher prior to the Intervention Time so that the teacher can complete the request.

Academic tutorial is a credit bearing class (elective) and attendance is mandatory.

## **Graduation and End of the Year Activities**

Senior Graduation is a formal and momentous moment for students, families, friends, and the School District. Continuing in the traditions of this formal event, students who cause or create a distraction that detracts from the standards of quality this District strives to achieve may be escorted from the ceremonies and find their diploma held following the ceremony.

Specific details will be explained as to standards of dress, conduct, and behavior to all seniors during the school year and graduation practice sessions. During the graduation ceremony, all participants are expected to conduct themselves in a formal and dignified manner. Seniors may then celebrate their success and achievements in the manner fitting the all-night party setting following graduation.

Any student participating in graduation exercise who behaves inappropriately before, during, or after the ceremony may have his/her diploma withheld and may be escorted from the ceremony by administration, security, and/or police.

Citizenship, attendance, and disciplinary issues throughout the school year preceding graduation may affect participation in the graduation exercises. This may include, but is not limited to: defiance, insubordination, suspension, erratic attendance, plagiarism and expulsions. Students that engage in the above behaviors may lose the privilege of participating in the graduation ceremony. GPHS/Gladiola and District #7 Administration reserves the right to determine whether or not a student is eligible to participate in the graduation ceremony.

Gladiola students will attend the very special, memorable Gladiola graduation ceremony, but are also able to attend the larger GPHS ceremony if desired (students will need to notify office staff of their intention to participate in the GPHS ceremony a week before graduation).

Any student that has not completed **ALL** requirements for graduation will not be allowed to participate in the graduation ceremony.

**Seniors with less than 90% attendance during their senior year may be prohibited from participating in the graduation ceremony.**

**Seniors that fail, are removed or withdraw from a required class during the second semester of their senior year may begin credit retrieval on the Monday following the graduation ceremony.**

Participation in graduation commencement exercises and senior activities by graduating seniors is a privilege. Since these exercises require planning and practice, it is expected that all students will be present at rehearsals. Absence from the rehearsal without prior approval from GPHS/Gladiola Administration may be cause for excluding the student from participating in graduation exercises.

Students who choose to participate in the graduation commencement exercises **may be required** to complete a behavior and expectation form and return it to the office with a parent signature in accordance with the guidelines established by GHS. Students will receive their official diploma following the graduation ceremonies. Any student removed from the graduation ceremony for any reason may receive their diplomas on Monday following graduation.

## **Hall Passes**

Students are expected to be in the classroom during instructional time. However, Gladiola recognizes that occasionally there is a justifiable reason for a student to be out of class (i.e.: going to see a counselor, responding to support services, called to the office, etc.). That student should have a hall pass from the office or from the teacher who sent them out of class and be prepared to show their hall pass to any staff person that asks. Students who leave class without permission from the teacher may be considered truant and disciplined accordingly.

## **Harassment, Intimidation, Bullying, Cyber Bullying, and/or Teen Dating Violence**

Harassment, intimidation, bullying (including cyber bullying), and/or teen dating violence is not permitted or tolerated at GPHS/Gladiola. Students that engage in this behavior may be subject to disciplinary action, up to and including expulsion. Students engaging in harassment and/or intimidation and/or bullying and/or cyber-bullying and/or teen dating violence may also be referred to law enforcement officials. The school reserves the right to seek revocation of a student driving permit or license for repeated violations. Harassment, Bullying, Intimidation, and/or Teen Dating Violence includes (but is not limited to):

“Harassment, intimidation, and/or bullying” means any act that:

- Substantially interferes with a student’s educational benefits, opportunities, or performance;
- Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:
  - Physically harming a student or damaging a student’s property;
  - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
  - creating a hostile educational environment, including interfering with the psychological well-being of a student.

“Harassment, intimidation, and/or bullying” may be based on, but not be limited to, the protected class status of a person, which 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.

Included under the definition of harassment is “Sexual Harassment,” which involves unwanted and unwelcome words, deeds, actions, gestures, symbols, or behaviors of a sexual nature.

