

# **McLoughlin High School**

## **2022-2023**

**120 S. Main St.  
Milton-Freewater, Oregon 97862**

**School phone number: 938-5591**

**School Colors: **Crimson** & Black**

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## WHERE TO GO / WHAT TO DO

If you...

Were **Absent**, have parent/guardian call the attendance office (541-983-5591) or send a note to School within 24 hours of the absence.

**Are going to be Absent and you know ahead of time**, complete and return a Pre-Arranged Absence form to the Attendance Office.

Want an **Appointment** with the counselor, go to the Counseling Office on the main floor Rooms 102 A-D or check with Maricela at the front office.

Need to report a **Change of Address**, have a parent call or come into the main office.

Need to **Checkout** from school for appointments or not feeling well, sign out in the main office before leaving.

Want to join a **Club**, see Susie Ellis or the Club Advisor.

Have a **Conflict** with a teacher, see the teacher first, then go to a counselor or administrator.

Want to find out about **Courses** offered, see the counselor.

Want to add a notice to the **Daily Announcements**, have it signed by a teacher, coach or club advisor and submit to Tami in the Principal's office.

Want a guest to attend a **Dance**, see Tami a week before the dance and return the form with appropriate signatures to Tami or Mr. Uribe three days before the dance.

Have a **Detention** to serve, report to your teacher or the Academic Integrity at room 210 with Gertrudes Garcia: which is open Monday - Friday.

There will be **no Fees** for any sport or classes

Need information on **Graduation Requirements or Post-High School Planning**, go to the counselor Donald Jenkins Room 102C, Pioneer Time staff member or College Coach.

Want to **Leave** campus at any time other than lunch, report to Maricela in the Attendance Office.

Want to use a **Locker**, see Tami in the Principal's office.

Want to check out or renew a **Library** book, see **Nicole Goldbach** in the library.

Need a **Parking Permit (No charge)**, bring driver's license, insurance card, make and model of your vehicle, and the license plate number see Tami in the Principal's office.

Want to inquire about **Scholarships**, see the Student Success Coaches Tavis Crittenden and Makenzie Sheets at the Student Center.

Are **Sick**, inform your teacher and report to Maricela in the front office.

There will be no **Sports Fee**, any questions see Tami in the Principal's office.

Want to participate in a **Sport**, see the **Athletic Director Arnie Alvarez** or the coach of the sport.

Lost your **ASB Card**, see Tami by the Principal's office.

Are interested in running for a **Student Body Office**, see Susie in the Counseling Center.

Need to use a **Telephone**, see Maricela in the Attendance office and ask permission to use the phone.

Need or lost a **Textbook**, see your teacher.

Need to report a **Theft**, see the teacher in charge of the class and report the incident to the Assistant Principal.

Want to request a **Transcript**, see Susie Ellis in Student Service Offices .

Need to turn in your **VIP card**, report to the office and tell staff of your good deed.

Need to **Withdraw** from school, have parents see Daniela in the main office.

Need **School Supplies**, See the front office.

## **TIPS FOR SUCCESS AT McLOUGHLIN HIGH SCHOOL**

- Be involved. Part of the fun in school is participating in activities, cheering the teams on, and/or joining a club.
- Be organized, keep your notebook with dividers for each course you take.
- Be prepared for class by being on time and in possession of books, writing instruments and paper.
- Ask questions. Others probably want to ask the same question.
- Develop a routine for studying and use a consistent time and location.
- Stay in school regardless of the struggle. The diploma can open up other opportunities for you beyond high school.
- Be positive, be safe, be respectful, and be responsible.
- Review your notes daily.
- Be respectful at home and visit with your parents/guardians daily.
- To have a friend, you have to be a friend.
- Attend daily and be on time.
- Put forth your best effort.
- Plan and use your time wisely...there is a time to study and time to play.
- Be informed, listen to the daily announcements...find them and read them online too.
- Make wise decisions that will lead to positive experiences.
- Put the phone away during class time and pay attention.
- Be a good role model for other students and your brothers/sisters.
- Communicate with the school and your parents.
- Learning to deal with issues positively will help you gain confidence and become more independent.
- If you are struggling, we have a caring staff, a nurse two days a week and counselors. Let us help.

Milton-Freewater Unified School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

This handbook has been updated and prepared to help students and parents understand the services, activities and responsibilities associated with being a Mac-Hi student. The handbook outlines the rules and regulations necessary for the efficient and safe operation of our school. Parents and students should take the time to read this handbook carefully. Questions most commonly asked about Mac-Hi are answered in the pages that follow. If there are any areas where questions still exist,

please call the school (938-5591) for answers. Parents and students should be aware that it is not possible to list all the rules and regulations, but we have made an effort to address major areas of interest. Students will be held accountable for information contained in this handbook. Of course, we expect students to behave appropriately at all times while attending school or school functions. Have a wonderful and successful year.

Academic success begins with organization and assignment completion. This information will answer most of your questions about McLoughlin High School.

Be involved in clubs and/or sports, take as many classes as possible to discover that career path that appeals to you, study diligently, and most importantly have fun. High school is what you make of it. Memories that last a lifetime begin at Mac-Hi. Think of school as your job - be punctual, passionate about your work, kind to others and have the grit and resilience to finish strong as you attend school everyday.

It truly is a great day to be a Pioneer!

Mario Uribe Saldaña  
McLoughlin High School Principal

MAC-HI FACULTY

<b>Staff</b>	<b>Position</b>	<b>Staff</b>	<b>Position</b>
<b>Mario Uribe Saldaña</b>	Principal	<b>Rain Wheeler</b>	Math
<b>Kristina Brown</b>	Vice Principal	<b>Anayeli Alvarez</b>	Math
<b>Katie Adams</b>	Ag Science	<b>Ruth Dixon</b>	Math
<b>Marianne Smith</b>	Art	<b>Catherine York</b>	Math
<b>Arnaldo Alvarez</b>	Athletic Director	<b>Donald Jenkins</b>	School Counselor
<b>Shelly Shuler</b>	Business / Health	<b>Jonathan LeBlanc</b>	Science
<b>David Guss</b>	ELD	<b>Doug Yenney</b>	Science
<b>Erica Goodyear</b>	Foods / Hospitality	<b>Michelle Newby</b>	Science
<b>Carlos Ruvalcaba</b>	Health/Phys Ed	<b>Ryan Lundgren</b>	Social Studies
<b>Megann Erni</b>	Health/Phys Ed	<b>Jarrod Johnston</b>	Social Studies
<b>Kam Johnson</b>	Health	<b>Steffany Esser</b>	Social Studies
<b>Scott Pumphrey</b>	Industrial Arts	<b>Erin Anderton</b>	Spanish
<b>Scott Sumner</b>	Instrumental Music	<b>Theresa Rencken</b>	Special Education
<b>Jennifer Gonthier</b>	Language Arts	<b>Barbara McRae</b>	Special Education
<b>Will Burns</b>	Language Arts	<b>Tavis Crittenden</b>	Student Success Coach
<b>Connor Riggs</b>	Language Arts	<b>MaKenzie Sheets</b>	Student Success Coach
<b>Ethan Graham</b>	Language Arts	<b>Martin Martinez</b>	Technology/Welding
		<b>Melissa Cunnington</b>	Vocal Music

<b>Staff</b>	<b>Position</b>	<b>Staff</b>	<b>Position</b>
<b>Tami DeVink</b>	Principal's Secretary	<b>Nora Badgett</b>	Lead Cook
<b>Susie Ellis</b>	Counseling Secretary	<b>Mike Shelton</b>	Lead Custodian
<b>Maricela Cisneros</b>	Receptionist	<b>Nicole Goldbach</b>	Library Paraprofessional
<b>Daniela Gomez</b>	Registrar	<b>Roy Elia</b>	Paraprofessional
<b>Arnie Alvarez</b>	Safety/Attendance	<b>Gertrudes Garcia</b>	Paraprofessional
<b>Darrin Parsons</b>	SRO	<b>Christine Jacobson</b>	Paraprofessional YTP
<b>Teresa Berens</b>	Cook	<b>Grasiela Ramos</b>	Paraprofessional
<b>Alex Laposi</b>	Custodian	<b>Michelle Schoen</b>	Youth Transition Specialist (YTP)
	Custodian	<b>Fen Chen</b>	Paraprofessional
<b>Melinda Waliser</b>	Custodian	<b>Allen Alexander</b>	Paraprofessional
		<b>Verenise Martinez</b>	Paraprofessional
		<b>Andrea Reyes</b>	Paraprofessional
		<b>Nikki Goldbach</b>	Paraprofessional
		<b>Mariangel Serrano</b>	Paraprofessional

### ACADEMICS

**ACADEMIC INTEGRITY: please see academic integrity document on page 33 for more information.**

Academic integrity means doing school honestly. Cheating is gaining an advantage dishonestly; plagiarism, a form of cheating, is presenting someone else's work as your own. Teachers will communicate their expectations to students so they can avoid these situations. Level of dishonesty at the lowest level may be looking at another student's work and copying it, gaining answers from others during a test, or having notes or answers on your phone. Submitting papers as your own from the internet or publications, submitting projects and papers that are not your own work and/or submitting a digital project developed by someone else would be mid-level dishonesty. The highest level of dishonesty is stealing examinations, projects or assignments or distributing copies (via email, cell phone, etc) to other students. All will have consequences ranging from detentions, zero on an assignment up to zero on an assignment, suspension, removal from Honor Society, clubs, teams and possible expulsion.

### **ACCREDITATION**

McLoughlin High School is accredited by the Northwest Accreditation Commission. It is recognized as a Standard School by the Oregon Department of Education. McLoughlin High School is also a member of the Oregon Schools Activities Association (OSAA).

### **ALTERNATIVE DIPLOMA OPTIONS**

There are alternative diploma options for students with documented deficiencies in their ability to meet grade level material. For more information see school board policy Graduation Requirements – IKF.

**GRADING AND LETTER GRADES**

Letter grades reflect the progress that a student makes toward the objectives and competencies of each course. A letter grade is based on the instructor’s professional evaluation of student achievement in the following areas: Completion of assignments (written papers, oral presentations, discussions, etc.); Examination scores; Master of pertinent skills; Handling of abstractions; Application of knowledge; and classroom participation and involvement.

