

Philomath Academy



Student Handbook 2023-2024

1620 Applegate Street • Philomath, OR 97370

Phone: (541) 929-8729 • Fax: (541) 929-3991

High School Code: 380046

Website: <https://sites.google.com/philomath.k12.or.us/philomath-academy/home>

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WELCOME TO THE ACADEMY

Information technology has created a fundamental change in how we teach and learn. The Philomath Academy believes that learning through an individualized/personalized plan of study promotes education success through coursework that is designed to enhance every student's educational opportunity. In response to a growing need for alternate educational opportunities, the Philomath School District developed the Philomath Academy (PA). The PA offers a comprehensive curriculum for grades K – 12 where students can earn most, if not all, credits for a high school diploma in a non- traditional setting. The Philomath Academy is here to serve your educational needs, you have the opportunity to grow in knowledge – you will get out what you put in- take the time to master this educational opportunity.

Mission

The mission of the PA is to provide a superlative educational experience in a student-centered learning environment. Students in the PA work cooperatively with instructors and are empowered to take ownership in their education.

Purpose

The Philomath Academy provides an alternative to the traditional classroom. These alternatives allow for expansion of knowledge, as well as a system to address educational gaps. PA course offerings provide flexibility for students to schedule education around life goals or events that may hamper a traditional path through school.

The Academy is committed to providing flexible learning opportunities for students with diverse educational needs using proven high-quality curriculum and clearly defined guidelines. Students are held to daily timelines, weekly progress checks, as well as electronic communication between parents, students, teachers, and mentors.

How Does the Philomath Academy Work?

The Philomath Academy (PA) provides grade level appropriate curriculum in a flexible learning environment. All assignments, quizzes, tests, and projects are assigned either online, through packet/project and must be completed according to the mutually agreed upon schedule. Each student has a team of adults, with whom he/she communicates daily. Students are held to a "strict schedule" for the completion of assignments and tests. PA staff will track student progress and serve as the liaison between the school district and the students/ parents. Final grades are recorded on the student's permanent record (transcript).

Are PA courses easier?

No, courses are created at or above grade level and align with state and national standards. PA courses are flexible - in the sense that a student is able to work on their assignments both inside and outside of a traditional classroom schedule, they must adhere to their educational plan and complete assignments and tests on time; students are expected to make daily/weekly progress.

Responsibilities of Students

Alternative learning environments, by their very nature, are a self-directed form of education. Students are expected to pursue a high-quality education by actively participating in the Academy - meet deadlines, have a positive attitude, possess strong critical thinking and problem-solving skills, and meet with staff members to set goals. Students are expected to:

Comply with the policies of the school district and to follow the lawful direction of the staff appointed by the Board of Directors.

1. Conduct themselves so as to avoid interference with or disruption of the dignity and rights of other individual students, the student group as a whole, or the school administration and staff as they fulfill their responsibilities and duties.
2. Engage in behavior that supports a safe, inclusive, and productive learning environment for all.

Academy Staff – We are here for YOU!

Ms. Edgemon, School Counselor/Head Teacher

Ms. Strong, Office Manager

Mrs. House, K-7 Instructor

Mr. Barron, 8-12 Instructor

Mr. Ayer, 8-12 Instructor

Ms. Burns, Instructional Assistant

Non-discrimination

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

GENERAL INFORMATION

Building Care

Philomath Academy expects students to follow the rules and expectations of the Academy. We all share in maintaining a quality facility. Scotch tape, masking tape and thumb tacks are not to be used on the walls, windows - Only use blue painter's tape. Receptacles for trash and recycling are available; use them. Please take pride in our campus; be respectful of the building; it is up to all of us to keep it looking great. School administrators, or their designees, must approve all posters for display. Bulletin boards and video screens display information to the student body regarding school events and community events that may benefit the student. All posters must be on the bulletin boards. Non-school sponsored activities must be clearly marked as such.

Change of Address

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

Child Find

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

Illness

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

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

Prescription Medicine

All prescription medications require consent forms signed by a parent/guardian and a health care provider. Student prescription medications will be kept in the office and are required to have proper identification, dosage, and expiration dates relevant to the student. **For personal use**

of over-the-counter medications, students may carry a one (1) day supply in a marked bottle. PA will not dispense any over the counter medications.