“Cyber Bullying” means the use of any electronic communication device to harass, intimidate, or bully.

Harassment, intimidation, bullying, and/or cyber bullying involving off-campus actions or communication or actions or communication during non-school hours are also prohibited if it causes a substantial disruption of the educational process. This includes cyber-bullying that is an on-going series of actions or communications by a student (or group of students) to pick on another student (or group of students) using electronic means such as emails, instant messaging, cell phone texts, defamatory websites, blogs, twitters, tweets, and/or chat rooms. Examples include sending mean, vulgar, and/or threatening messages or images; posting sensitive, private information about another person; and/or pretending to be someone else to make that person look bad.

“Teen Dating Violence” means:

**You can report incidents of harassment, bullying, and/or violence by contacting any adult on campus, your counselor, your administrator, or anonymously to “Safe Oregon” @ safeoregon.com or text/call to 1-844-472-3367 or email tip@safeoregon.com**

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.

## **Reporting & Investigation of Harassment, Intimidation, Bullying, Cyber Bullying, and/or Teen Dating Violence**

Any student who feels he/she has been bullied, harassed, intimidated, and/or a victim of teen dating violence should immediately report the action to school staff, their teacher, their administrator or via the above anonymous tip line. Additionally, if possible, take a screengrab or document evidence of the online/social media bullying to present as evidence. Staff may complete an *Incident Report Form*, copies of which are available in the Front Office and Counseling Center. All Incident Reports should be submitted to the Building Principal (or his/her Administrative designee) or the District Superintendent. Reports may be submitted anonymously, although anonymous reports will not be the basis for disciplinary action against a student or employee unless corroborated through the investigative process by other evidence.

An investigation will be conducted promptly in accordance with District Policy and any necessary corrective action will be taken and documented. Students found in violation of the above-stated policy will face disciplinary action, up to and including expulsion, and/or mandatory remedial training before re-admittance to school.

Any request for the District to review the actions of a school in responding to a report of harassment, intimidation, bullying, cyber bullying, and/or Teen Dating Violence (or a school investigation of such a report) should be submitted in writing to the District Superintendent.

After the investigation, the school will respond to the complainant, if known, regarding the results of the investigation. This shall not result in the release of information from student records of other students involved in the matter.

The District prohibits reprisal or retaliation against any person who, in good faith, reports an act of harassment, intimidation, bullying, cyber bullying, and/or Teen Dating Violence. Any person who engages in such reprisal or retaliation shall face appropriate disciplinary action, up to and including expulsion for students or dismissal for employees, and/or appropriate remedial action.

The District shall take appropriate disciplinary action, up to and including expulsion for students or dismissal for employees, and/or appropriate remedial training for a person found to have falsely accused another of having committed an act of harassment, intimidation, bullying, cyber bullying, and/or Teen Dating Violence as a means of reprisal or retaliation.

## **Threats and/or Stalking**

Students who threaten other students or staff either directly or indirectly will face disciplinary action including administrative or police intervention, suspension, and/or expulsion (a single threat may be grounds for an expulsion recommendation). Students who threaten, stalk, or bait students or staff, or who exhibit chronic aggressive behavior may be removed from the school setting until a mental health evaluation can be made to ensure reasonable assurance of school safety for all. These students may be required to participate in an anger management program before they return to regular attendance. Threats, bullying, and/or stalking may result in an expulsion, law enforcement involvement, and a placement change to GPASS, Bridges PM, or Homebound Instruction.

## **Email or Electronic Threats and Off-campus Activities**

Off-campus activities that violate the District's Acceptable Use Policy may also be the basis for discipline if they have the potential to disrupt or impact the safe and efficient operation of the school.

## **Student Health**

If a student is feeling ill or showing any symptoms of sickness or illness, it is expected they will stay home. At Gladiola, if a student is unable to return to class after one period, arrangements may be made for that student to go home. Gladiola does not have a school-based health center or site-based nurse available.

Oregon Administrative Rules require that students needing to take medications while at school notify the designated personnel (Attendance at GPHS or the office staff at Gladiola). All requests to administer medication to students shall be made by the parent in writing and appropriate procedures followed (see below).