- A = SUPERIOR: indicates mastery of subject, work of character
- B = ABOVE AVERAGE: indicates good quality work
- C = AVERAGE: indicates minimum course requirements/standards
- D = BELOW AVERAGE: indicates below average work
- F = FAILING: indicates failing work which does not meet the minimum requirements
- P = PASSING: indicates satisfactory work in a planned, non-graded experience
- NP = NO PASS: indicates unsatisfactory work in a planned, non-graded experience
- W = WITHDRAWN: (No GPA grade/No Credit)
- NG = NO GRADE: indicates non-graded, non-credit experience
- INC = INCOMPLETE – students typically have two weeks to complete after semester

Note: Credit is granted for grades/marks A, B, C, D, P

**GRADUATION EXERCISE**

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate and who have paid all fees, fines and charges will be permitted to take part in the district’s graduation exercises. However, students may be denied participation in graduation exercises for violation of Board policies, administration regulations or school rules. Seven semesters of work will be used in the determination of High Honors, 3.75 and above, and Honors, 3.5 – 3.74.

**GRADUATION REQUIREMENTS – Class of 2020 and beyond \*\***

McLoughlin High students who meet the requirements outlined in the left column below will receive a Mac-Hi diploma. Another option for our students is the Honors Diploma. Its requirements are listed in the right column. Enrichment classes must be cleared with the administration. A student may satisfy graduation requirements in less than four years if consent is received by the student’s parent or guardian or by the student if they are 18 years old or are emancipated.

<b>Classes of 2020 and beyond</b>	
<p><b>Mac-Hi Diploma</b>            25 Credit Requirements            4 Language Arts            3 Mathematics (Algebra level and above)            3 Science            3 Social Sciences            1 Health Education            1 Physical Education            3 Arts, Career &amp; Technical Ed, Second Language            7 Electives (to include any technology course and Careers class)</p> <p><i>* Demonstrate proficiency in Essential Skills as outlined by the State (all classes beyond 2013 – Reading, Writing and Math)</i></p>	<p><b>Honors Diploma</b>            27 Credit Requirements            4 Language Arts            3 Mathematics (Algebra level and above)            3 Science (At least two years of college prep science; Biology, Chemistry, and/or Physics)            3 Social Sciences            1 Health Education            1 Physical Education            3.5 Arts, Career &amp; Technical Ed, Second Language            8.5 Electives (to include any technology course and Careers class)</p> <p><i>* Must pass the state requirements for Essential Skills – Reading, Writing, Math, OAKS Science            * Maintain an accumulated GPA of 3.5 or above            * Score a minimum of 1000 on the SAT, 22 on the ACT OR meet all required state assessments</i></p>

	* Classes must include one AP class, Dual Credit class or Expanded Options class * 90% and above attendance
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\* **COLLEGE BOUND** students and their parents need to be aware of college entrance requirements. These often include a minimum GPA and test scores as well as certain completed high school classes. For example, most universities require four years of English, three years of math, two years of foreign language, three years of social science and three years of science. Most of these are covered if the student selects the Honors Diploma academic requirements. It is wise for students to research their selected college's specific requirements early in their high school career to prepare for meeting those requirements.

### **GRADUATION (ADDITIONAL REQUIREMENTS):**

Students in the graduating class must:

1. **Plan and Profile**: students develop a Personal Learning Plan for the classes and experiences they will need to prepare for their post high school plans. They will document their progress and accomplishments along the way;
2. **Career-Related Learning Experiences**: Students participate in experiences that connect classroom learning with the workplace and community.
3. **Extended Application**: Demonstrate career-related knowledge and Essential Skills as outlined by the state and as provided by participating and being enrolled in Freshmen Transitions, Sophomore Careers, Junior Discovery, and Seniors Upward Bound.

### **HOMEWORK REQUESTS**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve learning, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom. Students are encouraged to check with teachers immediately following an absence. As of school year 2020-2021 and after, all assignments will be posted on Google Classroom.

### **HONOR ROLL and GRADING and ATTENDANCE**

At the end of each semester grading period, a list of those students (by grade) whose grade point average is 3.50 or above will be published. The student must be taking at least four graded classes in order to qualify for the Honor Roll and have 90% attendance. The Honor Roll and the final senior standings are arrived at by grade point average based on:

A = 4 points (100-90%)    B = 3 points (89.9-80%)    C = 2 points (79.9-70%)    D = 1 point (69.9-60%)    F = 0 points

### **PLANNING FOR THE FUTURE**

There are many opportunities at Mac-Hi for students to prepare for their post high school future. Not only will they have the opportunity to complete, review and update their Personal Learning Plan semi-annually, students will have the opportunity to earn college credit through Eastern Promise, Blue Mountain Community College and through Dual Credit programs offered through the high school. Each year students will complete a course to help plan for their future. Each course will allow students the opportunity to explore more career and college options. Students should take this planning seriously even if they are unsure of their direction after high school; the three typical options include college or university, trade or technical school, or the military. Whatever direction you choose, we want to assist you in the process.

Please check with the Counseling Office or College Center for more information on College Entrance Requirements, SAT/ACT requirements, College Visits, Curriculum Guides, NCAA Athletics, Financial Aid and Scholarships.

### **SCHEDULING / FORECAST**

Thoughtful and careful planning for your future is extremely important. You are asked to be diligent in your work with your advisor, the counselor and your parents when choosing classes. Your class choices should be related to your future college and career plans beyond high school. Review your Personal Learning Plan during advisory in the spring when you forecast for classes.

Once you have chosen your classes you will be expected to keep your classes the following year. If a full schedule cannot be built based on the master schedule, you may visit with the counselor to add a class only within the first week of school. If classes are full there is also a possibility you will have to be placed in a class that was not on your list. Classes will not be changed to be with friends or because you have a change of heart, etc. Required changes that are in the best academic interest of the student will require discussion between student, advisor, counselor, parents and administration as appropriate.

## ATTENDANCE

### **ATTENDANCE: We want a 90% and above attendance rate. it does pay to attend.**

You cannot benefit from the education provided if you are not in school to learn.

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Parents may be cited for failure to follow state compulsory attendance law and may be fined up to \$500.

The attendance requirement is designed to:

- o Contribute to the academic success of students.
- o Assist students and teachers in attaining instructional goals.
- o Provide parents with timely attendance information.
- o Reinforce the life skills of punctuality and attendance.
- o Reinforce and monitor the impact of attendance on grades and credit.
- o For chronically ill students, a note from a medical doctor would be required for absences to ensure student and staff safety.

The administration and staff at Mac-Hi believe regular attendance and hard work are significant contributors to a student's academic success. The instructor in charge will take attendance during each period. Parents will need to call to excuse their student for illness, appointments or family emergencies, a parent does not have to call for students who were absent because of an authorized field trip or school activity. Each student is responsible for knowing when and where absences will least impact his/her academic standing in the class.

A student who is absent from school or from any class without permission will be considered unexcused and may be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities (like dances) and/or loss of privileges.

Parents who monitor attendance closely increase the likelihood of success for their child. Parents may call 541-938-5591 to inquire about attendance between 7:30 and 4 pm. Parents can go to the online parent view to track attendance. The link is: <http://machi.milfree.k12.or.us> and click on Parent/StudentVUE Access. If the parent does not have a username and password, please call the office or come into the school.

### **ATTENDANCE PROCEDURES:** <https://www.oregonlaws.org/ors/339.065>

Teachers will be responsible for keeping track of daily absences electronically or in their grade books. If a student has been absent and it has not been excused, parents will receive a message through our school phone messenger system. ***It is the parent's responsibility to inform the school of any changes of address or phone numbers. If a parent needs to report an absence, please call 541-938-5591 OR a parent may send an appointment note upon the students return to school.***

1. When students return to school after an absence they must:
  - a. Clear absences with a note signed by their parents or guardians (phone call to the office will work) indicating the reason for their absence. All absences are unexcused until cleared by a parent or guardian. Parents/guardians have 24 hours after your return to contact the school to clear an unexcused absence.
    - i. Reasons for an excused absence may include student illness, immediate family member illness, family emergency that requires student's absence, school approved activities, medical and dental appointments and those reasons deemed appropriate by the administration.
    - ii. Some absences may not be excused even with parent signatures, i.e., a student who misses a lab to get a haircut. While the parent approved the reason for the absence, the lab cannot physically be made up; therefore, no credit would be earned for this lab.

- b. A student returning to class following an unexcused absence is responsible to address the absence with the office. If, after 24 hours, the absence has not been excused, the student will attend Academic Integrity at lunch.
2. **Consequences for unexcused absences:** Academic Integrity during lunch.
  3. Students who are 18 years of age and living on their own must petition to the administration to be able to write their own notes.
  4. If a student must leave school during the school day, he/she **MUST** check out at the Attendance Office. Effort will be made to contact parents prior to the student leaving if the student does not have a note. A student who leaves school for any reason must notify the Attendance Office prior to leaving, or the absence will be regarded as unexcused. Mac-Hi has a closed campus except for lunch.
  5. For planned absences, students will need to complete a pre-arranged absence form that may be picked up in the Attendance Office. The student will then see his/her teachers to receive work or to make arrangements for the completion of missed work with the teacher.
  6. A student who is absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in depth study assigned by the teacher to meet subject or course requirements.
  7. If a student misses more than two days due to illness or other reasons not pre-arranged, parents should contact the office to request collection of homework assignments.
  8. Students who are absent from the regular school day will not be allowed to participate in school related activities on that day or evening.
  9. **Skipping and other unexcused absences will result in the student not being allowed to participate in school activities.**
  10. **Students absent due to illness for more than 3 full days (or 6 half-days) in a 30 day period will be required to provide a medical doctor's note to have the absence excused.**
  11. Excessive absences may lead to no credit or a failing grade and a citation for non-compliance with compulsory attendance laws.
  12. **Chronically absent student, defined as having 4 full-day or 8 half-day unexcused absences over a 4-week period, will be subject to the following:**
    - a. Building level interventions may include schedule changes, parent meetings, and shortened schedule/s.
    - b. If absences continue, Official 1st notification letter of Oregon Revised Statutes truancy violation will be mailed home.
    - c. If absences continue, Official 2nd notification of ORS truancy violation, attendance contract meeting required of parents and student.
    - d. If absences continue, the consequences will include official truancy violation notice and a Compulsory Attendance Citation will be issued to the parents. The citation includes a \$500 fine and requires attendance at the Pendleton Court House in front of a Circuit Court Judge.
    - e. During this process the school will determine other steps like suspensions and placement in an alternative program.
  13. Students wishing to re-enroll from any Alternative Placement will need to show the following prior to re-enrollment
    - a. Strong attendance in their current placement
    - b. An ability to successfully earn credits
    - c. No behavior problems in their current placement

### **ATTENDANCE: TARDIES**

It is the expectation of McLoughlin High School that students be on time to all classes. Tardies should be very infrequent because they cause disruption to the classroom. Teachers or administration may assign make-up time for students who are late to class. Teachers may also deny portions of assignments or participation points for the time students missed due to being late. Teachers will notify parents/guardians regarding repeated tardy issues. If the student continues to be tardy to class, teachers may write a referral to the administration for assigned detention. With continued tardies (excused or unexcused), students risk being assigned multiple detentions, ISS, and/or may be withdrawn from the class and lose the potential for earning credit. **The office staff can place a student in detention in the ISS room during the class period that they are tardy.** Being on time is a great character trait that employees seek.