Lost, Found or Stolen Items

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

Student/Parent Complaints

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

Student Records

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

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

Visitors and Volunteers

School policy is to accept only those visitors who have legitimate business at school. Academy Visitors, volunteers and guests must enter through the Academy office doors and sign-in with the Academy registrar. Student-age visitors are ordinarily not accepted. To be assured of a meeting, please call ahead for an appointment with the teacher or counselor with whom you wish to meet. **All volunteers** must have a current and approved Philomath School District volunteer form on file and must pass the required background check.

Withdrawal Procedure

Students who withdraw from school must have an authorization from the parent to the registrar and follow the school's withdrawal procedure. All fees are to be paid, equipment and books returned upon withdrawing from Philomath Academy.

STUDENT FEES

Student Body Fee*

There are no student body fees.

Course Fees*

Students attending elective classes at PHS may have to pay fees for certain classes. Please inquire with PHS regarding course fees.

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

ATTENDANCE

Students are expected to attend school daily in accordance with the annual school calendar. Daily attendance is strongly correlated to academic excellence. Regular attendance means attending in person, logging into all classes, and completing daily requirements. Seat time is checked daily. Oregon State Law requires that parents/ guardians are responsible for sending children between the ages of 7 and 18 years to school during the entire school term. Attendance is a joint responsibility of the school, the student, and the parent. If you need to be absent, ALWAYS call the school at (541) 929-8729.

For our 9-12 students, you are required to attend in person every day. High school students will be required to be in class Monday - Thursday 8:30 am-noon for small group instruction. Students can get a grab-and-go lunch at noon. Our classroom will be open in the afternoon from 12:45-2:45 for study hall and special education support. Students will not be required to attend on Friday mornings. Fridays will be used for individual student support/tutoring and staff development. Students will be marked absent if they are not in person. We understand there are some families who choose to attend the Academy but do not live in the Philomath School District. These families will communicate with Ms. Edgemon about a plan for attendance.

| Monday – Thursday | |
|-------------------|---|
| 8:30 - Noon | Classroom Time/Small Group Instruction |
| 12:00 – 12:45 | Lunch |
| 12:45 – 2:00 | Study hall/testing/Special Ed support |
| Friday | |
| 8:30 - Noon | Individual support and staff prep/grading |

Compulsory Attendance

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

The written notice will include the following:

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

Excused Absences

ORS 339.065 recognizes the following reasons only as valid excuses for absences:

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

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

Prearranged Absences

The parent must phone in the request or send a note to request prior authorization from the building principal/attendance office identifying the reason for the absence and the dates of the absence(s).

Suspension of Driving Privileges

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

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

Checking In and Out of School

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

Emergency Closure

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

Student Rights:

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

Student Responsibilities:

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

Parent and Legal Guardian Responsibilities:

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

School Responsibilities:

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

STUDENT CODE OF CONDUCT

Rules & Regulations

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

Prohibited Behaviors

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

Assault/Fighting

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

Cell Phone Policy

Acceptable Uses

- The use of cell phones is up to the individual teacher specifically for educational usage.
- Individual classroom teachers will have cell phone rules posted.
- Cell phones may be used during lunchtime inside or outside the building.
- Cell phones users must use silent features.
- Phone calls may be made before school, between class, lunch, and after school.

Unacceptable Uses

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

If cell phones are used improperly while in-person, the device will be confiscated and turned into the PA office for safekeeping.

1. First Offense – returned to student at the end of the day;
2. Second Offense – returned to student at the end of the following day after parental contact.
3. Third Offense – released to parent and not allowed at school for the remainder of the year.

Disruption of School Activity

Any behavior that substantially disrupts or interferes with the learning environment is prohibited. Make sure your learning environment adheres to all school policies - there are no inappropriate images or material pertaining to drugs, alcohol, tobacco, controlled substances, race, gender, sexual references, sexual orientation, religion, etc. Do not share zoom login information with others.

Dress Guidelines

Dress and grooming, whether in school or out, is the responsibility of the student and her/his guardian(s).