To help ensure the safety of all students and by state law, all medications, including over-the-counter (Tylenol, aspirin, cold medicine, etc.) and prescription medications must be checked in and will be distributed through the front office. Parents need to complete a medication form to allow school staff to provide this to students.

Student self-medication of prescription medication and nonprescription medication, including students with asthma or severe allergies, will be allowed subject to the following:

- (1) A parent or guardian signed permission form and other documentation requested by the district must be submitted for self-medication of either prescription medication or nonprescription medication.
- (2) For prescription medication, the prescription must be written by an Oregon licensed health care professional that includes a written treatment plan for managing the student's asthma, diabetes, severe allergy and/or other severe medical condition as determined by an Oregon licensed healthcare professional.
- (3) Principal permission for all self-medication requests is required.

All prescription and nonprescription medication must be kept in its appropriately labeled, original container. Prescription labels must specify the name of the student, name of the medication, dosage, method of administration and frequency or time of administration and any other special instruction including permission for the student to self-medicate. Nonprescription medication must have the student's name affixed to the original container.

The student may have in his/her possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as but not limited to, auto-injectable epinephrine or bronchodilators/inhalers.

Sharing and/or borrowing of any medication with another student is strictly prohibited. Permission to self-medicate may be revoked if the student violates Board policy and/or these regulations. Additionally, students violating these regulations, selling, distributing or

arranging the distribution or sale of prescription medication or possessing prescription medication that is not their own on campus or at any school sponsored activity may be subject to discipline up to and including expulsion, as appropriate.

Students who have displayed that they are behaviorally and developmentally able to self-medicate will need to sign a Student Self-Medication Agreement that can be obtained from the Attendance Office.

If your child has a chronic health condition that may require school staff attention, (i.e. a special health procedure/protocol while at school, or special training of staff in order for your child to safely attend school), the school will need health protocols completed. An initial protocol may be completed and used for the duration of their attendance in the Grants Pass School District #7 Schools. However, the annual update for returning students on the registration form must be signed to confirm there are no changes in your child's health protocol. If you would like to talk to the school district nurse regarding your child's health protocol, please ask the school office to notify the nurse.

Students with severe allergies, diabetes, or other health needs requiring staff training will need to have protocols completed by the parent/guardian and the doctor.

## **Textbook Policy**

It is the goal of GPHS/Gladiola to ensure every student has access to a textbook in each of the core curricular areas. Students are responsible for the textbooks and library books that are checked out to them each school year. Each book has a barcode number that is electronically scanned and entered under the student's name. Students must return the exact copy in good condition or pay for damages or the replacement of the book. Teachers at Gladiola will strive to find electronic texts and supplemental materials when possible.

Students receiving a textbook that has damages such as a bent cover, writing, water damage, etc. that has not been "officially noted," should be returned to the textbook room the first week of school in order to avoid charges for the damages.

Do not leave textbooks in a classroom. Teachers and other GPHS/Gladiola staff members are not responsible for lost or damaged textbooks. Students that have lost or stolen textbooks are responsible for replacement costs and the average cost of a new textbook is \$60.00.

NOTE: If a student leaves the district for any reason and still owes a fine or has outstanding books after several billing cycles, the bill will be sent to a debt collection agency.

## **Lockers**

There are no lockers available on the Gladiola campus.

## **Lunch Period Location**

The 2023/24 GHS daily schedule will have one lunch period during the school day. Areas are designated in both the Cafe building or open areas outside (grass/asphalt area between buildings) area for students to eat their lunch. Students are expected to leave the classrooms to allow for teacher/staff lunch time, unless pre-arranged and approved by individual staff members.

- **GHS ADMINISTRATION RESERVES THE RIGHT TO SET CRITERIA FOR STUDENT OPEN CAMPUS PRIVILEGES.**
- **STUDENT MISCONDUCT WHILE OFF CAMPUS DURING THE SCHOOL DAY MAY RESULT IN THE LOSS OF OPEN CAMPUS PRIVILEGES IN ADDITION TO OTHER POSSIBLE DISCIPLINE.**
- **STUDENTS WITH CHRONIC ABSENCES AND/OR TARDIES MAY HAVE THEIR OFF-CAMPUS PRIVILEGES REVOKED.**

## **Mediation**

Students, GPHS/Gladiola staff, and/or administration may recommend/refer students in conflict to Restorative Justice Mediation. Successful mediation may provide a resolution to the conflict as well as prevent disciplinary action.