**Students being late to class may be placed on a "Do Not Release" list and will not be allowed to leave the classroom except for emergencies or to be called to the office.**

**Students who arrive late to school must be admitted through the Attendance Office. Late students must check in and report to the detention room for the remainder of the period. The teacher will be notified so work can be sent as soon as possible to the detention room.**

The office will enter electronically unexcused tardiness as defined as arriving to a class after the final bell without an excused note from a teacher, parent or administrator. Unexcused tardies will be handled as outlined below:

- 1) **A student that is tardy to class may be placed on a “Do Not Release” list and may not be allowed to leave the classroom except in cases of emergency or if called to the office. Parents will be notified if this is to be implemented.**
- 2) Individual teachers will handle classroom detentions and phone calls to parents.
- 3) 10 or more unexcused tardies for a period will result in the student going to the Academic Integrity lunch detention located at the library for the period the student is tardy.
- 4) **Unexcused tardies at 5 for a class period, administration will have a conversation with the student about attendance.**
- 5) **Unexcused tardies at 10, parents will be contacted to have a meeting with the administration.**
- 6) If the violations continue, at **20 tardies** a student may be removed from the class. A parent meeting will be established to discuss a proper plan. It is possible that online may be a solution.
- 7) Juniors and Seniors may lose their off-campus lunch privileges after 10 or more tardies.
- 8) **Additional: A student below 10 tardies, who has reported to the office to obtain a tardy slip has 5 minutes from the time they receive their slip to arrive at his/her class. Arrival to class more than 5 minutes after obtaining a slip will result in an unexcused absence and the teacher will send the student to the Academic Integrity room for the remainder of the period.**
- 9) **Tardies are not excusable except for when a student has an appointment and/or has a Dr’s. note.**

### **PASSES (HALL)**

No student is to be outside his/her regularly scheduled class area without a pass and/or teacher permission. When it is necessary for a student to leave class, a staff member will provide a hall pass **and the student will leave his/her cell phone in class:**

- 1) On campus pass - Any student needing to leave the classroom is to carry a teacher assigned hall pass, this allows necessary trips to the office, library, restrooms, etc.
- 2) Off campus pass - This pass is to be used for necessary trips to the doctor, dentist or other necessary trips off campus. Such trips must be arranged previously by a parent note or phone call. Off campus passes are issued by the Attendance Office.

### **PRE-ARRANGED ABSENCES / MAKE-UP WORK**

Absences may be pre-approved by the staff at Mac-Hi. This is especially important in the case of extended absences. Students will have 48 hours to pre-arrange absences; this includes absences for school sponsored events. All work must be completed prior to the absence; however, other arrangements may be made at the teacher’s discretion (read the class syllabi and check with the teacher). This rule does apply to scheduled tests, term papers or major projects that are missed due to the absence.

Students who are not making academic progress or who are failing may be ineligible to travel for school related activities and/or athletic events. Teachers will communicate with coaches and advisors regarding academic concerns.

## **GENERAL INFORMATION**

### **ALTERNATIVE PLACEMENTS**

Students could end up in an alternative placement outside of McLoughlin High School. Some examples of alternative placement reasons include: a second occurrence of a severe discipline issue; attendance patterns are so erratic that a student is not benefitting from the current educational program; the district is considering expulsion; a student has been expelled and has an Individual Education Plan.

### **ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on the animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

## **ANNOUNCEMENTS**

The announcements will be read during Pioneer Time. If you don't hear the announcements, you may request to read them on your own time or may view the posted announcements outside the assistant principal and/or Tami's office. An advisor, teacher, coach or administrator may approve school related announcements and they should be turned in to Tami the day prior to needing to be posted.

## **ASSEMBLIES**

Assemblies are planned for the good of all students. It is a time to have fun, experience something new and to be with your fellow classmates. Students are required to attend all school assemblies unless excused by a parent or administration through the office. Students will be expected to be on their best behavior. Students who do not behave appropriately during an assembly will be subject to disciplinary action. Students do not have permission to leave school during an assembly. It is part of the scheduled school day.

## **BELL SCHEDULE – Breakfast is available after 1<sup>st</sup> and there will be two lunch periods.**

Period	Mon, Tues, Wed, Thurs 47 min	Period	Friday 34 min
1st	7:55 – 8:42	1st	7:55 – 8:29
Break	8:42 – 8:50	Break	8:29 – 8:41
2 <sup>nd</sup>	8:55 - 9:42	2 <sup>nd</sup>	8:46 – 9:20
3rd	9:47 – 10:34	3rd	9:25 – 9:59
4 <sup>th</sup>	10:39 – 11:26	4 <sup>th</sup>	10:04 – 10:38
5A Lunch	11:26 – 11:56	5A Lunch	10:38 – 11:08
5 <sup>th</sup> A	11:31 – 12:18	5 <sup>th</sup> A	10:43 – 11:17
5 <sup>th</sup> B	12:01 – 12:48	5 <sup>th</sup> B	11:13 – 11:47
5B Lunch	12:18 – 12:48	5B Lunch	11:17 – 11:47
6 <sup>th</sup>	12:53 - 1:40	6 <sup>th</sup>	11:52-12:26
7 <sup>th</sup> Pioneer Time	1:45 - 2:13	8 <sup>th</sup>	12:31 - 1:05
8 <sup>th</sup>	2:18 - 3:05		

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8 <sup>th</sup>	2:18 - 3:05		

### **CELL PHONES**

In order to limit class disruptions, cell phones must be turned off and put away in the students backpack during classroom instructional time. This also includes Smart/Apple watches. Watches may be worn during class, but cannot be used to text, call or check Apps during class. **Instructional time is defined as any time that class is in session during the school day.** Students are permitted to use their phones before school, after school, during break, lunch and during passing time. If a parent is calling or text messaging a student during class, the student may respond during passing time, lunch, breakfast or before or after school. Parents are requested to please refrain from calling or text messaging during classroom instructional time. **If it is an emergency situation please contact the office.**

### **HEADPHONES**

In order to limit class and school disruptions, headphones and ear buds must be put away and remain out of sight during Class Time. Students are permitted to use their headphones and ear buds before school, after school, during break, and lunch.

### **CHANGE OF SCHEDULE**

**In the Spring students will forecast for new classes for the following year. Students will have time to change their schedule in the third week of August. During the school year changes to classes will be limited and parents must request a meeting with administration.**

Occasionally it becomes necessary for administration to change a student’s schedule during the course of a semester. Administration changes are typically due to repeated behavior violations, grade issues or attendance issues.

## **CLASS SCHEDULES**

All students in grades 9 – 11 must be enrolled in a full schedule. Seniors on track for graduation and have passed all their Essential Skills may take the required classes to graduate with **a minimum of five classes per semester. This can be combined with work experience. Work experience may only cover two credits per year. Pay stubs for every pay period must be submitted to the office within the pay period week.**

## **CLASS SYLLABUS**

Teachers will provide a class syllabus for each course. The syllabus will contain course objectives, materials needed, overview of class assignments, grading and behavior expectations, policy for make-up work, and required readings and/or textbook. Students are asked to review each class syllabus with their parents, and parents will need to sign and the student will return to the teacher for credit. Parents are encouraged to visit with teachers as questions arise.

## **CLOSED CAMPUS FOR ALL STUDENTS**

Mac-Hi is a closed campus for all students; the only exception is for juniors and seniors at lunch. It is expected that freshmen and sophomores will stay on campus throughout the entire day. Parents of juniors and seniors who allow their students to leave campus during lunch must be aware that the students are not under the school's supervision during those times. Students are expected to be in class and on time every day. To maintain this privilege, students must return to campus in a timely fashion and be good neighbors by not littering or loitering on private property or the streets. Off campus lunch privileges will be granted on a two week basis. If your child needs to leave for an appointment, is sick or you are coming to pick him/her up, they must sign out at the office. A call from a parent or a note is the best way to inform the school of your child needing to leave school. Students should not leave campus, other than lunch for a junior or senior, without signing out in the office, and a parent should contact the office first in these cases. If a junior or senior student is tardy after lunch, after their 10th tardy and beyond, they will lose their off campus lunch privileges for two weeks.

## **CLUBS AND ORGANIZATIONS**

Joining clubs, organizations and sports teams are a great way to be part of the school and get to know other students. Student clubs and performing groups such as the band, choir, cheer, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If an extra-curricular violation is also a violation of the Student Code of Conduct, the consequences specified by the district may apply in addition to any consequences specified by the organization. Our school is often judged by the conduct of our traveling teams, groups or clubs. Be sure to conduct yourself in a way that makes us the 'stand out' school we are.