Allowable Dress & Grooming when in person or through video meetings with staff:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, forestry and manufacturing technology, and other activities where unique hazards exist.

Non-Allowable Dress & Grooming when in person or through video meetings with staff:

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing must not have gang identifiers, including bandanas, and must not threaten the health or safety of any other student or staff.
- Wearing sunglasses

If the student's attire or grooming disrupts or interferes with the learning environment, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Fire Alarm/ Fire setting/Arson

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

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

Weapons in the Schools**

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

- A "dangerous weapon" means any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
- A "deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
- A "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame, or receiver of any such weapon, or any firearm silencer or any destructive device;
- A "destructive device" means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as signaling, pyrotechnic, line-throwing, safety, or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, and patrons. Replicas of weapons, fireworks and pocketknives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities. Prohibited weapons, replicas of weapons, fireworks and pocketknives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee, or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator. Administrators shall promptly

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

Food and Drink

When in person at the Academy, food and drink is allowed. However, this is a privilege that may be restricted if trash becomes an issue.

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

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

Definitions

"District" includes district facilities, district premises and non-district property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field

trips or athletic events where students are under the control of the district. This policy also applies to school transportation (school busses and other official transport) and all bus stops.

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

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

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

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

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

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

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

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Reporting

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

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

Gangs

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

Gambling

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

Lasers

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

Open Campus

Students in grades 9-12 are free to leave campus without checking out during lunch time only. However, this is a privilege which can be revoked if a student does not respect punctuality in returning to class after lunch. The Academy is committed to being a good citizen in the neighborhood and community. Students are urged not to behave in any way that detracts from this positive image. Students must not litter, loiter on public property, or trespass on private property while enjoying the privileges of open campus during the lunch break. Student misconduct off campus may result in denial of this privilege. Students leaving the campus any other time must have permission from the administration and follow check out procedures.

Profane, Abusive Language

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

Public Displays of Affection (PDA)

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

Sexual Harassment

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

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

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

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

- a. did the individual view the environment as hostile;
- b. was it reasonable to view the environment as hostile;
- c. the nature of the conduct;

- d. how often the conduct occurred and how long it continued;
- e. age and sex of the complainant;
- f. whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment;
- g. number of individuals involved;
- h. age of the alleged harasser;
- i. where the harassment occurred;
- j. and other incidents of sexual harassment at the school involving the same or other students or staff.

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

physical touching or graffiti of sexual nature;

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

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

Skateboards and Scooters.

Absolutely no skateboards or scooters are allowed in the building.

Substance Abuse: Alcohol, Drugs, Nicotine products and Vaping

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

1. In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500.
2. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of twenty (20) years imprisonment, \$100,000 fine, or both.
3. Philomath School District is a tobacco free zone. Tobacco use is defined as the possession or smoking of any kind of pipe, cigar, cigarette, or any other smoking/vaping equipment or material, or the chewing or sniffing of a tobacco product. In addition to tobacco-based products, electronic cigarettes or tobacco pipes are not allowed at any district school. Students found to be in violation of this policy may be immediately suspended. Students are prohibited from possessing tobacco products while present on school grounds/buildings (any time during school hours, before/after school, and lunch time) or while attending any school-sponsored activity. This includes the possession of cigarette lighters. Violation may lead to immediate suspension or expulsion from school and related functions. In addition to this policy, there shall be no displays, signs, advertising or any other material or clothing which promotes the use of tobacco products on any district property or in any district-owned vehicles.

Drug Intervention Program

The Philomath School District has a non-punitive drug intervention policy for students who come forward voluntarily to seek help. The purpose of the policy is to provide students who wish to become clean and sober a choice. Students who are suspended for violating drug and alcohol policy may be asked to complete a drug and alcohol assessment at personal expense in order to return to school. The Philomath School District also has an age-appropriate drug, alcohol, and tobacco prevention curriculum which is taught to all 9th and 11th students.