## Modified Diploma

Oregon law requires that parents be notified of the availability of a modified high school diploma. The modified high school diploma is available for students who have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student or a documented history of a medical condition that creates a barrier to achievement.

A determination that a student will be working toward a modified diploma may be made **by the school team which includes the parent(s)** no earlier than 6<sup>th</sup> grade and no later than two years before the student's anticipated graduation date unless a change has occurred in the student's documented history. A decision to work toward a modified diploma may be changed **by the school team which includes the parent(s)**.

If you have questions regarding the modified diploma for your child, please contact the Counseling Office or GPHS/Gladiola Administration.

## No Credit Time

Students who have no-credit release time are **NOT** to be on campus except in supervised areas. Students who are found in unsupervised areas on campus during their no-credit time may be instructed to return to a supervised area or leave campus. Students that continue to violate these rules may be disciplined for insubordination. In extreme cases, students may be referred to the School Resource Officer and given official warning or even cited for trespassing.

## Non-Motorized Personal Transportation

Bicycles, skateboards, or any other personal transportation devices are not to be ridden on school property at any point and for any reason during the school day. Bicycles must be parked and locked in one of the bike racks. Skateboards may also be locked in one of the skateboard racks on campus or left in the front office.

All other forms of wheeled transportation are to be stored in the front office immediately upon arrival at school.

Bicycles, skateboards, or any other personal transportation devices being ridden on school property during the school day may be subject to confiscation and a student may be disciplined for repeated offenses.

## Parking Permits at GPHS

Gladiola has a limited number of student parking spots available on a first come, first served basis. We have no fee to park on campus at Gladiola. District safe parking rules must be followed on the Gladiola campus. Vulgar, obscene, and/or inflammatory displays on vehicles may result in revocation of the student's ability to park on campus. Safe driving habits must be followed while on or near campus. Students are required to park in the non-Staff, non-Visitor, and non-Handicapped accessible (unless the student has a visible Handicap placard, license plate, or note from their healthcare provider) spots.

As we are located in a neighborhood, it is important we are good neighbors. Please enter and leave the parking lot at a safe rate of speed. Any vehicles with loud exhaust systems should be aware of this when entering or leaving our community to minimize any noise disruptions. Any continued noise disruptions will result in a suspension and possible loss of campus parking privileges. Additionally, law enforcement may be involved.

Students who are involved in some courses, clubs, or sports activities at GPHS may need to obtain a Student Parking Permit at GPHS. The cost of a student parking permit is usually \$25. Students must fill out a parking registration form and sign a parking rules form at GPHS. Purchase of a parking permit does NOT guarantee a parking space on a daily basis.

Students who park their vehicles at GPHS without visibly posting a Student Parking Permit, or those who park illegally, will be issued a **\$15.00** ticket for such a violation and **\$25.00** per ticket thereafter.

Students who continue to park illegally, or continue to drive in an unsafe manner, may be subject to additional school discipline for insubordination up to and including suspension and/or expulsion, in addition to losing campus parking privileges. Additionally,

students that have outstanding parking fees and/or fines upon graduation, may be excluded from participating in the graduation ceremony and/or have their debts turned over to a collection agency.

## **Tutoring**

Teachers are sometimes available for additional support and academic tutoring. These times and schedules are set by individual teachers. Please contact that teacher to schedule additional support if needed. Additionally, Gladiola may employ some individual tutors during class time. Students are expected to participate and be actively engaged in these additional supports to help their success. If students do not use these tutors when asked or provided, the 3 redirect system will be used.