List of clubs and advisors include:

Future Business Leaders of America (FBLA)	Shelly Shuler	<a href="mailto:Michelle.Shuler@miltfreesd.org">Michelle.Shuler@miltfreesd.org</a>
FFA	Katie Adams	<a href="mailto:Katie.adams@miltfreesd.org">Katie.adams@miltfreesd.org</a>
Heritage Club	Dani Gomez	<a href="mailto:Dani.Gomez@miltfreesd.org">Dani.Gomez@miltfreesd.org</a>
Key Club	Michele Newby	<a href="mailto:Michele.Newby@miltfreesd.org">Michele.Newby@miltfreesd.org</a>
Ski Club	Michelle Newby	<a href="mailto:Michelle.Newby@miltfreesd.org">Michelle.Newby@miltfreesd.org</a>
Varsity Club (must have earned a varsity letter)	Susie Ellis	<a href="mailto:Susie.Ellis@miltfreesd.org">Susie.Ellis@miltfreesd.org</a>
National Honor Society (invitation only)	Steffany Esser	<a href="mailto:Steffany.Esser@miltfreesd.org">Steffany.Esser@miltfreesd.org</a>

GSA	Don Jenkins & Erica Goodyear	<a href="mailto:Don.Jenkins@miltfreesd.org">Don.Jenkins@miltfreesd.org</a> <a href="mailto:Erica.Goodyear@miltfreesd.org">Erica.Goodyear@miltfreesd.org</a>
Trap Shooting	Steve Timmons	<a href="mailto:stimmons@marvsglassshop.org">stimmons@marvsglassshop.org</a>

## **COMMONS**

All students will eat breakfast and lunch in the commons or outside in designated areas and are reminded that the school lunch program is a service offered to the students. Due to carpet in the halls, students are asked to not eat food in the halls and drinks should have a secure top for transport. Breakfast is free and students must stay on campus to eat. Students are encouraged to remain on campus at lunch or visit an eatery within walking distance. Freshmen and sophomores must stay on campus during breakfast and lunch as Mac-Hi is a closed campus for them. Students should also clean up their tables and be respectful of the commons. **There should be no food or drink in the hallways and classrooms.**

## **CONFERENCES**

Regular conferences are scheduled annually in the **fall and in the spring**. These conferences are a vital link in the communication of student progress. Parents are encouraged to attend the conferences held in the fall (please call for times). Other conferences may be set up by the parent, teacher or administration if the student is not maintaining passing grades, behavior expectations or in other cases deemed necessary.

## **DANCES / SOCIAL EVENTS**

To attend a dance please read below:

Rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest.

Students may not bring students who are considered dropout students.

- o Students may be required to sign up in advance for dances.
- o Anyone leaving before the official end of the activity will not be readmitted.
- o Guests (non-students of Mac-Hi) must be accompanied by a Mac-Hi student and cleared by the administration. Guests may be Mac-Hi grads or attend another high school only; no guest shall be over 20 or younger than high school age.
- o Students are expected to be respectful, safe and responsible while attending dances at Mac-Hi. Dancing should be modest and respectful of participants and spectators. Students should be facing each other when dancing.
- o In conjunction with school administration, chaperones have full authority over students attending dances. Students shall be respectful of requests by chaperones and abide by them throughout the evening. Students may be removed from the dance if they fail to follow administration or chaperone requests.

## **DAYTIME CURFEW**

The City of Milton-Freewater has a daytime curfew. High school aged students should be in school during the normal school day. Yantis Park, the McRae-Ireland Baseball Field and softball fields are off limits during instructional time unless accompanied by a staff member. Minors not in school, must be accompanied by a parent to be present in these areas during the school day. The community of Milton-Freewater supports high school students in numerous ways. Please always be respectful. Students should respect the rights of neighbors by avoiding: loitering, littering, trespassing, or creating a nuisance throughout the day.

## **DRESS AND GROOMING – Please dress for success!**

We believe school is a workplace environment and must be treated as such. Dress and grooming at school and at all district-sponsored events shall be of a nature that sets a positive, professional school-wide tone of respect, courtesy, personal pride and the customs of society. Any attire that is profane, vulgar, or displays alcohol, tobacco or drugs is in conflict with the programs and curriculum, thus is inappropriate wear for school and school activities. Not all styles and summer wear are appropriate for school and/or work.

The district prohibits student dress and grooming practices which:

- o Present a hazard to the health and safety of the students or others in the school.

- o Materially interferes with school work, creates disorder, or disrupts the educational program
- o Is provocative or suggestive in nature

The following are NOT considered acceptable dress for school:

- o Halter tops, tube tops, strapless and/or backless tops, or shirts that show excessive skin.
- o Pants, shorts, skirts with holes that show pockets, underwear, and/or buttocks.
- o Any clothing with reference to alcohol, tobacco, and/or drugs.
- o Any obscene language or gestures.
- o Any clothing demeaning any ethnic group or gender, to include the swastikas, confederate flag, etc.
- o Any clothing with sexual or inappropriate references.
- o Any chains, spike bracelets, and spike necklaces; flat bracelets are acceptable.
- o Any gang related dress, implied or obvious, is prohibited (all bandanas, hair nets, colors, symbols, top two buttons on plaid shirt buttoned and others unbuttoned, white ribbed undershirts, etc.)
- o visible undergarment. An undergarment is any article of clothing worn under the garment.
- o Hoodies. In the school building hoodies must be all the way off the head .

Hats may only be worn in the halls, but classrooms may have different rules. We cannot possibly list everything that is not school appropriate. Students wearing inappropriate clothing will be sent to the office to retrieve something appropriate. Students who choose to regularly violate the dress code may face disciplinary action.

**These are general guidelines and the administration reserves the right to make interpretive decisions on the appropriateness of dress and grooming as it relates to the learning climate and process.**

### **EMERGENCY MEDICAL TREATMENT**

A student who becomes sick or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to contact information provided by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to go home. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment. ***Parents will need to update their contact numbers with the office as often as necessary to make contact possible.***

### **EMERGENCY SITUATIONS**

Staff and students will participate in practice drills to be prepared for various situations. It is extremely important that all students follow directions of staff members during these drills and that all drills are taken seriously. Students who fail to cooperate may be putting others in danger. It is also important that students behave appropriately within the community when drills or real emergencies take place.

Warning signals may vary from fire alarm, intercom, bells or teacher directive. Students will be given instructions from staff as to the situation which may include lockdown procedures or exiting the building. Given the circumstances of the scenario, staff and students will be evacuated as quickly and safely as possible to a pre-arranged safe location.

### **EXPANDED OPTIONS and DUAL CREDIT**

The school encourages students to take dual credit classes offered at the high school. Dual credit courses allow students to earn high school and college credits simultaneously. Please see Tavis Crittenden or Makenzie Sheets, Student Success Coaches for information on dual credit classes.

Students who choose to take college classes outside of the dual credit offerings at Mac-Hi will be responsible for their own tuition, fees, transportation and books. Students should not assume that a college level class will replace a high school credit for graduation purposes.

### **EXTRA CURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences at McLoughlin High School. Involvement in student government, student clubs, organizations, athletics and

other activities are important to the development of students. Interested students should contact the office or athletic director for additional information.

### **FEES, FINES AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, pens, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including but not limited to, replacement ASB cards, security deposits, parking tags, club dues, materials for class projects, personal physical education equipment, athletic equipment and apparel, ASB and pay to play fees. Fines may also be imposed for overdue books in the library; other fines include charges for damaged school property and textbooks.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. A written or oral notice will be provided to the student and/or parents of the district's intent to collect fees, fines and charges owed and itemization of fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district. Such restrictions shall cease upon payment of the amount owed.

### **School year 2021-2022 and onward there will be NO fees for students. The information below is for reference if we need to add fees at some point.**

- Registration  
(replacement ASB card \$5.00)
- Parking Permit (needed to park on campus)
- Annual (Yearbook, book purchase is **optional**) \$50.00 (not optional)
- Student Insurance (packets available in Tami's office) (\$ depends upon your choice)
- Shop / Ag / Art / Home Ec. Fees (announced in class/syllabus)
- Athletic Fee
- Lockers are optional. Please see Tami Devink at the office.

Other fees or charges may be required by participants in clubs, voluntary purchase of school or team pictures, class rings, graduation announcements, class projects, student insurance, field trips, admission to extracurricular activities, etc. Fines may be assessed for parking violations, damaged school property to include library books, textbooks, equipment or uniforms, vandalism, etc.

### **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. While participating on a field trip, students are considered "in school". Therefore, students are expected to act appropriately and represent the school well.

### **FOOD AND EATING AREA**

Breakfast and lunch are free and are served at McLoughlin High School. Mac-Hi offers a variety of items in the commons. Students will eat in the commons or outside. All food will remain in the commons or outside. In order to maintain an environment we can all enjoy, students are expected to clear their tables and dispose of their garbage after eating. Waste receptacles are available throughout the commons and outside.

**Beverages- All beverages MUST be in a twist lid sealed container or one that is splash proof when outside the cafeteria. This includes the hallway, classrooms, and office space.**

### **FRIDAY SCHOOL**

Mac-Hi uses Friday School throughout the year as tutorials, part of our academic intervention time and our attendance intervention plans. The purpose of Friday School is to assist students who have poor grades, are completing credit recovery classes, have missing assignments or have failed to serve detentions as assigned. Students who are failing classes and/or are not on track for graduation may be required to attend the after school program from 3:30-5:00 Monday - Thursday and Fridays from 1:30-3:00. It is an extra opportunity to be successful.

### **GANG ACTIVITY POLICY**

Mac-Hi encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement. A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs or espousing in a belief system that frequently results in criminal activity, to include bullying, harassment, intimidation, or vandalism. Students who participate in gang-related activities or possess gang related clothing at school or school functions will be subject to strict disciplinary measures, which include a possible recommendation for expulsion. Any gang-related activity may be referred to local law enforcement agencies for appropriate action.