Theft/Mischief/Vandalism

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

Technology Use

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

The following are not permitted:

1. Using obscene language/graphics, harassment, insults and/or discrimination at any time or against others
2. Damaging computers, systems, or networks via viruses and vandalism
3. Violating copyright laws or re-posting personal communications without the author's prior permission
4. Using another's password or trespassing in another's files
5. Using the network for financial gain or for any commercial or illegal activity
6. Unauthorized downloading or e-mailing of non-educational related files (graphic or textual including games)
7. Subscribing to databases, List Servers, or other sources without the prior permission of the supervisor or teacher
8. Using chat rooms

All students must have on file a Philomath School District Technology Acceptable Use Policy form which has been signed by both the student and the parent. Students who violate this policy will receive consequences according to the nature and severity of the misuse, such as limited or no access to technology for a specified amount of time.

Transportation of Students

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

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

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

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

Trespassing

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

Truancy

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

Vehicles on Campus/Parking

According to ORS Regulation 332.445, vehicles parked on district property are under the district's jurisdiction.

The district requires that before parking privileges are granted, the student must show that he/she holds a valid driver's license, the vehicle is currently registered, and the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. Any student who has lost on-campus parking privileges or who parks illegally on campus will run the risk of having his/her vehicle towed at his/her own expense. In applying for a parking permit, students will be notified

that parking on district property is a privilege which allows the administration to conduct searches of vehicles upon probable cause related to a policy, rule and/or procedure violation. Parking violations may result in penalties ranging from loss of parking privilege without fee refund to fines and/or tickets to towing of vehicle. Students are required to obtain parking privileges at registration. There is no charge for a parking pass.

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

DISCIPLINARY RESPONSES FOR FIREARMS AND WEAPONS VIOLATIONS

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

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

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

dangerous or deadly weapon, firearm, or destructive device. Student guardians will be notified of all conduct by their student that violates this policy.

DISCIPLINARY ACTION LEVELS

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

Level 1 - Conference

Level 2 - Intervention, i.e., counseling referral, law enforcement, etc.

Level 3 - Suspension/Temporary removal/Reassignment/Referral

Level 4 - Reassignment/Referral/Recommended expulsion

Level 5 - Recommended expulsion

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

DISCIPLINARY ACTIONS

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

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

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

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

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

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

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

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

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

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

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

Student Support Team Intervention

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

Suspension of Driving Privileges The school district may request that a student lose driving privileges or the right to apply for driving privileges for the following offenses: Expulsion for a weapon, two or more suspensions for menacing or assault on school premises, willful damage to school property, Pattern of unexcused absences The first request to suspend a student's driving

privilege or right to apply for a driving privilege may be for up to a year. A second request may result in suspension of privileges until the student reaches the age of 21.

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

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

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

Student Rights

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

Student Responsibilities

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

Filing a Behavior Code Complaint

Students may file a verbal or written complaint against another student alleging a violation of school policy with the school administration. When possible, student complaints will be resolved through informal discussion and consultation with the involved parties. Complaints requiring disciplinary action will be addressed according to school and district policy and may involve a

parent conference, and notification of community authorities. The student who initiated the complaint shall be notified of the outcome of the investigation within five school days to the extent allowed by district and State policy.

Filing a Sexual Harassment Complaint

Sexual Harassment Complaint Procedure Building principals, the compliance officer, and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

- **Step I:** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer, or superintendent.
 - All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- **Step II:** The district official receiving the information or complaint shall promptly initiate an investigation.
 - S/he will arrange such meetings, as may be necessary, to discuss the issue with all concerned parties within five (5) working days after receipt of the information or complaint.
 - All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing.
- **Step III:** The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded.
 - The parties will have an opportunity to submit evidence and a list of witnesses.
 - A copy of the notification letter, the date, and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
 - For information about appeal process, or for greater details about board policy please see: Sexual Harassment Complaint Procedure, JBA/GBN-AR <https://www.philomathsd.net/about/school-board/school-board-policies>

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

The building principal has responsibility for investigations concerning hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. All complaints will be investigated in accordance with the following procedures:

- **Step 1:** Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building principal.
 - Complaints against the principal shall be filed with the superintendent.
 - Complaints against the superintendent shall be filed with the Board chair.
 - All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- **Step 2:** The district official receiving the complaint shall promptly investigate.
 - Parents will be notified of the nature of any complaint involving their student.
 - The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or