## **Physical Restraint and Seclusion Annual Report**

Under Oregon Administrative Rule ORS.326.051, school districts must prepare an annual report detailing the use of physical restraint and seclusion for the preceding year. Parents and guardians of students shall be advised at least once each school year about how to access the report. The required notification appears in our school newsletters and is also available at our school and district offices. For additional information, please contact the Special Services Department or refer to the Oregon Department of Education website at [www.ode.state.or.us](http://www.ode.state.or.us). The GPSD annual report for the preceding year is available via the district website.

### **PBIS – Positive Behavior and Instructional Support – WE ARE GP!**

**GPHS/Gladiola and School District 7 are committed to implement PBIS. Each year the school will make strides to move toward a school-wide positive support system.**

A major advance in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including classroom and non-classroom settings (such as hallways, the Commons, the Quad, etc.). Positive Behavior and Instructional Support (PBIS) is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. The goal is for these systems of support to improve student lifestyles personally, health wise, socially, their family, work, and recreational activities that will result in fewer behavioral problems and an increase in desired student behavior.

## **Behavior Expectations**

It is our belief that an atmosphere of mutual respect at GPHS/Gladiola is important. A positive learning environment is valued and everyone must accept responsibility for his/her behavior. The discipline policy provides the tools to ensure a consistent and equitable environment. School discipline protects and nurtures the physical, social, mental, and emotional well-being of all students. The PBIS Discipline Policy allows students to learn and teachers to teach.

Discipline is necessary to assure an orderly environment in which each student may live and learn to his/her capacity. Schools, community, and parents share the responsibility for helping students develop self-discipline. School district goals cannot be achieved in an environment that is less than orderly.

## **Profanity, Vulgarity, and/or Indecent Conduct**

Students shall not use, produce, and/or distribute profane, vulgar, inflammatory, lewd, and/or rude language and/or gestures verbally, non-verbally, and/or in written form. This includes either spoken or written racial or ethnic slurs. Students who violate this policy may face disciplinary action up to and including a recommendation for expulsion in extreme cases. Repeated violations will be considered defiance and disciplined as such.

Students that direct obscene or vulgar language or gestures toward GPHS/Gladiola Staff will face severe discipline up to and including expulsion.

## **Protection of Pupil Rights Amendment (PPRA)**

Under the Protection of Pupil Rights Amendment (PPRA), the district will obtain prior written consent from parents before students are required to take a survey that contains questions in one or more of the following areas and that are funded in whole or in part by US Department of Education funds.

1. political affiliations or beliefs of the student or the student's parent
2. mental or psychological problems of the student or the student's family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating, or demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or analogous relationships (such as lawyers, physicians, or ministers)
7. religious practices, affiliations, or beliefs of the student or the student's parent
8. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance)

For surveys dealing with one or more of the areas listed above but not funded in whole or part by US Department of Education funds, parents must receive notice of the survey and be given the opportunity to opt their students out of participation in the survey.

Parents have the right upon request to review any survey addressing these areas, any instructional materials used in connection with the survey, and any instructional materials used as part of the educational curriculum.

Parents have the right to receive notice and an opportunity to opt a student out of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law.

Parents have the right to receive notice and opt a student out of activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute information to others.

The above rights transfer from parents to a student who is 18 years old or an emancipated minor under State law.

Parents or eligible students who believe their rights under FERPA or PPRA have been violated have the right to file a complaint with the United States Department of Education. Complaints may be addressed to Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202.

## **Public Displays of Affection**

Overt public displays of affection are inappropriate at school. In general, holding hands and engaging in a brief embrace or hug would be an example of appropriate forms of affection. It will be left to the discretion of GPHS/Gladiola Administration, Staff and/or Campus Security Supervisors to determine if the level of affection becomes overt or inappropriate. Failure to follow these guidelines, egregious public displays of affection, and/or repeated infractions may result in disciplinary action for defiance.