Gang-related activities include, but are not limited to:

- 1) Possessing or displaying gang related clothing, bandanas, signs or paraphernalia
- 2) Distributing gang literature or materials
- 3) Displaying gang-related posters, drawings, hand signs or graffiti
- 4) Recruiting members for a gang
- 5) Lead school officials to believe such behavior apparel, activities, acts or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational goals.
- 6) Present a physical safety hazard to self, students, staff members or other employees.
- 7) Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
- 8) Implying gang membership or affiliation by written communication, marks, tattoo's, drawings, painting, design, or emblem upon any school or personal property or on one's person.

### **GUIDANCE COUNSELING / COLLEGE / CAREER CENTER**

Our counselor, Donald Jenkins; College Coaches from the Career Center are available to help students in many ways including, but not limited to the following:

- 1) Assist the student in dealing with social and emotional challenges that arise during their high school career.
- 2) Help students schedule classes that meet their individual needs, interests and educational goals.
- 3) Assist student and parents in exploring post high school educational and occupational opportunities.

Students who want to see a staff member in the Counseling office should check in with Susie, Counseling Secretary. A pass is required in order to be in the counseling center during class time. If a student is sent to the Counseling Center and the counselor is busy, the student should return to class or choose to see an administrator.

### **HALLS OF MAC-HI**

Students are required to use a hall pass provided by the teacher, otherwise students should be in class for the duration of the period. Respect for school property includes not writing on walls, signs, lockers or doors. All personal belongings must be kept inside the lockers or in backpacks. Students shall not run, push or shove in the halls; such actions increase the chance of accidents and injuries. Blocking the halls and sitting on the stairs connecting the first and second floors is prohibited for safety reasons. Skateboards, rollerblades, and scooters may not be used in the building at any time. These items must remain in the lockers while students are in school. Games involving items that are kicked, thrown, etc. should be conducted outside. No horseplay, roughhousing or play boxing/fighting is allowed.

### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/TEEN DATING VIOLENCE**

Our priority at Mac-Hi is to make all students feel welcome and safe, thus all students are expected to treat one another with dignity and respect. Hazing, harassment, intimidation, menacing or bullying, including cyber bullying, or teen dating violence by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students found to be in violation of this policy will be subject to discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials. Please report any incident to school administration or staff. To keep students safe, we ask students to report incidents of bullying, hazing, intimidation, harassment, menacing or teen dating violence to an adult in the building.

## **HUMAN SEXUALITY, AIDS/HIV, AND SEXUALLY TRANSMITTED**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the district's Health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

## **IMMUNIZATIONS**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met the immunization requirements. Proof of immunizations may be personal records from a licensed physician or public health clinic.

## **INSURANCE**

Accident insurance coverage of students at McLoughlin High School is the responsibility of the parent(s)/guardian(s). Parents may purchase coverage through the office.

## **LIBRARY**

The library provides services for teachers and students. Students must have a pass from a teacher or an administrator to enter during class time. Materials must be checked out before they are removed from the library. The library normally opens at 7:30 a.m. and closes at 3:30 p.m. Students needing more time (i.e. for research) after school should make arrangements with the paraprofessional in the library. Students will be fined for returning books after their due date. Those fines will have to be paid prior to the student receiving records or graduating.

## **LOCKERS**

Lockers are optional and assigned to provide for convenient storage for books, school materials and students' personal property. Students will be given a locker and combination during student registration if they register for a locker. Any locker change must be done through Tami in the office. The school will not assume any responsibility for loss of locker contents. Do not leave valuables in your school or gym locker that are unlocked. Lockers may be routinely inspected without prior notice to ensure proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials. Searches of lockers may be conducted at any time there is a reasonable cause to do so, whether or not the student is present. Freshmen will be assigned lockers in the main building, seniors will use the outbuilding lockers and juniors and sophomores will have lockers upstairs.

## **LOST & FOUND**

The Lost and Found is located in the main office. Unclaimed clothing and other personal items will be discarded or given to charity if not claimed at the end of each semester. Lost or suspected theft of personal or district property should be reported to the office.

## **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their child accordingly.

## **NON-STUDENTS ON CAMPUS**

To help protect students and property, please notify school officials immediately if any persons who are not Mac-Hi staff or students are inside the building or on school property. Non Mac-Hi students are not allowed on campus unless special circumstances are presented and visitation during lunch time is approved by administration. Any visitor must check in through the office.

## **PARENTAL INVOLVEMENT**

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

1. Encourage their students to put a high priority on their education and to commit themselves to make the most of the educational opportunities Mac-Hi provides.
2. Keep informed of school activities and issues. The school webpage, conference nights, and parent/booster club (Pioneer People) meetings provide opportunities for learning more about the high school.
3. Become a volunteer.
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to Mac-Hi's site council.
5. Strongly encourage your child to be on time to class and in attendance every day.

**PARKING and DRIVING:** Students are not to hang out in the parking lot or in cars during class time.

For safety purposes, students are required to obtain a **parking permit so vehicles are easily identified by staff** (a pass may be used throughout a student's high school career). They may also be assigned parking spaces.

To purchase the permit students must show a driver's license and proof of insurance. Students must also record the make/model of the car and license plate number when registering for school. Students who receive their driver's license during the school year and will be parking on campus must also pay for their parking permit. The permit should be hanging from the mirror and should be placed in the car driven to school.

The school provides adequate transportation for students. Driving a car to school is a privilege and not a right or necessity. Students are reminded to park only in areas NOT designated as staff or visitor parking (only Mac-Hi ASB officers and the senior President and VP are allowed to park next to the Gathering Place) and to obey all traffic laws while operating their vehicles on campus. Student parking is located in the gravel lot near the entrance off of Elizabeth St and behind the Quad and Science buildings. Unsafe driving, to include peeling out in the gravel area, students parking in "STAFF" spaces, in "Fire Lanes", in "No Parking Zones", or parking inappropriately may be issued warning tickets and/or tickets that lead to the loss of Mac-Hi parking privileges and/or their vehicle being towed at owner's expense. Bicycles ridden to school by students must be parked in designated areas and should be locked. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles. Students are not to loiter in their vehicles during class time.

### **PHONES, SMART PHONES, MUSIC DEVICES and SOCIAL MEDIA**

A personal electronic device is a device that emits an audible signal, vibrates, displays messages or otherwise summons or delivers a communication to the possessor of the device. The devices should not be seen or heard by staff, students or administration during class time. They may be used during passing time, break and lunch time, however students should use headphones when listening to music. Staff may give permission for students to use their device for instructional purposes. If students need to call parents during class time, it is best if students go to the office. Students found in violation of this rule may have their phone or music device confiscated. The device will be released to the student following class or at the end of the school day. Subsequent violations will result in the device being released to the student's parents. After four violations, an administrator will meet with the parents and create a plan of action for the student.

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative. The district will not be liable for PCD's brought to district property and district sponsored activities. The district will not be liable for information/comments posted by students on social media web sites when the student is not engaged in district activities and not using district equipment.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies. Students, be aware that this may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

### **PHYSICAL EXAMINATION**

Student athletes are required to have a physical exam their freshman and junior years or every two years and it must be completed on an approved form. You may find the form under the Athletics link online. It is the responsibility of the parents to notify the school of any unusual health problems.

### **PLEDGE OF ALLEGIANCE**

All students may be given the opportunity to participate in the “Pledge of Allegiance” during the week. Students who choose to refrain from participation must maintain a respectful silence during this time. Disrespectful behavior will result in a behavior referral to the administration.

### **PROGRESS REPORTS**

Progress reports will be mailed at mid quarter and end of quarter. We encourage parents to visit [www.miltfree.k12.or.us](http://www.miltfree.k12.or.us) and sign in to Home Access. Parents may view grades and attendance daily if they wish. Passwords may be obtained from the office.

### **RELEASE OF STUDENT INFORMATION**

The following types of information shall be known as directory information and only released to schools or officials who have a legitimate interest: the student’s name, photos, address (including electronic address), telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. Parents who desire this information not be released are to notify the registrar or counselor in writing by September 15. \*\*Note: Non-custodial parents are entitled to information concerning their child’s attendance, academic performance and discipline.

### **SCHOOL HOURS**

McLoughlin High is open to students at 7:30 a.m. each day unless students and parents are notified of a different starting time. Students are not to arrive before that time unless they are involved in a planned school activity. The first bell rings at 7:50, with classes beginning at 8:00 on Monday, Tuesday, Wednesday, Thursday, and Friday; dismissal occurs at approximately 3:05 p.m. Monday through Thursday and 1:05 p.m. on Friday’s, unless otherwise announced. Students are expected to go home immediately after dismissal unless they are involved in an after-school program, athletics, attending detention, or working with a staff person. Mac-Hi students need to stay away from other schools during school hours.

### **SECURITY CAMERAS**

Cameras are located throughout the campus to ensure the health, welfare and safety of all staff, students and visitors to the campus, and to safeguard district facilities and equipment. Video recordings may become part of a student’s educational record and may be provided to law enforcement agencies.

### **STUDENT COUNCIL 2022 – 2023**

#### **ASB Officers**

President – Ruby Jaimes Vice-President – Natalie Cisneros Secretary – Star Badillo Treasurer –Guadalupe Hernandez

### **Senior Class Officers**

President – Ivonne Lopez Vice-President –Valerie Hernandez Secretary -Yadira Diaz Treasurer –Angelyn Nunez

### **Junior Class Officers**

President –Jose Gomez Vice-President –Madilyn Perkins Secretary-Coral Quist Knopf Treasurer – David Hernandez

### **Sophomore Class Officers**

President – Lainie Ellis Vice-President – Zack Lamb Secretary –Connor Batchlor Treasurer – Addy Brown

### **Freshman Class Officers**

President – Maritz Ruvalcaba Vice-President –Eddie Delgado Secretary – Alfredo Hernandez Treasurer –Daniela Alvarez

Any student wanting to run for a student council position, interested students need to see Susie Ellis for the application. Students will need to get a minimum of 20 signatures of support from students and staff for the position in which they would like to apply for. Student government applicants should be of high character (decent grades, attend school regularly (90% attendance) and have no major referrals), on track for graduation and willing to work with peers. Students running for office will be allowed to place campaign posters on walls one week prior to elections and they should be removed within two days following the election. Students will have the opportunity to speak to their class on the campaign trail. Students running for ASB officers will speak to the entire student body. Students are encouraged to be involved.