- complaint.
- The parties will have an opportunity to submit evidence and a list of witnesses.
- All findings related to the complaint will be reduced to writing.
- The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- **Step 3:** If the complainant is not satisfied with the decision at Step 2:
 - he/she may submit a written appeal to the superintendent or designee.
 - Such appeal must be filed within 10 working days after receipt of the Step 2 decision.
 - The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal.
 - The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
 - Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Documentation related to the incident may be maintained as a part of the student's education records.
 - Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.
 - For information about appeal process, or for greater details about board policy please see: JFCF-AR:
<https://www.philomathsd.net/about/school-board/school-board-policies>

Filing a Grievance

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

Confidentiality

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

Video Surveillance

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students, and visitors to district property, and to safeguard district facilities

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

SAFETY

Mental Health Support

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

Lines for Life (Substance Abuse and Suicide Prevention)

Substance Abuse Helpline 800.923.4357

Suicide Lifeline 800. 273.TALK (8255)

Youth line for Teens 877.968.8491

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

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

National Suicide Hotline

1-800-273-TALK (8255)

En español: 1-888-628-9454

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

Standard Response Protocol

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

SRP

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

LOCKOUT - “Secure the Perimeter”

LOCKDOWN - “Locks, Lights, Out of Sight”

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

EVACUATE - “To the Announced Location”

SHELTER - “For a Hazard Using a Safety Strategy”

Training

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

ACADEMIC INFORMATION (Grades 9-12)

Behavior

Academy expectations are to treat each other with respect. Use appropriate academic language for a school and work environment. When working from the building, sleeping, social networking sites, and gaming is not permitted. Music is only allowed with headphones and only one person per player.

Daily Productivity

For all in person courses, students who wish to work onsite, or students who are required to attend – you will be expected to sign-in and sign-out. Complete your online lessons in order unless a teacher allows you to skip. If a link does not work, let a teacher know. If you can't find an answer, ask for help. Students are asked to shut down their computer, clean up their area, and sign-out when they leave for the day.

Academic Integrity and Plagiarism

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

Credits (grades 9-12)

Credit is given for each semester class that a student passes. Of the 24 credits required for graduation, 19 are required classes and 5 are elective credits. A student's choice of electives should be based on post-high school plans and student interest. Parents are encouraged to work with students in developing a four-year plan. Counselors are available to assist in this effort.

Grades

Letter grades are based on the following:

- A:** 90 – 100 percent
- B:** 80 – 89 percent
- C:** 70 – 79 percent
- D:** 60 – 69 percent
- F:** 59 percent and below
- I:** Incomplete
- P:** Pass
- NP:** No Pass

Pass/No Pass courses are an option in extenuating circumstances or in the instance of credit recovery. Regular progress reports will be sent throughout the term to parents and students. Courses that are “Credit Recovery” will be graded as P/N.

Incompletes will be given to high school students who do not complete a class within the semester timeframe. Students have a two-week extension to complete the course.

Final grades are posted on an Academy transcript for high school students. Middle school students will receive a grade report each semester. Middle school students taking high school courses will be given high school credit on an Academy transcript.

The grade issued at the end of each semester is the official grade that will appear on the student’s transcript.

Honor Roll

Students are eligible for honor roll when end of term grades are at a 3.5 GPA or above. Students in grades 6-8 are eligible each quarter. Students in grades 9-12 are eligible at the end of each semester.

Transcripts

Each high school student may obtain three (3) free transcripts each year. For each transcript after three, the student will be charged \$2.00 or \$2.50 if mailed. Former students will be charged \$2.00 plus mailing charge. Request forms are available from the Academy registrar. Please allow sufficient time for processing.