## **Release of Student Information**

Grants Pass School District No. 7 holds all information about students as being confidential except for "Directory Information." This includes student/parent's legal name, address, telephone listing, electronic address, date and place of birth, student's photograph, participation in officially recognized activities, weight and height of athletic team members, dates of attendance, grade level, dates entered and graduated from Grants Pass School District schools, degrees, honors, or awards received, and most recent previous school or program attended. Directory information considered by the district to be detrimental will not be released. Requests for directory information to be used for commercial solicitations will be considered detrimental and denied. Except for parent class list or school support group (PTA, Booster Club etc.) group contact list requests, group or comprehensive directory information requests for contact information for all students in the District, a school or a grade level will be limited to students' mailing addresses only. At no point will a student's social security number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

Directory information will be released upon request to the news media and can be used for student directories, District web pages, sports programs, or activity programs unless otherwise requested by the parents. By law, the district must release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Objections to releasing part or all of the Grants Pass School District directory information must be in writing and directed to the principal of the student's school within 15 days of annual public notice.

## **Search and Seizure**

GPHS/Gladiola and the District #7 School Board seeks to ensure a learning environment which protects the health, safety, and welfare of students and staff. To assist in attaining these goals, district officials having reasonable suspicion may search a student's person and/or property (including backpacks, purses, and any vehicles parked on a D7 campus).

Property owned by the district and assigned to a student (example: lockers) may be searched at any time for any reason. Such searches shall be reasonable in scope and may be conducted at any time on district property or when the student is under the jurisdiction of the district. District officials may also search when they have reasonable information that emergency and/or dangerous circumstances exist.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

## **Vehicle Searches on Campus**

Any student vehicle entering District 7 property is subject to search by school authorities and law enforcement personnel working with them. All searches are for reasonable suspicion. Search of a vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

## **“The Spirit of Gladiola” and graduation cords**

At Gladiola, faculty and staff select our graduation speakers (The Spirit of Gladiola”) based on student character, commitment to their education, commitment to our learning community, Grade Point Average (GPA) and for exhibiting the Gladiola spirit. Additional cords may be awarded due to other exceptional student achievements or contributions.

## **State Testing - Oregon Statewide Assessment System (OSAS)**

All students in the Grants Pass School District are required to participate in assigned state and district level assessments when mandated by the Oregon Department of Education. State assessment requirements are determined by the Oregon Department of Education and additional assessments may be determined necessary by the district to ensure quality academic instruction.

House Bill 2655 permits parents and adult students to annually opt-out of Oregon’s statewide summative tests in English Language Arts and Math by submitting an annual form to the school the student attends. Schools will provide parents with the annual form at least 30 days prior to the start of testing.

Students will be assessed English Language Arts, Math, and Science sometime between January and June. Oregon Extended Assessment for English Language Arts and Math is given between February and April.

Considering the changing guidelines and variables associated with the COVID pandemic, the state of Oregon and the Oregon Department of Education may change some of these requirements to reflect best strategies related to COVID and education.

Please contact the GPHS/Gladiola Administration if you have questions or want to learn more about these assessments.

## **Student Body ID Cards**

Student Body ID Cards are provided free to all students for identification. Students may purchase a “dot” which allows them to attend home athletic events free of charge and get a reduced rate for some dances. This does not include OSAA sponsored events or playoff games. Replacement cards are available for a fee.

## **Student Rights and Responsibilities**

Student's rights and responsibilities include the following:

Civil Rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;

1. The right to attend free public schools, the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school;
2. The right to due process of law with respect to suspensions, expulsions, and decisions which the student believe injure his/her rights;
3. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
4. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
5. The right to privacy, which includes privacy in respect to the student's educational records;
6. The right to know the behavior standards expected, and the responsibility to know the consequences of misbehavior.
7. The right to an engaging education, yet responsible for your own attendance and the submission of any and or all assigned work.

School District 7 has authority and control over a student from the point of leaving home until such time they return home during a regular school day, at any school-related activity regardless of time or location, any time students are on District #7 property, and while being transported in district provided transportation.

## **Vandalism, Property Damage, and/or Theft**

It is GPHS/Gladiola policy for students to make full restitution for damage to school property or theft of property, whether it is an act of vandalism, carelessness, or taking someone's property. Broken glass, writing on walls or desks or breaking furniture are prime examples. Please note that GPHS/Gladiola and District #7 do not have insurance to cover these damages. Students are also responsible for any damage they cause on field trips, sporting events, club activities, or other such school sponsored events whether on or off-campus. Such acts by students may result in school disciplinary action, restitution, referral to law enforcement or all of the above.