### **STUDENT VISITORS**

Student visitors will not be allowed on campus without special permission from the administration and must be approved 48 hours in advance for a lunch time visit.

### **TECHNOLOGY**

**Headphones.** Headphones and earbuds are not allowed in the classroom. Headphones and earbuds can be used during passing time before school and after school.

**Cell Phones.** Cell phone use in the classroom is not permitted. Cell phones can be used during passing time before school and after school. Students are permitted to wear an Apple/Electronic Watch but they are not to be used during instructional time.

**Chromebooks.** Chromebooks are the main technology used at Mac-Hi. Any personal technology is not allowed to be used during class sessions.

### **TELEPHONE AND MESSAGES**

The attendance office will accept and deliver emergency phone messages from the student's parent or guardian only. Non-emergency phone messages will be held in the attendance office for the student to pick up during non-class time.

## **TEXTBOOKS**

Students are responsible for the care and upkeep of books and other school equipment that are issued or checked out. The student will be required to pay for lost or damaged books and/or school equipment prior to check out at the end of the school year. It is the responsibility of the student to clear all non-returned book issues. If no record indicates the student has returned the book to the teacher or library, the student will be responsible for paying for the book. Please take care of all school materials.

## **TRANSPORTATION**

Any student failing to abide by the district code of conduct while riding on school transportation may be denied transportation services and/or be subject to disciplinary action.

### ***What circumstances constitute a bus suspension of a student?***

1. Defiance of authority: non-compliance by a student to do what they are told by a bus driver
2. Disrespect to the bus driver
3. No weapons, not even toys
4. Fighting or any dangerous activity, violence, anything that looks like violence, or severe threats of violence
5. Swearing
6. Damage to bus
7. Possession of tobacco, alcohol, and other drugs
8. Continuous disruptive behavior

Students may be suspended from riding the bus. Parents/guardians will be contacted regarding bus related issues prior to any suspension from bus transportation.

## **UNAUTHORIZED STUDENT BODY EVENTS**

Unauthorized student body events are not protected by District liability. An example of this would be Senior Skip Day. The attendance policy will be followed in the event of unexcused absences.

## **STUDENT CONDUCT**

### **BEHAVIOR AND CONDUCT**

Disciplinary actions are taken with the aim of correcting behavior patterns. Depending on the seriousness of the behavioral problem, one or more of the actions may be taken by the school staff. In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines to include the juvenile justice system even for the first offense.

The school administration may notify a parent of privilege suspension. These privileges may include removing the student from the library, computer lab, class participation, school transportation, ability to park on campus, teams or co-curricular activities or the opportunity to ride the bus.

The school administration may also choose to use restitution as an additional discipline action. These may include monetary fines for damages, school clean up, grounds clean up, cafeteria clean up. Students who disrespect the school via damage and/or vandalism will certainly fall within this category, though other scenarios may warrant this action as well.

### **INSUBORDINATION**

Mac-Hi student refusal to follow a reasonable instruction by teachers, administrators, or other staff is considered insubordination. Students who are insubordinate will be reminded about the expectations. Non-compliance will result in referral to administration and may be up to a three day suspension. Examples of insubordination include: not complying with a teacher request to hand over a cell phone; failure to comply with a staff note requiring immediate attendance in the office; not leaving the classroom when asked by a staff member.

## **SEARCH AND SEIZURE**

A search of a student's person and/or property is subject to conditions where there is a reasonable suspicion based on specific and articulated facts to believe the student personally possess or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school. When a school official has reasonable suspicion concerning the safety, security or well-being of the school and its students, a general search of school properties, including but not limited to, lockers, desks and vehicles may be conducted. Items that do not belong in school will be seized. All items seized shall be given to the proper authorities.

Depending on the circumstances, the student will be permitted to be present during a search of any district-owned storage area assigned to the student or during a search of the student's personal property. However, student presence is not required. Student vehicles may be parked in designated student parking areas on district property on the condition that the student and his/her parent(s) allows the vehicle and its contents, upon reasonable suspicion, to be examined.

If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto district property will be terminated for the remainder of the school year. A refusal will subject the student to discipline up to and including expulsion and law enforcement officials will be notified.

## **SERVING DETENTIONS**

A student is normally given one day to serve a detention, or two days to serve two detentions. If a student accrues three unserved detentions they will be placed in half-day ISS, and failure to serve this will result in an administrative meeting with parents and further consequences. If a student has a schedule conflict with detention, the student must make arrangements with the staff member or administration who assigned the detention prior to the date it is due. Detentions start 10 minutes after the lunch bell. Attendance detentions will be served during the 30 minute lunch period; students will pick up their lunch in the commons and go directly to the Academic Integrity Room.

- 1) Teachers will assign and supervise their own detentions, which may include after school detentions.
- 2) Behavior referral and attendance detentions are 30 minutes in length and served Monday through Friday, during lunch.
- 3) **A student who skips an assigned detention(s) will be picked up directly from class upon the student's attendance day and will serve lunch detention in Academic Integrity.**

## **STUDENT CONDUCT**

The expectation is that students will conduct themselves in a positive, respectful and safe manner at school and at school events in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these Rights of inquiry and expression;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected and the consequences of misbehavior.

## **STUDENT CODE OF CONDUCT**

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

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including **but not limited to**:

1. Assault;
2. Hazing, harassment\*, intimidation\*, bullying, or menacing\*, teen dating violence;
3. Coercion;
4. Violent behavior or threats of violence or harm\*;
5. Disorderly conduct, including disruption of the school environment, e.g., cursing at teachers or in the classroom;
6. Bringing, possessing, concealing or using a weapon\*\*\*;
7. Vandalism/Malicious Mischief/Theft including willful damage or injury to district property\*; or to private property on district premises or at district-sponsored activities;
8. Sexual conduct to include public displays of affection, sexual harassment and other offenses;
9. Use of tobacco\*\*, alcohol or drugs\*\*, including paraphernalia;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials (insubordination); disruption of the school environment;
12. Cheating of any kind (any form of copying or use of unauthorized materials, i.e., plagiarism, cheat sheets);
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.
15. Making false reports to administration or staff.

\* In accordance with Oregon law, the superintendent may request the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student. A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

\*\*A. Student possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

B. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

C. Any person under age 21 possessing a tobacco product or inhalant delivery system on district property, in a district facility or while attending a district-sponsored activity is in violation of state law and is subject to a court-imposed fine.

\*\*\* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless a person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as 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. Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer, or any destructive device.

Destructive device is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a 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 signaling, pyrotechnic, line throwing, safety or similar device.

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.

## **STUDENT DISCIPLINE**

### **Mission**

To develop all students with the skills and abilities they will need to be successful.

### **Philosophy**

**McLoughlin High School believes that every student deserves access to a quality, safe education.**

The purpose of this Discipline Matrix is to support the student's learning environment, to support our educators in their classroom, to support Staff, coaches, and other helping adults, and to support our School Board Policies. We believe that discipline should be fair, consistent, and help the student learn appropriate behavior for our school setting. Discipline at McLoughlin High will center around maximizing student's time in the classroom while teaching appropriate social behaviors. The goal of discipline is to help the student grow, not just to punish them.

### **Classroom Conduct infractions**

Classroom infractions are those that the classroom teacher will address. These behaviors occur in the classroom and can be corrected quickly with minimal interference with the education of all students.

The classroom teacher may involve the Administration if the behavior:

1. does not change
2. continues to interfere with classroom education
3. has not changed and the teacher needs additional support
4. results in disrespect, whether directed at student or staff

### **School conduct infractions**

School infractions are infractions to school policy that cannot be addressed in a way that does not interfere with the educational process. Examples of such behavior could include: school safety, school property, or events that take place on/off of campus that involve inappropriate behavior. These actions could take place in or outside of a classroom. This Discipline Matrix will assist Teachers and Administrators address the inappropriate behaviors in a fair and consistent manner.

**The Discipline Matrix**

It is the goal of this Matrix to:

1. maximize the time that all students are in the classroom
2. help foster a positive learning environment for all students
3. address in a meaningful way behaviors that are not appropriate in a school setting
4. be fair
5. create a clear consequence of inappropriate behaviors
6. The Matrix below supersedes all other

The system is based on a 100-points. The Matrix will assign a point value to some of the most common infractions.

The purpose of the 100-point system is to:

1. Improve the learning environment of all (includes students, teachers, staff, parents)
2. Provide students and parents information regarding school policies/consequences BEFORE an event occurs

In the event that a student obtains 100 points by the end of the school year, then the student will be recommended for expulsion for one full year. If there is not enough time for the student to complete the expulsion in a given school year, the remaining time will carry over to the following school year.

The following will be used as a guideline to determine consequences for misconduct. It is to be understood that each situation is unique. It is also understood that this Matrix cannot cover all possible behaviors. Administration reserves the right to handle each situation on an individual basis, keeping in mind the school’s philosophy and the goals of the Matrix (both noted above). In addition, Administration may work with the student in creating alternative consequences for Categories A, N, I, II, and III.