Graduation Requirements

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

| | Standard Diploma | Honors Diploma** |
|--|-----------------------------|---|
| Language Arts | 4.0 | 4.0 |
| Mathematics | 3.0 | 4.0 |
| Social Sciences | 3.0 | 3.5 |
| Lab Sciences | 3.0 | 3.5 |
| Health | 1.0 | 1.0 |
| Technology | 0.5 | 0.5 |
| Physical Education | 1.0 | 1.0 |
| CTE/Applied/Fine Arts or Foreign Language | 2.5 | 2.0 of same Foreign Lang Plus .5 AA/FA or For. Lang. |
| Personal Finance | 0.5 | 0.5 |
| Electives | 5.0 | 5.0 |
| Senior Project | 0.5 | 0.5 |
| TOTAL: | 24.0 | 26.0 |
| Essential Learning Skills⁺ | Required⁺ | Required⁺ |

****Honors Diploma** - AGPA 3.5 and completion of the SAT, ACT or ASVAB. One credit of English must include either WR121 at LBCC or an approved AP English course. Math level must be through at least Pre-Calculus. All classes must be graded.

Exceptions to the requirements for graduation may be made in cases of physical or economic hardships or for special program students, as allowed by state statute and approved by the School Board. **Modified Diploma, Extended Diploma, and Alternative Certificate** candidates must meet with the school IEP team before the end of sophomore year to determine eligibility. See school board policy IKF-AR for more information.

In order to provide a variety of educational experiences through which students may meet the graduation requirements of the district, **optional educational opportunities** will be made available to qualified students. See your counselor for more information.

Students interested in **Early Graduation** must submit a petition to the Academy Principal by December 1st of junior year. See your counselor for procedures.

Graduation Exercises (IFKB)

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

Scheduling

Students work with the Academy counselor to select appropriate courses for their abilities and interests. There are required classes each year, but many options for electives are available. Math placement is based upon a student's past performance. Teachers use collected data to determine the most appropriate class a student needs to schedule. Students wishing to make **schedule changes** must discuss proposed changes with their counselor. **After the first 10 days of the semester, there will be no more schedule changes. If a class is dropped after 5 weeks, the student will receive an F in that class. Any exceptions will be made on an individual basis with approval of the principal.**

Recommended Basic Schedule

| 9 th Grade | 10 th Grade | 11 th Grade | 12 th Grade |
|-----------------------------|------------------------|------------------------|------------------------|
| English 9 | English 10 | English 11 | English 12 |
| Math | Math | Math | American Government |
| Science | Science | Science | Personal Finance |
| Health/PE | World History 10 | U.S. History | Senior Project |
| Geography 9 | PE | Health 2 | Applied Arts/Elective |
| Applied Art/Career Elective | Applied Art/Elective | Applied Art/Elective | Applied Arts/Elective |
| Technology/Elective | Applied Art/Elective | Applied Art/Elective | Applied Arts/Elective |

Beyond Philomath at LBCC

Philomath Academy will pay for eligible students who are enrolled as a full-time student and are at least 16 years old to take courses at LBCC. Students interested in this opportunity must talk to the Academy counselor. Students can take up to 12 college credits each term.

Courses at Philomath High School

Philomath Academy students may take up to two half-credit courses (CTE, music, art, or other hands-on elective) from Philomath High School per semester. These courses will be on PHS's 12-week term.

Essential Learning Skills

Students must demonstrate proficiency in essential learning skills to graduate. To meet these requirements, students will be given state tests and classroom work samples. The essential learning skills are:

1. **Read and comprehend a variety of text**
2. **Write clearly and accurately**
3. **Apply mathematics in a variety of settings.**

State Tests

Students must achieve passing scores on state tests to meet the Essential Skills:

- READING/LITERATURE
- WRITING
- MATH
- SCIENCE (required test but not required for Essential Skills)

Work Samples

Work samples are classroom assignments, scored on a 1–6-point scale using state scoring guides. Students must achieve the following scores on work samples:

Mathematics – A score of 4 or more on each required scoring guide dimension, on two mathematics work samples. These two samples must represent two of the three strands of mathematics: **Statistics and Probability, Algebraic Relationships, or Geometry**

Writing – A score of 4 or more on each required scoring guide trait, on two writing work samples. These two samples may represent three types of writing: **One Expository or Persuasive and one Expository, Persuasive or Narrative**

Reading – A combined minimum score of 12 with no score lower than 4 for all traits on 2 work samples. Work samples include Literary Text and Informational Text. At least one of the work samples must be an Informational Text.