## **Video Surveillance**

The School Board authorizes the use of video surveillance cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property. This video surveillance is also used to safeguard district facilities, equipment, and to allow greater public access to district facilities. Surveillance cameras will be placed in locations deemed appropriate by the superintendent.

Students or staff observed on Grants Pass School District #7 video surveillance cameras violating Board policies, administrative regulations, building rules, and/or laws shall be subject to appropriate disciplinary action and/or may be referred to appropriate law enforcement agencies.

Digital recordings may become a part of a student's educational record or a staff member's personnel record and the district shall comply with all applicable state and federal laws related to record maintenance and retention.

## **Visitor Passes**

For safety and school security reasons, parents, guest speakers, vendors, former GPHS/Gladiola students, and any other non-staff members or non-students who come onto campus are required to report to the Main Office and obtain a Visitor's Pass.

A visitor may be requested to present official identification such as a current driver's license in order to get a visitor pass. Visitor passes are given to those individuals that have specific business at the school or have been invited ahead of time by a staff member. Visitor passes are not issued to former students who simply want to visit friends during the school day.

Students from other local high schools are not permitted on campus during GPHS/Gladiola school hours. Students or friends visiting from schools out of the area are also not allowed to visit students during school hours. If there are special circumstances that

necessitate a parent or other non-student to visit a student during the school day; this visit must be authorized by GPHS/Gladiola Administration prior to the visit.

## **Weapons**

### **Grants Pass School District #7 policy states:**

Weapons and replicas of weapons are forbidden on school property. Students shall not bring, possess, conceal, or use a weapon on district property or at activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education.

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. "Dangerous weapon" - 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. "Deadly weapon" - any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" - any weapon 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;
4. "Destructive device" - any device with an 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 a signaling, pyrotechnic, line-throwing, safety, or similar device.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, explosives, noxious, or irritating or poisonous gasses, poisons, unlawful drugs, or other items fashioned with the intent to sell to, be used by, harm, threaten, or harass students, staff members, parents, or 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 building Principal approval for certain curriculum or school-related activities.

Any firearms or weapons, replicas of weapons, fireworks, and pocket knives are subject to seizure and/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 officer. 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. Parents will be notified of all conduct by their student that violates this policy.

Students found to have brought, possessed, concealed, or used a dangerous or deadly weapon, firearm or destructive device in violation of this policy 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. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons that are registered and handled in a legal manner (including, but not limited to, hunter safety courses). The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

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.

## Withdrawing From a Class

Any class dropped during the first three (3) weeks of the semester may result in a “W” withdrawal. Classes dropped week four (4) through the end of the quarter will result in an “F or X” grade. In either situation, the student will likely be assigned to an academic tutorial class for the remainder of the quarter. **Seniors in this situation during the second semester of their senior year may be allowed to begin credit retrieval during the semester but will not be permitted to participate in the graduation ceremony.**

The criteria for being allowed to drop a class include:

1. approval from parent, counselor, and administrator
2. valid reason to withdraw as agreed upon by all involved
3. approval from teacher and game plan for future success or earning the required credit has been established and discussed

## Withdrawing From School

It is mandatory in the State of Oregon that all students attend school until either graduation, completion of a GED program, or their 18th year. **Any student who plans to withdraw from GPHS/Gladiola, regardless of reason, must meet with their counselor and school administrator.** The counselor will obtain necessary information for purposes of closing student records at this school and will review the check-out procedures and offer to help discuss a plan for future career or educational success options. The district may withhold the grade reports, diploma, or other records of a student who owe fees, fines, or damages until those fees, fines, or damages

You can report incidents of harassment, bullying, and/or violence by contacting any adult on campus, your counselor, your administrator, or anonymously to “Safe Oregon” @ [safeoregon.com](http://safeoregon.com) or text/call to 1-844-472-3367 or email [tip@safeoregon.com](mailto:tip@safeoregon.com)

are paid. Once the student has completed the proper checkout procedure, all student records will be released when requested.