Category	Action	Points Assessed	Tardies 1-10	Tardies 11-and each addition tardy
Category A (Attendance Infraction)	Tardies	0	Teacher will work with student, may involve administration of requested	*Student will work with Administration *Parents may be contacted *Lunch detention (Academic Integrity) assigned for each additional tardy

Category	Action	Points Assessed	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense

Category A (Attendance Infractions)	*Skipping Class	5	*Retraining	*Lunch Detention	*2 Lunch Detentions	*3 Lunch Detentions *each additional violations will lead to an additional lunch detention
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Category	Action	Points Assessed	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Classroom Infractions	*coming to class late *failure to turn in work *general disruption *not being prepared *not following class expectations *food/beverages in classroom	0	*Retraining with staff	*Staff/Student conference *may involve Administration	*Contact Parent/Guardian *involved Administration *lunch detention may be assigned	*Contact Parent/Guardian *involved Administration *lunch detention may be assigned

Category	Action	Points Assessed	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Category N (Nuisance)	Cell phones Laser pointers *other items and that disrupt	5	*Items are confiscated for the remainder of the day and can be picked up at the end of the school day.	*Item confiscated and only Parent/ Guardian can pick it up <b>Building is closed by 4 pm.</b>	*Item confiscated and only Parent/ Guardian can pick it up <b>Building is closed by 4 pm.</b>	*Item confiscated and only Parent/ Guardian can pick it up <b>Building is closed by 4 pm.</b>

Category	Action	Points Assessed	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Category I	These infractions impact negatively the learning environment but can be addressed with minimal re-training. *PDA (Public Displays of Affection) *Unsafe/messy locker *Littering *Profanity/Vulgarity *Inappropriate dress	5	*Re-training with staff member *Administration informed	*Re-training with staff member *Parent/Guardian contacted *Administration informed	*Parent/ Guardian contacted *1 day ISS	*Parent/ Guardian contacted *1 day ISS *each additional infraction will = 1 day ISS
Category II	These infractions remove the ability of the teacher to educate students. More intensive training is needed to address this problem. *Academic dishonesty *disorderly conduct *Leaving school grounds without permission *misuse of school equipment *disorder on bus *refusal to participate in class	10	*Parent/Guardian contacted *Retraining with staff	*Parent/ Guardian contacted *1 day ISS	*Parent/ Guardian contacted *2 days ISS	*Parent/ Guardian contacted 1 day ISS *each additional infraction will = 1 day ISS

Category	Action	Points Assessed	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
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Category III	These infractions require immediate Administrative action. These require cooperation between administration and family. *Disruptions of school/class/assemblies or programs *refusal to serve retraining *skipping retraining *Inappropriate behavioral gestures	15	*Parent/ Guardian contacted  *1 day ISS <u>*** NOTE:***</u> SRO Will be informed of infractions that break the law	*Parent/ Guardian contacted  *2 days ISS	*Parent/ Guardian contacted  *2 days ISS	*Parent/ Guardian contacted  *3 days ISS  *each additional infraction will = 3 day ISS
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Category	Action	Points Assessed	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Category IV	These infractions either violated the law and school policy OR hinder a staff member from performing their duty. *Possession/use of Tobacco *Sexting/Indecent material *Careless driving *** *False calls *Forgery of notes *Minor vandalism *** *Minor theft *** *Disrespect of ANY Staff *Excessive profanity/vulgarity *Forced entry *** *Indecent Exposure	20	*Parent/ Guardian will be contacted *1 Day ISS  <u>*** NOTE: ***</u> SRO Will be informed of infractions that break the law	*Parent/ Guardian will be contacted *2 Days ISS  <u>*** NOTE: ***</u> SRO Will be informed of infractions that break the law A citation will be issued upto \$250.	*Parent/ Guardian will be contacted *3 Days ISS  <u>*** NOTE: ***</u> SRO Will be informed of infractions that break the law A citation will be issued upto \$250.	*Parent/ Guardian will be contacted *5 Days ISS/OSS *5 <sup>th</sup> offense expulsion will be recommended  <u>*** NOTE: ***</u> SRO Will be informed of infractions that break the law A citation will be issued upto \$250.

Category	Action	Points Assessed	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Category V	<p>These infractions are more than just a classroom disturbance. These infractions affect the effective and efficient operations of the school and harm the education of others.</p> <ul style="list-style-type: none"> <li>*Gross misbehavior</li> <li>*Harassment</li> <li>*Bullying</li> <li>*Sexual Harassment</li> <li>*Major theft</li> <li>*Major Vandalism</li> <li>*Verbal assault</li> <li>*Insubordination</li> <li>*Fighting</li> <li>*Promotion/Videoing of fight</li> <li>*False Fire Alarm</li> <li>*Intimidation</li> <li>*Trespassing</li> </ul>	25	<p>*Parent/Guardian will be contacted for immediate pick-up</p> <p>*2 Days ISS</p> <p><u>*** NOTE: ***</u> SRO will be notified of each infraction</p>	<p>*Parent/ Guardian will be contacted for immediate pick- up</p> <p>*3 Days ISS</p>	<p>*Parent/Guardian will be contacted for immediate pick-up</p> <p>*3 Days ISS</p>	<p>*Parent/Guardian will be contacted for immediate pick-up</p> <p>*5 Days OSS</p> <p>*recommendation for expulsion</p>

Category	Action	Points Assessed	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
	<p>These infractions involve physical or emotional acts of harm toward another. These infractions require immediate attention from parents, administration, and law enforcement.</p> <ul style="list-style-type: none"> <li>*Arson</li> </ul>		<p>*Parents/Guardian will be contacted for immediate pickup</p> <p>*Minimum of</p>	<p>*Parents/guardian will be contacted for immediate pickup</p> <p>*Minimum of</p>

Category VI	<ul style="list-style-type: none"> <li>*Weapons (other than firearms)</li> <li>**Use/possession/under the influence of drugs/alcohol</li> <li>*Selling drug/alcohol</li> <li>*Explosives (not a bomb)</li> <li>*Fire works</li> <li>*Foul substances</li> </ul>	50	<p>5-days OSS</p> <p>*possible recommendation for expulsion</p> <p>**May vary depending on student/s actions</p> <p><u>*** NOTE: ***</u></p> <p>SRO will be notified of each infraction</p>	<p>10-days OSS</p> <p>*Recommendation for expulsion</p> <p>**May vary depending on student/s actions</p> <p><u>*** NOTE: ***</u></p> <p>SRO will be notified of each infraction</p>
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Category VII	<p>These infractions result in immediate recommendation of expulsion.</p> <ul style="list-style-type: none"> <li>*Firearms</li> <li>*Physical Assault on a staff member</li> <li>*Sexual Assault</li> <li>*Bomb Threat</li> <li>*Assault</li> </ul>	100	<p>*Recommendation for expulsion</p> <p>*SRO will be notified</p>
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Note: The administration may move to any Step depending on the nature of the incident and reserves the option of pursuing alternative measures, but not limited to: shortening students schedule, alternative placement, The administration makes every attempt to correct behavior with minimal consequences.

**Definitions**

Academy Dishonest – (Category II)	To steal and pass off as one’s own work, without crediting the source.
Assault – (Category VII)	Physical attack on another person causing harm without immediate warning and/or provocation.
Bullying – (Category V)	Any ongoing pattern of physical, verbal, or electronic abuse on/off school grounds, in any vehicle used for school purposes, at a school sponsored event. Bullying includes using an electric device to intimidate or damage a person’s character whether during school hours or not.
Disrespect to Staff – (Category IV)	When a student displays total disregard for what the Staff has to say. Examples include: not following directions from Staff such as to cleaning up an area whether in the lunchroom, classroom, hall, not turning in a phone when told to do so, Student told to go to the office but refuses/doesn’t go, etc.
Disruption of School/Class/Assemblies – (Category III)	Examples include yelling, running, persistent talking, horseplay, etc.
Disruptive Objects – (Category N)	Examples include tacks, whistles, rubber bands, etc. Items normally used for school activities (such as pencils) may be considered disruptive if they are used in a manner outside of their purpose.
Excessive Profanity/Vulgarity – (Category IV)	A stream of profanity and/or gestures that become a major disruption or profanity or vulgarity directed towards a person/people.
Explosives, Fireworks, Foul Substances – (Category VI)	Any article containing an explosive, or combustible substance or foul offensive or injurious substances (example: smoke bomb).
False Call – (Category IV)	The act of claiming the name of another person.
Fighting – (Category V)	The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or during a school sponsored event. Retaliation, fighting back, or engaging in the physical altercation regardless of who started the altercation is considered fighting.
Firearms – (Category VII)	Any weapon that expels a projectile by means of an explosive.
Forgery – (Category IV)	Writing/using the name of another, falsifying times, dates, grades, addresses, or other data on school forms.
Gross Misbehavior – (Category V)	Behavior that is beyond inappropriate, overt behavior that threatens property or the safety and well being of others. Includes promoting a fight.
Harassment – (Category V)	Includes verbal, non-verbal, written, graphic, or physical conduct relating to a person’s sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth, or related medical conditions, or other protected status that is sufficiently serious to deny, interfere with, or limit a person’s ability to participate in or benefit from a school program.

Intimidation – (Category V)	Any act or threat by force or verbalization against another person.
Illegal Entry – (Category IV)	Forced entry or entry without administrative permission into a building, room, or school property.
Inappropriate Behavior/Gestures – (Category III)	Behavior/Gestures that are not acceptable as measured by the general standards of the school and community in any form.
Inappropriate Dress – (Category I)	Refer to the Student Handbook under “General Information”
Indecent Exposure – (Category IV)	Exposing yourself in the presence of another.
Indecent Material – (Category IV)	Material that portrays obscene, or vulgare pictures in any form, on any personal property visible to others at school, on any school property and/or search, watching or downloading pornographic or other obscene material on school issued computers.
Insubordination – (Category V)	Disregard for the authority of staff members or other adult employees.
Misuse of School Materials – (Category II)	Using school materials in an unauthorized manner (examples include: Shop materials, Home economics food products). Also writing or marking on desks, books, lockers, etc.
Parent/Guardian Contact –	School contact with Parent/Guardian that may be via phone, text, or in writing. Parents may express which method of contact is best for them.
Physical Assault – (Category VII)	The act of initiating a violent physical attack against another student on school property, on a school bus, or at a school event.
Profanity – (Category I)	The use of language that is unacceptable to the school/community standard.
Public Displays of Affection – (Category I)	Physical affection in a public-school area that can make some people feel uncomfortable or anxious. This can include kissing, touching, or being clingy. While not every display of affection is inappropriate, the time and place need to be considered.
Retraining –Not a punishment.	This implies helping the student learn/relearn skills needed to be successful in school. Retraining could be done by Administration, Teachers, or other Staff. Includes: define the objectives, clarify expectations, present to students, model behavior, and follow up as needed.
Sexting – (Category IV)	Sending sexually explicit messages or photos electronically.
Sexual Assault – (Category VII)	Any type of sexual contact or behavior that occurs without the explicit consent of the recipient.
Sexual Harassment – (Category V)	Includes verbal, non-verbal, written, graphic, or physical conduct relating to a person’s sex that is sufficiently serious to deny, interfere with, or limit a person’s ability to participate in or benefit from a school program.
Skipping Class – (Category A)	Actively leaving or not attending a class. Students are considered to have skipped a class if they are unexcused and over 5 minutes late.
Suspension –ISS= In School Suspension.	The student is expected to be in school but will not go to class. Students will not be involved with school events taking place during the days of ISS whether home or away. This includes practices, performances, groups, etc.
OSS = Out of School Suspension.	The student is expected to remain off school grounds, and cannot be involved in school activities whether home or away.
Theft – (Category IV-V)	The act of acquiring and/or being in possession of the property of another without consent.