Senior Project and Career Related Learning Standards - Graduation Requirement

For a diploma, students will need to demonstrate an extended application of career-related knowledge and skills. The extended application begins in 9th grade and culminates in the 12th grade. The Senior Project is a student-driven project that includes career exploration, career shadows/internships, and a reflection on the Career Related Learning Standards (CRLS). The CRLS are fundamental skills essential for success in employment, college, family, and community life. These skills are taught throughout the curriculum, integrated with academic learning, and emphasized in students' Senior Project. The CRLS are as follows:

1. Personal Management
2. Problem Solving
3. Communication
4. Teamwork
5. Employment Foundations
6. Career Development

Oregon Public Universities Basic College Entrance Requirements

Applicants must satisfactorily (grade of C- or above) complete at least 15 units (16 units for the Univ. of Oregon) of college preparatory work. One credit at PA is equal to one unit. There are also GPA requirements and there may be admissions tests (SAT or ACT) requirements.

English (4 units).

Mathematics (3 units). A minimum of three years through Algebra 2.

Science (3 units).

Social Studies (3 units).

World Language (2 units). A minimum of two years of the same high school-level second language, or a C- or above in the third year of a high school-level language, or two terms of a college-level second language with a grade of C- or above, or satisfactory performance on an approved assessment of second language proficiency. Demonstrated proficiency in American Sign Language meets the second language requirement.

In addition to the above requirements, the Academy counselor recommends taking science, math, social studies, and language arts every

year as well as 4 years of world language when possible. It is also strongly recommended that college-bound seniors:

1. Take a rigorous course schedule. While high school grades and SAT scores are important, colleges want to see that you have selected challenging courses that will help you grow academically.
2. Get involved in school activities, especially in leadership roles. Colleges want students who will enhance the educational environment in a special way.
3. Volunteer your time! Get involved and give back to your community. It is especially positive to have an experience that is directed toward a specific future interest (career or otherwise).

Recommended College Prep Schedule

Students completing the following general requirements will be ready for the college admissions process. Although these are typical admissions requirements, there may be different or additional requirements depending on the school or program. Always check with the institution and the program you intend to enter for additional admission requirements.

| | | | |
|----------------|----------|--------------------|--------|
| English | 4 years | Business | 1 year |
| World Language | 2+ years | Applied/Fine Arts | 1 year |
| Math | 4 years | Physical Education | 1 year |
| Science | 4 years | Health | 1 year |
| Social Studies | 4 years | Technology | 1 year |

NCAA Approved Courses

College bound student athletes who want to practice, compete, and receive athletically related financial aid at a Division 1 or Division 2 school need to complete specific required core courses. Currently, Philomath Academy courses are not NCAA approved. However, students may take classes at the community college through the Beyond Philomath program that meet NCAA eligibility.

STUDENT ACTIVITIES AND ATHLETICS (Grades 9-12)

Dances

Philomath Academy students in grades 9-12 may attend PHS dances as long as a guest pass has been signed off by both the PA and PHS principals.

Athletics

Philomath Academy students who reside in the Philomath School District may participate in Philomath High School's interscholastic athletics. To participate in a sport, a student needs:

1. Proof of insurance (You must have medical insurance to participate in athletics.)
2. A completed current OSAA physical form on file (must be renewed every two years.)
3. Completed FamilyID registration.
4. To submit the Sport Participation Fee
5. To purchase the Student Body Fee of \$20, this includes the ASB validation.

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

Academic eligibility is governed through the Oregon School Activities Association (OSAA) and our district's academic requirements. There is a one-time credit check per school year.

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

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

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

Sportsmanship Plan

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

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

Oregon West Conference Sportsmanship

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

Hazing

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

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

Upon enrollment in Philomath High School all students are accountable to both the school's substance and tobacco (including vaping material) abuse policy and the student code of conduct

behavior policy. This accountability begins with the first OSAA scheduled fall practice and carries throughout the calendar year including school sponsored summer activities. Any student in violation of the above-mentioned policies will be disciplined according to the appropriate policy when beginning participation in any PHS activity or athletic program.