Minor Theft – (Category IV)	Minor Theft would be if the value of the object is less than \$50.00.
Major Theft – (Category V)	Major Theft would be if the value of the object is equal to or greater than \$50.00.
Tobacco Products - (Category IV)	Includes but is not limited to Cigarettes, cigars, chewing tobacco, vapor products such as e-cigarettes, any electronic nicotine or delivery system. This includes tobacco products that look like/ replicate tobacco products.
Trespassing – (Category V)	Entering an area of the school district without authority after having been forbidden to do so by school Staff, or upon being notified to depart from the premises by a member of school staff refusing to depart.
Weapons – (Category VI)	Possession, using, or threatening to use any weapon or instrument capable of inflicting injury. (except Firearms, see Firearms).
Vandalism – Minor Vandalism – Category IV)	Vandalism of property valued below \$100.00 in damages.
Major Vandalism – (Category V)	Vandalism of property valued at or over \$100.00 in damages.
Verbal Assault – (Category VII)	The act of initiating a violent verbal attack against another student on school property, on a school, bus, or at a school event.
Vulgarity – (Category IV)	Offensive, lewd, or obscene.

**Right to Due Process:** Students disciplined by a school authority are guaranteed certain Due Process rights, which include the following:

- 1) Oral or written notice of the rules and consequences for violating them (Class syllabi and this Handbook).
- 4) Oral or written notice of the specific rule violation and the intended disciplinary action (referral or detention notice).
- 5) An opportunity to tell his/her account of the event in question to the administrator in charge of discipline (student / administrator meeting).
- 6) If the student denies the charges, an explanation of the evidence of the violation will be given.

Note: Self-referred students will not be subject to suspension; however, a chemical assessment, including urinalysis test, and treatment requirements may be required. Refusal to participate will negate any consideration given to self-referral.

## **WEAPONS IN THE SCHOOLS**

Weapons and replicas of weapons are forbidden on school property. Weapons may include, but are not limited to: firearms, knives, paintball guns, airsoft guns, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gasses, poisons, or other items fashioned with the intent to harm, threaten, harass or bully students, staff members, parents or patrons. Guns or other weapons are not allowed in cars while parked on school property.

Incidents of students possessing weapons will be reported to the student's parents and will be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Students bringing weapons and/or being in possession of weapons may be expelled for a period of up to one year. All pocket knives of any size are forbidden on school property.

## **WORKING WITH LAW ENFORCEMENT**

Should law enforcement officials find it necessary to question students during the school day or during extra-curricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

**McLoughlin High School  
2020-2021 SCHOOL RELEASE FORM**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

**Attendance:** I understand that students are required to maintain satisfactory attendance throughout the school day, to include being on time to class. I will do my best to ensure my son/daughter is attending school regularly. If he/she is ill or there is a family emergency, I will make contact with the office as soon as possible to excuse the absence. Contact may be in the form of a phone call (938-5591), a parent note signed with the reason and date of absence or you may email Maricela Cisneros at maricela.cisneros@miltfree.k12.or.us. Only two days are allowed to excuse an absence.

**Student/Parent Handbook:** The Mac-Hi Parent/Student Handbook can be found on our website located at: <http://machi.miltfree.k12.or.us/> Please go to the website to read the Student/Parent Handbook.

**Hard copy:** Yes \_\_\_\_\_ No \_\_\_\_\_ I would like to receive a paper copy of the Mac-Hi Parent/Student Handbook. If NOT, please go to the website listed above.

**Web Sites:** Yes \_\_\_\_\_ No \_\_\_\_\_ On occasion we update the school website with current pictures of ongoing activities. I give permission for my child's picture (no names) to be published on the Milton-Freewater Unified School District website.

**Field Trips:** Yes \_\_\_\_\_ No \_\_\_\_\_ During the school year there are times when our instructional program is taken out of the classroom and into surrounding communities. Your signature below indicates that you grant permission for your child to be transported by the school bus on all field trips. The school will still notify parents prior to field trips.

**Picture/Name:** On occasion there are times when your child's picture and/or name may be printed, videotaped and photographed for class pictures, newspaper articles and/or television newscast by outside media. These are typically related to athletic and club events and support positive behavior in school. Please visit with your child if you do not want them to visit with reporters and/or photographers.

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my child violate the Student Code of Conduct, he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

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

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

**La Escuela Preparatoria McLoughlin**  
**2020-2021 FORMA DE AUTORIZACIONES ESCOLARES**

Nombre del Estudiante \_\_\_\_\_ Grado \_\_\_\_\_

Imagen/Nombre: Ocasionalmente hay momentos cuando la imagen y/o nombre de su estudiante pueden ser impresos, grabados en video, o fotografiados para fotos de clases, artículos en periódicos y/o reportes de televisión por medios exteriores. Típicamente, es asociado con eventos y clubs atléticos y apoya la conducta positiva en la escuela. Favor de hablar con su estudiante si no quiere que hable con periodistas y/o fotógrafos.

Asistencia: Entiendo que los estudiantes están obligados a mantener asistencia satisfactoria durante el día escolar. Haré lo que pueda para asegurarme que mi estudiante esté asistiendo a la escuela según sea requerido. Si está enfermo o hay una emergencia familiar, contactaré a la oficina tan pronto como sea posible para justificar la ausencia. El contacto puede ser en forma de una llamada (938-5591), una nota paternal firmada con el motivo y fecha de la ausencia, o un correo electrónico a Teresa a [teresa.gonzalez@miltfree.k12.or.us](mailto:teresa.gonzalez@miltfree.k12.or.us).

Manual de Estudiantes/Padres: El Manual de Estudiantes/Padres de Mac-Hi puede ser encontrado en nuestro sitio de internet en: <http://machi.miltfree.k12.or.us/>. Favor de visitar el sitio de internet para leer el Manual de Estudiantes/Padres.

Copia en papel: Sí \_\_\_\_\_ No \_\_\_\_\_ Me gustaría recibir una copia en papel del Manual de Padres/Estudiantes de Mac-Hi. Si es que NO, favor de visitar el sitio de internet antes mencionado.

Sitios de Internet: Sí \_\_\_\_\_ No \_\_\_\_\_ Ocasionalmente actualizamos el sitio de internet de la escuela con imágenes de actividades escolares. Doy mi permiso para que la imagen ( de mi niño) sean publicados en los sitios de internet del Distrito Escolar Unificado de Milton-Freewater.

Excursiones: Sí \_\_\_\_\_ No \_\_\_\_\_ Durante el año escolar hay momentos cuando nuestro programa de instrucción sale del salón y entra en las comunidades circundantes. En vez de pedir su permiso para transportar a su estudiante por autobús en cada ocasión, su firma abajo indica que usted autoriza que su niño sea transportado por autobús escolar a todas las excursiones. La escuela notificará a los padres antes de las excursiones.

Sí \_\_\_\_\_ No \_\_\_\_\_ Entiendo y consiento a las reglas y reglamentos descritos en el Manual de Estudiantes/Padres. Si usted marca "No", favor de hacer una cita con la administración de la Mac-Hi.

Firma del Padre: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma del Studente: \_\_\_\_\_ Fecha: \_\_\_\_\_

# McLoughlin High School

## Academic Integrity Policy



Students are expected to know, understand, and comply with the ethical standards of McLoughlin High School. A school's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the McLoughlin High School academic community, students will accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct.

**Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and graduation requirements.**

Examples of academic dishonesty include, **but are not limited to**, the following:

- A. Plagiarism:** Plagiarism is the use of another person's distinctive words or ideas without acknowledgment. Examples include:
1. Word-for-word copying of another person's ideas or words;
  2. The paraphrasing (the rewriting of another's work, yet still using their ideas);
  3. Submitting another's work as one's own.
- Even if one does not realize they are plagiarizing, it is still plagiarism.**
- B. Cheating:** Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise. Examples include:
1. Copying from another's paper or collaborating when not allowed. **This includes the sharing of documents through social media (SnapChat, TikTok, AirDrop, etc.), texting, or other digital means;**
  2. Using a calculator when its use has been disallowed.
  3. Contracting others to do work including using online services like Course Hero and Study Notes.
- C. Fabrication and Falsification:** Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration of results to suit one's needs in an experiment or other academic exercise.
- D. Multiple Submissions:** This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.
- E. Misuse of Academic Materials:** The misuse of academic materials includes, but is not limited to: stealing, selling, buying, receiving, or destroying any school materials.
- F. Complicity in Academic Dishonesty:** Complicity involves knowingly contributing to another's acts of academic dishonesty. Examples include:
1. Knowingly aiding another in any act of academic dishonesty;
  2. Allowing another to copy from one's paper for an assignment or exam, including distributing work by digital means;
  3. Distributing test questions or information about the materials to be tested before the scheduled test;
  4. Taking an exam or test for someone else;
  5. Signing another's name on the attendance roster or on an academic exercise.

**Students who fail to comply with the academic and ethical standards will be served disciplinary action. Parents will be notified and may have a conference meeting to come to a resolution. At the minimum, a student will receive a penalty of the student redoing the assignment, or a different assignment in front of the teacher during a time that works for the classroom teacher, or during the after school program. The student must write a letter of the situation that lead up to the actions and a plan of action to handle the situation better. Follow-up with possible further intervention by the Principal's Office or Assistant Principal's Office may be needed at the instructor's discretion. A second occurrence will result in repeating the class or being withdrawn from the class.**

I have read and understand what has been written in the Student Handbook and Academic Integrity Policy.

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature